

House District 32

Senate District 16

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

Log No: 1-0

For Legislature's Use Only

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Type of Grant or Subsidy Request:

GRANT REQUEST - OPERATING

GRANT REQUEST - CAPITAL

SUBSIDY REQUEST

"Grant" means an award of state funds by the legislature, by an appropriation to a specified recipient, to support the activities of the recipient and permit the community to benefit from those activities.

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

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

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

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual: Adult Friends for Youth

Dbas: same as above

Street Address: 3375 Koapaka Street, Ste. B290, Honolulu, HI 96819

Mailing Address: 3375 Koapaka Street, Ste. B290, Honolulu, HI 96819

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name CYNTHIA EMOTO

Title Grantwriter / Communications Coordinator

Phone # 833-8775

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3. TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

YOUTH GANGS AND HIGH-RISK YOUTH PREVENTION AND INTERVENTION PROGRAM

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2010-2011 \$ 200,000

8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

- NEW SERVICE (PRESENTLY DOES NOT EXIST)
- EXISTING SERVICE (PRESENTLY IN OPERATION)

SPECIFY THE AMOUNT BY SOURCES OF FUNDS AVAILABLE AT THE TIME OF THIS REQUEST:

STATE \$ 0
 FEDERAL \$ 0
 COUNTY \$ 0
 PRIVATE/OTHER \$ 0

[REDACTED SIGNATURE]

DEBORAH L. K. SPENCER-CHUN, PRESIDENT & C.E.O.

1/29/10
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;

Adult Friends for Youth (AFY) has been providing therapeutic prevention and mental health programs for high-risk youth for 23 years. The mission of AFY, a 501(c)(3) non-profit tax exempt corporation, is to reduce and eliminate substance abuse, gang-related activities, and family dysfunction in an effort to *enhance the potential for all youth to achieve a rewarding life and become productive members of society.*

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

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

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

In the past 23 years, AFY has gained a notable reputation for its overwhelming success in working with youth gangs and the highest-risk youth, integrating most members into society with a high school diploma in hand. AFY's outreach services are able to enhance the potential for achieving community goals, such as reducing extreme poverty, improving health and access to educational and other opportunities, and to enhance the quality of life for struggling families by accessing low-income minority youth at the grassroots. These are youth who believe they have no place in the dominant social system.

The group therapy approach, *Redirectional Therapy*, developed by AFY, has been applied to 40 gangs in Honolulu and has a success rate of approximately 80 percent. High-risk youth and ex-gang members who have participated in AFY's programs have graduated from

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

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

Adult Friends for Youth has received wide recognition over the years for its work with high-risk youth, including the *Outstanding Community Mental Health Agency Award* by Mental Health America of Hawaii for its "*pioneering therapeutic approach in the field*" commitment." AFY was also saluted by the Hawaii State Legislature's Keiki Caucus, McDonald's Restaurant, and Hawaii Children's Trust Fund with Hawaii's *2008 Outstanding Advocate for Children and Youth Award*. The Hawaii Psychological Association awarded Adult Friends for Youth the *Po'okela Award* for *excellence in promoting "educational achievement and offering a prescription of hope for significantly reducing poverty and destructive behaviors among youth gang members."*

Adult Friends for Youth has also been delivering presentations, workshops, and training seminars on youth issues and youth gangs, both on the local and national levels for over two decades. The most recent presentations made on the national level were in early 2009 in Seattle-Tacoma and Des Moines, Washington; to Henderson, Nevada Metro Police and the Mayor's Office in Salt Lake City, Utah, and to the San Jose Rotary Club. Presentations made recently on the local level were in April 2008 to: The Hawaii Chapter of the National Association of Pediatric Nurse Associates and Practitioners and the 5th Annual Hawaii Conference on Preventing, Assessing and Treating Childhood, Adolescent and Adult Trauma. Curricula on the specifics of working with high-risk youth, especially youth gangs, have been in discussion with the University of Hawaii and Hawaii Pacific University Schools over the past year.

2. The goals and objectives related to the request

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

During the past decade, AFY has worked with 40 youth gangs and provided group therapy and gang prevention services to ten schools. AFY's programs aim to halt the cycle of poverty, violence, abusive and destructive behaviors that are often passed on from generation to generation by working with the highest-risk youth from low-income, minority, and/or immigrant families. These youth are often already involved in gang-related activities posing a danger to the community, if not to themselves. Lacking stable role models and trying to find their way through life on 'survivor mode,' they are one miss-step away from slipping into a world of crimes. These youth believe they have no place in the dominant social system. So-called "problem youth" may disappear from the school campus, but they will not go away. They will surface in other parts of the community, possibly with more potential than ever before to inflict damage and destruction.

The overall goals of AFY's program are:

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

3. State the public purpose and need to be served

Red flags are flying high both on and off school campuses, as incidents point to a whole new level of youth violence on Oahu. Nine years ago, the growth of youth gang violence and the proliferation of youth gangs across the nation raised concerns, to such an extent that the Office of Juvenile Justice and Delinquency Prevention compiled a 79-page publication, "Youth Gang Programs and Strategies" [Howell, J.C. (August 2000) National Youth Gang Center, Institute for Intergovernmental Research]. At that time, it was already turning into "a significant social policy issue....with more than 800,000 gang members active in over 3,000 gangs according to... National Youth Gang Survey." Trends on the Mainland often reach our shores on a delayed time wave. AFY and others working with troubled youth have been sounding a warning for some time that gang activities and youth violence *can be stopped* before it turns into a destructive wave. John J. Wilson, OJJDP Acting Administrator at the time of the OJJDP publication, wrote: "Youth gangs imperil not only the safety of America's communities but the future of our Nation's youth..."

As Principal of Farrington High School, Catherine Payne has encountered many serious threats and acts of violence that "moved from the community" to her campus. She has seen injuries and deaths from gang violence and affiliations. Ms. Payne has worked for years with Adult Friends for Youth to bring campus violence under control and to help students turn away from drugs to enable them to safely complete high school education. In a Honolulu Advertiser article (3.07.09 Principal sees crime risk in cutting anti-gang cash), she openly aired her fears that fights, vandalism and crime by gang members will rise if budget cuts severely impact nonprofits such as AFY.

Emerging developments: AFY's success in changing the destructive behaviors of youth gangs has focused primarily on male groups in the past 23 years. However, recent trends indicate a growing rise in active female involvement in gang activities and violence, at levels on par with their male counterparts. This has also been evident on school campuses. These young girls (ages 14-17) mostly of Tongan and Samoan ethnicity, have been identified by Farrington High School as high-risk youth in need of AFY help and therapeutic assistance. Despite the fact that this is an all girls' group, they identify themselves as the Tongan Crip Gang (TCG). TCG can be traced back to Los Angeles and California, when families immigrated from Tonga in the 1970's. Although gang migration does occur, the names are often just copied or adopted by youth groups. But when combined with emerging destructive behaviors, it is a heavy red flag -- signs that prevention and intervention are needed. The TCG girls in question are divided along ethnic and cultural backgrounds (Tongan and Samoan), showing increasing hostility toward the other with incidents of rivalry and skirmishes. School officials have asked AFY to defuse the conflicts, and staff has been making a strenuous effort to bring harmony to the divided group, but more long-term work is needed to introduce / educate concepts of tolerance toward different ethnic, cultural, and community backgrounds, and nonviolent lifestyles respectful of others. ***Attention to these girls now are crucial, since one day, they will most likely become mothers and "role-models" to one or more offsprings. This could indicate a "doubling" or "tripling" of a population with violent or destructive role-models/behaviors.***

In addition to the escalating behaviors of violence among girls, there is a growing number of unwed teen parents who need attention. In working with high-risk youth, it has become a serious concern to AFY that, those had already become fathers before reaching maturity, were in critical need of parenting services. Many saw no need to take an active role in parenting, stemming from value systems that delegated the role solely to mothers -- to the extent that there was ***no physical contact between father and child.*** In many cases, the pre-adult fathers had no fathers themselves, or had fathers who were less than stable role models, leaving them with no guideposts nor experience as to what a positive child-father relationship can be.

The youth with whom AFY works are in the highest risk categories and often engaged in substance-abuse, violence, and illegal activities. They are often youth who feel they have "nothing to lose," and, consequently pose a danger to themselves and to the community; they are mostly from low-income minority backgrounds, struggling with poverty. No other organization has access to this population to the extent AFY does.

"The Mental Health of Adolescents: A National Profile, 2008" (D. Knopf, M. J. Park, & T. P. Mulye. The National Adolescent Health Information Center) concluded in their findings that, "National data make clear that a sizeable proportion of young people have symptoms of emotional distress. The studies presented here suggest that 20 -- 25% of youth have symptoms of emotional distress, and about one in ten has moderate to severe symptomatology, indicating significant impairment. Although young people receive help from many sources, there remains considerable unmet need..."

4. Describe the target population to be served

AFY proposes to apply its expertise and skills by continuing to reach out to low-income minority youth, particularly unwed/married teen parents and violence-prone girls who are involved in gang-related activities (ages 11 - 22) who are at very high risk for crime, violence,

and abuse. This population tends not to avail itself of services where it must reach out to the service. Therefore, AFY proposes to take its services to them.

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

5. Describe the geographic coverage.

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

Statistics indicate a pressing need to reach out to the troubled youth of Kalihi and Leeward Coast communities. Anger, at what appears to be a hopeless situation, is building among many young people. It is a matter of urgency to reach them before helplessness sets in and their anger turns to violence. AFY already maintains close collaborative relations with the public schools in these areas. The State of Hawaii Data Book 2008 shows that aggravated assault (in 2007) was highest in Kapolei-Waianae, Kalihi, and Central Oahu (in descending order); and forcible rape in Kapolei-Waianae, Kalihi, and Kailua-Kaneohe-Kahuku.

As recently as this past August, property damage, vandalism, graffiti, and 20 smashed auto windshields and windows prompted residents at Kalihi Valley Homes to organize a citizen patrol. The smashed autos are suspected to be the result of an ongoing rivalry between youth groups/gangs. In October, a 10-year old girl was arrested on suspicion of second-degree assault for picking up a weapon and hitting her 8 year old brother. What was interesting about another 12-year old girl related report was a reader comment made to the Honolulu Advertiser regarding a worrisome trend in violent behaviors among girls in the classroom(s) and disregard for authority (Honoluluadvertiser.com. 11.10.2009. *Girl, 12, arrested in robbery of girl, 11.*).

Earlier in July, the trial of a 20-year-old man in a freeway shooting indicated the incident was connected with violent rivalry between youth gangs BTK and INR (Honoluluadvertiser.com. 1.11.2010. *Trial begins in freeway shooting that left Hawaii teen paralyzed.*)

Hawaii's teen birthrate rose by 12% in 2006, according to U.S. Centers for Disease Control and Prevention figures. A report released by the state Department of Health in November 2008 showed: "12 percent of public high school students in Hawaii attempted suicide in 2007, compared with 6.9% of high school students nationwide." The 2007 Youth Risk Behavior Surveillance System indicates that "nearly 20 percent of Hawaii's public high school students have "seriously considered" attempting suicide, second only to New Mexico's rate." (Honoluluadvertiser.com. 11.14.2008. *Hawaii rate of teen suicide attempts among highest in U.S.*) Youth who feel they have "nothing to lose," not only pose a danger to themselves, but often jeopardize the safety of others. A report produced in October 2006 by the Pacific Institute for Research and Evaluation outlined the problems and costs associated with underage drinking in Hawaii as \$62.7 million resulting from youth violence and \$12.7 million associated with high-risk sex, ages 14-20.

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

Adult Friends for Youth is the only nonprofit agency in the state of Hawaii that works with youth gangs/high-risk groups as whole entities (versus individuals who belong to gangs). Working in collaboration with the State Department of Education, AFY's clinical staff identifies children and youth (ages 11-22) with high-risk negative/gang behaviors, such as violence, truancy, drug or substance dependency, or group fights. After initiating communications, clinical staff work to establish a relationship of trust, becoming knowledgeable of their environment and issues, meeting their families, and organizing the children/youth into therapeutic groups (if they are not already engaged in natural friendship groups). Gang members and high-risk youth participating in AFY's group counseling/therapy sessions and programs have experienced a high school graduation rate of 80% (compared to 20% in 1990).

AFY uses an effective replicable pediatric therapy approach, *Redirectional Therapy*¹, which has been tested and refined for 18 years, to combat negative youth behaviors, such as violence, drugs, crime, teen pregnancy, family dysfunction, learning disabilities, and other anti-social behaviors, both on and outside of the campus. Following two decades of experience with at-risk youth, AFY has found that the application of *Redirectional Therapy* has been overwhelmingly successful in helping them to become constructive people with a bright future. Most of its clients have progressed from angry, violent, and anti-social people to individuals who are participatory, enterprising, and law-abiding, who have graduated from high school and gone on to higher education, the military, and successful employment.

Groups meet for therapeutic counseling sessions once a week, in addition to individual conferences, collateral contacts with school officials, parents, employers, police, etc. for an average of 8 hours/group per week. Children and youth groups are continuously engaged in activities aimed at replacing destructive behaviors with constructive, socially acceptable behaviors. In-depth sessions (both individually and in groups) are held to break the cycle of negative behaviors, including substance abuse and violence that may exist in their circles of friends and families. Opportunities are also provided to expose youth to new and positive experiences, including field trips, social activities, recreation and sports, education, community service (such as graffiti wipeouts, voter registration, and visits to senior care homes), exploring employment and career possibilities, and culture – all activities that steer attention away from

¹ Rosen, S. M., Hingano, P. V., & Spencer, D. L. K. (1996). *Toward a Gang Solution: The Redirectional Method*. Tulsa, OK: National Resource Center for Youth Services, The University of Oklahoma.

negative, anti-social, or violent activities. Services are coordinated with school officials, teachers, family members and community leaders to provide the most effective services tailored to help the at-risk children and youth adopt positive and socially acceptable behaviors.

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

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

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

Adult Friends for Youth's experience with young people confirms the widely held view that illegal drugs are a pernicious community problem. There can be no doubt that drugs contribute to the downward spiral of hopelessness and despair felt by many low-income minority youth. If ignored, the impact of drugs not only on these young people, but, subsequently, on their children and the community will be felt long into the future. Many of these troubled students come from homes where drugs are a powerful influence in their lives, with one or both parents into regular use or addiction. Clearly, anyone talking about parental responsibility in the lives of these youth does not make sense, since the sad fact is that abuse and drugs are a constant in most of their families, and criminal activities are not unusual. The hope for these young people lies in the socializing and therapeutic alternative that AFY can provide.

There is no short term solution for the problems that these students present. Persistence will be required for long-term behavioral changes to occur. Progress in some cases is already in evidence. Unfortunately, society is always looking for the quick fix, and funding for the hard and difficult work required for change is almost nonexistent.

Among AFY's 2009 Young Persons of the Year honorees are five exceptional young men who persevered harsh circumstances and survived the storms. Four are brothers: Jerome Sevilleja and Jeremy Sagadraca, Andrew "Bubba" and Anson Hodges. They hardly went to school, smoked weed, and got into constant trouble, when the eldest of the four, Jerome, encountered AFY. AFY was able to provide the guidance the brothers desperately needed. Jerome, who recently returned from his second tour of Iraq, looks back, "They helped us stay positive, made us stronger..." Jerome has been a proud member of the Army National Guard for seven years now. His brother Anson works for the popular Highway Inn restaurant; Bradda Bubba sings in the band Rebel Souljahz, winner of the prestigious 2009 Na Hoku Awards Best Reggae Album of the Year; and Jeremy recently moved back from Las Vegas and plans to return to his job there. Born in Kalihi, their childhood was a rough one. All of the brothers eventually graduated

Waipahu High School. Jerome recalls, "One thing I really noticed, and so did my brothers, is that AFY never gives up." The brothers all agree that they now see life from a different perspective.

AFY's 5th honoree, Lerrick Beate, was into frequent fights and drugs, losing a friend to suicide, and seeing another get stabbed. He almost gave up on himself. He was ready to "go to war" with a rival group, when AFY stepped into his life. AFY's alternative education program provided him with new and positive experiences, and a fresh perspective on life. The program helped him earn his high school diploma. Lerrick is currently working as a security guard and aiming for a college certification in refrigeration and air condition maintenance.

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

AFY currently enables approximately 400 troubled youths a week to receive help to free themselves from high-risk behaviors. Additional funding will allow the agency to work with the high-risk population of youth living in low-income communities. Without help, they will only sink further into hopelessness, frustration, anger and ultimately violence. Many troubled youth are desperate, seeking to improve their lives. When left unsupervised, they can easily be seduced toward a life of destructive and negative behaviors, but when exposed to well-guided supervision by solid role models who provide positive therapeutic interaction and mental health services, they can be prompted to adopt positive behaviors, rising above the despair and hopelessness of their negative environment.

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

Under the *Youth Gangs and High-Risk Youth Prevention and Intervention Program*, AFY's primary objective is to work with a minimum of 50 very highest-risk students, both boys and girls (mostly youth gangs members) on Oahu, to reduce destructive and violent behaviors and replace negative behaviors with more socially acceptable behaviors. Start date and completion date will hinge on the program's "notice-to-proceed" contract agreement. Otherwise, the start date is anticipated on July 1, 2010 and completion date on June 30, 2011.

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

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

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

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

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

Evaluation, measures, and assessment instruments to be used to determine changes in behaviors and attitudes: Outcomes for gang and school therapy groups will be measured through oral and written self-reporting, school records and reports, a baseline study, and through on-going staff assessments that are reported in written records for each group and individual session. Staff

also meet at least bi-weekly to discuss client progress. Annual all-day or multi-day retreats are held to discuss issues in depth and to plan future work.

The analytical process is continuous. The increased clarity generated by this process led to writing the book, *Toward a Gang Solution: The Redirectional Method*, in 1996. This is still the only published book on a replicable gang methodology in the United States. A second book is in the works, describing the depth of *Redirectional Therapy's* success in the last twenty years.

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

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

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

Performance Targets to Raise Protective Factors:

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

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

- 50 youth participate in program
- 50% of participants attend at least 75% of group sessions
- 100% of youth participate in baseline survey

- 25% of youth report reduced drug and alcohol use
- 25% of youth reduce destructive behaviors
- 75% of youth will not experience school arrests, suspensions, and expulsions
- 50% of youth will maintain or improve their current level of academic achievement
- 75% of youth will report increased awareness of the dangers of ATOD (alcohol, tobacco and other drugs) use

III. Financial

Budget

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

Please see attached.

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

| Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | Total Grant |
|-----------|-----------|-----------|-----------|-------------|
| \$50,000 | \$50,000 | \$50,000 | \$50,000 | \$200,000 |

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

AFY is not aware of other sources of funding, at this moment in time, that will be available for FY 2010 – 2011.

IV. Experience and Capability

A. Necessary Skills and Experience

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

Over the past 23 years, AFY has been widely recognized for its outstanding results in working with the highest risk youth. Awards in recent years mentioned earlier are: *Outstanding Community Mental Health Agency* by Mental Health America of Hawaii; Hawaii's *2008 Outstanding Advocate for Children and Youth Award* by the Hawaii State Legislature's Keiki Caucus, McDonald's Restaurant, and Hawaii Children's Trust Fund; the *Po'okela Award for excellence in promoting "educational achievement and offering a prescription of hope for significantly reducing poverty and destructive behaviors among youth gang members"* from

the Hawaii Psychological Association in November 2006. In the past, AFY has also been recognized by/for:

- the Hawaii State Board of Education and Hawaii Department of Education in December 2007 with the *Partnership in Education Award for Outstanding Contributions to Hawaii Public Schools*;
- the Honolulu City Council on December 13, 2006, for 20 years of cutting-edge youth and parenting services;
- for reaching hundreds of children and their families in partnership with the New Hope Christian Fellowships Prison Ministry in April 2006.

As earlier mentioned, curricula on *Redirectional Therapy* and the specifics of working with high-risk youth, especially youth gangs, have been in discussion with the University of Hawaii and Hawaii Pacific University Schools over the past year.

Recently, Dr. William Coulson, who trained under the famed psychologist Carl Rogers at the Western Behavioral Sciences Institute, visited AFY to discuss the Rogerian Person-Centered Therapy, and how AFY's Redirectional Therapy has taken the principles and applied it to a high-risk population that went beyond the imagination of the founders of the humanistic approach and psychotherapy research. (The humanistic bedrock of AFY's Redirectional Therapy is the Rogerian Person-Centered Therapy.)

AFY's program(s) works closely with school administration and teachers, ensuring safety on the campus; police and law enforcement officers to deter gang activity and diffusion of problems before they spiral out of control posing a safety threat to the public (officers in Kalihi often allow AFY staff to act as first responders when gang violence erupts on campuses. Please see attached letter from Major William Chur, Commander of the Honolulu Police Department's District 5); community leaders, apprising them of youth gang/group issues that are potentially harmful to their community and the possible solutions.

As Principal of Farrington High School, Catherine Payne has encountered many serious threats and acts of violence that "moved from the community" to her campus. She has seen injuries and deaths from gang violence and affiliations. Ms. Payne has worked for years with Adult Friends for Youth to bring campus violence under control and to help students turn away from drugs to enable them to safely complete high school education. In a Honolulu Advertiser article (3.07.09 Principal sees crime risk in cutting anti-gang cash), she openly aired her fears that fights, vandalism and crime by gang members will rise if budget cuts severely impact nonprofits such as AFY. Says Ms. Payne, "I am aware of the high levels of commitment and professionalism that the agency provides, and their willingness to go well beyond the traditional parameters of the workday, and by their determination to make sure every troubled youth has an opportunity to become a good citizen....No group is doing what they are doing in the community. Suppressing gang activity has never worked, but working with these young people to help them see that they can choose a better way of life makes a difference of the community that is long lasting."

Principal Dr. Gail Awakuni of Campbell High School says, "Leeward schools tend to be fairly large, and many families in our community struggle with limited incomes or with both parents working multiple jobs. Our high-risk youth face intense problems, and we would

welcome expanded help form Adult Friends for Youth to assist some of our students cope with their drug/substance-related issues and prevent them from ‘falling through the cracks.’”

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

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

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

The Atherton Family Foundation; City and County of Honolulu CDBG Grant and Leeward Community Benefit Grant; Department of Health and Human Services – TANF Grant; George P. and Ida Tenney Castle Trust; Hawaii Children’s Trust Fund; Hawaii Community Foundation Crystal Meth Initiative; State of Hawaii – Office of Youth Services; State of Hawaii – Department of Transportation; State of Hawaii – Department of Education; AES Hawaii; Alexander & Baldwin Foundation; Aloha United Way; Castle & Cooke Hawaii; Combined Federal Campaign; Farrington High School; Friends of Hawaii Charities; GEAR UP Hawaii; Harry and Jeanette Weinberg Foundation; Heather and Colene Wong Foundation; Hiroshi Asakawa Charitable Remainder Trust; James Campbell High School; Kaiser Permanente; Kaneta Foundation; Kapolei High School; KTA Super Stores; LikeLike Elementary School; Maryl Group; Schuler Family Foundation; Servco Foundation; 7-11 Hawaii; the Seto Foundation; Sidney Stern Memorial Trust; Waianae Intermediate School; Watamull Foundation; G. N. Wilcox Trust; the Frear Eleemosynary Trust; and 22 straight years of funding from the McInerney Foundation.

B. Facilities

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the request. If facilities are not presently available,

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

Gang prevention and rehabilitation is conducted through schools and in the community. The program utilizes community facilities, including classrooms, recreation centers, beaches, parks, and a variety of commercial establishments, including bowling alleys, billiard parlors, and movie theaters. Staff use various sites depending on program requirements. AFY maintains a 4,287 square foot office at the Airport Industrial Park (3375 Koapaka Street, Suite B290). Classes and presentations are often held in our classroom/conference room. ADA requirements: The AFY office is immediately off of the parking lot, Level B. There are no steps. The office is accessed by several doors: two double doors and a single door that can easily accommodate a wheel chair. No special equipment nor remodeling is necessary.

V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

The applicant shall describe the proposed staffing pattern and proposed service capacity appropriate for the viability of the request. The applicant shall provide the qualifications and experience of personnel for the request and shall describe its ability to supervise, train and provide administrative direction relative to the request.

Key staff who will lead this program are: *Deborah L. K. Spencer-Chun*, President and C.E.O., M.S.W., provides direct supervision to the Vice President, Grant writer/Communications Coordinator, and Program Specialists who provide direct services to youth, as well as to overall AFY operations/administrative staff, and maintains the linkage between the Board of Directors and staff, and implements board policies. This position supervises all fiscal matters and oversees all aspects relevant to client services, recording instruments and other instruments required for practice accountability, and maintains close communication with the clinical staff on all issues. Minimum Qualifications: Master's Degree in Social Work or advanced degree in a related education, human service or health field and five years of direct practice/management experience. Preferably, a minimum of three years of experience will be with Adult Friends for Youth. Ten years of direct practice or managerial experience at AFY may be substituted for an advanced degree. This position is also responsible for providing staff services to the Board of Directors, which involves arranging meetings, providing materials and information, serving ex-officio on all committees, providing the linkage between board and staff, and implementing board policies. Ms. Spencer-Chun has been a staff member for 20 years, most recently as Senior Master Practitioner, before being appointed to her present position.

McKay Schwenke, Vice President, B.S., supervises all clinical staff, instruction for practicum students, the community service program, and helps establish and maintain relationships with organizations that are relevant to client services, develops recording instruments and other instruments required for practice accountability. The VP is in close communication with the C.E.O. on all issues related to clinical practice, and reports directly to the C.E.O. Minimum Qualifications:

Master's Degree in Social Work or advanced degree in a related field of practice and five years of direct practice. A bachelor's degree and ten years of practice, at least three of which will have been at AFY, may be substituted for an advanced degree. Mr. Schwenke has been on staff for 17 years, most recently as Master Practitioner, before being appointed to his position.

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

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

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

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

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

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

B. Organization Chart

The applicant shall illustrate the position of each staff and line of responsibility/supervision. If the request is part of a large, multi-purpose organization, include an organizational chart that illustrates the placement of this request.

Please see attached charts.

VI. Other

A. Litigation

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgement. If applicable, please explain.

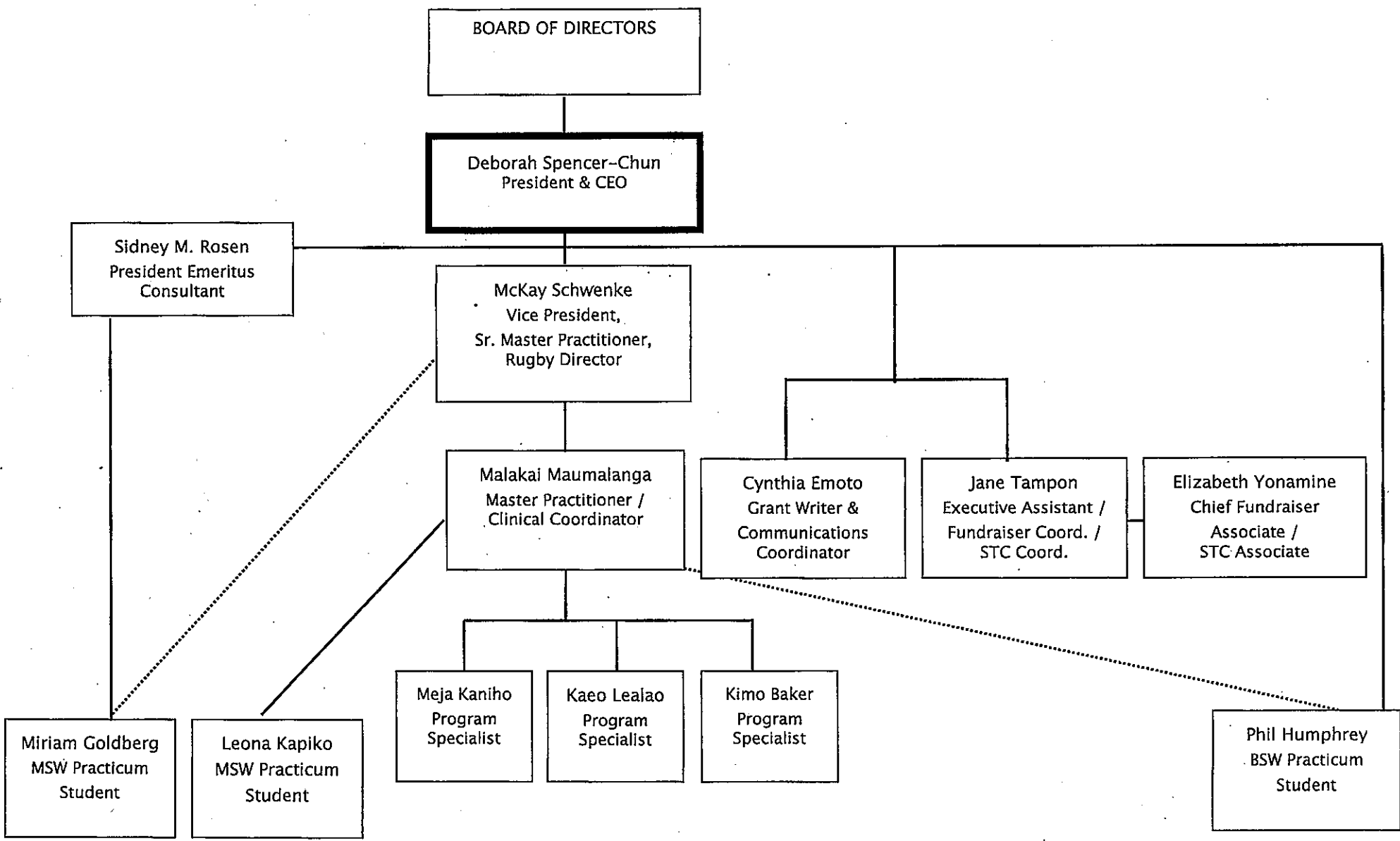
Adult Friends for Youth is not a party to any litigation.

B. Licensure or Accreditation

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

Adult Friends for Youth provides a one-of-a-kind service for which there is no licensing or accreditation body. However, the agency has received numerous awards and recognition from the State and community (please see pgs. 11 – 12) for its work.

Adult Frienas for Youth
 Organization Chart 2010



PRACTICUM SUPERVISION

- Academic Supervision
- Clinical Supervision

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

Applicant: Adult Friends for Youth

| BUDGET CATEGORIES | Total State Funds Requested (a) | (b) | (c) | (d) |
|---|--|---------------------------------------|--------------------|------------|
| A. PERSONNEL COST | | | | |
| 1. Salaries | 110,650 | | | |
| 2. Payroll Taxes & Assessments | 23,578 | | | |
| 3. Fringe Benefits | 8,050 | | | |
| TOTAL PERSONNEL COST | 142,278 | | | |
| B. OTHER CURRENT EXPENSES | | | | |
| 1. Airfare, Inter-Island | | | | |
| 2. Insurance | 5,131 | | | |
| 3. Lease/Rental of Equipment | 1,724 | Equipment/Vehicle | | |
| 4. Lease/Rental of Space | 33,942 | | | |
| 5. Staff Training | | | | |
| 6. Supplies | 5,850 | program/office | | |
| 7. Telecommunication | 2,927 | | | |
| 8. Utilities (included in space rental) | | | | |
| 9. Cleaning/Maintenance | 1,360 | | | |
| 10. Postage | 530 | | | |
| 11. Conference/Mtgs | 365 | | | |
| 12. Accounting Fees | 4,787 | | | |
| 13. Professional Fees | 387 | | | |
| 14. Payroll Fees | 549 | | | |
| 15. Vehicle Maintenance/Repairs | 389 | | | |
| 16. Youth Stipends | 311 | | | |
| 17. Printing/Publications | 195 | | | |
| 18. Local Travel (mileage) | 3,600 | | | |
| 19 | | | | |
| 20 | | | | |
| TOTAL OTHER CURRENT EXPENSES | 62,047 | | | |
| C. EQUIPMENT PURCHASES | | | | |
| D. MOTOR VEHICLE PURCHASES | | | | |
| E. CAPITAL | | | | |
| TOTAL (A+B+C+D+E) | 204,325 | AFY absorbs | \$4,325 | |
| SOURCES OF FUNDING | | Budget Prepared By: | | |
| (a) Total State Funds Requested | 200,000 | Deborah Spencer-Chun | 808-833-8775 | |
| (b) | | Name (Please type or print) | Phone | |
| (c) | | | | |
| (d) | | Signature of Authorized Official | Date | |
| TOTAL BUDGET | 200,000 | Deborah Spencer-Chun | President & C.E.O. | |
| | | Name and Title (Please type or print) | | |

BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: Adult Friends for Youth

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) |
|---|-------------------------|--------------------|---|--|
| President & C.E.O | 0.25 FTE | \$73,000.00 | 25.00% | \$ 18,250.00 |
| Master Practitioner | 0.35 FTE | \$47,000.00 | 35.00% | \$ 16,450.00 |
| Program Specialist A | 0.40 FTE | \$40,000.00 | 40.00% | \$ 16,000.00 |
| Program Specialist B | 0.35 FTE | \$33,000.00 | 35.00% | \$ 11,550.00 |
| Program Specialist C | 0.35 FTE | \$40,000.00 | 35.00% | \$ 14,000.00 |
| Program Specialist D | 0.35 FTE | \$34,000.00 | 35.00% | \$ 11,900.00 |
| Inhouse Consultant/Trainer | 0.20 FTE | \$60,000.00 | 20.00% | \$ 12,000.00 |
| Grant Writer/Communications Coordinator | 0.25 FTE | \$42,000.00 | 25.00% | \$ 10,500.00 |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| TOTAL: | | | | 110,650.00 |
| JUSTIFICATION/COMMENTS: | | | | |

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Adult Friends for Youth

Period: July 1, 2010 to June 30, 2011

| DESCRIPTION EQUIPMENT | NO. OF ITEMS | COST PER ITEM | TOTAL COST | TOTAL BUDGETED |
|--------------------------------|-----------------|------------------|---------------|-------------------|
| | | | \$ - | |
| NOT APPLICABLE | | | \$ - | |
| | | | \$ - | |
| | | | \$ - | |
| | | | \$ - | |
| TOTAL: | | | \$ - | |
| <u>JUSTIFICATION/COMMENTS:</u> | | | | |
| NOT APPLICABLE | | | | |

| DESCRIPTION OF MOTOR VEHICLE | NO. OF VEHICLES | COST PER VEHICLE | TOTAL COST | TOTAL BUDGETED |
|---------------------------------|--------------------|---------------------|---------------|-------------------|
| | | | \$ - | |
| NOT APPLICABLE | | | \$ - | |
| | | | \$ - | |
| | | | \$ - | |
| | | | \$ - | |
| TOTAL: | | | \$ - | |
| <u>JUSTIFICATION/COMMENTS:</u> | | | | |
| NOT APPLICABLE | | | | |

**BUDGET JUSTIFICATION
CAPITAL PROJECT DETAILS**

Applicant: Adult Friends for Youth

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 | NOT APPLICABLE | | | | | |
| LAND ACQUISITION | NOT APPLICABLE | | | | | |
| DESIGN | NOT APPLICABLE | | | | | |
| CONSTRUCTION | NOT APPLICABLE | | | | | |
| EQUIPMENT | NOT APPLICABLE | | | | | |
| TOTAL: | | | | | | |
| JUSTIFICATION/COMMENTS: | | | | | | |
| NOT APPLICABLE | | | | | | |

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

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

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

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

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

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

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

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

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

Adult Friends for Youth

(Typed Name of Individual or Organization)



(Signature)

1/12/10

(Date)

Deborah L. K. Spencer-Chun

(Typed Name)

President & C.E.O.

(Title)

Major William R. Chur
District 5 Commander
1865 Kamehameha IV Road
Honolulu, Hawaii 96819

May 12, 2009.

To Whom This May Concern:

I am Major William Chur, commander of District 5 (Kalihi) of the Honolulu Police Department, City and County of Honolulu. I am writing in support of Adult Friends for Youth (AFY) and the long-term solutions they provide to deal with youth gang problems in Kalihi.

It should be noted that the majority of public housing units on the island of Oahu are located within the Kalihi police district. Youth gang activities are linked and common to the cultural and economic conditions in the public housing communities. These activities follow the participants outside of public housing; into business areas, other communities, and schools. As a result, the police department continues to receive numerous complaints of criminal activity and violence and much of our efforts are focused on these problems.

The Kalihi police district welcomes the partnership and work of the AFY in helping to deter harmful gang activity and diffuse problems before violence erupts. AFY has a commendable record of providing long-term mental health approaches to the highest at-risk youth population in our district. Its efforts keep many young people out of trouble. AFY's program of redirection therapy offers an important long-term preventive strategy, as well as intervention toward the proliferating young gang problems before they grow into a criminal/law enforcement issue.

In conclusion, the efforts of AFY are appreciated and I would acknowledge that expanding AFY's reach to more youth would provide significant benefits and prevent a rise in youth crimes. I would urge favorable consideration to be given to any request by AFY for the resources it needs to continue its effective work.

Sincerely,

William R Chur

WILLIAM R. CHUR, Major
District 5


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LOCAL NEWS

Posted on: Thursday, August 6, 2009

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Residents' patrol tries to stem crime at Kalihi housing project

Citizen patrol targets crime, vandals at Kalihi Valley Homes

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By Mary Versino
Advertiser Urban Honolulu Writer

... were bad at Kalihi Valley Homes, residents of the public housing project say. Crime appeared to be on the rise. Graffiti, vandalism and property damage were commonplace.

In April, vandals targeted more than 20 cars at the project — breaking windshields and windows — in what KVH residents say was part of an ongoing rivalry between youth at the housing project and those at other developments.

After that, two women at the project decided something had to be done. And that tenants had to do it.

So, with the help of police and managers at the project, Shaye Yamashiro, 32, who has lived at the project for seven years, and Pat Kamalu, 59, who moved into Kalihi Valley Homes in the 1960s, formed a patrol with about eight other tenants. Five times a week, the group walked the project — sometimes until 1 o'clock in the morning.

At first, they faced taunts and threats, sometimes by their own neighbors or by guests of tenants.

But they kept at it, targeting youths who were drinking publicly or vandalizing property, calling police when they saw crimes being committed.

"We had gang fights. We had drinking in the common areas, graffiti," Yamashiro said.

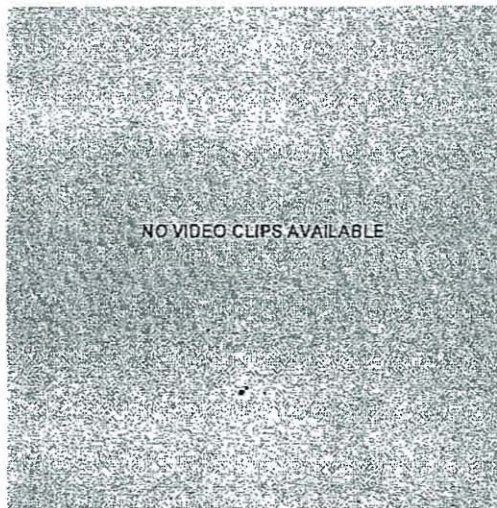
Once, they nabbed someone at the project who was trying to sell jewelry he had stolen from another tenant.

Their persistence gained them the support of other tenants. Today, more than 30 people are in the security patrol, which managers at the 400-unit public housing project say has made a significant difference in reducing crime and helped bring together a complex where tensions were threatening to spill over into violence.

State housing officials say the patrol shows how change at housing projects plagued with crime will have to come, at least in part, from within.

"It's what we strive to happen at every project," said Chad Taniguchi, executive director of the Hawai'i Public Housing Authority, adding that the agency is working to beef up various associations at housing projects in hopes that those groups will then form citizen patrols. "It is the way that the residents will regain control of the neighborhood."

Only about 25 of the 67 public housing projects statewide have associations, Taniguchi said. At least six have citizen patrols.



Members of the Kalihi Valley Homes resident security patrol walk around their neighborhood, watching for any crime. The patrol has significantly reduced crime and eased tensions in the 400-unit public housing project, managers there say.

Photos by ANDREW SHIMABUKU | The Honolulu Advertiser

PLAGUED BY CRIME

Lifestyle articles by: [ORA lifestyle.com](http://www.ora.com)



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[A Quick Way to Raise Your Credit Score](#)

The housing authority has long grappled with crime at public housing. Residents of projects, especially those in the urban core, complain of drug dealing, gangs, vandalism and robberies. Some say they are afraid to go outside after dark.

Meanwhile, the housing authority is also trying to tackle years of backlogged maintenance totaling hundreds of millions of dollars, and meet a growing need for affordable housing.

Taniguchi said the authority can only do so much to address crime, which has also become a concern for the thousands of people who live near public housing projects from Kalihi to Wai'anae.

The housing authority's security budget is \$1.6 million, which pays for guards at about seven projects in the urban core. In recent years, the authority has also taken other measures to increase security, including requiring visitors at some projects — KVH included — to sign in.

Citizen patrols could offer an inexpensive solution to help battle crime, especially in these tight fiscal times, officials say.

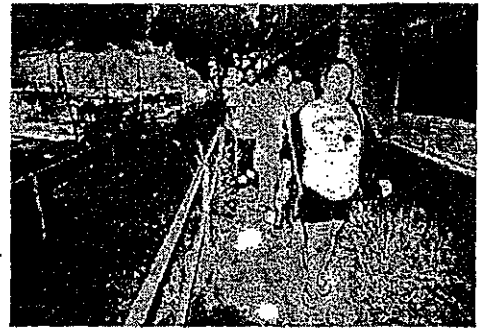
That's partly why the housing authority is trying to get more patrols started at other housing projects, and is emphasizing personal responsibility to get project residents to kick out bad elements.

"If we could get residents in every housing project to adopt these attitudes on the citizens' patrol, on basically being part of the solution, we're going to have great neighborhoods all over the place," Taniguchi said.

He added that citizens patrols aren't a new idea at public housing. They helped to root out criminals at a Maui public housing project several years ago and have had success



Kalihi Valley Homes tenants from left, Larry Ung, Virginia Chun and Ronnie Shoaf, take a break during a patrol. At first members of the patrol faced taunts and threats, but they've won over the support of their fellow tenants.



Shayo Yamashiro leads a patrol through the Kalihi Valley Homes neighborhood. Members of the patrol plan to hold trash and graffiti cleanups and start a beautification program.

in other locations.

SPEEDY IMPROVEMENT

What's different about the Kalihi Valley patrol is the degree of improvements they have been able to make in a short time and at such a large project. With 1,300 tenants, KVH is one of the largest projects in the state and is believed to be the biggest with a citizen patrol, according to HPHA staff.

The patrol is also unique because it has become something of a community action group. Recently, members cleaned up a vacant unit so that a new family could move in. This month, they plan to hold trash and graffiti cleanups and kick off a beautification program.

"We want to live in a safe and healthy community," Yamashiro said, as she sat in a common area at Kalihi Valley Homes last week. She conceded that there are still problems to be dealt with, but she said the patrol is slowly chipping away at crime and keeping wrongdoers out.

"There has been a lot of improvement," she said.

Police couldn't provide statistics to back up the claim, since the patrol hasn't been around long. They did say they've noticed a drop in calls originating from Kalihi Valley Homes but did not provide any numbers.

"They are a presence. They tend to walk in the late evening hours, when Kalihi Valley Homes does in fact have their problems," said Kalihi police Maj. William Chur, adding that crime at the project ranges from vandalism to loitering to more serious crimes.

The patrol is made up of tenants ranging in age from the 20s to the 60s.

Kamalu, who formed the patrol with Yamashiro, said the group has made her feel safer about living in the project.

"I think we're doing a better job than security," she joked.

Reach Mary Vorsino at mvorsino@honoluluadvertiser.com.

NEW RESIDENT

My Kap'olani story involves major surgeries

Read Taylor's story online. In partnership with Starwood Hotels & Resorts, you could win 200,000 Starwood Preferred Guest® StarPoints when you share your story online.

KAP'OLANI HONOLULU CENTER

100 YEARS OF CARING FOR CHILDREN

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BREAKING NEWS/UPDATES

Posted at 12:57 a.m., Wednesday, October 21, 2009

Girl, 10, arrested on assault charge

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Advertiser Staff

A 10-year-old girl was arrested yesterday morning after her 8-year-old brother reported being assaulted.



The children live together in Kalihi and got into an argument, police said. The girl then picked up a weapon and hit the boy, causing him pain, police said.

Police were called at about 7 a.m. and arrested the girl on suspicion of second-degree assault. Police did not disclose the nature of the boy's injuries or what weapon was allegedly used by the girl.

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Hawaii to the

BREAKING NEWS/UPDATES

Updated at 9:35 a.m., Tuesday, November 10, 2009

Girl, 12, arrested in robbery of girl, 11

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Advertiser Staff

Police arrested a 12-year-old girl yesterday in connection with the Oct. 1 robbery of an 11-year-old girl in Kalihi.

Police said the younger girl was walking home from school about 2:40 p.m. when the older girl confronted her, pulled her hair, threw her to the ground and demanded money.

A witness told the suspect to leave the victim alone, police said.

The suspect was identified later and arrested at school yesterday on suspicion of second-degree burglary.

The girl was later released to the custody of her parents.



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Manoaborn wrote:

Eh, you get one quattah?

11/10/2009 7:55:18 a.m.

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kalanlee wrote:

It is not surprising to me that a 'few' adolescent female students do this. I saw it when I was a young girl in school, and now my daughter who is a teacher at a middle school tells me how difficult and yes, sometimes terrible, these young girls are. They are bold, sassy, sometimes have no respect for authority....this surprised her when she first started teaching. There is a lot of 'showing off' that goes on. On the other hand, she says the boys in her classes are not sassy, they are not as difficult in most cases like the young adolescent girl. It leads me to believe, somehow, that these girls have a lot going on or not going on at home, and are very susceptible to acting out.

11/10/2009 6:49:20 a.m.

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January 11, 2010

Trial begins in freeway shooting that left Hawaii teen paralyzed

*By Jim Dooley
Advertiser Staff Writer*

The trial of a 20-year-old man charged with attempted murder began in Circuit Court today with a prosecutor telling jurors that Joshua Gonda is guilty of an unprovoked freeway shooting that left a 16-year-old youth paralyzed for life.

The July 2008 shooting, on Moanalua Freeway near Kaiser Hospital, occurred after earlier violence between youth gangs called BTK (Born to Kill) and INR (Insane Notorious Realists), according to Deputy Prosecutor Scott Bell.

Gonda's defense lawyer, David Bettencourt, said his client was innocent of the crime but was blamed for it because he was cooperating with police in the investigation of another shooting that also left a teenager crippled for life.

Bell said in his opening statement that Gonda, while riding in a Honda sedan, opened fire on a yellow Mitsubishi Lancer in which victim Roger Curioso was a passenger.

Gonda "emptied" a handgun during the shooting, with multiple rounds striking the Lancer, Bell said. One bullet passed through a hat worn by the driver and another struck Curioso in the shoulder and traveled through his body to his spinal cord, the prosecutor said.

Curioso "will never walk again," Bell told the jury.

Bettencourt said another passenger in the Honda was guilty of the shooting.

"This is a horrible case. There's no doubt about that," Bettencourt said.

The shooting involved a cast of teenagers and young adults with "too little guidance and too much time on their hands," he said.

But he said that that main prosecution witness, the owner of the Honda, gave a series of conflicting statements to police, only naming Gonda as the shooter after it became known that Gonda was giving police information about a May 2008 Aiea home invasion robbery committed by Nicholas Nichols. Nichols last year pleaded guilty to robbery, kidnapping and assault in that case, which left a then-16-year-old victim paralyzed.

Nichols was the driver of the Honda the night Gonda was shot.

He is now serving a 30-year prison sentence for the Aiea case.

According to Bettencourt, Gonda was awaiting sentencing in a federal drug case when the freeway shooting occurred.

He was in the process of turning his life around, had no history of violence and had no motive to shoot Curioso, according to Bettencourt.

Circuit Judge Michael Town is presiding over the trial.

House District 29

Senate District 14

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

Log No: 3-C

For Legislature's Use Only

2010 JAN 29 P 3:10

Type of Grant or Subsidy Request:

GRANT REQUEST - OPERATING

GRANT REQUEST - CAPITAL

SUBSIDY REQUEST

"Grant" means an award of state funds by the legislature, by an appropriation to a specified recipient, to support the activities of the recipient and permit the community to benefit from those activities.

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

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

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

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual: Bishop Museum

Dba:

Street Address: 1525 Bernice Street, Honolulu, Hawaii 96817

Mailing Address: Same

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name DONALYN DELA CRUZ

Title Public Affairs Director

Phone # 847-8274

Fax # 841-8968

e-mail donalyn.delacruz@bishopmuseum.org

3. TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

BISHOP MUSEUM ENERGY EFFICIENCY CAMPUS PROJECT

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

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 \$ 0

FEDERAL \$ 0

COUNTY \$ 0

PRIVATE/OTHER \$ 50,000

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

AUTHORIZED SIGNATURE

DONALYN DELA CRUZ, PUBLIC AFFAIRS DIRECTOR
NAME & TITLE

1/29/10
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;

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

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

In 1988, Bishop Museum was designated the Hawai'i State Museum of Natural and Cultural History. It is a place where families can learn about their island heritage and discover the wonders of science through fun, hands-on exhibits and programs.

The Museum's Richard T. Mamiya Science Adventure Center, features 16,500 square feet of interactive exhibits highlighting the science of Hawai'i. Traveling exhibits address many educational topics for the residents of Hawai'i that are not otherwise

available to them locally. In addition, the Museum's educational outreach efforts bring engaging, interactive programs on topics ranging from science to Hawaiian culture and history into classrooms across the State. Last year, Bishop Museum served approximately 250,000 children and families through innovative exhibits and educational programming.

2. The goals and objectives related to the request;

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

Hawai'i contains unique models of sustainability that are widely applicable to communities in Hawai'i and around the world. By tying our new models of sustainable transformation to the past we can promote effective and easy-to-implement strategies that will increase our awareness of linking land and resource management to the past, present and future. The exhibits will include multi-media demonstrations of energy efficient technologies, ecological water treatment, recycling, a carbon footprint calculator, and comprehensive and state-of-the-art sustainability center where Hawai'i residents and schoolchildren can learn how they can participate in Hawai'i's sustainable future.

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

Bishop Museum's main Kalihi campus consists of fifteen buildings spread across twelve acres, with its oldest buildings dating back more than a century. The Museum recently completed an Energy Audit to identify potential energy conservation measures and develop a set of recommended retrofitting upgrades, new technologies, and renewable energy sources to install on the Museum's campus. The primary buildings that would be affected are Pākī Hall (16,490 square feet, built in 1910), Konia Hall (14,040 square feet, built in 1926), Pauahi Hall (25,239 square feet, built in 1964), and the Richard T. Mamiya Science Adventure Center. Pākī, Konia, and Pauahi Halls together encompass 56,269 square feet, and are primarily used for office and collections storage space. Pākī Hall holds the Museum's priceless Library and Archives collections, which include more than

120,000 historical publications, including many in the Hawaiian language, and one million historical photographs, films, works of art, and publications. Pauahi Hall holds the Museum's outstanding entomology collection, which includes over 14 million specimens (the third largest entomology collection in the world), vertebrate and invertebrate zoology collection, and the Herbarium Pacificum (botany) collection, the largest and most comprehensive collection of Hawaiian plants in the world. Konia Hall contains the Museum's malacology collection, consisting of 6 million specimens (the 9th largest malacology collection in the United States), as well as much of the Museum's archaeology collections and some ethnology collection materials as well. Together, these three buildings house a majority of the Museum's collections and proper climate control is critical for the collections care and maintenance. However, Konia Hall and Pākī Hall utilize temporary air-conditioning units placed in windows to control temperature and humidity levels in collections storage areas. Pauahi Hall contains a centralized air conditioning system that is highly inefficient, inconsistent and outdated. In fact, several collection areas within the Pauahi Hall utilize window air-conditioning units on top of the centralized system to ensure protection of the collection. These window air-conditioning units are expensive to maintain and very energy-inefficient. Through this project, variable refrigerant flow systems will be installed in the Pākī, Konia, and Pauahi Halls as well as the Jabulka Building, dramatically increasing energy efficiency, allowing the Museum to reserve funds for other essential needs while also reducing the Museum's carbon footprint.

The Castle Building's 1st floor houses the Museum's travelling exhibits and other special exhibits. The 2nd and 3rd floors of the building house the bulk of the Museum's cultural collections. There are currently two 60-ton Carrier chiller units providing the climate control for these collections. The second unit is used for redundancy, however, one of the Carrier units is currently not working. This project would replace the broken chiller with a new Smardt Turbocor Water Cooled Chiller. The working Carrier unit would be used for redundancy. The Turbocor compressor operates with a magnetic bearing requiring no oil which reduces maintenance costs and is controlled by direct digital controls and a variable frequency drive, which helps the compressor achieve more energy efficiency.

The project also includes implementation of a variable chilled water flow system; variable frequency drives and cog belts on air handling units. These devices contribute to energy efficiency and savings by monitoring and controlling fans and air flow to the facilities.

The Richard T. Mamiya Science Center will house the new sustainability exhibits and act as the showcase for renewable energy technology.

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

- Installation of variable refrigerant flow systems in Pākī, Konia, and Pauahi Halls and the Jabulka Building
- Installation of an energy efficient chiller for the Castle Building

- Installation of various energy efficiency monitoring and control devices to various buildings on the Kalihi Campus
- Construction and installation of new permanent exhibits on sustainability

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

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

4. Describe the target population to be served; and

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

5. Describe the geographic coverage.

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

During the Museum's fiscal year ending June 30, 2009, 243,799 people visited the Museum. This number includes 196,343 resident and non-resident visitors to the main Museum in Kalihi. About 49 per cent of the visitors to the main Museum were residents and 51 per cent were non-residents. The resident visitors, which include military personnel, are primarily comprised of Caucasians (28 per cent), Hawaiians (19 per cent), and Japanese (14 per cent). Resident visitors are mostly from the island of O'ahu. About

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

Schoolchildren who visit the Museum primarily come from schools on the island of O'ahu. About 50 per cent are from public schools and 50 per cent from private schools, which include preschools. About 25 per cent are Native Hawaiian children, most of whom attend public schools, including Native Hawaiian Charter Schools. Last year, Bishop Museum served 29,536 schoolchildren through its on-site educational programs.

II. Service Summary and Outcomes

The Service Summary shall include a detailed discussion of the applicant's approach to the request. The applicant shall clearly and concisely specify the results, outcomes, and measures of effectiveness from this request.

1. Describe the scope of work, tasks and responsibilities;

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

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

The project will advance on two parallel tracks. Track 1: Energy Efficiency. Bishop Museum's Sustainability Task Force will work with consultants to develop detailed plans for recommended energy efficiency measures and to implement recommendations through installation of new technology, photovoltaic array, wind turbine, and retrofitting of existing technology. Track 2: Exhibits. Bishop Museum's internal Exhibit Display team will work with consultants to develop, fabricate, and install

¹ There are currently about 9,500 Museum members. Most members purchase family memberships, which includes free admission and other benefits for a family of four.

the new sustainability exhibits on sustainable living practices and renewable energy resources, incorporating both a scientific and a Hawaiian cultural perspective.

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

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

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

- Oversee installation of the new technology
- Mechanical engineering
- Electrical engineering
- Cost estimating services
- Participation in development of Exhibit Display Plan (with exhibits Display Team and Sustainability Task Force)

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

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

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

Museum has established a baseline for energy consumption through an audit of its energy use. Planning and design phase for installation of new technology will commence in

May 2010. Installation and retrofitting will begin in **July 2010** and will be completed by **December 2010.** Exhibit design work will begin in **January 2011;** installation of new exhibits will commence in June 2011 and will be complete by **September 2011.**

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

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

The quantitative outcomes of the project include the following:

- Decrease Museum electricity costs by 15%;
- Increase membership by 10 per cent;
- Increase attendance by 10 per cent; and
- Increase in the number of daily programs for life learners and schoolchildren by 20 per cent

III. Financial

Budget

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

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

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

| Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | Total Grant |
|-----------|-----------|-----------|-----------|-------------|
| \$250,000 | \$500,000 | \$250,000 | 0 | \$1,000,000 |

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

IV. Experience and Capability

A. Necessary Skills and Experience

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

Bishop Museum, founded in 1889, is a 501(c)(3) non-profit organization with a staff of about 200 and an annual operating budget of \$12 million.

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

Bishop Museum has been serving Hawai'i's people for more than a century and has had a relationship with the State Department of Education and the public schools for more than 45 years. Between 1990 and June 2009, the Museum has served 8,119,017 people, including 1,308,149 schoolchildren.

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

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

Previous Related Project

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

B. Facilities

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the request. If facilities are not presently available, describe plans to secure facilities. Also describe how the facilities meet ADA requirements, as applicable.

Bishop Museum is located on 12 acres of land in lower Kalihi Valley. Its campus combines original, 19th century stone buildings, modern research facilities, a planetarium, an interactive science center, tropical gardens, and the activity-filled Great Lawn. The Museum has a total of 54,000-square feet of exhibit space and of that area, approximately 41,000 square feet are dedicated to long-term exhibits and 13,000 square feet to temporary exhibits. The Museum's long-term exhibition galleries are devoted to displays featuring the cultural and natural history of Hawai'i and the Pacific region. Hawaiian Hall is a masterpiece of Victorian museum architecture where world-renowned collections are showcased. The J.M. Long Gallery features the work of contemporary Native Hawaiian artists along with objects from our collections in a series of temporary exhibits. Polynesian Hall profiles the varied island cultures of Polynesia, Melanesia, and Micronesia. The Hawaiian Hall Complex, closed in the summer of 2006 to begin restoration and improvements, funded in part by the State of Hawai'i, was reopened on August 8, 2009.

The Museum also includes the 70-seat Watumull Planetarium. The shows at the Planetarium blend prerecorded segments with the Planetarium's educator in live sections exploring the night sky. Program topics have a strong focus on Hawai'i, from the telescopes of Mauna Kea to traditional Polynesian canoe navigation. The Planetarium lobby has been transformed into an exhibit on global warming. The centerpiece of the exhibit is Science on a Sphere, a six-foot globe that is externally lit by four video projectors that are synchronized to cover the sphere in seamless global images. Science

on a Sphere (SOS) was created by the National Oceanic and Atmospheric Administration (NOAA), and Bishop Museum was one of the first four sites in the nation to be awarded an SOS. The Sphere can display still images of the earth, planets, and moons of the solar system, as well as animations of such striking global phenomena as the 2006 hurricane season or the consequences to Hawai'i of a global rise in sea level.

The focus of the dynamic exhibit program is the Castle Memorial Building. The Museum strives to engage traveling exhibits that bring the world to Hawai'i. The first floor of Castle is dedicated to these temporary shows, which are on display for an average of three months. These special showings include a mix of exhibits created by the Museum (such as an exhibit on the ancient cultures of southeastern China that may have been the original ancestors of the Polynesian people) and dynamic exhibits from other science centers and museums around the world. Traveling exhibits are assessed by the Museum's Exhibit Selection Committee, which evaluates exhibits on potential visitor interest and educational content. Some of these recent traveling exhibits include: *The Science and Art of Animation* (Spring 2009), *Backyard Monsters* (Summer 2009), and *Dinosaurs Unearthed* (winter 2009). The Castle Memorial Building, the Planetarium lobby, and the Mamiya Science Adventure Center are compliant with the Americans with Disabilities Act (ADA). Hawaiian Hall was recently renovated and is now substantially in compliance with ADA since it reopened on August 8, 2009. As part of the renovation, all major Hawaiian Hall complex exhibits areas are now accessible to visitors with impaired mobility.

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

The Museum also operates a 15-acre ethnobotanical garden on the island of Hawai'i (Amy B.H. Greenwell Ethnobotanical Garden) that is open to school groups and special interest tours. Greenwell Garden includes an office and propagation facility.

V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

The applicant shall describe the proposed staffing pattern and proposed service capacity appropriate for the viability of the request. The applicant shall provide the qualifications and experience of personnel for the request and shall describe its ability to supervise, train and provide administrative direction relative to the request.

Bishop Museum is proud of its professional staff that is composed of accomplished individuals who represent Hawai'i's rich multicultural heritage. The professional staff of executives, administrators, managers, scientists, technical and craft specialists are

responsible for planning, development, and execution of goals and objectives that support the Museum's strategic plan.

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

Additional members of the Sustainability Task Force include:

- Blair D. Collis, Senior Vice-President and Chief Operating Officer, with over seven years experience at Bishop Museum;
- Dr. Allen Allison, Vice-President for Science, with over 26 years experience at Bishop Museum and is an active researcher.

Members of the Exhibit Display Team include:

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

B. Organization Chart

The applicant shall illustrate the position of each staff and line of responsibility/supervision. If the request is part of a large, multi-purpose organization, include an organizational chart that illustrates the placement of this request.

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

VI. Other

A. Litigation

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgement. If applicable, please explain.

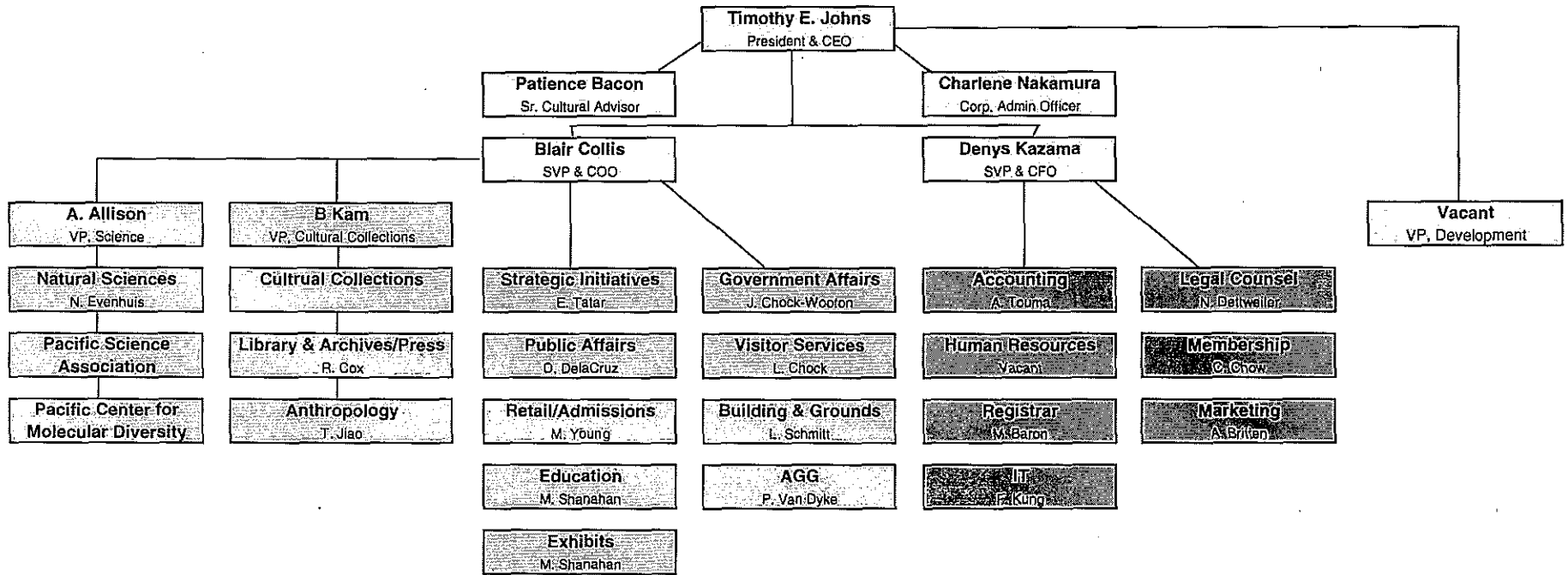
N/A

B. Licensure or Accreditation

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

Bishop Museum is accredited by the Association of American Museums.

Bishop Museum Management Organization Chart



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

App

Bishop Museum

| BUDGET CATEGORIES | Total State Funds Requested (a) | (b) | (c) | (d) |
|-------------------------------------|--|---|------------|------------|
| A. PERSONNEL COST | | | | |
| 1. Salaries | | | | |
| 2. Payroll Taxes & Assessments | | | | |
| 3. Fringe Benefits | | | | |
| TOTAL PERSONNEL COST | | | | |
| B. OTHER CURRENT EXPENSES | | | | |
| 1. Airfare, Inter-Island | | | | |
| 2. Insurance | | | | |
| 3. Lease/Rental of Equipment | | | | |
| 4. Lease/Rental of Space | | | | |
| 5. Staff Training | | | | |
| 6. Supplies | | | | |
| 7. Telecommunication | | | | |
| 8. Utilities | | | | |
| 9 Contracts | 143,000 | | | |
| 10 | | | | |
| 11 | | | | |
| 12 | | | | |
| 13 | | | | |
| 14 | | | | |
| 15 | | | | |
| 16 | | | | |
| 17 | | | | |
| 18 | | | | |
| 19 | | | | |
| 20 | | | | |
| TOTAL OTHER CURRENT EXPENSES | 143,000 | | | |
| C. EQUIPMENT PURCHASES | 857,000 | | | |
| D. MOTOR VEHICLE PURCHASES | | | | |
| E. CAPITAL | | | | |
| TOTAL (A+B+C+D+E) | 1,000,000 | | | |
| SOURCES OF FUNDING | | Budget Prepared By: | | |
| (a) Total State Funds Requested | 1,000,000 | Donalyn Dela Cruz 847-8274 | | |
| (b) | | Name (Please type or print) Phone | | |
| (c) | | [Redacted Signature] 1/29/10 | | |
| (d) | | Signature of Authorized Official Date | | |
| TOTAL BUDGET | 1,000,000 | Donalyn Dela Cruz Public Affairs Director | | |
| | | Name and Title (Please type or print) | | |

BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: Bishop Museum

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) |
|----------------|----------------------|--------------------|---|--|
| Not Applicable | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
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| | | | | \$ - |
| | | | | \$ - |
| TOTAL: | | | | |

JUSTIFICATION/COMMENTS:

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Bishop Museum

Period: July 1, 2010 to June 30, 2011

| DESCRIPTION EQUIPMENT | NO. OF ITEMS | COST PER ITEM | TOTAL COST | TOTAL BUDGETED |
|--|-----------------|------------------|----------------------|-------------------|
| Smardt Turbocor Water Cooled Chiller | 1 | \$197,000.00 | \$ 197,000.00 | |
| Variable Refrigerant Flow Systems | 3 | \$200,000.00 | \$ 600,000.00 | |
| Variable Chilled Waterflow, VFD & Cogs | 3 | \$20,000.00 | \$ 60,000.00 | |
| | | | \$ - | |
| | | | \$ - | |
| TOTAL: | 7 | | \$ 857,000.00 | |

JUSTIFICATION/COMMENTS:

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

JUSTIFICATION/COMMENTS:

BUDGET JUSTIFICATION CAPITAL PROJECT DETAILS

Applicant: Bishop Museum

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 | | | 143000 | | | |
| EQUIPMENT | | | 857000 | | | |
| TOTAL: | | | 1,000,000 | | | |
| JUSTIFICATION/COMMENTS: | | | | | | |

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

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

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

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

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

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

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

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

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

Bishop Museum
(Typed Name of Individual or Organization)

 1/29/10
(Signature) (Date)

Donalyn Dela Cruz Public Affairs Director
(Typed Name) (Title)

House District 29

Senate District 14

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

Log No: 2-C

For Legislature's Use Only

2010 JAN 29 P 3:10

Type of Grant or Subsidy Request:

GRANT REQUEST - OPERATING

GRANT REQUEST - CAPITAL

SUBSIDY REQUEST

"Grant" means an award of state funds by the legislature, by an appropriation to a specified recipient, to support the activities of the recipient and permit the community to benefit from those activities.

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

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

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

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual: Bishop Museum

Dbas:

Street Address: 15125 Bernice Street, Honolulu, Hawaii 96817

Mailing Address: Same

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name DONALYN DELA CRUZ

Title Public Affairs Director

Phone # 847-8274

Fax # 841-8968

e-mail donalyn.delacruz@bishopmuseum.org

3. TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

BISHOP MUSEUM'S POLYNESIAN HALL RENOVATION AND IMPROVEMENT PROJECT

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

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 \$ _____

FEDERAL \$ _____

COUNTY \$ _____

PRIVATE/OTHER \$ 100,000

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

AUTHORIZED SIGNATURE

DONALYN DELA CRUZ, PUBLIC AFFAIRS DIRECTOR
NAME & TITLE

1/29/10
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.**

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

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

In 1988, Bishop Museum was designated the Hawai'i State Museum of Natural and Cultural History. It is a place where families can learn about their island heritage and discover the wonders of science through fun, hands-on exhibits and programs. Its newest venue, the Richard T. Mamiya Science Adventure Center, features 16,500 square feet of interactive exhibits highlighting the science of Hawai'i. Traveling exhibits address many educational topics for the residents of Hawai'i that are not otherwise available to them locally. In addition, the Museum's educational outreach efforts bring engaging, interactive programs on topics ranging from science to Hawaiian culture and history into classrooms across the State. Last year, Bishop Museum served over 250,000 children and families through innovative exhibits and educational programming.

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

Bishop Museum's Polynesian Hall, part of the historic Hawaiian Hall complex, is Hawai'i's premier exhibit space for Pacific area cultural materials. For over a century,

Polynesian Hall has chronicled the rich cultures of the Pacific Islands—from Polynesia to Melanesia and Micronesia—for millions of Museum visitors. Today, its restoration has been planned as a part of the Phase II renovations to the Hawaiian Hall Complex, which will also include upgrades to the complex's Entrance Hall and Joseph M. Long Gallery. As Phase I of the project—which included a new elevator, facility-wide air conditioning, and renovations to Hawaiian Hall proper and the new Picture Gallery—is now complete, Bishop Museum is preparing to embark on Phase II of the renovation project.

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

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

Within the Hawaiian Hall complex, the Phase II Galleries—Polynesian Hall, the J.M. Long Gallery, and the Entry Tower—encompass 6,370 square feet of public space. These galleries are well over a century old and are in dire need of renovations. Over the years, open doors and windows exposed collections and prized *koa* interiors to insects, dust and water, resulting in termite damage and dry rot. Temporary air conditioning units blow outside air onto artifacts. Since electrical power was added to the Complex in the 1960s, no lighting or electrical upgrades have taken place. Outdated lighting systems fail to meet conservation standards for both quantity and quality of light, and the outdated electrical system presents a fire hazard. Due to these substandard environmental conditions, the Museum is unable to display many of its most precious artifacts for public viewing.

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

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

- Electrical wiring
- Ventilation
- Painting
- Carpet removal and replacement
- Restoration of iron work
- Restoration of original *koa* woodwork
- Treatment of windows
- External and internal non-case lighting
- Display case upgrades: restoration, lighting, humidity controls
- Signage
- Changes in choice, location, presentation and information provided for displayed objects in Polynesian Hall, accompanied by adjustments to lighting, signage, display cases, and other structures
- Roof repairs
- Air conditioning installation and upgrades
- Fire prevention systems
- Security systems

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

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

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

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

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

Bishop Museum is an irreplaceable resource for the people of Hawai'i. The Hawaiian Hall complex is the world's premier showcase of Hawaiian and Pacific culture, housing many of the Museum's most beloved and priceless artifacts. For generations, Hawai'i residents of all ages have visited the Hawaiian Hall complex to study and learn from the feather capes, carved images, stonework, and exquisite bark cloth on display.

Educational programs on topics ranging from the stories of voyages, traditional land management and the *ali'i* to demonstrations of traditional crafts are presented daily for schoolchildren, families, and visitors. Changing exhibits in the Joseph M. Long Gallery showcase the continuation of Hawaiian cultural practices by pairing the work of contemporary Native Hawaiians alongside artifacts from the Museum's collection. The importance of the Hawaiian Hall complex to the community was recently summed up during a focus group session by a young Hawaiian father from Wai'anae, who said, "Hawaiian Hall is our heart."

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

Completing the renovation and improvements of Hawaiian Hall Complex in Phase II will strengthen and improve the Bishop Museum's ability to meet its mission. The renovation of Polynesian Hall will make it possible to provide far greater access to the Museum's extraordinary collections of Pacific Island cultural materials, including access to rarely seen archaeological materials uncovered by Bishop Museum scientists in Tahiti, the Marquesas and Cook Islands, Samoa, Tonga, and Fiji. Once proper environmental conditions have been installed in Polynesian Hall, the new exhibitions will provide the opportunity for Museum scholars and scholars elsewhere to participate in the interpretation of the collections and discussion of their significance. Many of these items are supplemented with archival materials such as historical photos, manuscripts, and maps.

The renovation of the J.M. Long Gallery will allow for the continuation of a highly successful exhibit and public program series. The Gallery has been the venue for contemporary Hawaiian art and artifacts made by Native Hawaiian artists and cultural practitioners. The contemporary pieces are often displayed alongside collections pieces

selected by the artists. The artist discusses the relationships between the contemporary piece and the collection piece. The exhibit also includes Hawaiian language text such as poetry and stories, media exploring the meanings behind the exhibited items, and performance pieces. There are very few if any public spaces in Hawai'i that provide this kind of context for Native Hawaiian cultural expression.

4. Describe the target population to be served.

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

5. Describe the geographic coverage.

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

During the Museum's fiscal year ending June 30, 2009, 243,799 people visited the Museum. This number includes 196,343 resident and non-resident visitors to the main Museum in Kalihi. About 49 per cent of the visitors to the main Museum were residents and 51 percent were non-residents. The resident visitors, which include military personnel, are primarily comprised of Caucasians (28 per cent), Hawaiians (19 per cent), and Japanese (14 per cent). Resident visitors are mostly from the island of O'ahu. About 40 per cent of the resident visitors bring their children, and about 41 per cent of non-resident visitors bring children. The primary reason for visiting, according to previous surveys, is to learn about Hawaiian history and culture. According to an August 2007 survey, both residents and non-residents agree that "Bishop Museum offers an authentic historical, educational and cultural experience." Many of these resident visitors are also Museum members. Regular special events with greatly discounted or free entry make it possible for low-income resident families who are not members to visit.¹

School children who visit the Museum primarily come from schools on the island of O'ahu. About 50 per cent are from public schools and 50 per cent from private schools, which include preschools. About 25 percent are Native Hawaiian children, most of whom attend public schools, including Native Hawaiian Charter Schools. Last year, Bishop Museum served 29,536 school children through its on-site educational programs.

II. Service Summary and Outcomes

¹ There are currently about 9,500 Museum members. Most members purchase family memberships, which includes free admission and other benefits for families.

The Service Summary shall include a detailed discussion of the applicant's approach to the request. The applicant shall clearly and concisely specify the results, outcomes, and measures of effectiveness from this request.

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

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

Key project activities involved in the renovation and improvement of the interior exhibit areas include architectural design and construction plans, construction, security systems, and exhibit design and lighting. Renovation activities include paint removal and application, woodwork repair, new electrical systems, window treatment, climate control, fire systems, and security systems. The project will consist of a planning/design phase, a construction phase, an exhibit design and fabrication phase, and an installation and opening phase. The project benefits from the intensive renovation activities of Hawaiian Hall proper in that air conditioning ducts will have been prepared, window treatments, electrical systems, security systems, fire suppression systems, and lighting systems will have been tested and chosen, and in the case of security systems, the conduits will have been laid. Additionally, construction permits have been procured for the entire Complex.

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

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

to provide for early action, consistency and integration with the Display Plan. The Museum anticipates that the priority of repairs and improvements will be more or less as follows:

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

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

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

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

- Investigation, analysis and recommendations regarding the conditions of the existing displays and lighting programs
- Participation in the development of an overall project design, construction and scheduling strategy to meet the Museum's budgetary and operational constraints (with the project team)
- Development of the Display Plan, including space planning, object layout, label systems design, modeling and any other elements required for a comprehensive design package

- Lighting design and fixture specification for the Entryway and Vestibule Gallery (information to be provided the Electrical Engineer via the Architect for incorporation into the construction documents)
- Provision of costs estimates for design work
- Review of the Construction Documents for design work.

The Project Manager's key activities include the following:

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

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

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

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

The pre-construction and design phase of the Polynesian Hall Renovation and Improvement Project is expected to begin in March 2010 and be completed by April 2011. Planning and procurement of contractors will begin in October 2010.

Construction is expected to commence in May 2011 and the Hall reopened to the public in October 2012. The project timeline is attached. (See Attachment 1).

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

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

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

The quantitative outcomes of the project include the following:

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

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

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

III. Financial

Budget

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

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

2. The applicant shall provide its anticipated quarterly funding requirements for the fiscal year 2008-2009.

| Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | Total Grant |
|-----------|-----------|-----------|-----------|-------------|
| \$250,000 | \$250,000 | \$250,000 | \$250,000 | \$1,000,000 |

IV. Experience and Capability**A. Necessary Skills and Experience**

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

Bishop Museum, founded in 1889, is a 501(c)(3) non-profit organization with a staff of about 200 and an annual operating budget of \$12 million.

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

Bishop Museum has been serving Hawai'i's people for more than a century and has had a relationship with the State Department of Education and the public schools for more than 45 years. Between 1990 and June 2009, the Museum has served 8,119,017 people, including 1,308,149 school children.

Previous Related Project

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

B. Facilities

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the request. If facilities are not presently available, describe plans to secure facilities. Also describe how the facilities meet ADA requirements, as applicable.

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

The Museum also includes the 70-seat Watumull Planetarium. The shows at the Planetarium blend prerecorded segments with the Planetarium's educator in live sections exploring the night sky. Program topics have a strong focus on Hawai'i, from the telescopes of Mauna Kea to traditional Polynesian canoe navigation. The Planetarium lobby has been transformed into an exhibit on global warming. The centerpiece of the exhibit is Science on a Sphere, a six-foot globe that is externally lit by four video projectors that are synchronized to cover the sphere in seamless global images. Science on a Sphere (SOS) was created by the National Oceanic and Atmospheric Administration (NOAA), and Bishop Museum was one of the first four sites in the nation to be awarded an SOS. The sphere can display still images of the earth, planets, and moons of the solar system, as well as animations of such striking global phenomena as the 2006 hurricane season or the consequences to Hawai'i of a global rise in sea level.

The focus of the dynamic exhibit program is the Castle Memorial Building. The Museum strives to engage traveling exhibits that bring the world to Hawai'i. The first floor of Castle is dedicated to these temporary shows, which are on display for an average of three months. These special showings include a mix of exhibits created by the Museum (such as an exhibit on the ancient cultures of southeastern China that may have been the original ancestors of the Polynesian people) and dynamic exhibits from other science centers and museums around the world. Traveling exhibits are assessed by the Museum's Exhibit Selection Committee, which evaluates exhibits on potential visitor interest and

educational content. Some of these recent traveling exhibits include: *The Science and Art of Animation* (Spring 2009), *Backyard Monsters* (Summer 2009), and *Dinosaurs Unearthed* (winter 2009). The Castle Memorial Building, the Planetarium lobby, and the Mamiya Science Adventure Center are compliant with the Americans with Disabilities Act (ADA). Hawaiian Hall was recently renovated and is substantially in compliance with ADA since it reopened in August 2009. As part of the renovation, all major Hawaiian Hall complex exhibits areas are now accessible to visitors with impaired mobility.

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

The Museum also operates a 15-acre ethnobotanical garden on the island of Hawai'i (Amy B.H. Greenwell Ethnobotanical Garden) that is open to school groups and special interest tours. Greenwell Garden includes an office and propagation facility.

V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

The applicant shall describe the proposed staffing pattern and proposed service capacity appropriate for the viability of the request. The applicant shall provide the qualifications and experience of personnel for the request and shall describe its ability to supervise, train and provide administrative direction relative to the request.

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

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

- Timothy E. Johns, President & CEO;
- Elizabeth Tatar, Director of Strategic Initiatives and project director, with 32 years experience working at Bishop Museum in various capacities relating to collections management, research, management and public programs;
- Betty L. Kam, Vice President of Cultural Resources, with over 29 years experience at Bishop Museum in collections management and exhibit project management;
- David Kemble, Senior Exhibits Designer, with over 33 years experience at Bishop Museum, including involvement with previous iterations of Hawaiian Hall exhibit plans;
- Noelle M.Y. Kahanu, Hawaiian Culture Educator and Education Project Manager,

with over 9 years experience at the Museum, including serving as project director for the J.M. Long Gallery changing exhibits and chairperson of the Hawaiian Hall Advisory Committee, an outside group of Native Hawaiian culture experts, scholars and practitioners;

- DeSoto Brown, Archives Collection Manager, with over 21 years experience at Bishop Museum as collection manager, author, and exhibit developer;
- Dr. Yosihiko Sinoto, Museum archaeologist and K.P. Emory Distinguished Chair with over 51 years experience at Bishop Museum and an expert in Pacific archaeology; and
- Dr. Tianlong Jiao, Chairman of the Museum's Anthropology Department and Museum archaeologist specializing in the proto-Austronesian archaeology of Southeast China and Taiwan.

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

B. Organization Chart

The applicant shall illustrate the position of each staff and line of responsibility/supervision. If the request is part of a large, multi-purpose organization, include an organizational chart that illustrates the placement of this request.

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

VI. Other

A. Litigation

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgement. If applicable, please explain.

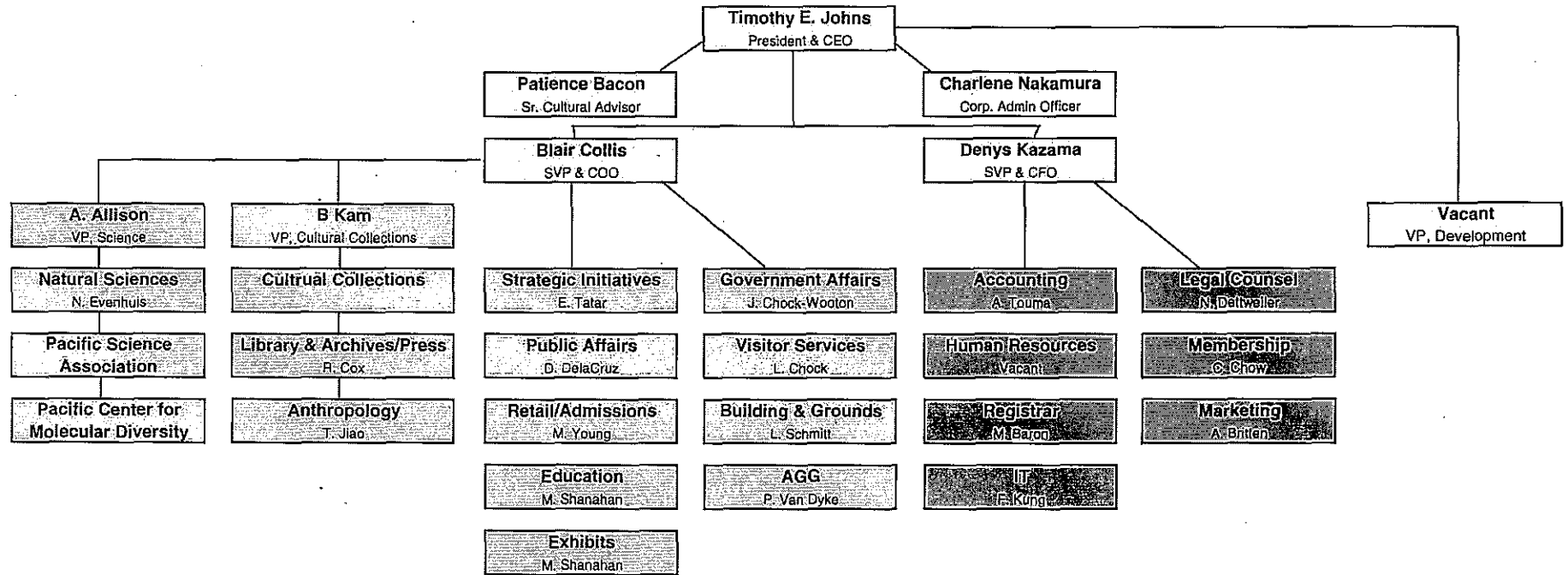
N/A

B. Licensure or Accreditation

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

Bishop Museum is accredited by the Association of American Museums.

Bishop Museum Management Organization Chart



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

App

Bishop Museum

| BUDGET CATEGORIES | Total State Funds Requested (a) | (b) | (c) | (d) |
|-------------------------------------|--|--|------------|------------|
| A. PERSONNEL COST | | | | |
| 1. Salaries | | | | |
| 2. Payroll Taxes & Assessments | | | | |
| 3. Fringe Benefits | | | | |
| TOTAL PERSONNEL COST | | | | |
| B. OTHER CURRENT EXPENSES | | | | |
| 1. Airfare, Inter-Island | | | | |
| 2. Insurance | | | | |
| 3. Lease/Rental of Equipment | | | | |
| 4. Lease/Rental of Space | | | | |
| 5. Staff Training | | | | |
| 6. Supplies | | | | |
| 7. Telecommunication | | | | |
| 8. Utilities | | | | |
| 9 Contracts | 1,000,000 | | | |
| 10 Permit & Fees | | | | |
| 11 | | | | |
| 12 | | | | |
| 13 | | | | |
| 14 | | | | |
| 15 | | | | |
| 16 | | | | |
| 17 | | | | |
| 18 | | | | |
| 19 | | | | |
| 20 | | | | |
| TOTAL OTHER CURRENT EXPENSES | 1,000,000 | | | |
| C. EQUIPMENT PURCHASES | | | | |
| D. MOTOR VEHICLE PURCHASES | | | | |
| E. CAPITAL | | | | |
| TOTAL (A+B+C+D+E) | 1,000,000 | | | |
| SOURCES OF FUNDING | | Budget Prepared By: | | |
| (a) Total State Funds Requested | 1,000,000 | Donalyn Dela Cruz 848-8274 | | |
| (b) | | Name (Please type or print) Phone | | |
| (c) | | [Redacted Signature] 1/29/10 | | |
| (d) | | Signature of Authorized Official Date | | |
| TOTAL BUDGET | 1,000,000 | Donalyn Dela Cruz, Public Affairs Director | | |
| | | Name and Title (Please type or print) | | |

BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: Bishop Museum

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) |
|--------------------------------|----------------------|--------------------|---|--|
| Not Applicable | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
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| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| TOTAL: | | | | \$ - |
| JUSTIFICATION/COMMENTS: | | | | |

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Bishop Museum

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: Bishop Museum

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* | | | 750000 | | | |
| EQUIPMENT** | | | 250000 | | | |
| TOTAL: | | | 1,000,000 | | | |
| JUSTIFICATION/COMMENTS: *Construction Includes Exhibit Fabrication & Instalation **Equipment Includes Equipment & Cost of Instalation | | | | | | |

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

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

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

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

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

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

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

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

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

Bishop Museum

(Typed Name of Individual or Organization)



(Signature)

1/29/10

(Date)

Donalyn Dela Cruz

(Typed Name)

Public Affairs Director

(Title)

House District 25

Senate District 11

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

Log No: 4-0

For Legislature's Use Only

2009 JAN 26 A 9:45

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: Blueprint for Change

Dbas: N/A

Street Address: 550 Halekauwila Street, Suite 102 Honolulu, HI 96813

Mailing Address: 550 Halekauwila Street, Suite 102 Honolulu, HI 96813

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name STEPHEN MORSE

Title Executive Director

Phone # (808) 952-0488

Fax # (808) 545-1887

e-mail smorse@blueprintforchange.org

3. TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

Support five existing Neighborhood Places and develop three new Neighborhood Place sites, one on the east side of O'ahu, and two on the island of Kaua'i.

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2010-2011 \$ 300,077

8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

- NEW SERVICE (PRESENTLY DOES NOT EXIST)
- EXISTING SERVICE (PRESENTLY IN OPERATION)

SPECIFY THE AMOUNT BY SOURCES OF FUNDS AVAILABLE AT THE TIME OF THIS REQUEST:

STATE \$ 95,850.50

FEDERAL \$ 687,349.50

COUNTY \$ _____

PRIVATE/OTHER \$ _____

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[REDACTED]

AUTHORIZED SIGNATURE

STEPHEN MORSE, EXECUTIVE DIRECTOR
NAME & TITLE

1/25/10
DATE SIGNED

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

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



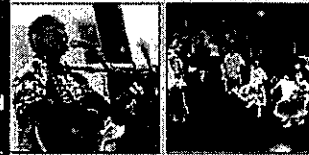
January 29th, 2010

Submitted by:



550 Halekuanwila Street, Suite 102
Honolulu, HI 96813

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



Application for Grants and Subsidies

If any item is not applicable to the request, the applicant should enter "not applicable".

I. Background and Summary

This section shall clearly and concisely summarize and highlight the contents of the request in such a way as to provide the State Legislature with a broad understanding of the request. Include the following:

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

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

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

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

There are currently five NPs operating in the following communities:

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

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

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

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

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

2. The goals and objectives related to the request;

The goals of this GIA request are three fold:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Waimanalo Neighborhood Place (WNP)

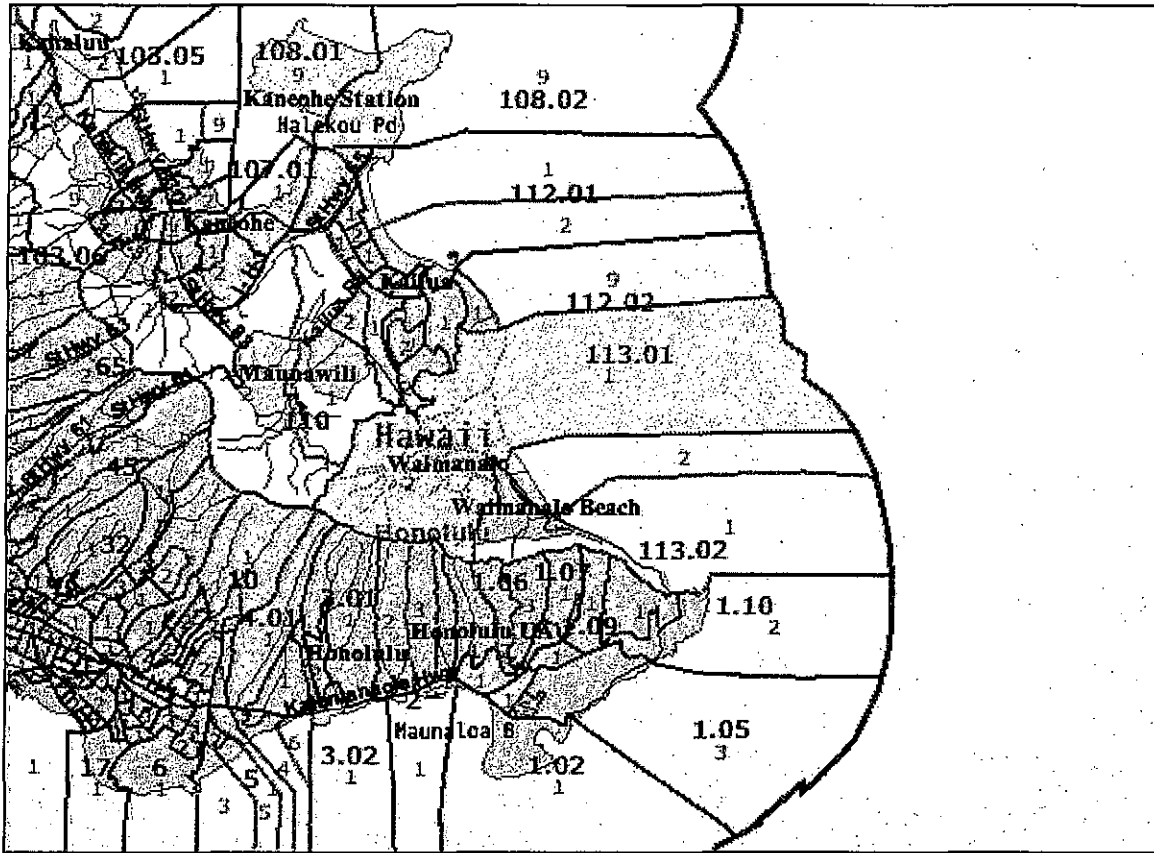
Waimanalo is established as a predominantly Native Hawaiian Community and is home to approximately 10,000 residents. Non-Hawaiian residents in Waimanalo include other Pacific Islanders, Asians, Caucasians and various other ethnic groups. According to the 2000 Census data for Waimanalo (tract 113) 22%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

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

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

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

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



CENSUS 2000 DEMOGRAPHIC

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

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

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

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

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

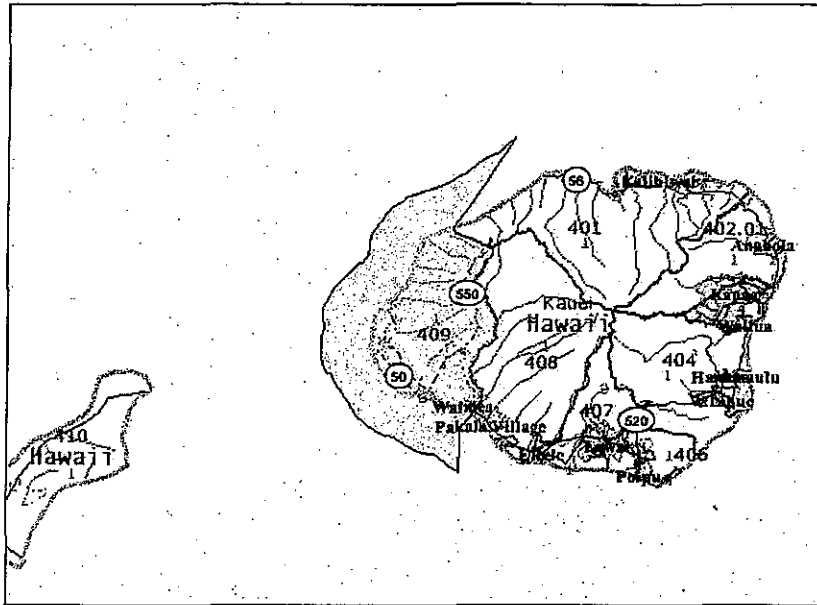
WNP would target families living in census tracts 113 but **would also have capacity to serve the Kailua area** of tracts, 109, 110, 111 and 112, located in zip code areas 96795 and 96734. From this population, WNP commits to serving 75 at-risk families of which 15 may be families with prior CWS involvement.

Neighborhood Place – Kaua`i

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

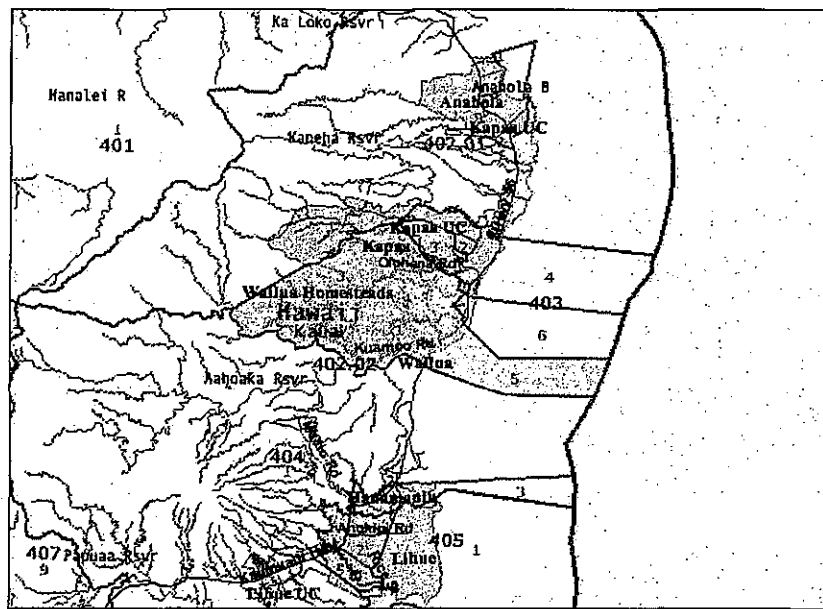
This geographic placement of a center on both the east and west sides of Kaua`i brings family services much closer to a large segment of the island's population. Many other support services are only available in Lihue. A trip from Waimea to Lihue can take approximately an hour each way. Bus transportation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

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



**Census Tract 409
Nana's House**

**Census Tract 402
Hale Ho'omaluu**



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

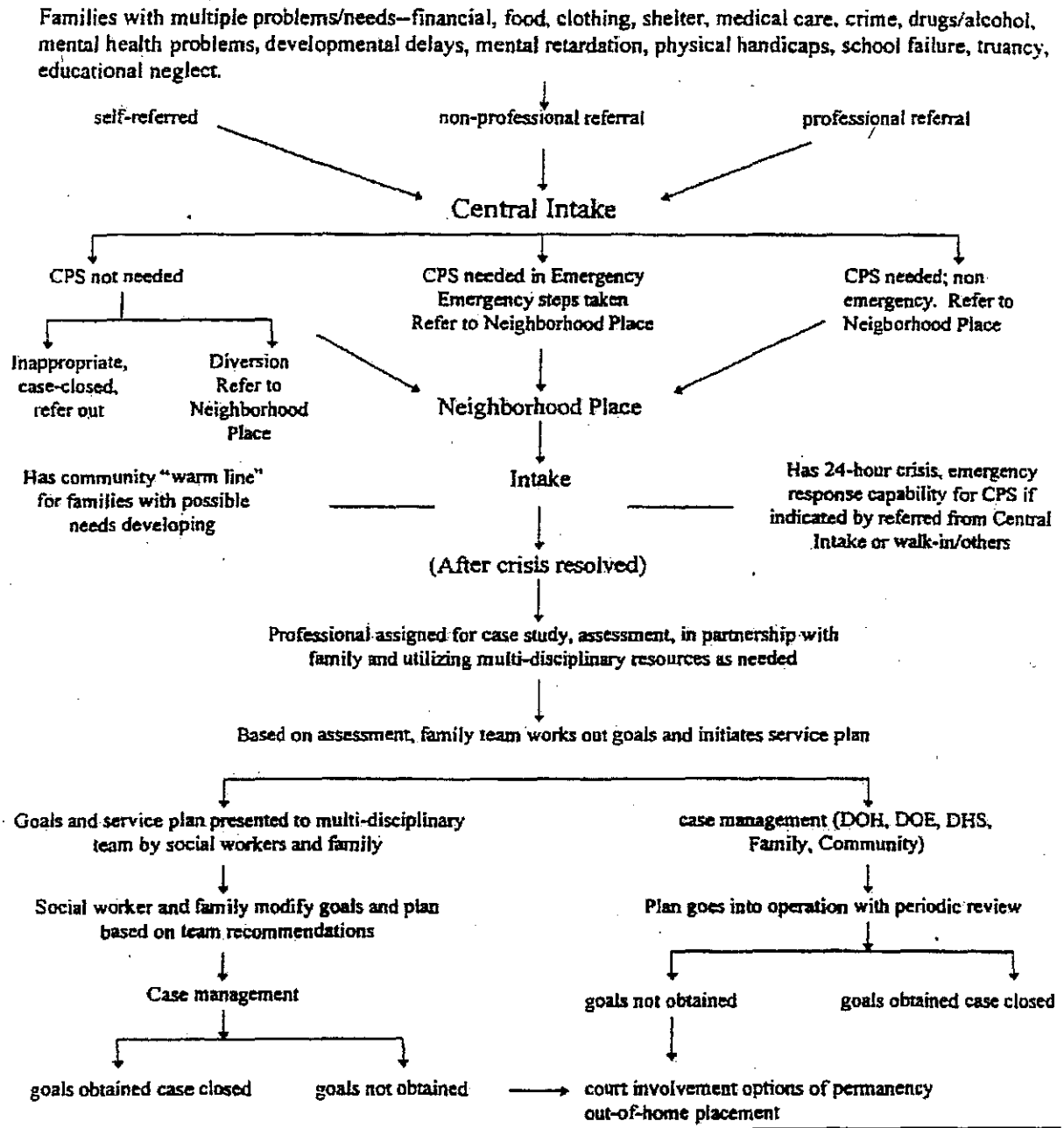
Statewide drug arrests for the “non-narcotic” drug category during the first half of 2004, which includes crystal methamphetamine, increased 18.8%. An increase in this category was attributed to a higher number of reports on the neighbor islands while Honolulu reported a decrease. The use of crystal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

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

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

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

BLUEPRINT FOR CHANGE The Neighborhood Place Flowchart



II. Service Summary and Outcomes

COMMUNITY BENEFIT

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

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

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

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

A. QUALITY ASSURANCE AND EVALUATION

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

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

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

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

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

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

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

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

3. Monitoring Component:

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

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

e. Corrective Action

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

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

4. Continuous Quality Improvement Team Roles and Responsibilities

a. BFC Board of Directors

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

b. NP Program Directors

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

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

The Service Summary shall include a detailed discussion of the applicant's approach to the request. The applicant shall clearly and concisely specify the results, outcomes, and measures of effectiveness from this request.

B. SCOPE OF WORK, TASKS AND RESPONSIBILITIES

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

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

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

C. PROJECTED ANNUAL TIMELINE – OUTCOMES OF SERVICE

Waimanalo Neighborhood Place (WNP)

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

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

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

Neighborhood Places – Kaua`i

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

Expansion Funding for the Original Five Neighborhood Places

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

Outcomes and Data

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

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

III. Financial

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

Applicant: BLUEPRINT FOR CHANGE

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

Fiscal Year 2010

| Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | Total Grant |
|-----------|-----------|-----------|-----------|-------------|
| \$82,517 | \$72,520 | \$72,520 | \$72,520 | \$300,077 |

IV. Experience and Capability

A. Necessary Skills and Experience

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

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

B. Facilities

Waimanalo Neighborhood Place (WNP)

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

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

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

Neighborhood Place – Kaua`i

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

Both Nana's House and Hale Ho`omalua are located in plantation style houses. They are furnished and decorated to create a home like environment where families feel comfortable. Nana's House contains a large living room, a kitchen, a dining room and four smaller "bedrooms." Hale Ho`omalua has a living room, three "bedrooms," a kitchen and a dining area. At both houses the living room is used for meetings and the smaller rooms are utilized as a "clothes closet" which is available for families who need clothing for themselves or their children; a counseling room; a children's playroom and a small workspace. The kitchen is used for the Food Pantry, which is a food distribution site for families in need, and for cooking classes. The community has donated the furnishings at Nana's House and Hale Ho`omalua.

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

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

V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

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

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

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

Waimanalo Neighborhood Place (WNP)

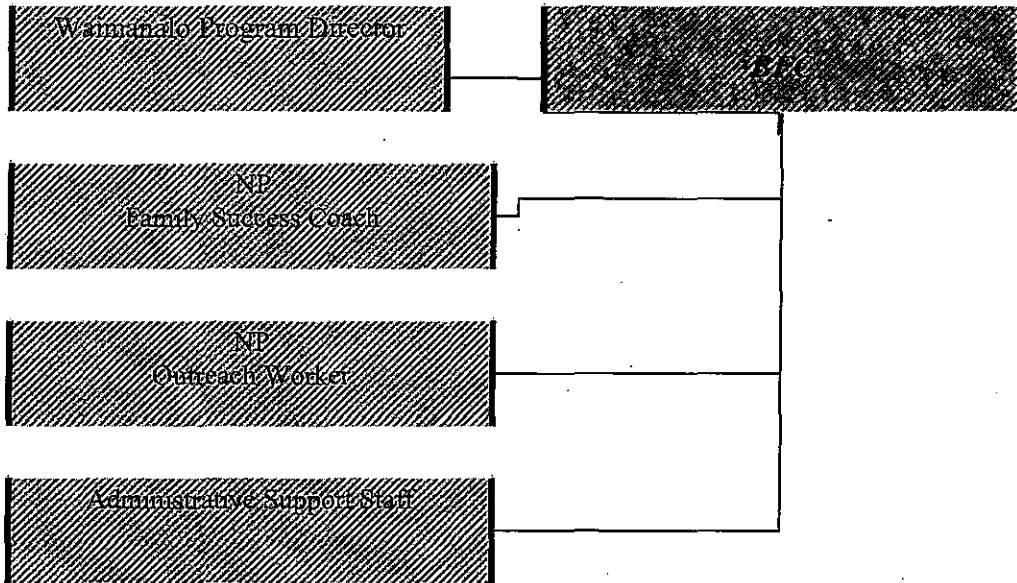
Waimanalo Program Director will function as the Project Manager and will: Develop and implement WNP strategic directions, lead community networking and partnership building, coordinate training and staff development, review charts, oversee and supervise operations and service delivery, and be responsible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

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

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

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

ORGANIZATION CHART



Neighborhood Places – Kaua`i

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

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

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

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

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

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

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

VI. Other

A. LITIGATION

None.

B. LICENSURE OR ACCREDITATION

Not Applicable.

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

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

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


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

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

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

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

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

| | |
|---|--------------------|
| <u>BLUEPRINT FOR CHANGE</u> | |
| (Typed Name of Individual or Organization) | |
|  | 1/25/10 |
| (Signature) | (Date) |
| Stephen K. Morse | Executive Director |
| (Typed Name) | (Title) |

House District 28

Senate District 12

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

Log No: 5-0

For Legislature's Use Only

Type of Grant or Subsidy Request:

2010 JAN 29 P 2: 55

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. NUMBER (LEAVE BLANK IF UNKNOWN):

1. APPLICANT INFORMATION:

Legal Name of Applicant: Cathedral of St. Andrew

Dbas: Cathedral of St. Andrew

Street Address: 229 Queen Emma Square
Honolulu, HI 96813

Mailing Address: 229 Queen Emma Square
Honolulu, HI 96813

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name: THE VERY REV. TIMOTHY W. SEXTON

Title: Provost

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

Fax: (808) 537-4177

e-mail: twsexton@gmail.com

3. TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

CATHEDRAL CHURCH OF ST. ANDREW:
RENOVATION AND RESTORATION OF DAVIES HALL

4. FEDERAL TAX ID #: [REDACTED]

7. FISCAL YEARS AND AMOUNT OF STATE FUNDS REQUESTED:

FY 2011 (01 JULY 2010 - 30 JUN 2011) \$1,500,000

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 | \$ _____ |
| COUNTY | \$ _____ |
| PRIVATE / OTHER | \$ 941,632 |

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[REDACTED SIGNATURE]

AUTHORIZED SIGNATURE

THE VERY REV. TIM SEXTON, PROVOST

NAME & TITLE

01/29/10

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;

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

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

Parish members annually donate needed school supplies and holiday meals to students and parents at Kalihi Wa'ena Elementary School, and provide Christmas gifts to needy children each holiday season. St. Andrew's annually sponsors a popular rummage sale that attracts donations and customers alike from across O'ahu, with all proceeds going to charity, and maintains the legacy of the late Father Claude Du Teil's "Peanut Butter Ministry" to the indigent and homeless by supporting his not-for-profit Institute for Human Services, which provides emergency shelter to over 500 people nightly at two shelters, and serves over 6,000 meals weekly to the homeless.

St. Andrew's also reaches out to the greater community through its contributions to downtown Honolulu's already-vibrant culture and arts scene, offering a weekly worship service in the Hawaiian language, free noontime concerts every Wednesday, and diverse music programming that showcases the talents of St. Andrew's renowned Cathedral Choir, Music Director John Renke, and contributions from guest musicians from the islands and the mainland. The Cathedral's acclaimed Peggy Kai Speakers Series offers free-of-charge to the public compelling speakers addressing a diversity of topical subjects.

2. The goals and objectives related to the request;

The Cathedral of St. Andrew requests a \$1,500,000 capital grant from the State of Hawai'i to facilitate the renovation and restoration of the entire St. Andrew's complex, i.e., its historic cathedral building and attendant structures, in a manner eminently befitting of its unique and historic significance to the heritage and cultural life of Honolulu. The preliminary estimated total cost to restore Davies Hall, which is the first phase of St. Andrew's renovation project, has been budgeted at \$1,441,632. The preliminary estimated total cost for restoration of the entire St. Andrew's complex is \$6,200,000.

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

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

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

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

Founded in 1862 under royal charter at the expressed invitation of Their Majesties King Kamehameha IV and his consort Queen Emma Kalele'onalani, the vision of the Cathedral of St. Andrew has been one of partnership. The King himself painstakingly translated the Book of Common Prayer into the Hawaiian language, to assist his people in understanding the Anglican liturgy. Queen Emma's name is the first one listed in the cathedral's baptismal entries, which date back to March 10, 1862. Thanks in large part to Queen Emma's tireless leadership, sponsorship and generosity, particularly after her husband's death in 1864, the cornerstone of St. Andrew's was laid by her brother-in-law, King Kamehameha V, on March 5, 1867. The Cathedral takes its name from the fact King Kamehameha IV passed away on the Feast Day of St. Andrew

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

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

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

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

4. Describe the target population to be served;

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

5. Describe the geographic coverage.

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

II. Service Summary and Outcomes

The Service Summary shall include a detailed discussion of the applicant's approach to the request. The applicant shall clearly and concisely specify the results, outcomes, and measures of effectiveness from this request.

1. Describe the scope of work, tasks and responsibilities;

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

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

RESTORATION OF DAVIES HALL: Originally known as the Parish House, Davies Hall was a gift of the family of Theo. H. Davies, who was a longtime parishioner and patron of St. Andrew's. Its purpose was to serve the subsidiary demands of the St. Andrew's congregation, serving at various times as a meeting hall, Sunday school and host for parish and community events. Plans call for the restoration of Davies Hall to its original purpose, and will involve upgrades to the kitchen, bathroom facilities, installation of air conditioning and interior remodeling. The renovation will also address structural issues that have arisen since Mr. Mason's original survey.

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

MEMORIAL BUILDING EXTENSION: Currently, the choirs use the conference room for rehearsal because the challenged state of Davies Hall has forced them to find alternative space until the Hall can be restored. Because music is an integral part of life at St. Andrew's, plans call for the extension of the Memorial Building's second floor above the Von Holt Room, which will provide for the creation of a permanent music facility that is befitting the pre-eminent stature of the St. Andrew's Choir. This portion of the project will proceed only if sufficient funds are available after addressing the pressing needs in Davies Hall and the cathedral.

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

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

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

Mason Architects, a local architecture firm that specializes in historic preservation, is responsible for supervising the project and will continue to do so throughout construction. Angela Thompson, a licensed architect who has been with Mason Architects for over 10 years, is the project architect. For this project, as for all the firm's projects, Glenn Mason acts as the quality control manager. A high level of quality control will be maintained through frequent communications with the client, involvement by the principal, peer review, and the cross check provided by both the project architect's and the principal's knowledge of the work.

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

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

III. Financial

Budget

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

Please see attached budget forms, pages 11-14.

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

| Q1 FY 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 |
|--|--|--|---|---|
| \$150,000 | \$350,000 | \$500,000 | \$500,000 | \$1,500,000 |

3. **The applicant shall provide a listing of all other sources of funding that they are trying to obtain for FY 2011.**

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

IV. Experience and Capability

A. Necessary Skills and Experience

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

Bishop Robert L. Fitzpatrick has constituted an oversight board, which will provide direction and guidance to the capital campaign, and will identify opportunities for the Cathedral to further its outreach within the greater Honolulu community it serves.

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

B. Facilities

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the request. If facilities are not presently available, describe plans to secure facilities. Also describe how the facilities meet ADA requirements, as applicable.

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

DAVIES HALL and the land upon which it sits were gifts of the family of Theo. H. Davies, founder of the famous mercantile firm that bore his name. It was designed by B.F. Bigelow of London, the original architect of the cathedral, which ensured its conformity to the cathedral's design. Completed in 1932, Davies Hall originally housed St. Andrew's Sunday School, and consists of an expandable parish hall with its own kitchen. The Davies Kitchen is used to prepare meals for the Institute of Human Services and to support a weekly homeless feeding project in conjunction with the St. Francis Catholic Celtic Church. The Hall is used weekly by community groups such as Alcoholics Anonymous. Parish and diocesan events are also held in the Hall.

THE CATHEDRAL OF ST. ANDREW is one of the oldest Episcopal cathedrals in the United States, its visually unique architecture inspired by the early French Gothic churches built

throughout England during the Tudor period of the 15th and 16th centuries. Its grounds were once part of the royal gardens, donated by the King and Queen to the Anglican Church in 1858 for the purpose of establishing its formal presence in the Kingdom of Hawai'i. From start to finish, construction of the St. Andrew's complex would be conducted through four distinct phases over a period of 91 years, and was eventually completed in 1958. St. Andrew's famed glass windows consist of its spectacular "Great West Window," which comprises the entire west end of the building save for its bronze entry doors; and six pairs of historic memorial windows adorning the side walls of the cathedral; and 47 clerestory windows which encircle the cathedral above its gothic arches.

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

V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

The applicant shall describe the proposed staffing pattern and proposed service capacity appropriate for the viability of the request. The applicant shall provide the qualifications and experience of personnel for the request and shall describe its ability to supervise, train and provide administrative direction relative to the request.

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

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

THE RIGHT REV. ROBERT L. FITZPATRICK, Bishop of Hawai'i & Cathedral Dean: Ordained as the eleventh bishop of the Hawaiian Islands on March 10, 2007, Bishop Fitzpatrick had served in diocese administration since 2000, as its Canon of the Ordinary (executive officer of the Diocese of Hawai'i) and Deployment Officer. A midwesterner by birth, Bishop Fitzpatrick is a graduate of DePauw University, holds a Masters in Divinity from General Theological Seminary in New York City, and a Doctor in Ministry from Seabury-Western Theological Seminary in his native Illinois. Throughout his ministry, he has served on the boards of countless community service organizations, on various diocesan and Episcopal Church boards and committees, and twice was the chair of the Hawaii deputation to the General Convention of the Episcopal Church. In addition to his current duties as head of the Diocese, Bishop Fitzpatrick also serves on the respective boards of St. Andrew's Priory School, 'Iolani School, and Seabury Hall on Maui.

B. Organization Chart

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

Please see organizational chart attached.

VI. Other

A. Litigation

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgment. If applicable, please explain.

There is no outstanding litigation pending.


B. Licensure or Accreditation

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

Please see "IRS Letter of Not-for-Profit Status".

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

Applicant: Cathedral of St. Andrew

| BUDGET CATEGORIES | Requested State Funds (a) | Other Sources of Funding (b) | Prospective Fundraising (c) | TOTAL BUDGET Phase 1 Only (Davies Hall) |
|--|----------------------------------|---|------------------------------------|--|
| A. PERSONNEL COST | | | | |
| 1. Salaries | | | | |
| 2. Payroll Taxes & Assessments | | | | |
| 3. Fringe Benefits | | | | |
| TOTAL PERSONNEL COST | | | | |
| B. OTHER CURRENT EXPENSES | | | | |
| 1. Airfare, Inter-Island | | | | |
| 2. Insurance | | | | |
| 3. Lease/Rental of Equipment | | | | |
| 4. Lease/Rental of Space | | | | |
| 5. Staff Training | | | | |
| 6. Supplies | | | | |
| 7. Telecommunication | | | | |
| 8. Utilities | | | | |
| 9. Phase 1 - Davies Hall (Arch.) | 407,826 | 37,984 | | 445,810 |
| 10. Phase 1 - Davies Hall (Elec.) | 100,000 | 211,780 | | 311,780 |
| 11. Phase 1 - Davies Hall (Mech.) | 100,000 | 50,000 | | 150,000 |
| 12. Phase 1 - Gen. Requirements | 50,000 | 195,706 | | 245,706 |
| 13. Phase 1 - Contingency (15%) | 100,000 | 116,245 | | 216,245 |
| 14. Phase 1 - Escalation (5%) | 50,000 | 22,082 | | 72,082 |
| 15. Phase 2 - Planning and Design | 100,000 | 107,835 | 100,000 | |
| 16. Phase 2 - Construction | 592,174 | 200,000 | 3,658,368 | |
| 17 | | | | |
| 18 | | | | |
| 19 | | | | |
| 20 | | | | |
| TOTAL OTHER CURRENT EXPENSES | 1,500,000 | 941,632 | 3,758,368 | 1,441,632 |
| C. EQUIPMENT PURCHASES | | | | |
| D. MOTOR VEHICLE PURCHASES | | | | |
| E. OTHER | | | | |
| TOTAL (A+B+C+D+E) | 1,500,000 | 941,632 | 3,758,368 | 1,441,632 |
| SOURCES OF FUNDING | | Budget Prepared By: | | |
| (a) Requested State Funds | 1,500,000 | Erin Hoff, Provost's Assistant (808) 524-2822 | | |
| (b) Other Sources of Funding | 941,632 | Name (Please type or print) Phone | | |
| (c) Prospective Fundraising | 3,758,368 |  Jan. 29, 2010 Signature of Authorized Official Date | | |
| TOTAL PROJECT BUDGET (Phases 1 & 2) | 6,200,000 | The Very Rev. T. W. Sexton, Provost Name and Title (Please type or print) | | |

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Cathedral of St. Andrew

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: Cathedral of St. Andrew

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 |
| PHASE 1: CONSTRUCTION (Arch., Elec., & Mech.) | | 299764 | 607826 | | | |
| PHASE 1: CONTINGENCY (15%) & ESCALATION (5%) | | 138327 | 150000 | | | |
| PHASE 1: GENERAL REQUIREMENTS | | 195706 | 50000 | | | |
| PHASE 2: PLANNING & DESIGN | | 107835 | 100000 | 100000 | | |
| PHASE 2: CONSTRUCTION (Arch., Elec., & Mech.) | | 200000 | 592174 | 500000 | 1579184 | 1579184 |
| TOTAL: | | 941632 | 1,500,000 | 600,000 | 1,579,184 | 1,579,184 |
| JUSTIFICATION / COMMENTS: The cost estimates provided herein are for the first phase of renovation of St. Andrew's, i.e., the restoration of Davies Hall. | | | | | | |

**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.

CATHEDRAL OF ST. ANDREW

(Typed Name of Individual or Organization)



(Signature)/

January 29, 2010

(Date)

THE VERY REV. TIMOTHY W. SEXTON

(Typed Name)

PROVOST

(Title)



TREASURY DEPARTMENT

WASHINGTON

OFFICE OF
COMMISSIONER OF INTERNAL REVENUE

ADDRESS REPLY TO
COMMISSIONER OF INTERNAL REVENUE
AND REFER TO

IT:RR:SET

FEB 21 1933

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

Sirs:

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

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

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

Based on the facts presented, it is held that you, together with your various units, including Saint Andrew's Cathedral, are entitled to exemption under the provisions of section 101(5) of the Revenue Act of 1936 and the corresponding provisions of prior revenue acts. You are not, therefore, required to file returns of income so long as there is no change in your organization, your purposes, or method of operation.

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

- 2 -

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

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

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

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

By direction of the Commissioner.

Respectfully,


Deputy Commissioner.



District Director
Internal Revenue Service

Date: JUL 12 1974
In reply refer to: 421:209:
L-225, Code 216
Tel. 23-36-4703

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

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

Gentlemen:

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

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

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

Thank you for your cooperation.

Sincerely yours,

H. John Grant
Internal Revenue Agent

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

GEORGE R. ARIYOSHI
GOVERNOR



GORDON
DIRECTOR
STANLEY
DEPUTY


DEPARTMENT OF TAXATION
STATE OF HAWAII

Honolulu, Hawaii
August 7, 1975

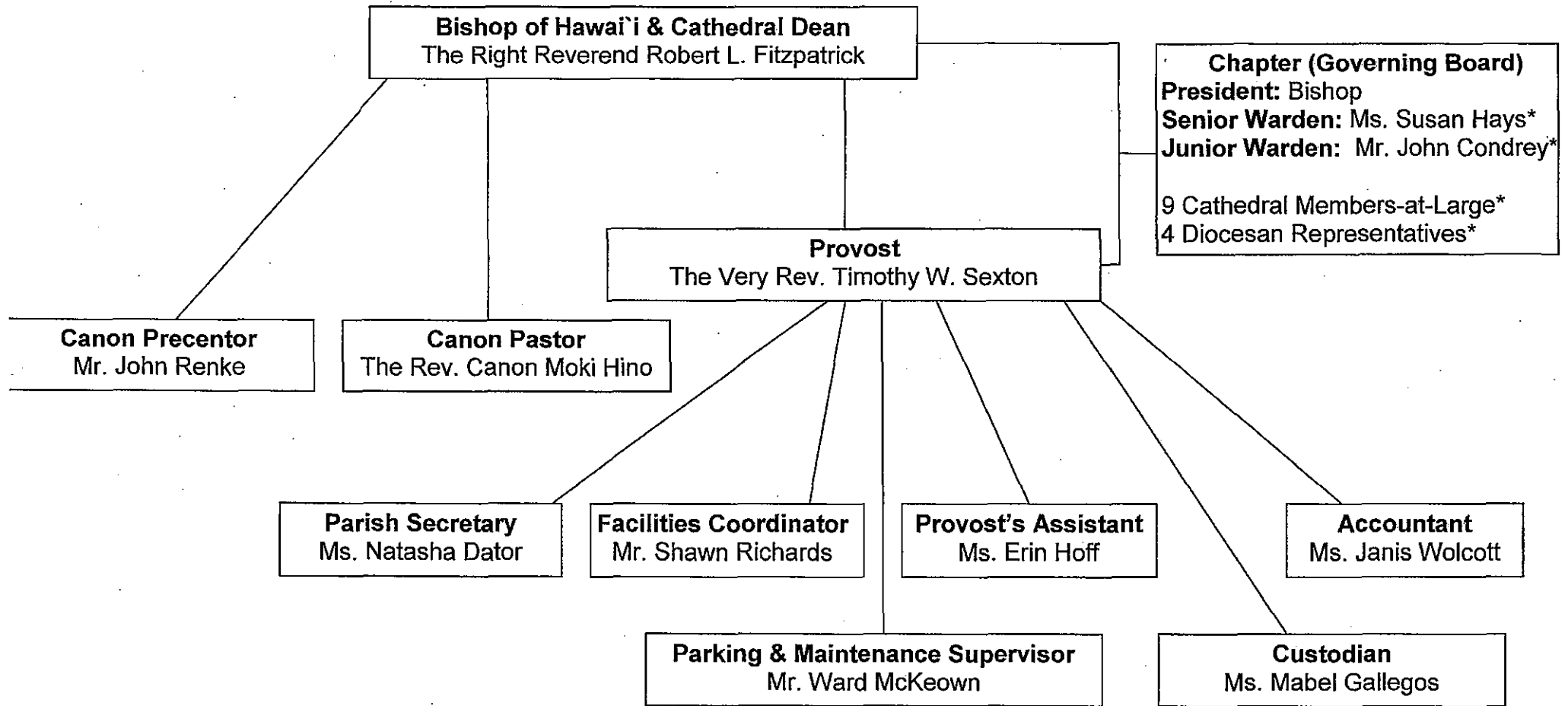
CERTIFICATION OF THE EPISCOPAL CHURCH IN HAWAII
UNDER ACT 100, L. 1971

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

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


GORDON Y. H. WONG
Director of Taxation

The Cathedral Church of Saint Andrew Organizational Chart



*Members of the congregation; not paid staff

House District 18-33, 47-51
Senate District 8-15, 23-25

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

Log No: 7-0

For Legislature's Use Only

Type of Grant or Subsidy Request:

GRANT REQUEST - OPERATING

GRANT REQUEST - CAPITAL

SUBSIDY REQUEST

2010 JAN 29 P 2:06

"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: Family Promise of Hawaii

Db: Family Promise of Hawaii

Street Address: 69 N. Kainalu Drive
Kailua, HI 96734

Mailing Address: 245 N. Kukui Street, Suite 101
Honolulu, HI 96817

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name KENT ANDERSON

Title Executive Director

Phone # 808-548-7478

Fax # 808-548-7485

e-mail kent@familypromisehawaii.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:

FAMILY PROMISE OF HAWAII REQUESTS OPERATING FUNDS TO PURCHASE A 15 PASSENGER VAN AND TRANSPORTABLE BEDS THAT WILL ALLOW US TO INCREASE THE NUMBER OF HOMELESS FAMILIES THAT WE CAN SHELTER, FEED, AND HELP SECURE SUSTAINABLE INDEPENDENCE BY 50%. OVER 80% OF OUR GUESTS TRANSITION FROM HOMELESSNESS TO SUSTAINABLE HOUSING, USUALLY IN 3-4 MONTHS.

4. FEDERAL TAX ID #:

5. STATE TAX ID #:

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2010-2011 \$ 46,361

8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

- NEW SERVICE (PRESENTLY DOES NOT EXIST)
 EXISTING SERVICE (PRESENTLY IN OPERATION)

SPECIFY THE AMOUNT BY SOURCES OF FUNDS AVAILABLE AT THE TIME OF THIS REQUEST:

STATE \$ 0
FEDERAL \$ 0
COUNTY \$ 0
PRIVATE/OTHER \$ 0

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

AUTHORIZED SIGNATURE

KENT ANDERSON, EXECUTIVE DIRECTOR
NAME & TITLE

JANUARY 29, 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:

Description of Applicant Background

Family Promise of Hawai'i has helped over 280 children and parents transition out of homelessness into sustainable housing since March 2006, for a success rate over 80%. In 2009, a family's average length of stay was 94 days. Due to the tight labor market, this is higher than our historical average; nevertheless, we know of no other Hawaiian program that has enjoyed such a high success rate in such a short period of time, while simultaneously using a very small amount of taxpayer dollars. Based on this success, Family Promise of Hawai'i was selected as a finalist for Pacific Business News 2009 Nonprofit of the Year Award.

Family Promise of Hawai'i partners with 65 interfaith congregations and has utilized over 1,500 volunteers and 71,500 volunteer hours to provide over 31,500 bed nights and 94,500 meals since March 2006. Family Promise of Hawai'i is a 24 hour emergency shelter that provides numerous supportive services and welcomes homeless families with children residing across Oahu. We seek families highly motivated to achieve self-sufficiency and give priority to families willing to work. Roughly 60% of our guests are children, many under the age of 5.

Our mission is to form a community-based 'ohana to aid families with children experiencing homelessness and help them transition to sustainable independence. Family Promise collaborates with local churches, synagogues, mosques and temples to provide overnight accommodations and meals within their buildings. We provide this support while also connecting families with community resources for job training, education, life skills, health concerns and housing. This provides a comprehensive approach to helping families that are homeless and directly meets the needs of the most vulnerable: families with children. Due to our unique and innovative model, we operate at 1/3 the cost of traditional homeless shelter programs because much of the work is done by volunteers and because it uses existing community resources.

Family Promise of Hawai'i is closely affiliated with a national organization, Family Promise Inc., which has a 20-year history of successfully helping tens of thousands of homeless families in over 40 states. In 1992, the national Family Promise organization received President Bush's annual Point of Light Award for being one of the top twenty volunteer organizations in the

country from over 45,000 nominations. It also has been selected to represent American Volunteerism for three consecutive years in a special project, jointly sponsored by the United States Information Agency and the Points of Light Foundations. Locally, we have been referenced as an example of a "best practice" by Hawaiian Island Ministries and at several community and governmental homelessness meetings.

Goals and Objectives Related to Request

Our goal is to purchase a 15 passenger van and transportable beds which will allow us to increase the number of families we serve by 50%. We project that we will continue to help over 80% of our guests to transition from homelessness to sustainable housing, usually in 3-4 months.

We help the State of Hawaii achieve its goal to help Hawaii's homeless persons increase their stability in the health, housing and social areas so that they may be able to obtain and retain permanent housing and maintain economic independence and self-sufficiency for the long-term. We believe we are uniquely equipped to help the Continuum of Care achieve the following stated goals and are particularly powerful at achieving goal 5 through our expansive network of community volunteers:

2. To work with federal, state, and local government agencies to coordinate efforts and resources to effectively provide for homeless families and individuals;
3. To ensure that the needs of all homeless sub-populations are addressed and included in the locally developed Continuum of Care systems;
5. To continue to promote and encourage public awareness and understanding of the causes and problems associated with homelessness and to stimulate the participation in efforts to address homelessness throughout the state;

Public purpose and Need to be Served / Target Population

Homelessness is one of our most serious and challenging social problems. According to Hawaii Public Housing Authority (HPHA), at least 14,000 people were homeless in Hawaii in 2009. The fastest growing segment is homeless families with children. One out of every four homeless persons is a child (National Coalition for the Homeless Fact Sheet #2, 1999). According to the 2003 SMS Homeless Point-in-Time Count Report, there are 228,449 "hidden homeless," meaning those who share accommodations with family or friends because they cannot afford a place of their own. An additional 155,058 people are at-risk of becoming homeless (SMS Report, page 25). Furthermore, according to the report, Hawaii's housing market will only make matters worse, increasing the "pent-up demand" for housing. Pent-up demand is experienced as increasing household size, crowding, and doubling up. The study concluded homelessness will continue to grow in Hawaii (SMS Report, page 28).

Children without housing experience numerous health problems that impact their development. Homeless children get sick twice as often as other children. According to the National Center on Family Homelessness, they have:

- Twice as many hospitalizations and twice as likely to go hungry
- Four times as many asthma attacks
- Five times more stomach problems
- Six times as many speech problems

Homeless children confront profound problems in school:

- Four times as likely to have developmental delays
- Twice as likely to have learning disabilities
- Twice as likely to repeat a grade due to absences and moves
- 28% of homeless children go to 3 or more schools in a year

The primary indicator of our public purpose is to help over 80% of our guests transition out of homelessness to sustainable independence. Another significant outcome of the Family Promise program is a change in perceptions about homelessness among the volunteers. Many start out with preconceived ideas about what homelessness is and who is affected by it. But as the volunteers get to know the families and become their friends, their attitudes towards those who are homeless change. These relationships can transform a volunteer into an advocate because now homelessness affects someone they know and care for.

The majority of our volunteers (over 90%) have had no previous direct exposure to homelessness. We help educate and inspire the general public to help the State's homeless efforts. Currently we've educated and provided direct homeless experience to over 1,500 individuals. By 2013, over 2,200 unduplicated individuals will have enjoyed direct service/education/training to help the State's homeless initiatives. We've also increased awareness through numerous television and newspaper stories. By quickly multiplying the number of community advocates, we believe we will benefit all organizations addressing homelessness in Hawai'i.

Another added benefit of the program is that churches, synagogues and temples are now working together to meet a community need. This program can be a catalyst for other community initiatives. Although we are young, we have already started to harness the power of community concern to promote social initiatives. Catholic Charities, Central Union Church, Kawaiaha'o Church, and Family Promise of Hawai'i were asked to present at the Forum on Homelessness for faith-based organizations on April 24, 2006. Each played a vital role to assist the individuals displaced from the closing of Ala Moana Park. After that meeting, Executive Director Kent Anderson attended a task force that helped create the Next Step Shelter in Kaka'ako. We have also partnered with the Windward Homeless Coalition, HCAP, Bank of Hawaii, IHS, H-5, and numerous other organizations to refurbish uninhabited low-income housing on Oahu. Over 60 State-owned affordable units have already been renovated using community labor, thereby increasing the habitable affordable housing inventory by over \$15 million. This is an example of the amazing work that can occur when the community and government rally behind a shared concern. Family Promise of Hawai'i is uniquely designed to promote these types of community partnerships.

Geographic Coverage

Family Promise of Hawaii currently partners with 65 interfaith partners: 32 congregations in Windward Oahu and 33 congregations in greater Honolulu, including Hawaii Kai to Aiea. In addition to overnight shelter, we operate a day facility in Kailua and a day facility in Chinatown, creating 24 hour coverage for our families. Although our physical presence is currently limited to Windward Oahu and greater Honolulu, we accept homeless families with children from all parts of Oahu into our program.

II. Service Summary and Outcomes

The Service Summary shall include a detailed discussion of the applicant’s approach to the request. The applicant shall clearly and concisely specify the results, outcomes, and measures of effectiveness from this request.

Scope of Work, Tasks and Responsibilities

In order to operate a third rotation of interfaith congregations to shelter families, we need to purchase a 15 passenger van and sufficient portable beds for our network of congregations.

By March 2011, we will have expanded our operations to operate a third Network, thereby allowing us to increase our number of families served in 2011 by 50%.

Projected Timeline for Accomplishing Results or Outcomes

In order to purchase the van and beds, we project the following timeline:

| | |
|---|---------------------|
| Pricing & Bids: | July - October 2010 |
| Purchase Assets: | December 2010 |
| Begin 3 rd Network Operations: | March 2011 |

3. Quality Assurance, Evaluation, & Measures of Effectiveness

We’ll consider our program a success if we help 120 children and parents (40 per Network) transition out of homelessness into sustainable housing. We strive for a success rate of at least 70%. We also expect to see improvements in income levels, health, and education. We report our progress based on housing success rate, length of stay, individuals/families served, bed nights, meals served, and other indicators to be developed. We review quantitative data annually to see trends and search for areas of improvement. We review qualitative input from families after each exit interview to continually improve operations. We input entry and exit data into the State’s HMIS information database. Furthermore, we discuss with each congregation after their host week to search for program improvement opportunities.

Our ultimate goal is to ensure that every child in Hawai’i enjoys a healthy, stable home. In order to pursue this goal we will strengthen our Windward and Honolulu Networks and expand to a third Network in 2011. At this time, we expect to make systemic changes in the lives of over 60 families with children each year (20 per network). Our primary benchmarks are:

- Help at least 120 children and parents transition out of homelessness into sustainable housing per year
 - over 14,100 nights of shelter per year
 - over 42,300 meals per year
 - at least 2,200 volunteers to care for the families
 - at least 30,000 volunteer hours per year

Family Promise of Hawai'i will also assist in securing:

- medical insurance, employment, and childcare
- financial counseling, education and/or job training, & life skills training

Another very effective evaluation tool for the program is a quarterly meeting of volunteer coordinators from each congregation. The coordinator meetings are designed for both evaluation of the program and on-going training. Volunteer coordinators discuss concerns, work together to resolve issues, and share successes. The quarterly meetings are also an opportunity to update and train the volunteers on topics such as homelessness, health care and safety issues.

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 Attachments for 15 passenger van and shelter beds.

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 |
|-----------|-----------|-----------|-----------|-------------|
| 0 | 46,361 | 0 | 0 | 46,361 |

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

Whereas Family Promise of Hawai'i (FPH) is requesting the State of Hawaii to provide funds for the purchase of a 15 passenger van and shelter beds to launch a third Network, FPH shall provide ongoing funding for operations of this 24 hour emergency shelter. Currently we receive funding from individual, congregational, business,

foundation, governmental, and community group support. Some of our major contributors include the Aloha United Way, Atherton Family Foundation, Bank of Hawaii, City and County of Honolulu, Consuelo Foundation, Cooke Foundation, First Hawaiian Bank, George P. and Ida T. Castle Foundation, Gift Foundation, Harold K.L. Castle Foundation, Hawaii Community Foundation, Hawaii Public Housing Authority, HMSA Foundation, James & Abigail Campbell Foundation, Kaneta Foundation, and Kosasa Foundation. In 2009, we generated over \$450,000 in community cash support. Furthermore, we generated over \$650,000 in donated items/services:

| | |
|---|------------------|
| 10,517 bed nights @ \$12/bed night | \$126,204 |
| 31,551 meals @ \$5/meal | \$157,755 |
| <u>25,520 volunteer hours @ \$15/hour</u> | <u>\$382,800</u> |
| Total In-Kind Partner Support | \$666,759 |

We expect to increase this support in 2010-2011 to help more families transition from homelessness to sustainable housing utilizing our community-based model.

IV. Experience and Capability

A. Necessary Skills and Experience

Necessary Skills and Experience

The traditional Hawaiian `ohana ensures that all members of the community are cared for and provided with essential food, shelter, and emotional needs. We organize a caring community to provide that support to families that do not have their own.

Family Promise has five components that work together to fulfill the physical, social, and emotional needs to families experiencing homelessness:

1. **Host Congregations.** Family Promise coordinates the efforts of a network of 13 to 16 host congregations. Each congregation houses three to five families (up to 14 people at a time) in their facilities for one week on a rotating basis each quarter. The families, or guests, stay at the host site from 5:30 p.m. to 7:00 a.m. every day. Throughout the week, the congregation provides home-cooked dinners in the evenings, a private or semi-private sleeping area for each family, and breakfast and a sack lunch before the families leave each morning.
2. **Volunteers.** Volunteers provide the hospitality to run the program. They prepare the meals, set up the sleeping accommodations, stay with the families at the church, synagogue, or other facility, and help with cleanup. Most importantly, they offer the families friendly support, help with day-to-day needs, and a listening ear if needed. Approximately 20 to 40 volunteers are involved in a variety of activities each host week.
3. **Case Management.** Family Promise works with the community's social service agencies that refer guests to the program after assessing for acute problems that would prohibit

participation in a volunteer-run program. The Case Manager connects guests with resources to find housing and jobs, secure entitlements, and address mental and physical health needs.

4. **Family Center.** The guest families need a place to stay during the day when they are not working or attending school – a place where they can make phone calls, tend to small children, search for housing and jobs, and utilize an address and phone number. They use the day center as a base from approximately 7:30 a.m. to 5:00 p.m. A case manager connects them to local resources for basic life skills, job training, continuing education, health concerns, and housing, including long-term transitional housing.
5. **Transportation.** Family Promise transports guests to and from the day center each day. At the end of each week, the families and their belongings are transported to the next host congregation. We also provide needed transportation to assist guests with their housing, work, and health needs.

Due to this unique and innovative model, all of this is accomplished at 1/3 the cost of traditional homeless shelter programs because much of the work is done by volunteers and because it uses existing resources. In addition, the program is a collaborative effort that links religious and secular organizations together to solve local concerns. Therefore, it does not duplicate services already in the community, but builds on them.

Since 2005, we have expanded our partner base from 8 to 65 congregations / community groups. Our volunteer base differentiates our organization from most other social services. We partner with over 750 volunteers per Network. We have utilized these resources to provide over 31,500 bed nights and 94,500 meals since March 2006. Over 280 children and parents have secured sustainable housing for a success rate over 80%. In 2009, our average length of stay was 94 days. We have welcomed children from 1 day to 18 years old into the program. One special needs student saw his test scores improve so dramatically that he needed to transfer from a special needs elementary school to a “regular” program. We have witnessed many of our children gain needed weight and display physical and emotional health improvements. We have helped numerous parents improve health and income, thereby creating a healthier environment for their children long after they leave our program.

In addition, once a family has left the program, they continue to receive support from Family Promise so that they do not return to homelessness. Our staff and volunteers collaborate with other social service agencies to provide as much support as they need. Family Promise participates in numerous seasonal initiatives, such as school supply drives and Christmas wish list programs. We also assist families to connect to community resources through a unique volunteer driven effort- the resources of our caring community partners continue to make permanent changes in their lives. We've already harnessed over 71,500 volunteer hours since launching our community-based program.

We collaboratively help our families overcome their housing obstacles through intensive case management that maximizes self-determination. We partner with multiple organizations to help our guests access a complete suite of social services, some of which include: Affordable Housing and Homeless Alliance, Alu Like, Caravan / Waikiki Health Center, Castle Medical Center, Catholic Charities, DHS, DOE, HCAP, HPHA, Hawaii Food Bank, IHS, Kalihi-Palama

Health Center, Lokahi Giving Program, Next Step, Office of Social Ministries, PACT, PATCH, Parentline, Partners in Care, Queen Lili'uokalani Children's Center, River of Life, Salvation Army family treatment center, UH Center for the Family, Waianae Community Outreach, and Windward YMCA.

Family Promise has successfully fulfilled a number of grants and contracts over the past three years, including shelter services for the HPHA and the purchase of a van and beds for our second Network in Honolulu through a FY 2007-8 Grant in Aid.

B. Facilities

We currently operate the Windward Network (14 guests) out of our Family Center in Kailua, HI (~1200 square feet). Our Honolulu Network is operated out of our Family Center in Chinatown (~4800 square feet). Both facilities provide separate toilet and showering facilities for men and women. Resources for guests include onsite washer / dryer, computer access with internet, mail service, private telephone access, refrigerator, cooking appliances / supplies, food, children's play equipment, play area, television / DVD / VCR, cribs and children / infants' furnishings and supplies, library, and other amenities. Our third Network would utilize the Chinatown Family Center for day services which has sufficient space for program expansion.

Both Family Centers are wheelchair accessible and meet ADA guidelines.

V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

Proposed Staffing

An Executive Director and Program Manager provide the primary staffing for guest and organizational needs. A Resource Coordinator reports to the Executive Director and helps mobilize and manage our volunteer base and handle in-kind donations such as furnishings to our families as they transition into their own homes. Social Work practicum students assist the Program Manager with case management. Since we continue to provide services for graduated families, this volunteer resource will benefit our families and staff and help keep salary expenditures low. We strive to give every family the time they require to thrive in our program and in their future life.

Americorps volunteers complement community volunteers to provide adequate coverage and services for our day facilities. Furthermore, we employ part-time Van Drivers for 3-4 hours/day to provide needed transportation services to our families for each Network.

Staff Qualifications

Executive Director Kent Anderson directs all developmental, financial, and administrative

duties and is current Chair of Partners in Care, Oahu's coalition of homeless providers. He joined Family Promise of Hawai'i with 10 years of managerial experience in the non-profit and private sectors. He has specialized in economic development, strategic planning, and performance-based management. Each organization under his direction operated within budget and significantly improved key metrics. Mr. Anderson has been a guest speaker at national conferences for community building and mentoring; furthermore, he has worked for governmental organizations such as the US Senate, US House of Representatives, US Peace Corps, Americorps, and the Florida Department of Health. He is a former Chair of Partners in Care, Oahu's coalition of homeless providers.

Program Manager Christy MacPherson, LSW supervises all social services and program activities. She brings 14 years of field experience specializing in mental health, domestic abuse, substance abuse, and community development. Ms. MacPherson has worked with Child and Family Services, FACE (Faith Action for Community Equity), ACT (Assertive Community Treatment), Salvation Army Family Treatment Services, YMCA Outreach Services and assisted a number of other social service agencies.

Supervision and Training

The Executive Director supervises and trains the Program Manager and Resource Coordinator. He also provides intensive trainings for all volunteers at each partner organization prior to their interaction with our guest families and performs organizational administrative and fiscal duties. The Program Manager supervises all social work and transportation staff and volunteers. The Resource Coordinator manages volunteer coordinators from each partner organization, Family Center volunteers, and in-kind donations. Each partner has a volunteer coordinator who supervises their volunteers at their respective locations.

Training materials are provided to all staff and volunteers. These materials are purchased from the national Family Promise organization in New Jersey. This national office also assists the Board of Directors, Executive Director, and Program Manager with best practices learned from the 150+ Networks across the country.

Family Promise staff also participates in training opportunities provided by Partners in Care, HANO, Compassion Capital, Hawaiian Island Ministries, and other programs as needed. Our Director is a Weinberg Fellow and actively participates in this program's ongoing training opportunities.

B. Organization Chart

Please see attachment.

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

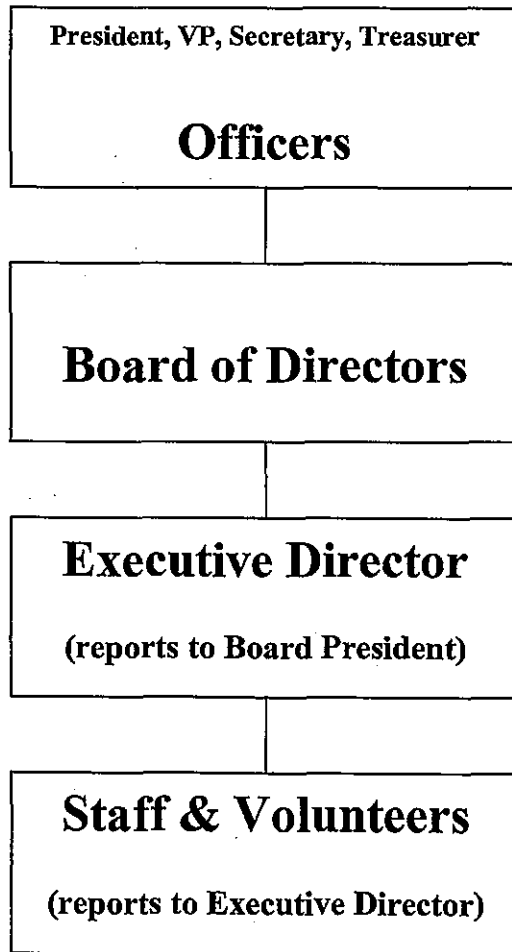
Specify any special qualifications, including but not limited to licensure or accreditation that applicant possesses relevant to this request.

Our Program Manager is a Licensed Social Worker from the University of Hawaii that allows our program to effectively utilize social work practicum students. Our Director has a Certificate in Volunteer Management from Windward Community College that bolsters our ability to effectively utilize our 1,500+ volunteer base. Based on our programmatic success, Family Promise of Hawai'i was selected as one of five finalists for the Pacific Business News 2009 Non-Profit of the Year award.

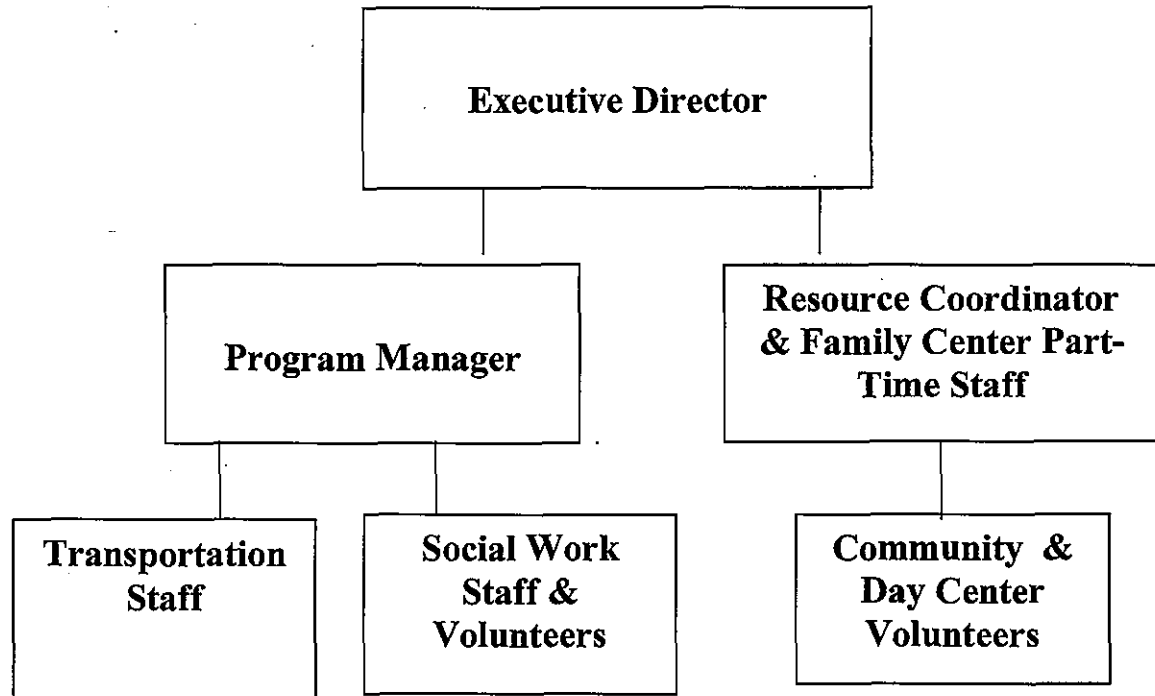
Family Promise of Hawai`i

69 North Kainalu Drive Kailua, HI 96734 * (808) 548-7478 * www.familypromisehawaii.org

Organizational Chart




Program Chart for Shelter



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

Applicant: Family Promise of Hawai'i

| BUDGET CATEGORIES | Total State Funds Requested (a) | (b) | (c) | (d) |
|-------------------------------------|--|--|------------------|------------|
| A. PERSONNEL COST | | | | |
| 1. Salaries | 0 | | | |
| 2. Payroll Taxes & Assessments | 0 | | | |
| 3. Fringe Benefits | 0 | | | |
| TOTAL PERSONNEL COST | 0 | | | |
| B. OTHER CURRENT EXPENSES | | | | |
| 1. Airfare, Inter-Island | 0 | | | |
| 2. Insurance | 0 | | | |
| 3. Lease/Rental of Equipment | 0 | | | |
| 4. Lease/Rental of Space | 0 | | | |
| 5. Staff Training | 0 | | | |
| 6. Supplies | 0 | | | |
| 7. Telecommunication | 0 | | | |
| 8. Utilities | 0 | | | |
| 9 | | | | |
| 10 | | | | |
| 11 | | | | |
| 12 | | | | |
| 13 | | | | |
| 14 | | | | |
| 15 | | | | |
| 16 | | | | |
| 17 | | | | |
| 18 | | | | |
| 19 | | | | |
| 20 | | | | |
| TOTAL OTHER CURRENT EXPENSES | | | | |
| C. EQUIPMENT PURCHASES | 11,361 | | | |
| D. MOTOR VEHICLE PURCHASES | 35,000 | | | |
| E. CAPITAL | 0 | | | |
| TOTAL (A+B+C+D+E) | 46,361 | | | |
| SOURCES OF FUNDING | | Budget Prepared By: | | |
| (a) Total State Funds Requested | 46,361 | Kent Anderson | 548-7478 | |
| (b) | | Name (Please type or print) | Phone | |
| (c) | |  | January 29, 2010 | |
| (d) | | Signature of Authorized Official | Date | |
| TOTAL BUDGET | 46,361 | Kent Anderson, Executive Director | | |
| | | Name and Title (Please type or print) | | |

BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: Family Promise of Hawai'i

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) |
|----------------|----------------------|--------------------|---|--|
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| TOTAL: | | | | 0.00 |

JUSTIFICATION/COMMENTS:

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Family Promise of Hawai'i

Period: July 1, 2010 to June 30, 2011

| DESCRIPTION EQUIPMENT | NO. OF ITEMS | COST PER ITEM | TOTAL COST | TOTAL BUDGETED |
|---------------------------------|-----------------|------------------|---------------|-------------------|
| Inflatable Double High Twin Bed | 256.00 | \$41.21 | \$ 10,550.49 | \$ 10,550.49 |
| 120 Volt Air Pump | 32 | \$25.33 | \$ 810.65 | \$ 810.65 |
| | | | \$ - | |
| | | | \$ - | |
| | | | \$ - | |
| TOTAL: | 288 | | \$ 11,361.15 | \$ 11,361.15 |

JUSTIFICATION/COMMENTS:

This supplies 16 congregations with 16 beds and 2 pumps each. This eliminates bed transfer and permits quarterly use, thereby greatly increasing bed quality and usable life (reducing long-term costs). Costs include freight (if needed).

| DESCRIPTION OF MOTOR VEHICLE | NO. OF VEHICLES | COST PER VEHICLE | TOTAL COST | TOTAL BUDGETED |
|---------------------------------|--------------------|---------------------|---------------|-------------------|
| 15 Passenger Van | 1.00 | \$35,000.00 | \$ 35,000.00 | \$ 35,000.00 |
| | | | \$ - | |
| | | | \$ - | |
| | | | \$ - | |
| | | | \$ - | |
| TOTAL: | 1 | | \$ 35,000.00 | \$ 35,000.00 |

JUSTIFICATION/COMMENTS:

Vans are used to transport families to/from Family Center, work appointments, school, etc.

BUDGET JUSTIFICATION CAPITAL PROJECT DETAILS

Applicant: Family Promise of Hawai'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 | 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 | | | | | | |
| LAND ACQUISITION | | | | | | |
| DESIGN | | | | | | |
| CONSTRUCTION | | | | | | |
| EQUIPMENT | | | | | | |
| TOTAL: | | | | | | 0 |
| JUSTIFICATION/COMMENTS: | | | | | | |

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

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

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

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

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

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

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

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

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

Family Promise of Hawai'i
(Typed Name of Individual or Organization)



(Signature)

January 29, 2010
(Date)

Kent Anderson
(Typed Name)

Executive Director
(Title)

House District 42

Senate District 20

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

Log No: 8-C

For Legislature's Use Only

Type of Grant or Subsidy Request:

GRANT REQUEST - OPERATING

GRANT REQUEST - CAPITAL

SUBSIDY REQUEST

2010 JAN 29 A 9:04

"Grant" means an award of state funds by the legislature, by an appropriation to a specified recipient, to support the activities of the recipient and permit the community to benefit from those activities.

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

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

STATE DEPARTMENT OR AGENCY RELATED TO THIS REQUEST:
DLIR - DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

AND PROGRAM I.D. NO.:

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:

Hale Kipa, Inc.

Dbas:

Hale Kipa, Inc.

Street Address: 615 Pi'ikoi Street, Suite 203
Honolulu, Hawaii 96814-3139

Mailing Address: 615 Pi'ikoi Street, Suite 203
Honolulu, Hawaii 96814-3139

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name Ernest M. Pletan-Cross

Title President & Chief Executive Officer

Phone # (808) 589-1829, ext. 101

Fax # (808) 589-2610

e-mail punky@halekipa.org

3. TYPE OF BUSINESS ENTITY:

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

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

6. SSN (IF AN INDIVIDUAL): [REDACTED]

7. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:
Hale Kipa Services Center and Residential Shelter Complex - Planning, Design and Construction.

8. FISCAL YEARS AND AMOUNT OF STATE FUNDS REQUESTED:

FY 2011 (01 JUL 2010 - 30 JUN 2011) \$ 1,000,000

9. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

- NEW SERVICE (PRESENTLY DOES NOT EXIST)
- EXISTING SERVICE (PRESENTLY IN OPERATION)

SPECIFY THE AMOUNT BY SOURCES OF FUNDS AVAILABLE AT THE TIME OF THIS REQUEST:

| | |
|---------------|--------------|
| STATE | \$ 500,000 |
| FEDERAL | \$----- |
| COUNTY | \$----- |
| PRIVATE/OTHER | \$ 1,656,588 |
| TOTAL | \$ 2,156,588 |

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[REDACTED]

AUTHORIZED SIGNATURE

ERNEST M. PLETAN-CROSS, PRESIDENT & C.E.O.

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:

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

Hale Kipa was founded in 1970 by a group of concerned O'ahu citizens and community groups to operate a single group shelter for runaway, throwaway, and homeless adolescents in need. Today, it is the leading private nonprofit agency in the State of Hawai'i serving at-risk youth and their families and their guardians. Hale Kipa services annually some 2,000 youth throughout the islands with dozens of comprehensive youth service programs that span an entire continuum of need, from prevention / intervention and shelter services to foster care, transitional / residential homes and youth outreach. Please see **Attachment No. 1, "Roster of Programs and Services."**

2. The goals and objectives related to the request.

Hale Kipa, Inc. respectfully requests \$1,000,000 from the State of Hawai'i for FY 2010-2011, which in effect would be a partial re-authorization of the \$1.5 million appropriation from Section 5 of Act 160, SLH 2006, the purpose of which was to assist in facilitating the planning, design and construction of the **Hale Kipa Services Center** in 'Ewa, Hawai'i. Upon its request for release and encumbrance of these funds to leverage matching federal funds from the U.S. Department of Agriculture, Hale Kipa was informed by the Dept. of Budget and Finance that the Act 160 appropriation had lapsed effective July 1, 2008.

The Hale Kipa Services Facility on Old Ft. Weaver Road in 'Ewa will initially consist of a 12,600 sq. ft. community services center, three 2,450 square foot residential shelters and a 4,000 sq. ft. educational facility, with additional plans for expansion of the educational facility in the final phase of the development. Hale Kipa purchased in fee in 2007 a 4.3 acre site for this specific purpose, which will provide the agency an ideal location from which youth and families can better be served. Findings from its recent feasibility study support both the rationale for the development and its prospects for success, and Hale Kipa anticipates breaking ground by June 2010.

The ADA-compliant, multi-purpose services center will house a school and classrooms for program youth, counseling rooms, conference rooms, and administrative offices, enabling Hale Kipa to more effectively meet the many diverse needs of at-risk youth in one on-site location. Each ADA-compliant residential structure will provide temporary lodging, a structured environment and emotional support for up to eight adolescents who are in crisis and / or facing the prospect of homelessness. A key component of the Hale Kipa Services Center will be a fully-accredited and staffed school and classrooms for program youth, including counseling and conference rooms, which will allow residents and program participants to continue their education in a formal and structured setting, and prepare them for life in their respective communities upon their transition from shelter to a home environment.

Hale Kipa's residential shelter services operate 24-hours-a-day, seven days a week at various locations around the State of Hawai'i, providing safe haven to troubled youth working through their problems, and offering support to parents and guardians endeavoring to keep the family unit intact. However, many of these current shelters are in fact modified and non-ADA compliant residential structures, and continued maintenance has become an expensive burden upon the agency's operating budget. Many of these structures are also sited in quiet communities such as Mānoa, and their operation has all too frequently incurred the indignation and wrath of neighbors who resent the intrusions.

Consolidation of residential shelters in a campus setting will provide both a sense of security for at-risk youth and a buffer zone for nearby residents, and have the added benefit of alleviating several potential sources of friction otherwise caused by a facility's close proximity to other inhabited structures in quiet neighborhoods of urban Honolulu. The strategic relocation and consolidation to 'Ewa of programs and personnel from 14 separate O'ahu facilities will provide Hale Kipa a more efficient and effective operation; facilitate easier access to facilities by clients, family members, agency staff and other visitors; and allow the executive administration and staff to immediately and efficiently sustain key program services and obligations throughout O'ahu and the State of Hawai'i.

Further, Hale Kipa will seek compliance with the U.S. Green Building Council's "Leadership in Energy and Environmental Design" (LEED) specifications for "New Construction and Renovations" (NC) to ensure that the project will result in a "green" facility. LEED / NC-certified buildings and facilities are noted for sustainability and harmony with the surrounding environment. Such developments enjoy significantly lower operating costs, reduce the amount of waste that is sent to area landfills, conserve natural resources, and enhance the health and productivity of its occupants. Contingent upon funding, Hale Kipa will address USBGC requirements for sustainable site development, water efficiency, energy and atmosphere, materials and resources, indoor environmental quality, and design innovation.

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

Hale Kipa is an integral part of the social safety net for youth in the State of Hawai'i. Because Hale Kipa does not charge its clients for services, the agency depends upon both government and private sources for its funding. Construction of the Services Facility will enable the agency to more effectively and efficiently meet the many diverse needs of at-risk youth in one on-site location, by consolidating the agency's operations in close proximity to a rapidly growing service area in west O'ahu, and allowing the administration to more immediately and efficiently sustain key program services and obligations.

By housing residents on a large and self-contained campus, rather than scattering them piecemeal throughout the community, Hale Kipa will alleviate the prospect of continued friction with its shelters' immediate neighbors. Shelter residents will in many instances also be closer to home, and its convenient location in 'Ewa will enable families to more readily visit shelter facilities, an intangible but valuable aid in the reconciliation process.

The school will also help Hale Kipa be more effective in continuing the clients' education while receiving treatment. Further, the clients themselves will be able to continue their education in a formal classroom setting, which will prepare them for school in their respective communities upon their transition from shelter to a home environment. And the service center's conference rooms will be made available to the general public for community meetings.

4. Describe the target population to be served;

Hale Kipa has already made a profound difference in over 37,000 lives since its 1970 founding, and annually services about 2,000 at-risk youth whose lives have reached the point of dysfunction. The agency's clientele includes runaway and throwaway children, status offenders, pregnant teens, youthful offenders under court supervision, and youth served by the Department of Health's Child and Adolescent Mental Health Division, among others. Further, it should be noted that while children of native Hawaiian descent account for approximately 22% of public school enrollment, they comprise over 40% of clientele enrolled in Hale Kipa's base programs.

5. Describe the geographic coverage.

Because Hale Kipa's services provided to west O'ahu communities has grown proportionally with the region's rise in population, the Hale Kipa Services Center will be located on Old Fort Weaver Road in 'Ewa. However, the agency has and will continue to effectively provide services and shelter to at-risk youth on a statewide basis.

II. Service Summary and Outcomes

The Service Summary shall include a detailed discussion of the applicant's approach to the request. The applicant shall clearly and concisely specify the results or outcomes from this request.

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

The initial phase of development of the Hale Kipa Services Facility will include its 12,600-sq. ft. community services center, three 2,450 square foot residential shelters and a 4,000 sq. ft. educational facility, with additional plans for expansion of the educational facility in the final phase of the development. Hale Kipa holds title in fee to a 4.3-acre site for this specific purpose, which will provide the agency an ideal location from which youth and families can better be served. Hale Kipa will also seek to comply with the U.S. Green Building Council's "Leadership in Energy and Environmental Design" (LEED) specifications for "New Construction and Renovations" (NC) to ensure that the project will result in a "green" facility.

Findings from its recent feasibility study support both the rationale for the development and its prospects for success, and Hale Kipa anticipates breaking ground by December 2009. The development process will be tracked on a weekly, monthly and quarterly basis, and also at the completion of a particular phase of the contract. The Board of Directors – a roster of which is also attached – will receive regular reports from both the CEO and Project Manager. The President / CEO will also report on a regular basis to the Board.

Total estimated costs of the Hale Kipa Services Center and residential shelter complex are expected to be \$20 million. Development will proceed in an orderly fashion and will include:

- Initial site work and the installation of all necessary utilities, and initial landscaping;
- Procurement of all necessary permits and payment of fees;
- Construction of several residential shelters, walkways and recreational facilities;
- Construction of the Hale Kipa Services Center, educational facility, driveways and parking areas;
- Procurement of furniture, fixtures and equipment for the entire facility;
- Payment of all necessary administrative, project management, loan, tax and contingency costs.

Hale Kipa is also currently engaged in preliminary discussions with potential collaborative partners, including the Kamehameha Schools, regarding the proposed development on its 'Ewa property of a fully-licensed and credentialed educational facility for at-risk youth residing in Hale Kipa's shelters and / or enrolled in its programs. This phase of the development will occur after the Services Center and residential shelters become operational, and those costs are not included in the current development budget.

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

Please see **Attachment No. 2, "Hale Kipa Services Center Project Timeline."** As is shown therein, Schematic Design is underway with associated budget estimates. This schedule projects Foundation Permits issued by the end of 2009 and the Building Permit issued in June 2010. These are target dates with this schedule constantly being updated.

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

The development process will be tracked on a weekly, monthly and quarterly basis, and also at the completion of each particular phase of the contract. The Project Manager will be responsible for the oversight of all development-related processes – which will include contract procurement, timelines, and cost and fiscal management – and will work with the architect and lender to ensure that the project will be completed in a timely manner and according to prior specifications. The Project Manager will be overseen by the CEO, and any material deviations from specifications and schedules will be reported to and approved by the CEO, who is accountable to the Board of Directors.

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

Hale Kipa anticipated breaking ground for the new facilities by the end of the 2009 calendar year. As stated earlier in Section I.1, approval of said funds requested by Hale Kipa would amount to a re-authorization of monies appropriated previously by the Legislature in Section 5 of Act 160, Session Laws of Hawaii 2006. With the development's planning and design stages nearing completion, and the necessary permits being secured, the requested \$1,000,000 in GIA funds will allow Hale Kipa to successfully complete its leverage of matching funds from the U.S. Depts. of Agriculture and Education, some of which have already been provisionally approved for the agency, pending the availability of said matching funds.

Once completed, the Hale Kipa Services Facility will reduce the agency's occupancy costs relative to its total budget, stabilize overall costs of agency services, and direct more contract funding to client-based programs rather than administrative operations. Further, Hale Kipa will more effectively and efficiently meet the many diverse needs of at-risk youth at one strategically-located site of operations, consolidate agency programs in close proximity to a rapidly growing service area in west O'ahu, and effectively sustain key services and obligations from a centralized administrative locale.

III. Financial

Budget

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

Please see attached budget forms, pages 10-13.

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

| 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 |
|--|--|--|---|---|
| \$250,000 | \$250,000 | \$250,000 | \$250,000 | \$1,000,000 |

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

| <u>Agency or Foundation</u> | <u>Amount to Be Requested **</u> |
|---|----------------------------------|
| Cooke Foundation, Ltd. | \$ 100,000 |
| Atherton Family Foundation | 300,000 |
| U.S. Department of Education | 1,000,000 |
| U.S. Dept. of Housing & Urban Development | 1,300,000 |
| U.S. Dept. of Agriculture | 1,000,000 |

** Please note that figures provided are extremely preliminary, and actual amounts to be requested will depend in large part upon the information provided in all ensuing requests for proposals (RFP) issued by private foundations and state / local government, and in notices of funding availability (NOFA) from relevant federal agencies.

IV. Experience and Capability

A. Necessary Skills and Experience

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

Hale Kipa has for over 39 years successfully met the needs of at-risk youth, with a solid reputation and track record for achievement. Hale Kipa's administration also brings years of knowledge and experience to the project. Please see "Section III – Proposed Staffing and Organization" for further details on the individuals who will bear the responsibility for bringing the project to fruition.

B. Quality Assurance and Evaluation

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

The development process will be tracked on a weekly, monthly and quarterly basis, and also at the completion of each particular phase of the contract. The Project Manager will be responsible for the oversight of all development-related processes – which will include contract procurement, timelines, and cost and fiscal management – and will work with the architect and lender to ensure that the project will be completed in a timely manner and according to prior specifications. The Project Manager reports to the CEO, and any material deviations from specifications and schedules will be reported to and approved by the CEO, who in turn is accountable to the Board of Directors.

C. Facilities

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the request. If facilities are not presently available, describe plans to secure facilities. Also describe how the facilities meet ADA requirements, as applicable.

The ADA-compliant Hale Kipa Services Center will be a multi-purpose facility, and will house conference rooms, training facilities, classrooms and file storage. Administrative and clerical staff currently spread across O'ahu in 14 different sites will be consolidated in the Services Facility. The Center's conference rooms will be made available to the general public for community meetings. Each ADA-compliant residential shelter will initially house clients from the Department of Health – Child and Adolescent Mental Health Division, and will also be used for emergency shelter homes. The ADA-compliant and fully-accredited educational facility will allow Hale Kipa clients displaced from their daily routine by circumstances to continue their education in a formal classroom setting, pending their transition back to a stable home and school environment.

V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

The applicant shall describe the proposed staffing pattern and proposed service capacity appropriate for the viability of the request. The applicant shall provide the qualifications and experience of personnel for the request and shall describe its ability to supervise, train and provide administrative direction relative to the request.

President and Chief Executive Officer is **Ernest M. Pletan-Cross**, who founded a multi-service adolescent and family counseling agency, LUK, Inc., in Fitchburg, Massachusetts in 1970, where he served as chief executive officer until joining Hale Kipa in 1998. Mr. Pletan-Cross also held an adjunct faculty position at Fitchburg State College, where he taught classes in human services, juvenile justice, and crisis intervention, among others. He is a nationally recognized expert in his field, and has conducted numerous workshops covering a wide range of management and clinical topics. During his tenure at Hale Kipa, Mr. Pletan-Cross has overseen an unprecedented period of growth for the agency, which includes an expansion of its foster care services, and implementation of several important new programs that target the needs of homeless and other at-risk youth.

Jaque Kelley-Uyeoka, ACSW, LSW, serves as Hale Kipa's Deputy C.E.O. and Director of Outreach Services. She has been with Hale Kipa since 1979, and has developed and implemented a range of programming including emergency shelter foster homes, street outreach, independent living and advocacy programs.

Armand A. Cote of AAC & Associates, Inc. is the Project Manager for the Hale Kipa Services Center complex. A civil engineer by training, Mr. Cote served as Outrigger Hotels' representative during the recent \$250 million Waikiki Beachwalk improvement project, and successfully oversaw the development of the \$150 million Kahala Nui senior living community, the \$130 million Hokua Condominium project, and a \$11.5 million research facility on Kaua'i.

Fiduciary oversight of all project activities is the purview of the Board of Directors, of which several members hold relevant experience in bringing major development projects to successful conclusion. **Chris Deuchar**, President of U.S. Pacific Development, LLC, serves as chair of Property Committee, brings to the project a wealth of knowledge and experience in real estate development. **Luis Salaveria** is the property group finance manager for Kaiser Permanente Health System in Hawai'i.

Please see **Attachment No. 3**, "*Hale Kipa Board of Directors, 2009*," and **Attachment No. 4**, "*Hale Kipa Campaign Cabinet*."

B. Organization Chart

The applicant shall illustrate the position of each staff and line of responsibility/supervision. If the request is part of a large, multi-purpose organization, include an organizational chart that illustrates the placement of this request.

Please see **Attachment No. 5**, "*Hale Kipa Organization Chart*."

VI. Other

A. Litigation

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgement. If applicable, please explain.

Rental dispute. Hale Kipa leased a house in 'Ewa Beach, which was intended for use as a residential treatment facility. The agency informed the landlord / Defendant of the intended use. However, during the subsequent licensing process with the State Department of Health, Hale Kipa was informed by the City & County of Honolulu that the property was not in compliance with requisite fire, building, electrical, plumbing, sanitation and zoning codes. The Defendant refused to return the security deposit and rent paid from September 2006 through February 2007. The case is currently in set for trial in March 2010.

B. Licensure or Accreditation

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

Hale Kipa is fully accredited by the Council of Accreditation, and its facilities are similarly licensed and accredited by the appropriate federal, state and professional agencies to ensure that its operations will continue to conform with high administrative, fiscal and program standards.

Please see **Attachment No. 6**, "*IRS Letter of Not-For-Profit Status Determination*," and **Attachment No. 7**, "*Certificate of Good Standing, Dept. of Commerce & Consumer Affairs, State of Hawaii*."

ATTACHMENTS:

- (1) Hale Kipa Roster of Programs and Services
- (2) Hale Kipa Services Center Project Timeline
- (3) Hale Kipa Board of Directors, 2009
- (3) Hale Kipa Campaign Cabinet, 2009
- (5) Hale Kipa Organization Chart
- (6) IRS Letter of Not-For-Profit Status Determination
- (7) Certificate of Good Standing, Dept. of Commerce & Consumer Affairs, State of Hawaii

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

Applicant: HALE KIPA, Inc.

| BUDGET CATEGORIES | Total State Funds Requested (a) | State GIA Funds Act 213, SLH 07 (b) | Funds Rec'd Other Sources (c) | Prospective Fundraising (d) |
|-------------------------------------|--|--|--------------------------------------|------------------------------------|
| A. PERSONNEL COST | | | | |
| 1. Salaries | | | | |
| 2. Payroll Taxes & Assessments | | | | |
| 3. Fringe Benefits | | | | |
| TOTAL PERSONNEL COST | | | | |
| B. OTHER CURRENT EXPENSES | | | | |
| 1. Airfare, Inter-Island | | | | |
| 2. Insurance | | | | |
| 3. Lease/Rental of Equipment | | | | |
| 4. Lease/Rental of Space | | | | |
| 5. Staff Training | | | | |
| 6. Supplies | | | | |
| 7. Telecommunication | | | | |
| 8. Utilities | | | | |
| 9. Property Purchase in Fee ('Ewa) | | | 1,254,000 | |
| 10. Planning, Design & Construction | 1,000,000 | 500,000 | 402,588 | 12,864,912 |
| 11. Permits & Fees | | | | 550,000 |
| 12. Equip, Furnish & Contingency | | | | 3,428,500 |
| 13 | | | | |
| 14 | | | | |
| 15 | | | | |
| 16 | | | | |
| 17 | | | | |
| 18 | | | | |
| 19 | | | | |
| 20 | | | | |
| TOTAL OTHER CURRENT EXPENSES | 1,000,000 | 500,000 | 1,656,588 | 16,843,412 |
| C. EQUIPMENT PURCHASES | | | | |
| D. MOTOR VEHICLE PURCHASES | | | | |
| E. OTHER | | | | |
| TOTAL (A+B+C+D+E) | 1,000,000 | 500,000 | 1,656,588 | 16,843,412 |
| SOURCES OF FUNDING | | Budget Prepared By: | | |
| (a) Total State Funds Requested | 1,000,000 | Mary Batten, Def. Assoc. 589-1829 x 113 | | |
| (b) State GIA (Act 213, SLH 07) | 500,000 | | | |
| (c) Funds from Other Sources | 1,656,588 | | | |
| (d) Prospective Fundraising | 16,843,412 | Signature of Authorized Official Date | | |
| TOTAL BUDGET | 20,000,000 | Ernest Pletan-Cross, Pres. & C.E.O. Name and Title (Please type or print) | | |

BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: HALE KIPA, Inc.

Period: July 1, 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) |
|--------------------------------|----------------------|--------------------|---|--|
| | | | | \$ - |
| NOT APPLICABLE. | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
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| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| TOTAL: | | | | |
| JUSTIFICATION/COMMENTS: | | | | |

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: HALE KIPA, Inc.

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 KIPA, 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: 2007-2008 | FY: 2008-2009 | FY:2009-2010 | FY:2009-2010 | FY:2010-2011 | FY:2011-2012 |
| PLANS, DESIGN & CONSTRUCTION | 500000 | 402588 | 1500000 | 3000000 | 4000000 | 5864912 |
| LAND ACQUISITION | | 1254000 | | | | |
| PERMITS AND FEES | | | | 550000 | | |
| EQUIPMENT AND FURNISHINGS | | | | | 3428500 | |
| | | | | | | |
| TOTAL: | 500000 | 1656588 | 1,500,000 | 3,550,000 | 7,428,500 | 5,864,912 |
| JUSTIFICATION/COMMENTS: | | | | | | |

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

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

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

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

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

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

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

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

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

HALE KIPA, Inc.

(Typed Name of Individual/This Organization)


(Signature)

1.28.10

(Date)

ERNEST M. PLETAN-CROSS

(Typed Name)

PRESIDENT & C.E.O.

(Title)



Roster of Programs and Services

Community-based Outreach and Advocacy Program (CBOA): Outreach program focused on providing case management and community linkages for youth to prevent initial or further involvement with child welfare or juvenile justice.

Emergency Shelter and Sanctuary: Offers emergency shelter, support, protection and a structured environment to homeless, runaway, abused and neglected youth between 12 and 17 years of age at two group homes in 'Ewa for who are in need of support, protection, and a structured environment, and coordinates with the **Kamala Home Program** to provide emergency foster home placement services for abused and / or neglected youth between 10 and 17 years of age.

Evening Counseling Program: Diversion program that provides counseling and linkages to community resources for youth who have been arrested.

Foster Homes Program: Offers short-term (Hānai), longer term placements with individual and family therapy (**Therapeutic Foster Homes**), and highly structured foster homes (**Multi-dimensional Treatment Foster Care**).

Hapai Homes: Offers specialized transitional residences for pregnant and parenting teens.

Hawai'i Advocate Program: Statewide program that provides strength-based, wrap-around services to youth and families to prevent out-of-home placement, and assists the re-integration of previously incarcerated youth into the community upon their release from the Hawai'i Youth Correctional Facility (HYCF).

Ho'okaia-Attendant Care Program: Provides diversion (intake and assessment) for youthful status offenders and non-violent lawbreakers, with 24-hour access to immediate crisis intervention and attendant care.

Hui Mālama 'Ohana Youth Service Center: Program that serves youth in two middle schools with positive alternative activities, outreach, pregnancy prevention and family strengthening services.

Independent Living Program (ILP): Provides specific outreach and skill building services for youth transitioning out of foster care into adulthood. Program also has two residential options for youth transitioning out of foster care or HYCF.

Intensive-In Home Services: Provides clinical therapy and services to families and youth in their homes, with the goal of strengthening families.

Sexual Exploitation Prevention Program: Interactive video presentation delivered to schools and community groups to inform and teach youth to identify, avoid and prevent sexual exploitation.

Transitional Living Program (TLP): Residential services for youth and young adults transitioning out of homelessness.

Therapeutic Group Homes: Range of group homes that serve youth upon referral from the Hawai'i Dept. of Health – Child and Adolescent Mental Health Division, which includes emergency crisis placement and independent living options.

Valid Court Order: Advocacy program for youth who violate court orders.

Youth Outreach (YOI): Collaborative program with Waikiki Health Center that provides street outreach, drop-in, and health care services to homeless and street youth in Waikiki. Program outreach workers also maintain a presence in Windward and Leeward O'ahu, and provide a drop-in center in Wai'anae.

| Act ID | Description | Orig Dur | Early Start | Early Finish | 2008 | | | | | | | | | | | | 2009 | | | | | | | | | | | | 2010 | | | | | | | | | | | | 2011 | | | | | | | | | | | |
|---------------------------|--------------------------------------|----------|-------------|--------------|--|---|---|---|---|---|---|---|---|---|---|---|------|---|---|---|---|---|---|---|---|---|---|---|------|---|---|---|---|---|---|---|---|---|---|---|------|---|---|---|---|---|---|---|---|---|---|--|
| | | | | | O | N | D | J | F | M | A | M | J | J | A | S | O | N | D | J | F | M | A | M | J | J | A | S | O | N | D | J | F | M | A | M | J | J | A | S | O | N | D | J | F | M | A | M | J | J | A | |
| DESIGN | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CONCEPTUAL | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1000 | Reprogramming Info/Prel. Site Layout | 10 | 26SEP08 A | 30OCT08 A | ■ Reprogramming Info/Prel. Site Layout | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1010 | Conceptual Design | 15 | 13OCT08 A | 15JAN09 | ■ Conceptual Design | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1020 | Conceptual Budget Estimate | 5 | 16JAN09 | 22JAN09 | ■ Conceptual Budget Estimate | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1030 | Conceptual Design Review | 10 | 23JAN09 | 05FEB09 | ■ Conceptual Design Review | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1040 | Conceptual Budget Estimate Review | 10 | 23JAN09 | 05FEB09 | ■ Conceptual Budget Estimate Review | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SCHEMATIC | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1050 | Schematic Design | 35 | 06FEB09 | 27MAR09 | ■ Schematic Design | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1060 | Schematic Design Review | 10 | 30MAR09 | 10APR09 | ■ Schematic Design Review | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1070 | Schematic Budget Estimate | 15 | 06APR09 | 24APR09 | ■ Schematic Budget Estimate | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1080 | Schematic Budget Estimate Review | 10 | 27APR09 | 08MAY09 | ■ Schematic Budget Estimate Review | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| DESIGN DEVELOPMENT | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1090 | Design Development | 55 | 27APR09 | 15JUL09 | ■ Design Development | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1100 | Design Development Review | 15 | 16JUL09 | 05AUG09 | ■ Design Development Review | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1110 | Design Development Estimate | 20 | 30JUL09 | 26AUG09 | ■ Design Development Estimate | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1120 | Design Development Estimate Review | 10 | 27AUG09 | 10SEP09 | ■ Design Development Estimate Review | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PERMIT DOCUMENTS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1130 | Permit Drawings | 20 | 27AUG09 | 24SEP09 | ■ Permit Drawings | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1140 | Construction Drawings | 50 | 27AUG09 | 06NOV09 | ■ Construction Drawings | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ENTITLEMENTS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ENTITLEMENTS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1150 | Archaeological Survey | 20 | 23JAN09 | 20FEB09 | ■ Archaeological Survey | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1160 | Environmental Assessment | 30 | 23JAN09 | 06MAR09 | ■ Environmental Assessment | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1170 | Conditional Use Permit | 30 | 23JAN09 | 06MAR09 | ■ Conditional Use Permit | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1180 | Other Entitlements Allowance | 100 | 23JAN09 | 16JUN09 | ■ Other Entitlements Allowance | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PERMITTING | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PERMITS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1190 | Grading Permit Allowance | 30 | 25SEP09 | 06NOV09 | ■ Grading Permit Allowance | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1200 | Foundation Permit Allowance | 50 | 09NOV09 | 21JAN10 | ■ Foundation Permit Allowance | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1210 | Building Permit Allowance | 180 | 09NOV09 | 28JUL10 | ■ Building Permit Allowance | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Start date 26SEP08
 Finish date 28JUL10
 Data date 04NOV08
 Run date 19JAN09
 Page number 1A

Project name HK 001
 © Primavera Systems, Inc.

HALE KIPA SERVICE CENTER
 PLANNING SCHEDULE
 JANUARY 19, 2009

- Early bar
- Progress bar
- Critical bar
- Summary bar
- ◆ Start milestone point
- ◆ Finish milestone point



Board of Directors, 2009

Stacy Evensen | Vice President for Government Affairs, Hawaii Medical Service Association
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Andrew Levin | Office of the Prosecuting Attorney, County of Hawai'i
Neighbor Island Liaison

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Scott W.H. Seu | Manager, Energy Projects Department, Hawaiian Electric Co., Inc.

Rona M. Suzuki | Sales Manager, Century Computers, Inc.

Susan Y.M. Utsugi | Vice President & West O'ahu Region Manager, Central Pacific Bank

Heidi K. Wild | President, Wild Consulting LLC

Dianne Willoughby | Economist, Acquisition Research Corporation



Hale Kipa Capital Campaign Cabinet

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Momi Cazimero | Proprietor, Graphic House
Vice Chair

Chris Benjamin | Sr. Vice President & Chief Financial Officer, Alexander & Baldwin, Inc.
Vice Chair

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Vice Chair

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Member, Hale Kipa Board of Directors

Lianne Iwanaga-Ohashi | Director, Regulatory Affairs, Hawaiian Telcom
Member, Hale Kipa Board of Directors

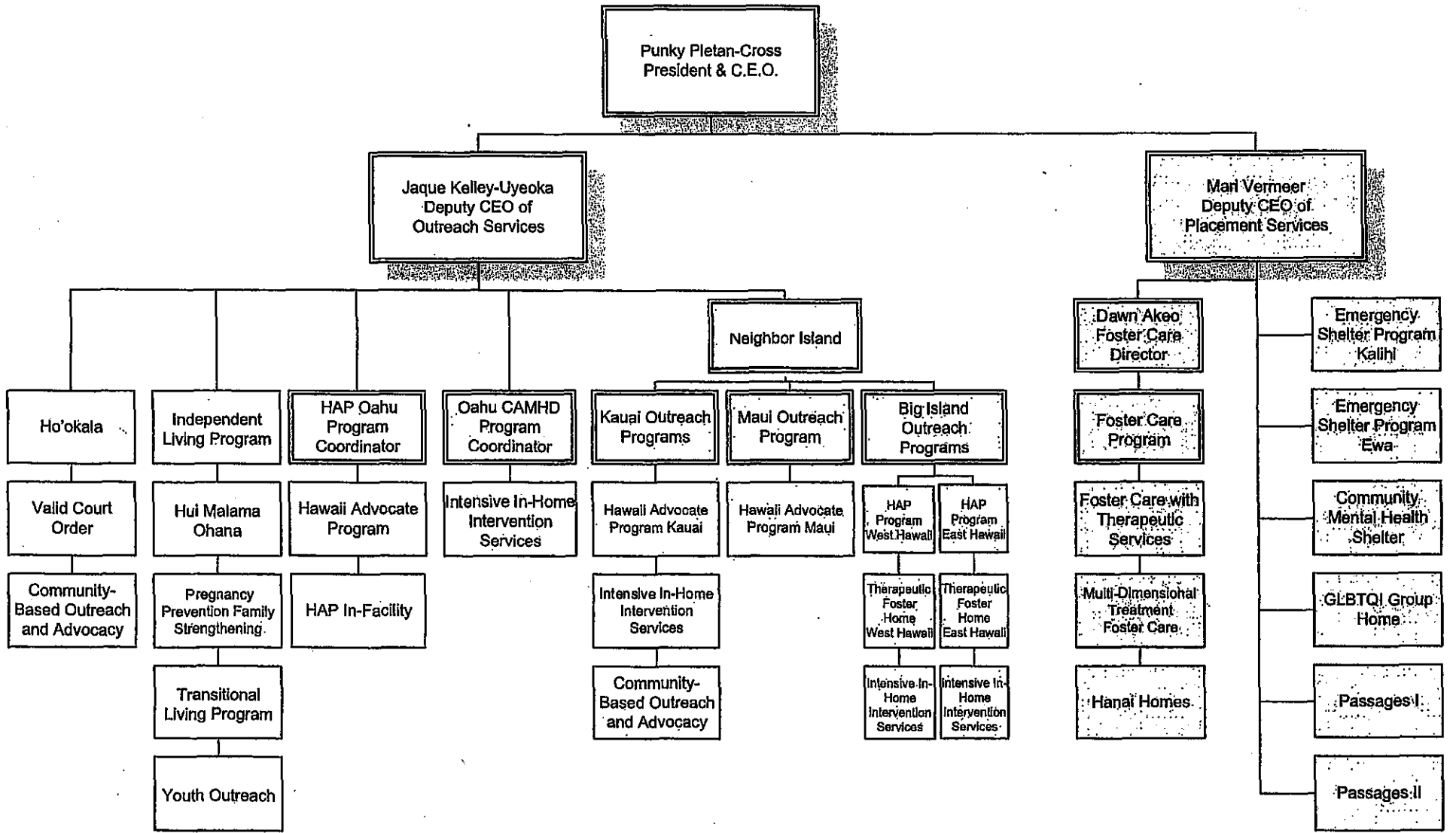
Mike Kido | The Pacific Resource Partnership

Richard Reese | President, Richard Reese Designs

Val Trotter | Consultant

Dianne Willoughby | Economist

Luke W. T. Yeh | Sr. Vice President, Bank of Hawaii
Vice Chair, Hale Kipa Board of Directors



Hale Kipa, Inc.
Program Organizational Chart

Internal Revenue Service

Date: October 23, 2006

HALE KIPA INC
615 PIIKOI ST STE 203
HONOLULU HI 96814-3139

Department of the Treasury
P. O. Box 2508
Cincinnati, OH 45201

Person to Contact:

Ms. Lumpkins 31-08344
Customer Service Representative
Toll Free Telephone Number:
877-829-5500
Federal Identification Number:
[REDACTED]

Dear Madam:

This is in response to your request of October 23, 2006, regarding your organization's tax-exempt status.

In June 1970 we issued a determination letter that recognized your organization as exempt from federal income tax. Our records indicate that your organization is currently exempt under section 501(c)(3) of the Internal Revenue Code.

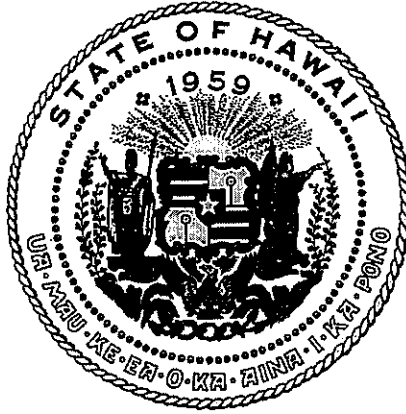
Our records indicate that your organization is also classified as a public charity under sections 509(a)(1) and 170(b)(1)(A)(vi) of the Internal Revenue Code.

Our records indicate that contributions to your organization are deductible under section 170 of the Code, and that you are qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Internal Revenue Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,

[REDACTED]
Janna K. Skufca, Director, TE/GE
Customer Account Services



Department of Commerce and Consumer Affairs

CERTIFICATE OF GOOD STANDING

I, the undersigned Director of Commerce and Consumer Affairs of the State of Hawaii, do hereby certify that

HALE KIPA, INC.

was incorporated under the laws of Hawaii on 01/26/1970 ; that it is an existing nonprofit corporation; and that, as far as the records of this Department reveal, has complied with all of the provisions of the Hawaii Nonprofit Corporations Act, regulating domestic nonprofit corporations.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Department of Commerce and Consumer Affairs, at Honolulu, Hawaii.

Dated: December 03, 2009



Director of Commerce and Consumer Affairs



House District 99

Senate District 99

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

Log No: 11-0

For Legislature's Use Only

Type of Grant or Subsidy Request:

GRANT REQUEST - OPERATING

GRANT REQUEST - CAPITAL

2010 JAN 29 P 1:11
 SUBSIDY REQUEST

"Grant" means an award of state funds by the legislature, by an appropriation to a specified recipient, to support the activities of the recipient and permit the community to benefit from those activities.

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

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

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

DEPARTMENT OF EDUCATION

STATE PROGRAM LD. NO. (LEAVE BLANK IF UNKNOWN): EDN 400

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual: HAWAII 3R'S

Dbn:

Street Address: 735 BISHOP STREET, SUITE 336
HONOLULU, HAWAII 96813

Mailing Address: SAME AS ABOVE

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name RYAN SHIGETANI

Title EXECUTIVE DIRECTOR

Phone # (808) 521-5525

Fax # (808) 521-5527

e-mail ryan@hawaii3rs.com

3. TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

Operating and grant funds for the Hawaii 3R's School Repair and Maintenance Fund for the repair and maintenance of Hawaii's public schools. Hawaii 3R's leverages these funds with federal and private funds, as well as with sweat equity from community and business volunteers.

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2010-2011 \$400,000

8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

- NEW SERVICE (PRESENTLY DOES NOT EXIST)
- EXISTING SERVICE (PRESENTLY IN OPERATION)

SPECIFY THE AMOUNT BY SOURCES OF FUNDS AVAILABLE AT THE TIME OF THIS REQUEST:

STATE \$0
FEDERAL \$2,000,000
COUNTY \$0
PRIVATE/OTHER \$50,000

NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

AUTHORIZED SIGNATURE

RYAN T. SHIGETANI / EXECUTIVE DIRECTOR

NAME & TITLE

JANUARY 29, 2010

DATE SIGNED

Application for Grants and Subsidies

I. Background and Summary

1. A brief description of the applicant's background

In 2001, U.S. Senator Daniel K. Inouye initiated a program called Hawaii 3R's, which stands for Repair, Remodel and Restore Hawaii's Public Schools, to assist the State in tackling the enormous backlog in school repair and maintenance projects. Hawaii 3R's is a 501(c)(3) organization whose purpose is to help provide a safe and nurturing learning environment in public schools, by leveraging State, Federal, and private funds with extensive support from the community. Additionally, Hawaii 3R's promotes civic vitality by increasing community pride and participation, supporting and facilitating volunteerism, and by recruiting the participation of key sectors of the community – businesses, the military, unions and trades organizations, churches, civic groups, etc. Since then, the success of Hawaii 3R's can be easily illustrated by the following statistics through July 2009:

- 436 grants awarded to 176 different schools on six islands (Oahu, Hawaii, Maui, Kauai, Lanai, and Molokai) totaling \$13.7 million
- The estimated value of the projects completed or in progress is \$32.3 million
- The State has appropriated (or invested) just over \$3.2 million in grant-in-aid funds
- Hawaii 3R's has saved the State over \$29 million since 2001
- Therefore, for every State dollar that has been appropriated, ten dollars of work has been completed

The State grant-in-aid funds previously appropriated by the Legislature was “backed out” of the base budget of the Department of Education (EDN 400) in the last session as a non-recurring cost. Therefore, it is necessary that we submit this application to once again request support from the State in the form of grant funds.

2. The goals and objectives related to the request

The goal of this request is to allow Hawaii 3R's to continue to award grants, energize the community, and complete much needed repair and maintenance projects at any public school statewide. To do this, it is necessary for Hawaii 3R's to continue to receive State funds to fund the grants to schools that do not qualify for federal funds. The federal funds received by Hawaii 3R's are earmarked for schools that meet certain pre-established criteria (e.g. high military student populations/military partnered, or more than 50% Native Hawaiian student populations). There are approximately 140 schools that do not qualify for these federal funds – so if any of these schools apply for a grant from Hawaii 3R's, there may be insufficient funds to award the grant because funding would have to come from State funds. Also, Hawaii 3R's will be ramping up private fundraising, but it is difficult to be too optimistic in this economy. Furthermore, while the Federal government allows a small portion of its funds to be used for administrative costs, the State funds are also needed to cover administrative costs. Hawaii 3R's is proud to report that its administrative costs have been less than 10% over the past five years.

3. State the public purpose and need to be served

The public purpose and need to be served is expediting the repair and maintenance of public school facilities.

4. Describe the target population to be served

The primary target population to be served is public school students, parents, teachers, and administrators who will benefit from improved facilities, and donated products and services. The secondary target population to be served is the community by giving them the means to give back to the schools, either through "sweat equity" or by donations.

5. Describe the geographic coverage.

Hawaii 3R's grants are available to any public school statewide, as funding allows. As mentioned earlier, we have awarded grants to schools on six islands.

II. Service Summary and Outcomes

1. Describe the scope of work, tasks and responsibilities

The scope of work, tasks and responsibilities of Hawaii 3R's varies from community facilitator, to grant writer, from construction manager to volunteer coordinator. To illustrate one aspect of the scope of work, and to show the depth of the procedures that have already been established, we have provided our application and project management procedures below:

- 1) H3R's contacted by an interested school or interested party
 - i. School Admin (sometimes teacher, PTSA, individual parent, etc.)
 - ii. Other DOE/DAGS staff (BIPS, DM, engineer, etc.)
 - iii. Community (business, legislator, church, military, etc.)
- 2) Basic Research
 - a. Determine basic information from contact (phone or e-mail, sometimes site visit)
 - i. Scope of work -- problem and solution
 - ii. Have they discussed project with Inspector or DM?
 - iii. When would school like to schedule project?
 - b. Consult with BIPS Inspector and/or DM (or DAGS District Engineer)
 - i. Are they aware of project?
 - ii. Should project be done by H3R's?
 1. Is the project being funded/completed through other means?
 2. Are there any issues that we should be concerned about?
 - iii. If not on backlog list, would they be willing to add it?
 - iv. If everything is okay, request project EO#, description, and estimate.
- 3) Schedule meeting with school (Can be by phone or e-mail for an experienced school)
 - a. Meeting can include volunteers and contractors, if appropriate

- d. Visit project location on campus
 - i. Look for other issues (access for contractors, additional projects, potential problems like wires, pipes, drainage, etc.)
- e. Provide basic information on H3R's application process, including deadlines and expectations, including letters of support, pictures, estimates from licensed contractor, etc.
- f. Provide school/project manager with sample application of similar project
- g. Offer appropriate level of H3R's assistance
- 4) Schedule follow up meetings (if needed) with contractors and/or volunteer leaders
 - a. Ask Inspector/District Manager/Engineer to attend if their expertise is needed
 - b. Make sure contractors are licensed
 - i. Double check contractor estimate versus DOE/DAGS estimate to ensure matching requirement is met
 - c. Make sure contractors and volunteer leaders understand the scope of work and project schedule
- 5) Review Preliminary Plans
 - a. Follow up with school/project manager if plan is incomplete or incorrect
 - b. If plan is okay, notify school/project manager to proceed with application
- 6) All H3R's staff to compile list of potential projects for that round
 - a. Notify Monica if any projects need lead/asbestos testing
- 7) Schools/project managers to finish and submit applications (electronically or fax/mailed)
 - a. Assist school/project manager if necessary (meeting, phone, e-mail)
 - b. Double check contractor estimate versus DOE/DAGS estimate to ensure matching requirement is met
- 8) Review applications
 - a. Check for completeness
 - b. Edit, as appropriate (or return to school for revision)
 - c. Submit revised application and all attachments to Ryan
- 9) Application review and approval
 - a. Applications graded by Technical Review Committee
 - b. Satisfactory applications recommended for approval by Board of Directors
 - c. Board of Directors approval based on project quality and funding availability
- 10) Ryan and Elaine to formally notify schools of grant award and send out MOU
 - a. (New notification letter will include appropriate staff person's contact info)
 - b. At this point, you can informally notify your contact people of approval and they can begin final planning
- 11) Schedule final planning meeting if needed
 - a. Meeting can include contractors and volunteer leaders, if needed
 - b. Finalize project schedule if not done yet, including contractors and volunteer days
- 12) Contractor work
 - a. Determine Contractor work schedule
 - b. Ensure safety of students, school staff, general public, etc.
 - c. Monitor contractor work as needed
 - d. Site visits as needed
 - e. Ask Inspector/District Manager/Engineer to attend if their expertise is needed
- 13) Volunteer Day(s)
 - a. Determine when volunteer day(s) will be held
 - i. Notify Ryan so he can notify Board of Directors
 - b. Assist with planning (number of volunteers, equipment, materials, etc.)
 - c. Ensure safety of volunteers
 - d. Remind school to use "Volunteer Sign In Sheet" and "Waiver of Liability and Release" Forms
- 14) Final site visit
 - a. Must include school representative who can sign "Statement of Completion and Final Acceptance" to attest that school is satisfied with project

- b. Ask Inspector/District Manager/Engineer to attend if their expertise is needed
- 15) Staff follow up to ensure that school/project manager submits Final Project Report
- a. Schools that do not submit will not be eligible for another project
 - b. Includes any additional donations, volunteers, businesses that helped project
 - c. Includes "Volunteer Sign In Sheet" and "Waiver of Liability and Release" forms

Hawaii 3R's will also continue to help the schools develop lasting partnerships with businesses and other organizations within the community. These partnerships ultimately help the school, but also help the community give back to the schools.

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

Hawaii 3R's has four rounds of grants applications per year to coincide with school scheduled vacations. It is during the vacations that most of the work takes place on school campuses to provide safety for students and staff, and to provide the easiest work environment for contractors. Applications are reviewed by the Technical Review Committee and approved by the Board of Directors quarterly. Therefore, projects are ongoing throughout the year, as funding and the school schedule allows.

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

Hawaii 3R's has the organizational and operational structure to provide quality assurance and evaluation. Along with the formal application process and the Technical Review Committee and Board of Directors, Hawaii 3R's partnership with the DOE ensures that all state specifications will be followed in the construction process.

Also, once the project is completed, there is post project reporting requirements and a survey to ensure that any lessons learned are documented for the future. For example, contractors who do not perform satisfactorily are prohibited from working on future Hawaii 3R's projects.

Finally, Hawaii 3R's works closely with its accountant and auditor to ensure that all revenues are tracked and expenditures are proper.

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

- 1) Number and dollar amount of grants awarded

- 2) Estimated cost of projects completed
- 3) Number of new applicants (schools that have never applied before)
- 4) Percentage of administrative expenses versus total expenses

III. Financial

Budget

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

Budget forms are attached

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

| Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | Total Grant |
|-----------|-----------|-----------|-----------|-------------|
| \$250,000 | 50,000 | 50,000 | 50,000 | 400,000 |

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

Hawaii 3R's has embarked on a private fundraising campaign using direct mailings, but it has had mixed results in this economy. We expect to continue to received \$2.0-\$2.5 million in federal funds, but as stated earlier, these funds cannot be used at every school, and only a small portion of these funds can be used for administrative costs.

IV. Experience and Capability

A. Necessary Skills and Experience

Hawaii 3R's has a proven track record from its results for the past seven years. Hawaii 3R's has completed a myriad of different projects in all areas statewide, while saving the State over \$26 million. Along with this experience and expertise, Hawaii 3R's has the organizational and operational structures in place to provide the necessary skills and experience.

The Hawaii 3R's Board of Directors is made up of experienced and knowledgeable members of the community, including State Senator Norman Sakamoto and Assistant DOE Superintendent Randy Moore. As mentioned earlier, Hawaii 3R's also has a Technical Review Committee that is made up of architects, engineers, and other experts from both private industry and the State. Also, there is a coordinator position within the DOE that is responsible for being the liaison between the Hawaii 3R's and the State. This coordinator position also represents the DOE when it comes to specifications and certifying the State tax credit.

Hawaii 3R's currently has two full-time employees, one part-time employee, and an independent contractor to administer all aspects of the program and handle all the responsibilities of community involvement, school communication, assist with the application process, construction management, volunteer monitoring, final project completion reporting, processing and paying invoices, and tracking budget and accounting figures. The qualifications of these individuals are discussed in the Personnel section.

B. Facilities

Hawaii 3R's currently leases office space in downtown Honolulu in the Dillingham Transportation Building, which is part of the Pacific Guardian Center. This office provides adequate space for the program's activities. The facilities meet all ADA guidelines.

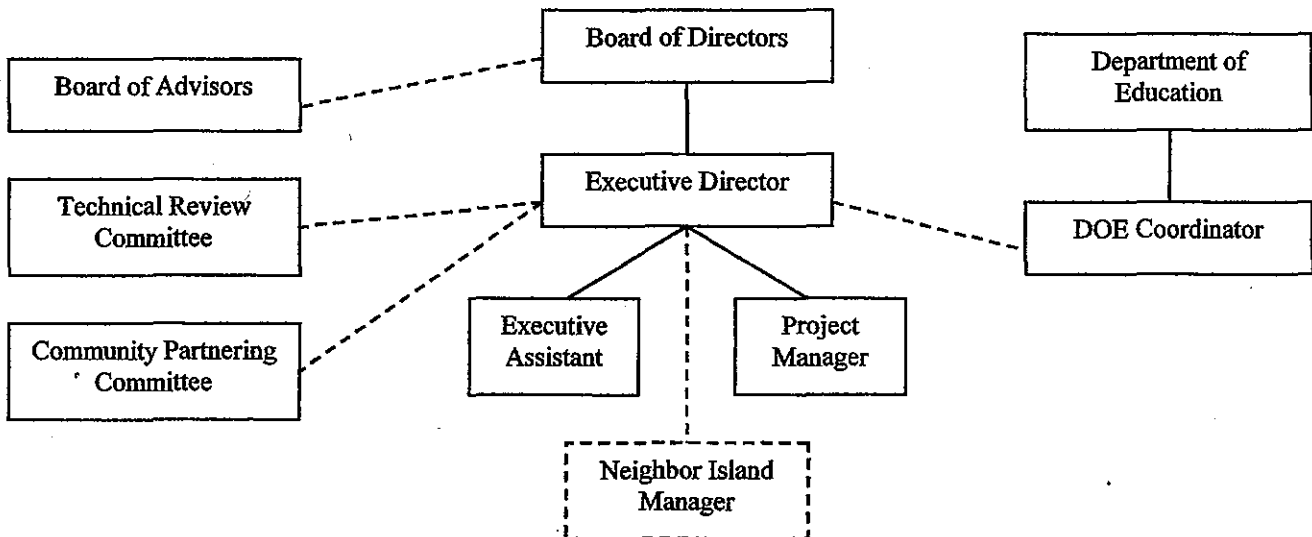
V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

The Executive Director, Ryan Shigetani, has worked with Hawaii 3R's from its inception in 2001, initially in the DOE Coordinator position, until he became the Executive Director on January 1, 2006. Prior to that, he worked at the Legislature as a budget analyst and capital improvement projects analyst. He has also worked for the Department of Budget and Finance, the Department of Health, and the Office of Hawaiian Affairs.

The Executive Director is the direct supervisor of the Executive Assistant and the Project Manager, as well as being responsible to monitor the contract of the Neighbor Island Manager. The Neighbor Island Manager, Yuki Lei Sugimura has been an independent contractor with Hawaii 3R's for over three years and provides a valuable on-site presence and community contacts. The Executive Assistant, Elaine Mock, was previously a secretary with DAGS and the DOE, which provided her experience with school and contractor issues. The Executive Director falls under the supervision of the Board of Directors, which is made up of education and industry professionals, and community leaders.

B. Organization Chart



VI. Other

A. Litigation

Hawaii 3R's is not a party to any past or pending litigation.

B. Licensure or Accreditation

Hawaii 3R's is a 501(c)(3) organization and is incorporated in the State of Hawaii. Hawaii 3R's is registered with the Office of the Attorney General.

BUDGET REQUEST BY SOURCE OF FUNDS

(Period: July 1, 2010 to June 30, 2011)

Applicant: HAWAII 3R'S

| BUDGET CATEGORIES | Total State Funds Requested (a) | Federal Native Haw'n. Ed. Act (b) | Federal Dept. of Defense (c) | Private & Other (d) |
|---|---------------------------------|--|------------------------------|---------------------|
| A. PERSONNEL COST | | | | |
| 1. Salaries | 50,000 | 30,000 | 30,000 | 10,000 |
| 2. Payroll Taxes & Assessments | 5,000 | 3,000 | 3,000 | 1,000 |
| 3. Fringe Benefits | 15,000 | 9,000 | 9,000 | 3,000 |
| TOTAL PERSONNEL COST | 70,000 | 42,000 | 42,000 | 14,000 |
| B. OTHER CURRENT EXPENSES | | | | |
| 1. Airfare, Inter-Island | 1,000 | | | |
| 2. Insurance | 8,000 | 2,000 | 2,000 | |
| 3. Lease/Rental of Equipment | 2,500 | | | |
| 4. Lease/Rental of Space | 7,500 | 5,000 | 2,000 | 500 |
| 5. Staff Training | 500 | | | |
| 6. Supplies | 1,000 | 500 | 500 | |
| 7. Telecommunication | 1,000 | 500 | 500 | |
| 8. Utilities | 500 | 500 | 500 | |
| 9 Accountant/Auditor | 7,500 | 5,000 | 2,500 | 500 |
| 10 Neighbor Isle Mgr. (Ind. Contractor) | 20,000 | 4,000 | | |
| 11 Parking | 5,500 | 500 | | |
| 12 | | | | |
| 13 | | | | |
| 14 | | | | |
| 15 | | | | |
| 16 | | | | |
| 17 | | | | |
| 18 | | | | |
| 19 | | | | |
| 20 | | | | |
| TOTAL OTHER CURRENT EXPENSES | 55,000 | 18,000 | 8,000 | 1,000 |
| C. EQUIPMENT PURCHASES | | | | |
| D. MOTOR VEHICLE PURCHASES | | | | |
| E. PROJECT (CONSTRUCTION) COSTS | 275,000 | 1,170,000 | 950,000 | 35,000 |
| TOTAL (A+B+C+D+E) | 400,000 | 1,230,000 | 1,000,000 | 50,000 |
| SOURCES OF FUNDING | | Budget Prepared By: | | |
| (a) Total State Funds Requested | 400,000 | HAWAII 3R'S (808) 521-5525 | | |
| (b) Federal NHEA | 1,230,000 | Name (Please type or print) _____ Phone _____ | | |
| (c) Federal DOD | 1,000,000 | Signature of Authorized Official _____ Date January 29, 2010 | | |
| (d) Private & Other | 50,000 | Date _____ | | |
| TOTAL BUDGET | 2,680,000 | RYAN T. SHIGETANI / EXECUTIVE DIRECTOR | | |
| | | Name and Title (Please type or print) | | |

BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: HAWAII 3R'S

Period: July 1, 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 | \$65,000.00 | 41.00% | \$ 26,650.00 |
| Executive Assistant | 1 | \$44,000.00 | 42.00% | \$ 18,480.00 |
| Project Manager | 0.5 | \$12,000.00 | 41.00% | \$ 4,920.00 |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| TOTAL: | | | | 50,050.00 |
| JUSTIFICATION/COMMENTS: | | | | |
| The remainder of salaries will be paid out of the portion of federal and private funds that allows for administrative costs | | | | |

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: HAWAII 3R'S

Period: July 1, 2010 to June 30, 2011

| DESCRIPTION EQUIPMENT | NO. OF ITEMS | COST PER ITEM | TOTAL COST | TOTAL BUDGETED |
|--------------------------------|-----------------|------------------|---------------|-------------------|
| NONE | | | \$ - | |
| | | | \$ - | |
| | | | \$ - | |
| | | | \$ - | |
| | | | \$ - | |
| TOTAL: | | | | |
| JUSTIFICATION/COMMENTS: | | | | |

| DESCRIPTION OF MOTOR VEHICLE | NO. OF VEHICLES | COST PER VEHICLE | TOTAL COST | TOTAL BUDGETED |
|---------------------------------|--------------------|---------------------|---------------|-------------------|
| NONE | | | \$ - | |
| | | | \$ - | |
| | | | \$ - | |
| | | | \$ - | |
| | | | \$ - | |
| TOTAL: | | | | |
| JUSTIFICATION/COMMENTS: | | | | |

BUDGET JUSTIFICATION CAPITAL PROJECT DETAILS

Applicant: HAWAII 3R's

Period: July 1, 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: | 0 | 0 | 0 | 0 | 0 | 0 |
| JUSTIFICATION/COMMENTS: | | | | | | |
| Not Applicable | | | | | | |

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

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

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

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

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

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

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

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

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

HAWAII 3R'S
(Typed Name of Individual or Organization)

(Signature)

Ryan T. Shigetani
(Typed Name)

January 29, 2010
(Date)

Executive Director
(Title)

House District _____

Senate District _____

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

Log No: 12-0

For Legislature's Use Only

Type of Grant or Subsidy Request:

2010 JAN 29 P 1:54

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: Hawai'i Alliance for Community-Based Economic Development
Dba: HACBED
Street Address: 677 Ala Moana Boulevard, Suite 702 Honolulu, HI 96813
Mailing Address: 677 Ala Moana Boulevard, Suite 702 Honolulu, HI 96813

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name ROBERT AGRES
Title Executive Director
Phone # (808) 550-2661
Fax # (808) 534-1199
e-mail bagres@hacbed.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:

FREE TAX ASSISTANCE FOR LOW-TO-MODERATE INCOME WORKERS TO HELP THEM SAVE MONEY AND CLAIM VALUABLE FEDERAL TAX CREDITS INCLUDING THE EARNED INCOME TAX CREDIT (EITC)

4. FEDERAL TAX ID #: _____

5. STATE TAX ID #: _____

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2010-2011 \$ 192,000

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 \$ 38,000 (KAUAI ONLY - ENDS 2/10)
FEDERAL \$ 50,000 (VITA GRANT - ENDS 6/10)
COUNTY \$ _____
PRIVATE/OTHER \$ 100,000

AUTHORIZED SIGNATURE

JASON OKUHAMA

NAME & TITLE

PRESIDENT

DATE SIGNED

1/29/2010

Application For Grant

I. Background and Summary

I. The Hawai'i Alliance for Community Based Economic Development (HACBED) is a 501(c) (3) non-profit organization established in 1992 as a State-wide intermediary organization to "achieve economic, social, and environmental justice in Hawai'i through community-based economic development." HACBED has, over the last 18 years, strategically focused on projects that build and strengthen the capacity of communities and community-based entities to expand economic choices, increase wealth, create hope, and promote self-empowerment and self-sufficiency for individuals, families, and communities across the islands.

Most recently, HACBED was the facilitating organization for the State's Asset Building Task Force and is currently leading the Ho'owaiwai Asset Building Initiative in Hawai'i, which includes a package of comprehensive public policies including tax incentives, regulatory changes, and other mechanisms that help people earn more, save more, protect hard earned assets, start businesses and become homeowners.

One of the major goals of HACBED's asset policy agenda is to expand communities' awareness of and access to valuable federal tax credits, particularly the Earned Income Tax Credit (EITC), which is considered the nation's most effective work-incentive program and asset building tool. In 2009, the Family and Individual Self-Sufficiency Program, which started at Aloha United Way in 2005, moved to HACBED. The FISSP coordinates free tax assistance sites on Oahu and most neighbor islands for low-to-moderate income taxpayers, expands free tax assistance services by recruiting community partners, conducts extensive outreach to the public to educate them about the EITC and other valuable tax credits, performs recruitment, training, and coordination of volunteer tax preparers, and compiles and tracks data pertaining to all of its partnering sites. Since it began, the FISSP has nearly quadrupled the number of filings at free tax sites partnering with the FISSP and has increased the number of sites and clinics from 7 to 29 for the current Tax Season. Over the last four tax seasons, the FISSP has helped over 6300 taxpayers obtain more than \$7.1 million in refunds, over \$3.1 million in EITC benefits, over \$1.3 million in Child Tax Credits, and has saved these taxpayers at least \$951,750 in tax preparation fees. See Table on Page 16.

2. Goals and Objectives

The goals and objectives of Applicant's request are to (1) educate low-to-moderate income taxpayers about the EITC and other valuable tax credits to which they may be entitled through outreach utilizing print media, radio, the internet, and community-based efforts that deal directly with these taxpayers, (2) to inform these taxpayers about the availability of free tax assistance services through similar outreach efforts and to persuade more of these low-to-moderate income workers to use this free service so that they will receive the full benefit of their refunds and tax credits, (3) to expand free tax assistance services in order to assist more low-income taxpayers, particularly those residing in homeless and transitional shelters and rural or other hard-to-reach areas of the State, and (4) link the free tax assistance program to financial literacy and asset building efforts so that taxpayers will learn to make better financial decisions regarding the refunds that they receive and the money that they save by using free tax assistance services.

3. Public Purpose and Need.

The Earned Income Tax Credit ("EITC") is the nation's most effective anti-poverty and work-incentive program and, as a result, it has continually received strong bi-partisan support. In 2009, President Barack Obama expanded the reach of the EITC to 5.8 million more Americans and increased its benefits for another 6.2 million Americans as part of his plan to stimulate the nation's economy. A study conducted by the Center on Budget and Policy Priorities in 2006 found that in 2003, census data showed that without the EITC, an additional 4.9 million people would have been in poverty, including 2.4 million children. According to the CBPP, "Census data show that the EITC lifts more children out of poverty than any other single program or category of programs." Furthermore, since the EITC is a credit that is only available to those who have earned income, it serves as an incentive for people to enter and/or remain in the workforce or to establish their own business. In fact, the EITC is credited with substantially increasing the participation of single mothers in the labor force because of the greater effects of the credit on single women with children.

For states, the EITC draws a huge amount of federal dollars into the local economy every year. During Tax Year 2007, the IRS has reported that Hawaii residents received \$155,139,420 in EITC benefits, most of it in the form of new federal dollars that were brought into the State. Even if only 80% of that amount was spent locally, the State received more than \$4.9 million in general excise taxes (using 4% as the applicable tax rate and *excluding* any multiplier effect).

However, based on estimates provided by the IRS, over \$42 million of EITC funds are unclaimed by Hawaii residents *every year* because taxpayers fail to file a federal return or self-prepare their returns and are unaware of this valuable tax credit or the fact that they are eligible to claim it. For Tax Year 2009, a married couple or a single person with two or more qualifying children can receive as much as \$5,657 in EITC benefits. For many, this could mean the difference between being homeless and being sheltered.

In addition to putting much needed money back into the pockets of the working poor and drawing a substantial amount of new federal dollars into the State every year, the EITC also:

- Stimulates the local economy since taxpayers use these funds to purchase much needed goods and services for themselves and their families from local businesses.
- Generates income for the State in the form of general excise taxes on more than one level since there is a multiplier effect when new funds enter into the State's economy.
- Provides an incentive for workers to remain employed and for the unemployed to enter the workforce which also increases the State's revenue from income taxes and reduces the burden on public welfare programs
- Boosts the annual income of some workers by as much as 30 to 40 percent without any cost to employers.
- Reduces the gap between income and "affordable rent" for cost-burdened households with children.

The need for free tax assistance: Free tax assistance sites enable taxpayers to receive the full benefit of their refunds and tax credits such as the EITC because those refunds and credits are not reduced by tax preparation fees and predatory "fast refund" loan products such as Refund Anticipation Loans (RAL's) which charge the taxpayer extremely high interest rates and which are heavily marketed to low-income taxpayers.

In 2007, there were 88,000 taxpayers in Hawaii who claimed the EITC. Over 51,000 of these taxpayers used a paid preparer to file their tax returns. Since the National Taxpayer Advocate estimates that the average cost of commercial tax preparation is \$150 per return, low-income taxpayers in Hawaii paid approximately \$7.65 million in tax preparation fees in 2007 and reduced their EITC benefits by that amount.

Free tax assistance sites also protect taxpayers from predatory loan products such as Refund Anticipation Loans (extremely high interest loans disguised as "quick refunds"), which are heavily marketed to low-income taxpayers. According to the National Taxpayer Advocate, EITC-eligible taxpayers account for 56% of those who obtain RALs which have annualized interest rates that range from 97% to 2000%.

The foregoing demonstrates the need for continuing the free tax assistance program and EITC campaign in Hawaii. It is also important to note that unlike other types of assistance programs, expansion of this Program will NOT result in a corresponding increase in operating costs. This is due to the fact that the free tax assistance program is largely volunteer driven. Tax sites are established at organizations that desire to provide this service to the public and to the clients that they serve. Those who prepare tax returns at these sites are all volunteers from the community. There is only one paid full-time position. All other services are provided pursuant to short-term subcontracts or by the primary organization. While the increase of sites may increase the cost of such items as supplies, equipment, and program activities, other costs such as inter-island airfare, subsistence and per diem will actually decrease as the Program expands since successful volunteer recruitment on the neighbor islands will make it less necessary for Oahu based volunteers to fly to the neighbor islands to assist at those sites.

In fact, the more the Program expands and succeeds, the more it will pay for itself because additional tax sites will bring more federal dollars into the State and generate more income for the State through general excise taxes as well as reduce the burden on public welfare programs. Economists suggest that every increased dollar received by low and moderate-income families has a multiplier effect of between 1.5 and 2 times the original amount in terms of its impact on the local economy and how much money is spent in and around the communities where these families live. Over the last four tax seasons, the Program's sites has obtained \$3,118,161 in EITC benefits and \$1,342,258 in Child Tax Credits for low-income taxpayers. Applying the conservative multiplier of 1.5, these benefits had an impact on the local community in the amount of \$6,690,629.

4. Target Population To Be Served

The target population for this Program is low to moderate income taxpayers, particularly those who are qualified for the EITC and/or other valuable tax credits (CTC, Additional CTC, Child and Dependent Care Credits) and are unaware of these credits and the availability of free tax assistance. The Program will emphasize outreach and service to those who the IRS believes fails to file for the EITC. This includes income earners who are:

- Living in rural areas
- Disabled
- Childless
- Not proficient in English
- Recently divorced, unemployed, or others who have experienced changes to their marital, financial, or parental status which may now qualify them for the EITC and other tax credits.

Also included in the target population to be served are the homeless, hidden homeless, those who are considered "at risk" – i.e., those who are 3 monthly paychecks away from being homeless- many of whom are employed full or part-time but cannot afford to pay rent - and those who are transitioning from homeless shelters.

5. Geographic coverage

The geographic coverage of this Program is Statewide with a focus on underserved geographic and/or hard to reach areas. For the past three tax seasons, the existing Program has coordinated and funded free tax assistance services on the island of Molokai where unemployment is almost double the Statewide average and the per capita income is among the lowest in the State. Molokai also has the highest percentage of young children living in poverty.

For the current tax season, the Program has recruited new organizational partners located in those areas where many who belong to the target population are located including the Leeward Coast, areas on the Windward side such as Kahaluu and Waimanalo, and Waialua.

II. Service Summary and Outcomes

I. Scope of work, tasks and responsibilities.

Program Coordinator: The Program Coordinator will be the only salaried full-time position covered by the grant. The following describes the scope of the Program Coordinator's work and responsibilities:

- Conducts on-going recruitment of organizational partners in order to establish new sites and expand services to low-income taxpayers.
- Works with the IRS-SPEC agents to deliver and collect all necessary paperwork from organizations that want to participate in the free tax assistance program and to assure that sites are provided with their software, e-file authorization, and site identification numbers.
- Conducts recruitment of volunteers for all partnering sites utilizing print media, radio announcements, the internet, flyers, and internal recruitment campaigns at financial institutions and other organizations.
- Manages a volunteer database to enable direct communication with old and new volunteers.
- Coordinates as well as conducts volunteer training sessions, assists volunteers through the certification process, and arranges for training sessions to be conducted on the neighbor islands by Oahu trainers.

- Communicates directly with volunteers, tracks their certification, and puts them in contact with sites requesting volunteer assistance.
- Conducts extensive outreach regarding the EITC and other valuable tax credits and the availability of free tax assistance through print media, radio announcements, the internet including the Program's own website at www.hawaiitaxhelp.org, and flyers (this year approximately 45,000 were delivered to agencies and departments of the Department of Human Services pursuant to a list provided by the DHS, several thousand more were delivered to unions, governmental organizations such as City and County Section 8, and Consumer Credit Counseling Service.
- Prepares a combined listing of free tax assistance sites which is provided to 2-1-1, the information and referral system at Aloha United Way, and to various organizations and agencies in order to facilitate referrals of taxpayers who are seeking to have their returns prepared.
- Prepares and provides 2-1-1 with questions for callers in order to collect data on workers who are interested in free tax assistance.
- Arranges for airfare, accommodations, ground transportation, and per diems to volunteers to enable them to assist neighbor island sites.
- Prepares and distributes a supplemental survey form to sites to enable the collection of relevant information about the taxpayers that receive service.
- Provides banners, supplies and equipment to sites upon request or as necessary.
- Prepares detailed reports regarding the results of all aspects of the Program.
- Assists as necessary at sites as an intake specialist, quality reviewer, or tax preparer.
- Assists in the preparation of expenditure and budget reports.
- Works with the IT (MIS) Department to purchase computer equipment and related hardware that meet IRS and TaxWise specifications.

- Arranges a Volunteer Recognition and Mahalo Event at the end of the season for all volunteers and partners to share and celebrate the results of their efforts.

Marketing: The program coordinator works with an outside marketing firm – Pentate Creative - to produce all printed materials such as flyers and posters, newspaper advertisements, press releases, internet postings, and radio public service announcements. The marketing firm has also helped the program coordinator develop an informational website: www.hawaiiataxhelp.org The marketing firm is small,, reasonably priced, and has extensive experience working with non-profits. It has developed marketing materials for clients such as Hawaii Community Foundation, The Nature Conservancy, and Connection For Children. The firm's solid relationship with the media has also enabled the program coordinator to obtain reasonable publication and broadcasting rates.

Finance Department:

- Administers any and all grant funds.
- Reviews all requests for payments and reimbursements.
- Prepares expenditure and budget reports.
- Arranges for audits as necessary or required.

IT Support:

- Purchases equipment and assures that equipment meets IRS specifications
- Loads software programs as necessary.
- Repairs computer equipment if possible.
- Disposes of computer equipment that is no longer usable.

2-1-1 Information and Referral Service

- Answers all calls relating to the EITC and free tax assistance service.
- Collects information from callers based on questions provided by the Program Coordinator and prepares monthly and end-of-season reports.
- Informs callers about basic EITC eligibility requirements and what they are required to bring with them to a free tax site and assists callers in locating a site that best suits their needs.

Participating organizations

| Organization/Agency | Role and Responsibilities |
|--|---|
| ALU LIKE, Inc. - Central | <p>Provides a location for tax preparation, a volunteer to coordinate the site, and a screener to conduct intake.</p> <p>Will prepare tax returns and has the capacity to e-file</p> <p>Distributes and collects client surveys and reports final tax prep data to program coordinator</p> |
| ALU LIKE, Inc. – Kauai | <p>Provides a location for tax preparation, a volunteer to coordinate the site, and a screener to conduct intake.</p> <p>Will prepare tax returns and has the capacity to e-file</p> <p>Distributes and collects client surveys and reports final tax prep data to program coordinator</p> |
| Bank of Hawaii | <p>Conducts volunteer recruitment by launching an internal campaign through the use of its intranet system.</p> |
| Bank of the Orient | <p>Provides volunteer tax return preparers from among its employees.</p> |
| Chaminade University | <p>Provides classroom space for training volunteers</p> <p>Professor of accounting Wayne Tanna conducts training sessions for volunteers</p> |
| City and County of Honolulu's Section 8 Family Self-Sufficiency and Home Ownership Program | <p>Performs outreach regarding the EITC and free tax assistance services to its clients</p> |
| Council for Native Hawaiian Advancement | <p>Provides locations for tax preparation on Oahu and certain neighbor islands, a volunteer to coordinate the sites, and a screener to conduct intake.</p> <p>Will prepare tax returns using own equipment and has the capacity to e-file</p> <p>Distributes and collects client surveys and reports final tax pre results to the program coordinator</p> |
| Hawaii Credit Union League | <p>Conducts outreach re EITC and free tax assistance service</p> <p>Provides access to credit union members for purpose of establishing new sites</p> |

| | |
|---|--|
| <p>Hickam Federal Credit Union</p> | <p>Provides a location for tax preparation, a volunteer to coordinate the site, and a screener to conduct intake.</p> <p>Will prepare tax returns and has the capacity to e-file</p> <p>Distributes and collects client surveys and reports final tax prep data to program</p> |
| <p>Honolulu Community Action Program – Main office and all 5 District Offices</p> | <p>Will have all of its 5 districts participate in providing tax preparation services to its clients and the community</p> <p>Provides site coordinator</p> <p>Provides room and computers for training</p> <p>Distributes and collects client surveys and reports final tax prep data to program</p> |
| <p>Human Services Department of the State of Hawaii</p> | <p>Provides names and addresses of departments/agencies where program coordinator delivers approximately 45,000 flyers.</p> |
| <p>ING Direct</p> | <p>Provides a location for tax preparation, a volunteer to coordinate the site, and a screener to conduct intake.</p> <p>Will prepare tax returns and has the capacity to e-file</p> <p>Distributes and collects client surveys and reports final tax prep data to program</p> <p>Also able to provide seminar rooms for training.</p> |
| <p>Kekaha Federal Credit Union</p> | <p>Provides a location for tax preparation, a volunteer to coordinate the site, and a screener to conduct intake.</p> <p>Will prepare tax returns and has the capacity to e-file</p> <p>Distributes and collects client surveys and reports final tax prep data to program</p> |
| <p>KEY Project</p> | <p>Provides a location for tax preparation, a volunteer to coordinate the site, and a screener to conduct intake.</p> <p>Will prepare tax returns and has the capacity to e-file</p> <p>Distributes and collects client surveys and reports final tax prep data to program</p> |
| <p>Labor's Community Services Liaison Program of Hawaii</p> | <p>Conducts outreach regarding the EITC and availability of free tax assistance services via their connections to local labor unions</p> |

| | |
|------------------------------------|--|
| Leeward Community College | <p>Provides a location for training as well as for tax preparation, an accounting professor who trains volunteers and coordinates the site, and a screener to conduct intake.</p> <p>Distributes and collects client surveys and reports final tax prep data to program</p> <p>Recruits student volunteers</p> |
| Volunteer Legal Services of Hawaii | <p>Provides a location for tax preparation, a volunteer to coordinate the site, and a screener to conduct intake.</p> <p>Arranges for tax prep services at homeless, transitional, and other special shelters.</p> <p>Distributes and collects client surveys and reports final tax prep data to program coordinator</p> |
| Volunteer Tax Prep - Kauai | <p>Provides a location for tax preparation, a volunteer to coordinate the site, and a screener to conduct intake.</p> <p>Will prepare tax returns and has the capacity to e-file</p> <p>Distributes and collects client surveys and reports final tax prep data to program coordinator</p> |
| 2-1-1 | <p>Operators to respond to calls regarding the EITC and free tax assistance, to collect relevant data from callers, and to refer callers to tax prep sites.</p> |

2. Annual timeline

July through September: Recruitment of new partners to assist with sponsoring a site, recruiting volunteers, and/or conducting outreach regarding the EITC and free tax assistance sites. Confirmation of continued participation of established sites. Design, produce, and distribute marketing materials to partners. Obtain and submit to the IRS all necessary paperwork for new partners in order to obtain their site identification numbers (SIDNs) and e-file identification numbers (EFINs). Update content of website with new information regarding tax credits, volunteer opportunities, and training schedules as such information becomes available.

September through October: Continue recruitment of partners. Commence volunteer recruitment utilizing newspaper ads, press releases, radio announcements, the Program's website, internet announcements on sites such as

Volunteer Hawaii, Craigslist and Facebook, and intranet services of certain organizations such as Bank of Hawaii.

October through December: Continue volunteer recruitment, Commence outreach to the public regarding the EITC and availability of free tax assistance services through print media, radio, the Program's website, internet postings, and direct delivery of flyers. Communicate with those interested in volunteering informing them of training options, certification requirements, and the availability of resources and support to assist them in getting certified. Coordinate and conduct volunteer training, deliver training kits to those interested in training online, and arrange for training on the neighbor islands. Conduct site coordinator meeting to confirm their responsibilities, their paperwork, and the assistance that they need.

December through January. Volunteers who did not attend early training sessions begin training at Chaminade and Leeward Community College during January. Program Coordinator compiles and provides 2-1-1 with list of free tax assistance sites, new EITC information, and questions to ask callers to collect data. Preparation of survey of clients and distribution of survey to site coordinators for the purpose of collecting relevant data regarding those who use free tax assistance sites. Outreach for EITC awareness and availability of free tax assistance continues. Oversee volunteer certification and coordinate volunteer referrals to sites needing assistance. Additional training sessions held regarding State tax law and credits and use of the TaxWise software.

February through April: All sites are operational. Arrange for information regarding financial literacy programs and other topics of interest to be distributed to taxpayers at the free tax sites. DVD of the financial literacy program piloted by the existing program is shown on a television screen to taxpayers while they wait for service at certain sites that have the necessary equipment and space to accomplish this. Taxpayers are invited to sign up for free seminars, workshops or classes relating to financial literacy. Commence collecting surveys and compiling a report on the results.

May through June: Complete tabulation of survey results and collect and compile site results from site coordinators. Results are shared with volunteers at

Mahalo Event held in May. A detailed written report containing results of the tax season is prepared and shared with partners as well as distributed to organizations that may be interested in participating in the free tax assistance program during the next season. Financial literacy seminars, workshops and classes continue through the summer.

3. Quality Assurance and Evaluation

Since the free tax assistance program is established in connection with the Internal Revenue Service's VITA (Volunteer Income Tax Assistance) program, certain required procedures are in place to enhance the quality of site operations and the accuracy of returns prepared. All of the organizations participating in the free tax assistance program are required to provide at least one person from their organization who will act as a site coordinator. Site coordinators are required to train and be certified as site coordinators. Quality reviews of all returns are required and those who perform these reviews are required to be certified at a higher level than volunteer tax return preparers. All volunteers preparing returns are required to train and be certified. Certification requires the passing of an online test accessible through the IRS' website. Training regarding State tax laws and forms and use of the software program is also required of volunteers.

Classroom training for volunteers ranges from 16 hours (accelerated instruction) to 24 hours. The amount of time involved in online training depends on the individual volunteer but usually takes at least 10-12 hours. The amount of time spent on the certification test is also dependent on the individual volunteer but usually involves an additional 5 hours. State tax law training and use of the software for tax return preparation involves an additional 5 to 8 hours. Whenever possible, new volunteers are invited to sit with an experienced volunteer while a tax return is being prepared to make them more comfortable about using the software.

All sites are encouraged to provide services "by appointment only". This enables the appointment taker to inform taxpayers of the documents that they are required to bring to the site. This procedure reduces the number of taxpayers that are turned away because of insufficient documentation and therefore increases the efficiency of the site. This procedure also allows the appointment taker to determine whether

the taxpayer can be helped at their site. If the taxpayer's situation requires the preparation of a complex return, it is necessary that a volunteer who has been trained and certified at that level of complexity is present at the tax site. Otherwise, the taxpayer is referred to another site. At the site, intake specialists review the taxpayer's documents and complete a mandatory interview and intake form. All returns prepared are quality reviewed by another volunteer or the site coordinator prior to being e-filed.

Site coordinators are offered disposable cell phones during the season. The numbers of these cell phones are used as the appointment line for the sites which reduces the amount of taxpayer phone calls to the organization's main phone number - a situation which, in the past, resulted in complaints from the organization that taxpayer phone calls were preventing them from servicing their own clients. Individuals are recruited and/or paid to answer these appointment lines. Certain trainers are also provided with disposable cell phones so that they can be contacted by site coordinators who may need assistance during the tax season. Accessibility by new site coordinators to trainers and more experienced coordinators helps to reduce the number of errors on returns.

The program coordinator assists and remains in contact with the site coordinators throughout the tax season and requests periodic reports regarding any problems they have encountered in running their sites, including any rejected returns, the reasons for rejection, and how the problem was resolved. At the end of the season, site coordinators are required to submit the results of their sites to the program coordinator and requested to suggest changes that they feel may improve delivery of the services.

4. Measures of effectiveness

Volunteer recruitment: All outreach materials for volunteer recruitment refer interested individuals to the program's website - www.hawaiitaxhelp.org. The number of "hits" on the website is recorded and indicates the amount of interest generated by the outreach. Individuals who proceed to complete a request for information form provide data that shows where they reside and how they heard about the program. The program coordinator is then able to

determine the level of response from the different islands and the effectiveness of the various types of outreach methods that were used. The program coordinator responds to interested individuals with general information about the program and training requirements. If a person thereafter requests training, their names and contact information is entered into a volunteer database. The trainers provide the program coordinator with a list of volunteers who attended the classroom training sessions. For volunteers who opt to train online, the program coordinator mails or delivers all training materials. At the end of the tax season, site coordinators are required to provide the program coordinator with a complete listing of all of their certified volunteers. This enables the Program Coordinator to determine how many of those who trained or requested training materials actually obtained their certification and volunteered.

Outreach for EITC and free tax services: All site coordinators are required to submit a report to the program coordinator at the end of the tax season. The report, which is generated by the tax preparation software, contains data pertaining to the number of returns filed, total amount of refunds claimed by taxpayers, number of EITC filings, total amount of EITC dollars claimed, number of Child Tax Credit filings, total amount of CTC dollars claimed. The results from the individual sites are compiled into a list that compares the current tax season results with the results of the previous tax seasons. An increase in filings is considered a direct result of effective outreach. An example of the type of data generated is shown below (excerpt from TY 2008 report):

Individual site data:

| VLSH | TY 2005 | TY 2006 | TY 2007 | TY 2008 |
|-------------------|----------------|----------------|----------------|----------------|
| No. of returns | 61 | 135 | 123 | 271 |
| Total refunds | 61,809 | 144,019 | 174,952 | 273,734 |
| No. of EIC | 26 | 60 | 75 | 97 |
| Total EIC dollars | 28,122 | 95,791 | 95,624 | 140,175 |
| No. of CTC | 8 | 42 | 24 | 77 |
| CTC | 10,770 | 69,000 | 29,055 | 64,397 |

Compiled data from all sites:

| Summary | TY 2005 | TY 2006 | TY 2007 | TY 2008 | 4-Season Totals |
|----------------|-----------|-------------|-------------|-------------|-----------------|
| No. Of returns | 654 | 1259 | 1822 | 2610 | 6345 |
| Total refunds | \$727,794 | \$1,478,255 | \$1,879,852 | \$3,066,901 | \$7,152,802 |
| Total EIC | \$306,022 | \$736,676 | \$ 889,796 | \$1,185,667 | \$3,118,161 |
| Total CTC | \$138,985 | \$283,206 | \$ 344,840 | \$575,227 | \$1,342,258 |
| Fees saved | \$98,100 | \$188,850 | \$273,300 | \$391,500 | \$951,750 |

These are the results of non-military VITA sites only which service primarily low-to-moderate income workers. It does not reflect the Program's assistance and impact on the free tax assistance sites coordinated by AARP

Client demographics: Since all outreach materials direct interested persons to call 2-1-1 or to log onto the program's website, the effectiveness of the program's outreach efforts is also measured by the number of calls received by 2-1-1 and the number of hits recorded on the website. 2-1-1 is also instructed to ask all callers certain specific questions, including how they heard about the EITC and free tax assistance. The callers' responses are logged and 2-1-1 is capable of tabulating these responses and providing the FISSP with a written report monthly or for any particular time period. A sample of the data provided by 2-1-1 is shown below:

Quantity and Gender

| Time Period | Tax season 2006 (TY 2005) | Tax Season 2007 (TY 2006) | Tax Season 2008 (TY 2007) | Tax Season 2009 (TY 2008) |
|----------------|------------------------------|------------------------------|------------------------------|------------------------------|
| No. of Callers | 543 | 976 | 2159 | 2069 |
| % Female | 66 | 72 | 71 | 68 |
| % Male | 26 | 23 | 27 | 28 |
| Unknown | 8 | 5 | 2 | 4 |

How Callers Found Out About The EITC and 2-1-1 (in percentages)

| | Tax Season 2006 | Tax Season 2007 | Tax Season 2008 | Tax Season 2009 |
|---------------------------------|----------------------------|----------------------------|----------------------------|----------------------------|
| Flyers/Agency | 28 | 34 | 41 | 28 |
| Media – incl website | 54 | 49 | 43 | 48 |
| Word of Mouth | 15 | 13 | 13 | 15 |
| Referrals/ Other | 3 | 4 | 3 | 9 |

The program coordinator also collects relevant data regarding those who use free tax assistance sites through a survey form that clients are requested to complete during the intake process. At the end of the last tax season, 1,704 forms were returned to the program coordinator by the site coordinators. Volunteers manually tabulated the surveys from the various sites and the program coordinator totaled all individual tabulations to arrive at the final results. The following shows the type of data that is collected by this method:

- During Tax Season 2009, 13% of the responding taxpayers stated that English was not the primary language spoken in their homes.
- 86.4% of the taxpayers stated that they had filed a return during the previous year. Of these taxpayers, 23.6% stated that they had used a paid preparer – down from 31.4% the previous year, which indicates that an increasing number of taxpayers are deciding to save money by using a free tax assistance site.
- Hawaiians comprised the largest ethnic group who used free tax assistance sites (32.9). Asians (including Filipinos) comprised the next largest group (29.9%), then Caucasians (15.6%), Pacific Islanders (10.1%), and Hispanics (4.9%).
- 53.8% of the clients stated that they were renters, 31.5% were living with family, only 10.9% were homeowners, and 3.9% were homeless.
- Slightly more females (54.5%) than males (45.5%) took advantage of free tax assistance services.
- 87% of those who completed the survey stated that they had a bank account.

- 89% of respondents indicated that they expected a refund but only 49.9% of these taxpayers indicated that they were going to have their refunds directly deposited into a bank account.
- 59% of those who were expecting refunds stated that they intended to use their refunds to pay bills. 26% indicated that they wanted to save part of their refund. 20% intended to purchase food and clothing with their refunds. 33% intended to use their refunds to pay rent, education expenses, help family members, and pay for child care. 2% wanted to purchase a large item with their refunds.

Taxpayers are also asked whether they would be interested in receiving specific types of information while at a free tax site. The following subjects were of greatest interest to taxpayers (listed in order of importance): debt elimination, job training, learning about taxes, owning a home, rental assistance, starting a business, health insurance, and legal help. This tax season, the FISSP and its community partners will be attempting to provide these taxpayers with the information and help that they desire through enrollment in existing programs and referrals to organizations that can provide the necessary assistance.

III. **Financial**

1. The budget is attached to this request. As previously mentioned, the expansion of this program cost does not result in a corresponding increase in operating costs. In fact, because a substantial portion of the program is volunteer driven and because a system is already established with respect to outreach and data collection, the program could continue growing for several years without any increase in the annual amount requested.

2. The anticipated quarterly funding requests for fiscal year 2010-2011:

| Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | Total Grant |
|-----------|-----------|-----------|-----------|-------------|
| \$48,000 | \$68,000 | \$38,000 | \$38,000 | \$192,000 |

3. Other sources of funding applied for:

a. The existing program was awarded one of the nation's VITA grants by the Department of the Treasury – Internal Revenue Service – in the amount of \$50,000. Those funds are required to be spent by June of 2010 and there is no guarantee that

further VITA grants will be offered. However, if another VITA grant opportunity arises, this program intends to apply once again.

b. The applicant is expecting to receive a purchase of services contract for \$125,000 from the Department of Human Services to provide free tax assistance services for all islands except the island of Kauai. The contract has not yet been issued. However, when issued, the contract would expire in December of 2010.

IV. Experience and Capability

A. Necessary Skills and Experience

The Program Coordinator who will be in charge of this program has managed the EITC campaign and free tax assistance program since October of 2005 (i.e., for the last four tax seasons). Under her management, the number of sites have increased from 7 sites in Tax Season 2006 to 29 confirmed sites to be operating during this tax season. This count does not include the numerous “roving” sites that will be operating at homeless, transitional, and other special shelters and on some of the neighbor islands. As of the date of this Application, the number of roving sites total 13. An extensive volunteer recruitment campaign has also resulted in a substantial increase in the number of volunteers that are willing to work at these sites. Further, as a result of continued site expansion and aggressive outreach, the number of returns filed at participating VITA sites over the last four tax seasons has nearly quadrupled.

| | TY 2005 | TY 2006 | TY 2007 | TY 2008 | TY 2009 (current season) |
|-----------------------------|---------|---------|---------|---------|-----------------------------|
| No. Of Sites | 7 | 11 | 12 | 21 | 29 |
| No. Of Certified Volunteers | 18 | 31 | 59 | 144 | 160 (still counting) |
| No. of Returns Prepared | 654 | 1259 | 1822 | 2610 | Season just began |

The Program Coordinator also has experience in working with grants on the State and federal levels, complying with governmental cost principles, and preparing detailed reports focusing on the Program’s outcomes

Applicant HACBED has, over the last 18 years, developed, coordinated, or otherwise been substantially involved in various State-wide projects, workshops, and

conferences that have focused on enhancing the financial skills of low-to-moderate income workers, particularly through community-based efforts. Applicant was the facilitating organization for the State's Asset Building Task Force and is leading the Ho'owaiwai Asset Building Initiative in Hawaii which helps families save and build their assets. Since it is and has been involved in community-based efforts on several islands, Applicant has developed a strong connection with a network of organizations that will help to expand the EITC and free tax assistance program, particularly on the neighbor islands.

B. Facilities

Tax return preparation occurs at the premises of organizations who have agreed to sponsor free tax assistance sites. Since the sites are established in conjunction with the IRS' VITA program, they are required to comply with ADA requirements. Therefore, all sites that are not situated on the ground level have lifts or elevators to accommodate those with mobility problems.

V. Personnel: Project Organization and Staffing

Proposed Staffing

Program Coordinator. This is the only paid full-time position in the Applicant's program. All other positions related to tax return preparation are staffed by volunteers. The marketing company and 2-1-1 are paid but are not considered part of the staff as they will be operating pursuant to independent contractor agreements.

Site Coordinators: Site coordinators are responsible for making appropriate arrangements at their sites for scheduling clients for tax preparation, managing the volunteers who elect to work at their sites, ensuring that their sites comply with federal regulations pertaining to non-discrimination, privacy, and VITA guidelines, and working with the IRS-SPEC representative on matters such as ordering software and checking the adequacy of equipment to be used. Site coordinators are also responsible for doing quality reviews of tax returns prepared at their sites, e-filing all tax returns, and resolving any problems that may arise regarding any returns submitted to the IRS.

Volunteer intake specialists: Intake specialists greet clients, conduct the initial interviews of those clients, review the clients' documents to make sure that the clients have brought all necessary documents with them to the site and that the documents and the information provided during the interview are accurate, and assist in completing the required intake and interview form provided by the IRS. They are also responsible for having the clients complete the survey forms provided to each site by the Program Coordinator.

Volunteer tax return preparers. Preparers meet with the clients, confirm information on the intake and interview form, and prepare the tax returns, state and federal, for the clients. Preparers also do quality reviews of other preparers' returns. It takes approximately 1 hour to 1 ½ hours to prepare the average tax return. Most sites are open approximately 4 1/2 hours each session. Therefore, one volunteer can service, on the average, 3-4 clients per session. This presumes that all clients keep their appointments and bring with them all the necessary documents that will enable the volunteers to prepare a proper return.

Staff Qualifications

Program Coordinator: Has over 4 years of experience in successfully coordinating, establishing, and supporting free tax assistance services, conducting outreach through various marketing venues, and volunteer recruitment. Possesses the ability to collect and compile data, generate reports, and create databases. Understands state cost principles and reporting procedures.

Site Coordinators: Must be trained in federal and state tax law (approximately 20-24 hours of training) and be able to pass an IRS certification exam. Must learn to use the IRS' software for preparation of tax returns and undergo additional training relating to management of their respective sites and their volunteers and to familiarize themselves with the laws and regulations concerning non-discrimination and protection of taxpayers' privacy. Must also be able to perform quality reviews of tax returns prepared by their volunteers and to e-file the tax returns prepared at their sites. Responsible for resolving any errors on returns filed at their sites by working with the

clients and the IRS. This year, site coordinators are required to perform additional training because of the many changes in the tax law.

Intake Specialists: Must be trained in conducting interviews of taxpayers using the IRS' intake and interview form and the survey form provided by Applicant. Must understand the rules and regulations pertaining to non-discrimination and protection of taxpayers' privacy.

Tax Return Preparers: Must be trained in federal and state tax law (approximately 20-24 hours of training) and be able to pass an IRS certification exam. Must learn to use the IRS' software for preparation of tax returns and be able to conduct quality reviews of tax returns prepared by other volunteers. Must also be able to communicate with clients effectively.

Training and Supervision. Volunteer tax return preparers are required to receive training in federal tax law, state tax law, and use of the IRS' TaxWise software. After training, they are required to pass a certification test online at the IRS' website regarding the federal tax law portion.

In-class training on Oahu is conducted by accounting professors at Chaminade University and Leeward Community College. In preparation for this current tax season, training sessions were also held at various sites – Honolulu Community Action Program, Alulike, INGDirect, Valley Isle Community Federal Credit Union, and Goodwill Hilo. A training session was also held in Kona at premises provided by La'i'opua 2020. These additional training sessions were conducted by experienced volunteers and the Program Coordinator.

Volunteers can also train online at the IRS' website. For volunteers selecting this option, the Program Coordinator will provide them with the necessary training materials and assistance by e-mail or telephone.

All training includes federal tax law, state tax law, and use of the TaxWise software.

Site coordinator training is available online and through ongoing assistance provided by the Program Coordinator and experienced site coordinators.

The Program Coordinator is the initial contact for all new volunteers. The Program Coordinator provides volunteers with detailed information about the Program,

training requirements and options, and the certification exam. For volunteers selecting classroom training, the Program Coordinator will forward the names of all interested persons to the trainers to assure availability of necessary training materials. For volunteers who desire to train online, the Program Coordinator will mail them an online training kit and remain in contact with them to help them navigate the IRS' website and resolve any problems they may encounter. The Program Coordinator also recruit experienced preparers to present classroom-type training to volunteers on the neighbor islands utilizing a powerpoint presentation that was developed by the Program Coordinator.

All volunteers who complete the training and pass the certification test on the IRS' website will contact the Program Coordinator and receive a list of sites and contact information for the site coordinators. The site coordinators will provide the Program Coordinator with a list of the volunteers who have elected to work at their sites. All information regarding volunteers, including their contact information and their selection of a site, is entered into a database.

Once a volunteer selects a particular site, the volunteer will work directly with the site coordinator. Site coordinators are required to provide all volunteers with a password so that they can access the tax preparation software provided by the IRS. This prevents unauthorized use of the software and allows the site coordinator to track returns prepared by a particular volunteer.

Intake specialists are trained by the site coordinators and/or the Program Coordinator with respect to conducting client interviews, reviewing documents, completing surveys, and privacy and non-discrimination laws and regulations. Intake specialists are supervised by the site coordinators.

The Program Coordinator reports directly to and is supervised by the Executive Director of the Applicant.

Organization Chart

See the attachments for the Organization-wide and Program organizational charts.

VI. Other

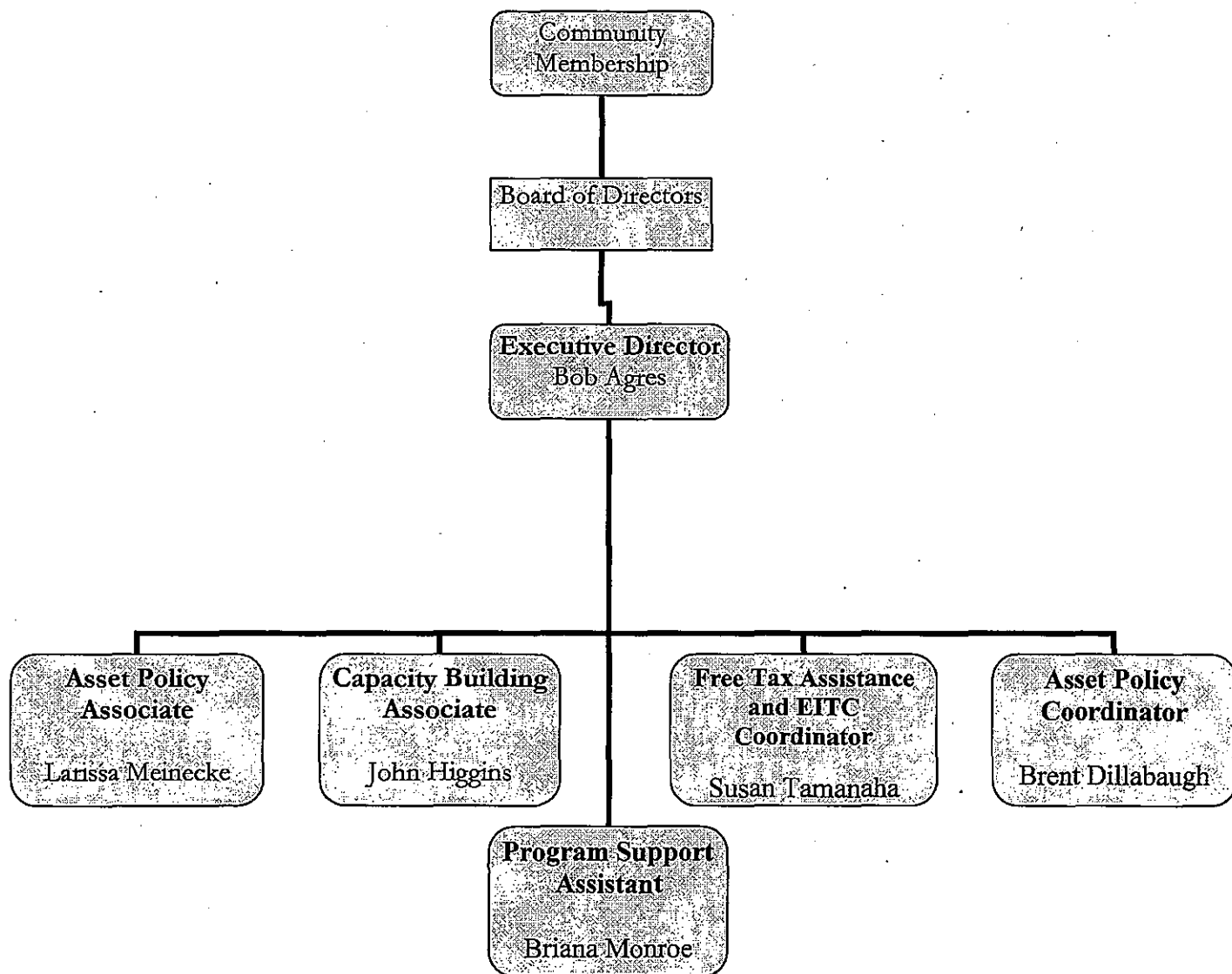
A. Litigation

Applicant is not involved in any pending litigation and has no outstanding judgments against it.

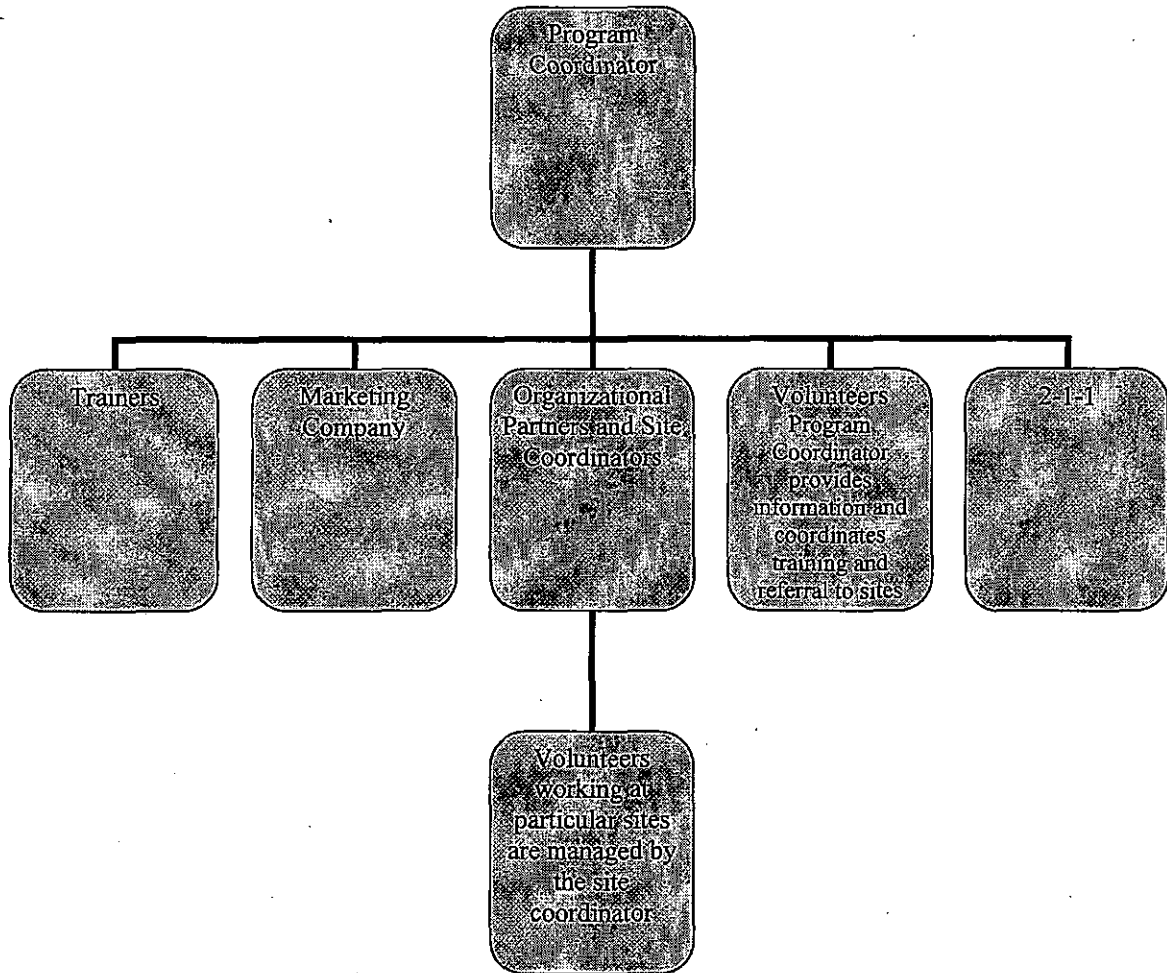
B. Licensure or Accreditation

The Program Coordinator is a licensed attorney with a degree in business and experience in marketing, promotion, project management, and writing reports with a focus on outcomes. The Program Coordinator is also a certified site coordinator and tax. Applicant HACBED is not required to be licensed or accredited in connection with this project.

HACBED ORGANIZATIONAL CHART



PROGRAM ORGANIZATIONAL CHART



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

Applicant: _____ Hawai'i Alliance for Community-Based Economic Development

| BUDGET CATEGORIES | Total State Funds Requested (a) | (b) | (c) | (d) |
|--|--|--|------------|------------|
| A. PERSONNEL COST | | | | |
| 1. Salaries | 48,000 | | | |
| 2. Payroll Taxes & Assessments | 4,800 | | | |
| 3. Fringe Benefits | 3,600 | | | |
| TOTAL PERSONNEL COST | 56,400 | | | |
| B. OTHER CURRENT EXPENSES | | | | |
| 1. Airfare, Inter-Island | 5,000 | | | |
| 2. Insurance | 200 | | | |
| 3. Lease/Rental of Equipment | | | | |
| 4. Lease/Rental of Space | 12,000 | | | |
| 5. Staff Training | 4,000 | | | |
| 6. Supplies | 2,500 | | | |
| 7. Telecommunication | 1,500 | | | |
| 8. Utilities | | | | |
| 9 Contractual Services - Admin | 2,500 | | | |
| 10 Contractual Services - Subcontracts | 8,000 | | | |
| 11 Lease/Rental of Motor Vehicle | 1,500 | | | |
| 12 Mileage | 500 | | | |
| 13 Publication & Printing | 45,000 | | | |
| 14 Postage, Freight & Delivery | 1,000 | | | |
| 15 Subsistence/Per Diem | 7,500 | | | |
| 16 Supplies | 3,600 | | | |
| 17 Transportation | 1,500 | | | |
| 18 Program Activities | 34,300 | | | |
| 19 | | | | |
| 20 | | | | |
| TOTAL OTHER CURRENT EXPENSES | 130,600 | | | |
| C. EQUIPMENT PURCHASES | 5,000 | | | |
| D. MOTOR VEHICLE PURCHASES | | | | |
| E. CAPITAL | | | | |
| TOTAL (A+B+C+D+E) | 192,000 | | | |
| SOURCES OF FUNDING | | Budget Prepared By: | | |
| (a) Total State Funds Requested | 192,000 | Susan Tamaha 381-0881 | | |
| (b) | | [Redacted] Phone | | |
| (c) | | [Redacted] 11/29/2010 | | |
| (d) | | [Redacted] Date | | |
| TOTAL BUDGET | 192,000 | Jason Okuhama President Name and Title (Please type or print) | | |

BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: Hawai'i Alliance for Community-Based Economic Development

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) |
|--|----------------------|--------------------|---|--|
| | | | | \$ - |
| Program Coordinator | 1 | \$48,000.00 | 100.00% | \$ 48,000.00 |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| TOTAL: | | | | 48,000.00 |
| JUSTIFICATION/COMMENTS: | | | | |
| This position is the only full time salaried position in the Program | | | | |

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Hawaii Alliance for Community Based Econ Period: July 1, 2010 to June 30, 2011

| DESCRIPTION EQUIPMENT | NO. OF ITEMS | COST PER ITEM | TOTAL COST | TOTAL BUDGETED |
|--------------------------|-----------------|------------------|--------------------|-------------------|
| | | | \$ - | |
| Laptop computers | 5 | \$800.00 | \$ 4,000.00 | 4000 |
| Printers | 4 | \$125.00 | \$ 500.00 | 500 |
| Shredders | 5 | \$100.00 | \$ 500.00 | 500 |
| | | | \$ - | |
| TOTAL: | 14 | | \$ 5,000.00 | 5,000 |

JUSTIFICATION/COMMENTS:
 Laptop computers and printers enable the establishment of tax clinics in areas where there are no permanent sites

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

JUSTIFICATION/COMMENTS:
 NOT APPLICABLE

**BUDGET JUSTIFICATION
CAPITAL PROJECT DETAILS**

Applicant: Hawai'i Alliance for Community-Based Economic Development
 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 | | | | | | |

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

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

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

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

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

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


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

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

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

Hawai'i Alliance for Community-Based Economic Development

(Organization)


(Signature)

11/29/2010
(Date)

Jason Okuhama

(Typed Name)

President

(Title)

House District _____

Senate District _____

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

Log No: 15-0

For Legislature's Use Only

Type of Grant or Subsidy Request:

GRANT REQUEST – OPERATING

GRANT REQUEST – CAPITAL

SUBSIDY REQUEST

"Grant" means an award of state funds by the legislature, by an appropriation to a specified recipient, to support the activities of the recipient and permit the community to benefit from those activities.

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

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

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

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:
Hawaii Family Law Clinic

Dbas: Ala Kuola

Street Address: 550 Halekauwila Street, , 210 Hon. HI 96813

Mailing Address: 550 Halekauwila Street, 210 Hon. HI 96813

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name EDWIN K. FLORES

Title Director

Phone # (808)-545-1880

Fax # (808) 545-1887

e-mail edkflores@yahoo.com

3. TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

DOMESTIC VIOLENCE/ABUSE – TEMPORARY RESTRAINING ORDERS TO VICTIMS OF DOMESTIC VIOLENCE.

4. FEDERAL TAX ID #: _____

5. STATE TAX ID #: _____

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2010-2011 \$ 404,548.00

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 \$ 404,548.00
 FEDERAL \$0
 COUNTY \$162,000.00
 PRIVATE/OTHER \$0

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

AUTHORIZED SIGNATURE

NAME & TITLE

DATE SIGNED

GIA REQUEST

Hawaii Family Law Clinic dba Ala Kuola Application for Grant in Aid Subsidy Fiscal Year 2010-2011

The Hawaii Family Law Clinic dba Ala Kuola, hereinafter Ala Kuola, (*A Path to Safety and Life*), is a 501c(3) non-profit organization whose primary purpose is to assist individuals affected by domestic abuse to obtain temporary restraining orders (TRO's) for protection from their abusers.

In order to pursue a restraining order in the Family Court persons must be spouses, former spouses, persons who have a child in common, parents on behalf of children, persons related by blood, persons jointly residing or formerly residing in the same dwelling unit, and/or persons who have or have had a dating relationship.

Ala Kuola has received funding as a sub-grantee of the Faith And Technical Support (FACTS) grant funded by the Office of Violence Against Women administered through Baylor University, the Office of Hawaiian Affairs, the 2008 Hawaii State Legislature, Kosasa Foundation, Hawaii Hotel Association Charity Walk, and the Harry and Jeanette Weinberg Foundation, Inc. Currently, Ala Kuola is funded by the City and County of Honolulu through a Community Block Development Grant (CDBG) with approximately ten months remaining on the contract.

In calendar year 2007, Ala Kuola first entered into a contract with the Judiciary to provide TRO services to the Family Court of the First Circuit. During the 2007 calendar year, there were approximately 2,475 cases were docketed in the Family Court related to domestic abuse. During this period Ala Kuola assisted approximately 17% of this total. Ala Kuola's present staff includes the Director, two staff persons and one quarter-time volunteer. In the calendar year 2008 approximately 2,829 were docketed of which Ala Kuola accounted for approximately 25% of the total. In the past calendar year 2009, there were approximately 2,815 docketed cases of which Ala Kuola assisted approximately 24%. This was accomplished in spite of the lost of one full-time staff member due a reduction of funding and not receiving further subsidy from the Judiciary due to its budgetary reduction. In spite of its reduced staff size, and lost of assistance from the State of Hawaii, Ala Kuola continued to provide its services and made every effort to accommodate any victim of domestic abuse to utilize its services. Ala Kuola has demonstrated its ability to provide effective quality services to the public and the Judiciary. In order to continue to provide unfettered accessibility to victims of domestic abuse/ violence Ala Kuola seek funding to continue to provide this valuable service to the community.

Goals:

- Ala Kuola will provide greater access to all individuals throughout the island of Oahu who face safety issues and are in need of a protective order from their abuser.
- All individuals will receive individualized assistance in the completion of a petition seeking a temporary restraining order.
- All individuals within the meaning of HRS Section 586 will receive assistance from Ala Kuola
- All individuals will be tracked to ensure that a protective order is appropriate and relative to the individual's needs.

Objectives:

- Intake service hours will be offered throughout the business day to accommodate individuals who for logistical reasons are not able to fulfill the requirements of obtaining a TRO through existing services.
- All individuals will be provided information and referrals
- A full explanation will be provided to all individuals to ensure a complete understanding of orders entered by the Court.

Public Purpose:

Through services provided by Ala Kuola, the public is afforded greater access to obtain a temporary restraining order against their abuser.

Statement of Need and Summary of Service:

Currently, the Adult Client Service Branch (ACSB) of the Family Court of the First Circuit is charged with providing the public services to obtain a temporary restraining order (TRO) on Oahu. In order for an individual to obtain services, the individual must first call in advance to obtain an appointment. Appointments are only available in the morning hours. The individual must be present at the offices of ACSB by 8:00 a.m. on the day of the scheduled appointment and should the individual be late, a new appointment would need to be scheduled. The requirement in many cases may be too restrictive due to practical logistical issues faced by many victims of domestic abuse which make it prohibitive to fulfill this requirement. Such logistical issues may include but are not limited to child care, work commitments, transportation, hiding from one's abuser and disability. As many are not able to fulfill an appointment requirement, victims may forego seeking a protective order of the court which results in further exposure to abuse. Those who are late and miss their scheduled appointment at ACSB are referred to Ala Kuola for services.

It should be noted that in many instances, the abuse may have recently occurred and the victim may not be able to obtain a protective order until an appointment can be made. Those seeking assistance in obtaining a temporary restraining order are referred by the police, various social services and legal services organizations, word of mouth, and a good majority are referred by the Family Court mainly due to its availability to provide restraining order services.

Judiciary Closure:

In October 2009 the Judiciary of the State of Hawaii imposed furloughs of judiciary staff which forced the closure of all courts. Without the availability to obtain a protective order from the Family Court, Judge Francis Wong through Chief Justice Ronald Moon entered into an agreement with Ala Kuola to assist the Judiciary in providing temporary restraining orders to the public during the Judiciary's scheduled furlough days, (twice per month). While it is an honor and privilege to provide assistance to the Judiciary, it is being done so purely as a service to the public without compensation. In this regard, Ala Kuola provides a bridge for otherwise a serious gap in services to victims of domestic violence.

Ala Kuola TRO Services

Ala Kuola is structured and its procedures are designed to conduct intake services throughout the business day from 8:00 a.m. to 4:30 p.m., Monday thru Friday by either accepting pre-set appointments or seeing individuals on a walk-in basis. In special circumstances, Ala Kuola may be able to conduct intake services outside its office, in an appropriate, secure location that will not compromise the safety of the victim or Ala Kuola's staff member. Depending on the hour of the day when services are requested most seeking a protective order will obtain one the very same day.

Currently, Ala Kuola procedures as provided by Family Court Management call for the petitions for a restraining order be presented to a Family Court judge between the hours of 1:00 p.m. -2:00 p.m., Mondays through Thursdays, and between 10:00 a.m. and 11:00 a.m. on Fridays. It should be noted that the Family Court Judges have permitted petitions to come before their review after the noted specified times.

As previously noted, an individual requesting assistance in obtaining a restraining order can either call Ala Kuola or seek services on a walk-in basis. Ala Kuola's staff screens the request to ensure that the petition for a temporary restraining order being requested is within the purview of the Family Court. (A restraining outside of HRS Sec. 586 is referred to the District Court).

Following the initial assessment, the individual is provided the Petition for A Temporary Restraining Order to complete in their own words and is only provided technical

assistance in completing their petition. As Ala Kuola does not serve as an individual's legal representative nor does it act as their advocate, no legal advice is provided. After the petition is completed, it is reviewed to ensure that all relevant information is provided, and instructions to the Honolulu Police Department or other relevant law enforcement agencies are completed to effectuate service of process on the respondent. The completed petition is transmitted to the Family Court for review by a Judge where he or she will either grant or deny the petition. The petition is then taken to Court Management where a hearing notice is issued. (A denied petition does not generate a hearing notice). The granted petition is photocopied, filed with the Circuit Court, and certified copies are obtained for service of process on the respondent. After completion of the processing of the petition by Ala Kuola's staff, the individual is notified that the petition is available for pick up for delivery to the Honolulu Police Department for service of process on the respondent. Along with the filed petition, individuals are provided information regarding the violation of the court order.

Referrals are also provided to individuals to obtain the services of an advocate in intimate partner matters and to legal service providers as well as various social services agencies and organizations. Referrals include but are not limited to the Legal Aid Society of Hawaii, Domestic Violence Action Center, Women In Need, Army Victims Advocacy Program, Marine Corp Victim Advocacy Program, Navy Victim Advocacy Program, Volunteer Legal Services of Hawaii, Hawaii State Bar Association and Department of Human Services.

Court Hearing Process:

Pursuant to statute, a court hearing is scheduled within 15 days of the date of filing of the restraining order petition. On the date of the hearing, Ala Kuola's staff continues to act as a neutral party to the proceeding. At the court hearing, Ala Kuola's staff act as a "court assistant", (ACSB workers are referred to as "Court Officers)" in which their actions include but are not limited to attempting to arrive at an agreement between the parties as to the issues of the temporary restraining order to expedite the hearing process, drafting various court orders as ordered by the court, and service of process of the court's orders on the involved parties. Ala Kuola's post-hearing responsibilities include transmittal of all court orders to the Honolulu Police Department Records Division to be placed on file.

Ala Kuola Timeline:

At this writing, Ala Kuola continues to provide services to the public. Ala Kuola will continue to assist those individuals who are not able to fulfill the appointment requirement of the Family Court to obtain temporary restraining orders. Ala Kuola will continue the development to implement a process whereby individuals, community based organization, or domestic violence agencies/organizations utilizing restraining order

forms found on the Judiciary website can utilize the services of Ala Kuola to process with the Family Court petitions for a temporary restraining order.

Quality Assurance and Evaluation:

Ala Kuola has managed various grant awards which include private foundations as well as government awards on the State and Federal level and is familiar with various mandated reporting requirements.

Ala Kuola will continue to maintain a system of improving delivery of services through external and internal monitoring, ongoing case evaluation, and problem solving. Formal internal program evaluations serve as useful tools to Ala Kuola in determining whether the program objectives are being met and service contract obligations are being fulfilled. Establishing an internal evaluation team indicates an organization's serious effort to track the program's progress and ensures success. Our program evaluation will be formative, summative, qualitative and objective.

Ala Kuola utilizes a Satisfaction Questionnaire as a tool to ensure that services being provided fulfill our objective to continually provide quality services to the public. The staff of Ala Kuola meets on a periodic basis with its staff attorney for review and update of its process and procedures. These meetings ensure that a high quality of service is provided to the public.

Reporting Measures of Effectiveness:

As previously noted, Ala Kuola has been a recipient of various grants, both private and governmental. Ala Kuola possesses the experience in oversight and control. Specifically, as Ala Kuola has experienced with other reporting requirements, Ala Kuola is prepared and will provide to the respective reporting agency, program progress reports of detailed work during the reporting period and will include statements on the nature of work performed, actual performance measures, activity levels, targeted groups, and a description of any immediate problems encountered in the delivery of services.

Experience and Capability:

Ala Kuola is the only private agency that assists victims of domestic abuse on Oahu with the filing of a temporary restraining order and is committed to devoting its resources to promote and protect the rights of the broad spectrum of abused victims. Ala Kuola has provided its services to the Judiciary since 2007.

Currently, Ala Kuola does not have a contract with the Judiciary of the First Judicial Circuit to provide TRO services to the general public. Ala Kuola's experience and familiarization of the TRO process and working with the population of those who have experienced domestic abuse will ensure quality in the delivery of services. It should be noted that with the significant numbers of those assisted in 2007, 2008 and 2009, as

previously noted, (approximately 17% of the totaled docketed in 2007, 25% in calendar year 2008 and 24% in 2009) , Ala Kuola has demonstrated the capacity to deliver services to those victims who experience domestic violence/abuse.

Facilities

Ala Kuola is located in the downtown area of Honolulu directly across the street from the Family Court. The office is accessible by both private and public transportation. Although the building which houses Ala Kuola does not have public parking, ample parking to the public is available within the vicinity. The facility is fully accessible and meets all ADA requirements.

Staffing:

Edwin (Ed) K. Flores, Ala Kuola's Executive Director has over 23 years of legal experience as a paralegal, the majority of which is in the area of public sector law with the Legal Aid Society of Hawaii, Disabled Rights Legal Project and Volunteer Legal Services Hawaii (VLSH). In his capacity as paralegal with VLSH, he was responsible for the creation of the TRO program that once existed at VLSH. He was successful in reaching agreements with the Family Court administration, and in devising a process to serve more victims of abuse. Ed has approximately six years of experience in working with individuals who experienced domestic abuse.

Stacey Gabriel, Paralegal has approximately 15 plus years as a legal secretary/paralegal primarily in the private sector. She has been employed with Ala Kuola for approximately 1 and half years and has made numerous appearances in the Family Court assisting petitioners and the Court with drafting court orders.

Lindsey M. Munemitsu is employed on a part-time basis and is currently a full-time student at the University of Hawaii at Manoa. Ms. Munemitsu previously was a volunteer with the program up until November 2009 when became a part-time staff member. She has made numerous appearances in the Family Court assisting petitions and the Court with drafting court orders.

Jessica Ge is a recent entry level hire and is currently undergoing training.

Greg Nishioka, staff attorney. Mr. Nishioka is licensed to practice law in Hawaii and is in good standing with well over 20 plus year of experience. Mr. Nishioka concentration is in litigation District Court, Family Court, Circuit Court, Court of Appeals as well on the Federal level. Mr. Nishioka provides oversight of Ala Kuola.

Ala Kuola continues to have available an attorney, in good standing, licensed in the State of Hawaii to provide technical assistance to Ala Kuola's staff. As Ala Kuola does not engage in legal representation of the individuals assisted, the attorney is readily available

to Ala Kuola to provide technical advice, assistance when necessary and oversees the restraining order process.

Organization Chart:

See attached.

Litigation:

Ala Kuola is not involved in any litigation nor has any actions be brought.

Licensure/Accreditation:

Ala Kuola does not possess any license or Accreditation.

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

Applicant: _____ Hawaii Family Law Clinic dba Ala Kuola

| BUDGET CATEGORIES | Total State Funds Requested (a) | (b) | (c) | (d) |
|-------------------------------------|--|--|------------|------------|
| A. PERSONNEL COST | | | | |
| 1. Salaries | 273,000 | | | |
| 2. Payroll Taxes & Assessments | 29,648 | | | |
| 3. Fringe Benefits | 10,800 | | | |
| TOTAL PERSONNEL COST | 313,448 | | | |
| B. OTHER CURRENT EXPENSES | | | | |
| 1. Airfare, Inter-Island | | | | |
| 2. Insurance | 5,000 | | | |
| 3. Lease/Rental of Equipment | 4,000 | | | |
| 4. Lease/Rental of Space | 36,000 | | | |
| 5. Staff Training | 5,500 | | | |
| 6. Supplies | 10,000 | | | |
| 7. Telecommunication | 9,000 | | | |
| 8. Utilities | 12,000 | | | |
| 9 | | | | |
| 10 | | | | |
| 11 | | | | |
| 12 | | | | |
| 13 | | | | |
| 14 | | | | |
| 15 | | | | |
| 16 | | | | |
| 17 | | | | |
| 18 | | | | |
| 19 | | | | |
| 20 | | | | |
| TOTAL OTHER CURRENT EXPENSES | 81,500 | | | |
| C. EQUIPMENT PURCHASES | 9,600 | | | |
| D. MOTOR VEHICLE PURCHASES | | | | |
| E. CAPITAL | | | | |
| TOTAL (A+B+C+D+E) | 404,548 | | | |
| SOURCES OF FUNDING | | Budget Prepared By: | | |
| (a) Total State Funds Requested | 404,548 | <i>EDWIN K. FLORES</i> 545-1880 | | |
| (b) City and County | 137,000 | Name (Please type or print) Phone | | |
| © City and County | 25,000 | Signature of Authorized Official <i>[Redacted]</i> 1/29/10 | | |
| (d) | | Date | | |
| TOTAL BUDGET | 566,548 | <i>Director</i> Name and Title (Please type or print) | | |

Hawaii Family Law Clinic dba Ala Kuola

Anticipated quarterly funding request:

| Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | Total Grant |
|-----------|-----------|-----------|-----------|-------------|
| 101,137 | 101,137 | 101,137 | 101,137 | 404,548 |

BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: Hawaii Family Law Clinic dba Ala Kuola

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) |
|--------------------------------|----------------------|--------------------|---|--|
| Excutive Director | 1 | \$60,000.00 | 95.00% | \$ 57,000.00 |
| Admin.Asst./Legal Asst. | 1 | \$42,500.00 | 95.00% | \$ 40,375.00 |
| Court Asst./Legal Asst. | 1 | \$38,000.00 | 100.00% | \$ 38,000.00 |
| Court Asst./Legal Asst. | 1 | \$35,000.00 | 100.00% | \$ 35,000.00 |
| Court Asst./Legal Asst. | 1 | \$35,000.00 | 100.00% | \$ 35,000.00 |
| Court Asst./Legal Asst. | 1 | \$33,000.00 | 100.00% | \$ 33,000.00 |
| Contract Attorney | 1 | \$80,000.00 | 50.00% | \$ 40,000.00 |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| TOTAL: | | | | 278,375.00 |
| JUSTIFICATION/COMMENTS: | | | | |

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Hawaii Family Law Clinic dba Ala Kuola

Period: July 1, 2010 to June 30, 2011

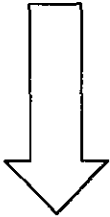
| DESCRIPTION EQUIPMENT | NO. OF ITEMS | COST PER ITEM | TOTAL COST |
|--------------------------|-----------------|------------------|---------------|
| 1 Mac Computer | 2.00 | \$3,600.00 | \$ 7,200.00 |
| Software | 6 | \$400.00 | \$ 2,400.00 |
| | | | \$ - |
| | | | \$ - |
| | | | \$ - |
| TOTAL: | 8 | | \$ 9,600.00 |

JUSTIFICATION/COMMENTS:

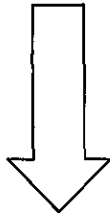
| DESCRIPTION OF MOTOR VEHICLE | NO. OF VEHICLES | COST PER VEHICLE | TOTAL COST |
|---------------------------------|--------------------|---------------------|---------------|
| | | | \$ - |
| | | | \$ - |
| | | | \$ - |
| | | | \$ - |
| | | | \$ - |
| TOTAL: | | | |

JUSTIFICATION/COMMENTS:

Board of Directors



Director



Pro Bono Attorney

Court / Legal Assistant

Court / Legal Assistant

Court / Legal Assistant

Board of Directors

Sherman Hee, Esq,
1001 Bishop Street, Suite 850
Honolulu, Hawaii 96813
Telephone: (808) 523-6161

Daphne Barbee, Esq.
1188 Bishop, Suite 1909
Honolulu, Hawaii 96813
Telephone: (808) 533-0275

Katherine Kealoha
State of Hawaii

**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.

Edwin K. Flores- Hawaii Family Law Clinic dba Ala Kuola
(Typed Name of Individual or Organization)



(Signature)

1/29/10

(Date)

Edwin K. Flores
(Typed Name)

Director
(Title)

House District 28

Senate District 12

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

Log No: 16-C

For Legislature's Use Only

Type of Grant or Subsidy Request:

GRANT REQUEST - OPERATING

GRANT REQUEST - CAPITAL

2010 JAN 29 P 2:43
 SUBSIDY REQUEST

"Grant" means an award of state funds by the legislature, by an appropriation to a specified recipient, to support the activities of the recipient and permit the community to benefit from those activities.

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

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

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

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:
HAWAII THEATRE CENTER
Dba:
HAWAII THEATRE
Street Address:
1130 BETHEL STREET, HONOLULU HI 96813-2201
Mailing Address:
1130 BETHEL STREET
HONOLULU HI 96813-2201

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name BURTON WHITE
Title ARTISTIC DIRECTOR & GENERAL MANAGER
Phone # (808) 791-1306
Fax # (808) 529-8505
e-mail BURTONWHITE@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:

**HISTORIC HAWAII THEATRE GOING GREEN:
DECREASING EXPENSES WHILE INCREASING CAPACITY USING ADVANCED,
GREEN TECHNOLOGIES IN THE LIMELIGHT!**

4. FEDERAL TAX ID # [REDACTED]

5. STATE TAX ID # [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2010-2011 \$ 704,880

8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

- NEW SERVICE (PRESENTLY DOES NOT EXIST)
- EXISTING SERVICE (PRESENTLY IN OPERATION)

SPECIFY THE AMOUNT BY SOURCES OF FUNDS AVAILABLE AT THE TIME OF THIS REQUEST:

STATE \$ _____
FEDERAL \$ _____
COUNTY \$ _____
PRIVATE/OTHER \$ _____

TY [REDACTED]
AUTHORIZED SIGNATURE

BURTON WHITE- ARTISTIC DIRECTOR & GENERAL MANAGER
NAME & TITLE

28 JANUARY 2010
DATE SIGNED

Application for Grants and Subsidies

HISTORIC HAWAII THEATRE SEEING “GREEN”: DECREASING OPERATING EXPENSES WHILE INCREASING CAPACITY BY USING ADVANCED, GREEN TECHNOLOGIES IN THE LIMELIGHT!

I. Background and Summary

1. BRIEF DESCRIPTION OF THE HISTORIC HAWAII THEATRE

The Hawaii Theatre has been at the center of Hawaii’s cultural landscape for more than 80 years – from its earliest days as a vaudeville house through its stint as a movie theatre during the Golden Age of Hollywood to its present incarnation as the Oahu’s foremost performance center. Today, the Hawaii Theatre Center is recognized locally, nationally and internationally for its superb historic preservation, beautiful ambiance, best practices, and world-class presentations.

Since the 1996 re-opening, after a complete restoration and renovation of the beautiful interior, the historic Hawaii Theatre has:

- Welcomed over 1.5 million patrons who have enjoyed an extraordinary variety of culturally diverse performances;
- Hosted nearly 225,000 elementary and high school students who have experienced live theatre while learning about the history of theatre in Hawai‘i; and
- Helped reverse urban decay, attracted business investment and drawn both *kama‘aina* and tourists to Honolulu’s “Most Colorful Neighborhood.”

With 1,400 seats, the Hawaii Theatre is the second largest proscenium performance facility in the state. It is a vibrant member of Hawaii arts and entertainment community, both as a presenter and as a venue for local, national and international productions.

In addition to presenting many of its own performances each season, Hawaii Theatre Center also annually provides a professionally managed performance home for scores of local (State of Hawai‘i) nonprofit organizations; local commercial presenters, local corporations, national commercial touring companies, and international commercial and nonprofit presenters and artists.

Local nonprofit organizations, both arts and service nonprofits, receive a full range of services, including technical equipment and extensive production assistance, marketing support, financial counseling, box office sales, trained volunteer ushers, and reduced rental rates for non-profit organizations.

2. GOALS AND OBJECTIVES OF THIS PROPOSAL

The goals of this project are:

1. To continue the fiscally responsible stewardship of the historic Hawaii Theatre.
2. To commit to energy conservation and reduction of the Hawaii Theatre's carbon footprint.
3. To provide an increased lighting capacity for the Hawaii Theatre to better serve its patrons, clients, and the general public.
4. To provide a quality audio experience for Hawaii Theatre ADA patrons.
5. To provision an increased audio capacity for the Hawaii Theatre to better serve its patrons, clients, and the general public.
6. To positively impact affordability and economic development by offering a state-of-the-art facility to users locally, nationally and internationally.

Objectives include:

- Decreasing operating expenses by retrofitting obsolete, inefficient lighting technologies with new LED technologies.
- Increasing Hawaii Theatre state-of-the-art lighting and audio manifests to decrease third party expenditures for Hawaii Theatre and clients presentations.
- Providing a 3-year subsidy for local nonprofits who wish to use the new technology packages thereby decreasing their production costs.
- Increasing national and international presenters' interests in bringing productions to Hawai'i by decreasing freight costs by locally providing state-of-the-art stage lighting and audio technologies in an internationally known landmark venue.
- Replacement of the aging assisted hearing devices with latest UHF technology.

3. PUBLIC PURPOSE AND NEEDS BEING SERVED

The Hawaii Theatre has been at the center of Hawaii's cultural landscape for more than 80 years – from its earliest days as a vaudeville house through its stint as a movie theatre during the Golden Age of Hollywood to its present incarnation as the Oahu's foremost performance center. Today, the Hawaii Theatre Center is recognized locally, nationally and internationally for its superb technical capacity, beautiful ambiance, caliber of historic restoration, and world-class presentations.

Since the massive restoration and renovation of the beautiful interior was completed in May 1996:

- 1.5 million patrons have enjoyed an extraordinary variety of culturally diverse performances;
- Nearly 225,000 elementary and high school students have experienced live theatre while learning about the history of theatre in Hawaii; and
- the Theatre has helped reverse urban decay, attracted business investment and drawn both *kama'aina* and tourists to its once struggling neighborhood.

With 1,400 seats, the Hawaii Theatre is the second largest proscenium performance facility in the state. It is a vibrant member of Hawaii arts and entertainment community, both as a presenter and as a state-of-the-art venue for local, national and international productions. In addition to presenting at least nine of its own performances each season, Hawaii Theatre Center also provides a professionally managed performance home for 75 community arts organizations annually and for local promoters.

The historic Hawaii Theatre is a showcase for public/private partnership. The Hawaii State Legislature has been a major partner in the restoration effort, having invested \$13.7 million of the \$32 million raised to date to save this cultural landmark. The State's investment has created jobs, added state tax revenues and preserved an important part of Honolulu's history.

The Theatre has received widespread support from the community for both its renovation and its operations. Individuals, corporations, national and local foundations, and state and city governments have contributed generously to create a state-of-the-art theatre facility that serves all the people of Hawaii.

With a completed interior/exterior restoration and proven, ever-adapting business plan, the Hawaii Theatre Center is in an excellent position to make efficient and impactful use of support monies to ensure fiscal sustainability and expand its artistic, entertainment and educational offerings in order to attract a larger and more varied patron base to support neighboring businesses.

4. TARGET POPULATIONS TO BE SERVED

All types of performing arts groups, large and small, use this community asset regularly. They receive a full range of services, including technical equipment and extensive production assistance, marketing support, financial counseling, box office sales, trained volunteer ushers, and significantly reduced rental rates for non-profit organizations.

5. GEOGRAPHIC IMPACT

The project will benefit all the people of Hawaii; benefits are not limited to a specific geographic area, but will be most keenly felt by Oahu residents. Neighbor Island performers present events at the Theatre and Hawaii theatre participates in block booking with Maui, Kauai and Big Island arts organizations. Special Christmas shows and special events bring Neighbor Island patrons to Oahu.

The impact of the Hawaii Theatre is largest locally with a database of over 120,000 individual users on O'ahu but with others users found on every major Hawaiian island, as well as the U.S. mainland, Japan, Germany, Korea, China, the Philippines and Europe.

The economic impact of the historic Hawaii Theatre reaches both performers and presenters in a similar manner, but is concentrated in our Downtown Arts District and Downtown/Chinatown.

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

SUMMARY

The Hawaii Theatre Center has identified, through strategic planning and review, areas of Hawaii Theatre operations that require critical address to maintain the facility as a viable, state-of-the-art venue; and to assist the historic Hawaii Theatre Center in creating more sustainable operations to remain competitive in these times of redefining the "new normal" of the current economic environment.

With attendance, earned revenue and community support negatively impacted by the current economic climate, the need to reduce operational expense is critical and immediate.

CRITICAL CONCERNS

The major areas of Hawaii Theatre operations that were identified as being critical concerns and needing immediate attention were:

- An aging HVAC (air conditioning) system which had a highly inefficient, constant speed, single compressor water chiller; and with pumps, motors, and controls that were constant speed, inefficient, deteriorating (and eventually failed), and technologically obsolete.
- Electrical consumption that was reaching \$500,000 a year, and increasing.
- An architectural and stage lighting package that was still based on obsolete, inefficient, incandescent technology and becoming more expensive to operate.
- A growing dissatisfaction with the Hawaii Theatre's obsolete sound system. The dissatisfaction; as voiced by patrons, local presenters and national/international presenters; requires them to locally source outside supplemental audio packages, or freight audio packages from outside Hawai'i, adding to the already expensive proposition of doing business in the most remote area on the globe.
- The deteriorating condition of an obsolete assisted hearing system that services important mature and ADA populations, often leaving the Theatre with no operating devices to offer loyal patrons and guests.

SCOPE OF WORK/ TASKS

1. Replace the outdated HVAC system with a new, energy efficient, HVAC system featuring: a state-of-the-art, energy efficient, variable speed, multi-compressor water chiller; pumps and motors with variable speed controls, and digital controlling capable of managing usage/consumption in real time.
2. Retrofit (using existing architecture/wiring) the expensive, obsolete, and inefficient incandescent lighting technology used in the architectural and stage physical plants of the historic Hawaii Theatre with proven, energy efficient, long lasting LED (Light Emitting Diode) technologies.
3. Update (using existing architecture/wiring) the current obsolete sound system of the Hawaii Theatre with a new system to meet current technical demands of local, national, and international users.
4. Replace and expand the deteriorating ADA assisted hearing system with new infrared communication technology.

STATUS OF STRATEGIC PLANNING

HVAC: In December 2009, the Hawaii Theatre Center purchased and installed a technologically sound, energy efficient, variable speed HVAC system. Even with running the new system for a month at a constant speed (until digital control package is completed to offer variable speed controls) during the recent 16-performance run of STOMP, the most recent Hawaii Theatre electrical bill showed a savings of approximately 25-30%. Additional savings are expected once full digital control is available.

LED Retrofitting: Primary areas for LED retrofitting are found in both the architectural and stage physical plants, and were chosen based on consistent and high use. Products and vendors have been identified through a competitive bidding process prompted by RFP (Requests for Proposal).

Architectural LED retrofitting would include: the highly inefficient cove lighting which utilizes hundreds of incandescent lamps that create heat, increase AC requirements, negatively impact finishes and are prohibitively expensive to operate; and chair and wall aisle lighting that is constantly on, have limited lifespan, and require constant, costly maintenance.

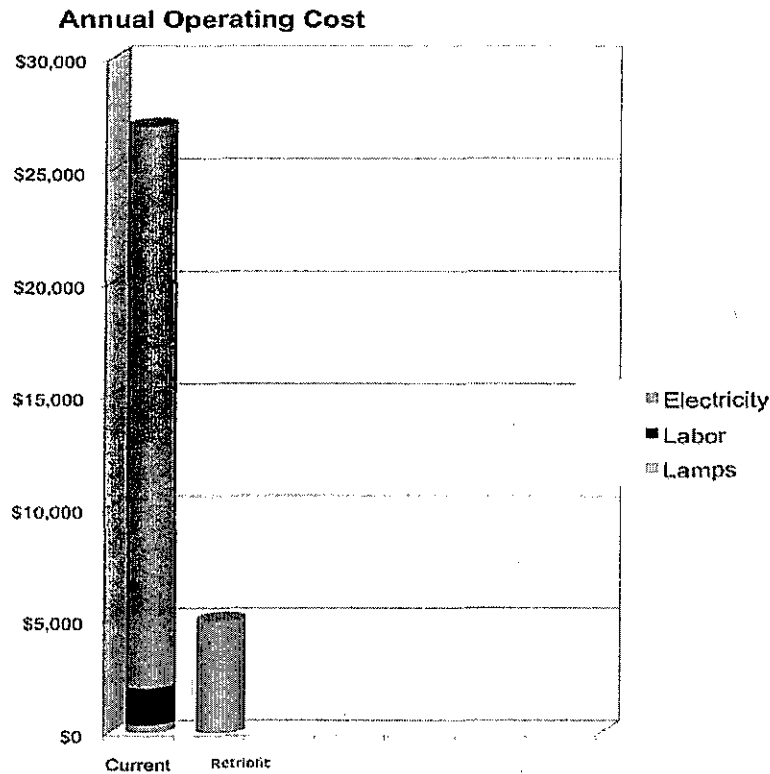
Stage LED retrofitting would include: highly efficient, long lasting LED cyclorama and stage wash packages associated with most productions; and a LED footlight package that can be used inside to provide complete, energy efficient, highly versatile and mobile production lighting, which can also be used outside for special events and community festivals.

Updated Audio System: The current Hawaii Theatre sound system would be replaced by an updated package that will increase capacity and meet the high audio demands of Theatre users (patrons and client users) and include: a new master array and subwoofer

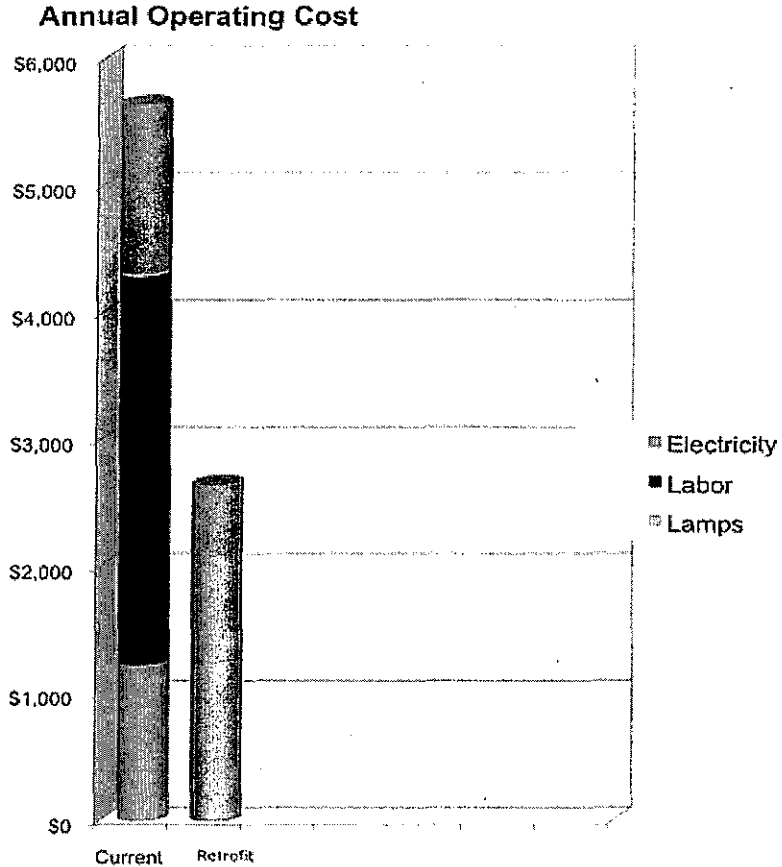
speakers, digital under-balcony support, digital controlling platform, amplifiers, compressors, and an infrared assisted hearing system to meet ADA needs. The new system will use existing design (minor new installation for under balcony support required) and wiring.

ANTICIPATED RESULTS

Cove Lighting LED Retrofitting: will reduce the its Lighting Power Density (LPD- the new standard for measuring power consumption) by 92% resulting in an **92% savings in electrical costs**. LED's 50,000 hour lamp life and low maintenance profile (**no lamp or fixture maintenance for 10+ years**) will lower maintenance and operating costs, provide a **25+% ROI** (Return on Investment), and would provide **savings of approximately \$367,600 over a fifteen-year span**. Assumes conservative cove use of 40 hours/week.



Chair and Wall Lighting LED Retrofitting: will reduce the its LPD (see above) by 80% resulting in an **80% savings in electrical costs**. LED's 50,000 hour lamp life and low maintenance profile (**no lamp or fixture maintenance for 5+ years**) will lower maintenance and operating costs, provide a **66% ROI** (Return on Investment), and would provide **savings of approximately \$36,900 over a five-year span**. Assumes fixture use of 24/7.



Additionally safety will be improved with the reduction of burnouts and children will no longer be at risk while exploring under seat light domes.

Stage Lighting LED Retrofitting: Heavy in power consumption and low in light output and design options, replacement of the stage lighting package, as defined herein, with a new LED stage lighting package will reduce the its LPD (see above) by 83% resulting in an **92% savings in electrical costs**. LED's 90,000 hour lamp life and low maintenance profile (**no lamp or fixture maintenance for 15+ years**) will lower maintenance and operating costs. Color media for lighting will no longer be needed reducing costs, immediate availability and decreased overall load in/out time will reduce overhead costs for producers/presenters paving the way for affordable, increased occupancy. Annual savings are difficult to assess given the variable nature of booking frequency and type.

Should the Hawaii Theatre choose to seek a Leadership in Energy and Environmental Design (LEED) certification in the future the Energy and Atmosphere credits will be easily obtained through the Optimization of Energy Performance program. Innovation and Design credits may also be obtained given the integration of new technology in the current design

2. PROJECTED TIMELINE FOR ACCOMPLISHMENT AND OUTCOMES

The project schedule is dependent on grant approval and subject to change in deference to the Theatre's rehearsal/performance schedule. This project is "green" to go once grant approval notification is received.

| | | |
|----------------------------|-------------------|---------|
| Project Start | July 5, 2010 | Day 1 |
| Vendors Contracted | July 9, 2010 | 1 Week |
| Equipment Ordered | July 16, 2010 | 1 Week |
| Equipment Received | August 13, 2010 | 4 Weeks |
| Theatre Closure | August 16, 2010 | 3 Weeks |
| Scaffold Install Complete | August 20, 2010 | 4 Days |
| Lighting Retrofitting | August 23, 2010 | 7 Days |
| Audio Systems Installation | August 23, 2010 | 7 Days |
| Conditioning | September 1, 2010 | 2 Days |
| Scaffold Demolition | September 1, 2010 | 3 Day |

3. QUALITY ASSURANCE, EVALUATION PLANS, MONITORING, EVALUATION, AND IMPROVING CAPACITY

Quality Assurance: The Hawaii Theatre Center has proven itself capable of managing major capitol projects. The restored historic Hawaii Theatre, its programming, and its management are testaments to the Hawaii Theatre Center's commitment to best practices in the areas of historic preservation, economic development, the education of youth, urban revitalization, fundraising, and serving the public. The Hawaii Theatre deals with reputable vendors and engages only licensed construction personnel.

Monitoring: Monitoring will be done by Theatre and Facility Management staff using consistent analytic methodologies.

The Hawaii Theatre will monitor the results of LED retrofitting by tracking:

- Electrical Consumption by:
 - Monthly analysis of electric utility bills.
 - Continuing Hawaii Theatre's participation in Hawaiian Electric's PowerTrax monitoring program that provides:
 1. Real-time access to electrical consumption, in 15 minutes intervals
 2. Graphing historic/current usage comparisons
 3. Generating reports of consumption during specific activities.
- Lamp Replacement by:
 - Logging initial LED lamp installations.
 - Logging LED lamp failures by type and location.
 - Monitoring decrease of incandescent lamp expenses and comparing it with previous lamp expenditures.
- Labor Costs by:
 - Logging lamp replacement.
 - Confirming life span of installed LED elements.

Evaluation: Evaluation will be done by Hawaii Theatre management through data collection/analysis of:

- Utilities consumption comparisons.
- Confirmation of expense mitigation on electrical and water consumption.
- Establishing the life spans of new technologies.
- Assessing product failure by Hawaii Theatre management.

Improving Capacity: Capacity will improve by;

- Providing an adequate assisted hearing system to the growing audience requiring them.
- Re-tasking monies from expense mitigation to programming, equipment acquisition, and Theatre overhead.
- Increasing available Hawaii Theatre technology manifests allowing for additional equipment rental fees.
- Establishing a 3-year program will subsidize the use of the new equipment for local nonprofit users of the historic Hawaii Theatre.

4. MEASURES OF EFFECTIVENESS REPORTED TO THE STATE EXPENDING AGENCY.

The Hawaii Theatre will report the following to provide a standard and objective methodology to assess the projects achievement/accomplishments:

- A comparison of the project's first year's electric consumption with the same period in the year prior to installation.
- The number of LED units requiring replacement.
- The variance in the Hawaii Theatre's "lamp" budget from the previous year.
- The maximum number of ADA units required by patrons for a single performance.
- The number and names of local nonprofits using Theatre equipment and the amount of subsidy being provided to them by the Theatre.
- The total number and names of users for the Hawaii Theatre during the first year of the project.
- A comparison of equipment rental expense for Hawaii Theatre Presents (self-produced) productions.

III. Financial

Budget

1. Overall budgets are contained herein on Budget Pages 4-6.

More detailed budget showing equipment manufacturers, types, quantities, MSRP, extended costs, labor, freight, and tax breakdowns are available in the Appendix (attached) on Page A-1.

2. Anticipated Quarterly Funding Requests for the Fiscal Year 2010-2011.

| Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | Total Grant |
|-----------|-----------|-----------|-----------|-------------|
| \$352,440 | \$117,480 | \$117,480 | \$117,480 | 704,880 |

3. This project proposal is currently the only request for funding from the State of Hawaii for the Fiscal Year 2010-2011.

IV. Experience and Capability**A. NECESSARY SKILLS AND EXPERIENCE**

The Hawaii Theatre Center has an exemplary history of exhibiting the capacity, skills, knowledge, and experience necessary in taking on major capital projects; and consistent with local building codes and preservation standards, as provided by the U. S. Department of the Interior; in a fiscally efficient and responsible manner. Particular projects include:

- 1996- Completed \$21 million Hawaii Theatre interior restoration.
- 2005- Completed \$11.5 million Hawaii Theatre exterior renovation.
- 2006- Completed exterior renovation for Hawaii Theatre's Nu'uuanu Avenue properties, the "Austin" and "McLean" buildings.
- 2009- Completed \$600,000 Hawaii Theatre roof replacement.
- 2010- Completed \$1.08 million Hawaii Theatre HVAC (air conditioning) installation.

B. FACILITY

Hawaii Theatre Center is a state-of-the-art 1,400 seat performance center with a 16,010 square foot footprint that is listed on both the State and National Historic Registers.

A key component of the project is the retrofitting of obsolete, inefficient incandescent technology with high-efficiency, low consumption, low maintenance, long lasting LED technologies; utilizing existing physical plant design with minor demolition and wiring components.

ADA: In planning for the restoration and renovation of the historic Theatre, architects were very mindful of all ADA requirements. The Hawaii Theatre Center underwent a complete Site Survey in October 1997 by an independent third party contractor and noted deficiencies were identified/corrected. HTC has taken special measures to insure that Hawaii Theatre ADA patrons are able to enjoy performances by providing:

- Wheelchair and companion seating
- ADA signage
- Signed performances
- Infrared assisted hearing devices
- Sensitivity training for ushers

V. Personnel: Project Organization and Staffing

A. PROPOSED STAFFING, STAFF QUALIFICATIONS, SUPERVISION AND TRAINING

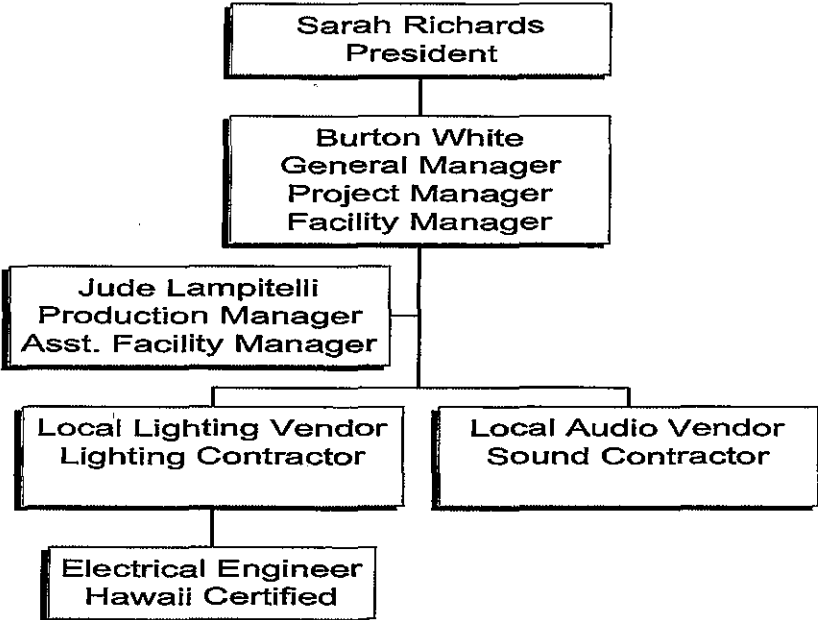
President Sarah M. Richards has served as CEO of the Hawaii Theatre Center since 1989 and oversaw the restoration and renovation of the historic Theatre. She is responsible for the overall management of the organization. Mrs. Richards was Executive Director of the State Foundation on Culture and the Arts and a founder of the Hawaii Opera Theatre. Nationally, her experience includes memberships on the Board of National Assembly of State Arts Agencies, the Western States Arts Federation, and the National Endowment for the Arts Opera/Musical Theatre panel and the League of Historic American Theatres.

Artistic Director and General Manager, Burton White, will serve as project manager and select/approve products, vendors, and contractors. Mr. White has served as COO of the historic Hawaii Theatre since 1998 and has worked for Theatre since May of 1995. He was the onsite coordinator for the historic Hawaii Theatre interior restoration completion as well as the 1996 re-opening, and provided coordination of the subsequent Hawaii Theatre exterior renovation, design/installation of the Theatre marquee, the installation of the roof in 2009, and the installation of the 2010 HVAC project. He has been involved in professional theatre administration, production management, and theatre consultation for more than three decades and has held administrative/management positions at other theatres including the historic 3500-seat Stanley Theatre (now the Benedum Center for the Performing Arts), the historic 1600-seat Fulton Theatre, and the historic 600-seat Stephen Foster Memorial Theatre. He has served as the Executive Producer of California's Great American Melodrama & Vaudeville; Associate Director and faculty member of the Pittsburgh Playhouse Conservatory of the Performing Arts; the Director of Operations for the Honolulu Symphony; Founding Partner of Gargaro Productions (now Pittsburgh Musical Theatre), a professional Equity company and original member of the Pittsburgh Cultural Trust; and has produced, directed and stage managed hundreds of full-scale productions for both profit and non-profit theatres. Nationally, his experience includes memberships in the Actors' Equity Association, the organization that represents professional actors on Broadway and throughout the United States; the Association of Performing Arts Presenters; the Hawai'i Arts Alliance; the Historic Hawai'i Foundation; The Kennedy Center; the League of Historic American Theatres, the National Trust for Historic Preservation, The Smithsonian Institute, the Stage Managers' Association (regional representative), the Theatre Communications Group, and the United States Institute of Theatre Technology.

Production Manager, Jude Lampitelli has been with the Hawaii Theatre since 1998 and served as Stage Manager until 2006 when he was promoted to Production Manager and Assistant Facility Manager. He facilitated onsite coordination of the Hawaii Theatre exterior renovation, installation of the Theatre marquee, the installation of the roof in 2009, and the installation of the 2010 HVAC project.

B. Organization Chart

**"HISTORIC HAWAII THEATRE SEES GREEN"
Organization Chart**



VI. Other

A. Litigation

WAILENE BELL VS HAWAII THEATRE CENTER and DOES DEFENDENTS 1-100
Civil Case Number: 09-1-2032-09

This litigation is a trip/fall which occurred in 2006 with a suit filed in 2009 in the Circuit Court of the First Circuit. The Hawaii Theatre Center’s insurance carrier is addressing the suit.

The Hawaii Theatre Center has no outstanding judgments.

B. Licensure or Accreditation

The historic Hawaii Theatre is listed on the State and National Historic Registers, and a member of the League of Historic Theatres, the Association of Performing Arts Presenters, and the Hawai’i Visitor & Convention Bureau.

- In 1997, the historic Hawaii Theatre was the Overall and Grand Award winner of the Building Industry Association of Hawai’i Renaissance Awards.
- In 2005, the historic Hawaii Theatre was recognized as the “Outstanding Historic Theatre in America” by the League of Historic American Theatres.

- In 2005, the historic Hawaii Theatre received the Kukulu Hale Award of Excellence: Restoration Project from the National Association of Industrial & Office Properties, Hawai'i Chapter.
- In 2006, the historic Hawaii Theatre received the National Trust for Historic Preservation's highest preservation award, the National Preservation Honor Award.
- In 2006, the historic Hawaii Theatre won the Concrete Achievement Award for Concrete Structure Built Before 1940 and Still in Use given by the Hawaiian Cement Company.
- In 2006, the Hawaii Theatre Center was the first recipient of the Small Nonprofit category Torch Award for Business Ethics by the Better Business Bureau of Hawaii. They cited the historic Hawaii Theatre as a:

“financially successful--and drop-dead glamorous--performance venue that attracts more than 100,000 patrons annually,” saying its success has jump-started revitalization all over Chinatown, reversing decay and attracting reinvestment that has spruced up every building in the theatre's vicinity. More than 60,000 people now live in the area, and thousands more flock to the restaurants, stores and galleries that have sprung up since the theatre's reopening.”

- In 2007 the Hawaii Theatre was voted “Best Live Theatre” by the Honolulu Star Bulletin.

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

Applicant: HAWAII THEATRE CENTER

| BUDGET CATEGORIES | Total State Funds Requested (a) | (b) | (c) | (d) |
|-------------------------------------|--|---|----------------|------------|
| A. PERSONNEL COST | | | | |
| 1. Salaries | N/A | | | |
| 2. Payroll Taxes & Assessments | N/A | | | |
| 3. Fringe Benefits | N/A | | | |
| TOTAL PERSONNEL COST | N/A | | | |
| B. OTHER CURRENT EXPENSES | | | | |
| 1. Airfare, Inter-Island | N/A | | | |
| 2. Insurance | N/A | | | |
| 3. Lease/Rental of Equipment | N/A | | | |
| 4. Lease/Rental of Space | N/A | | | |
| 5. Staff Training | N/A | | | |
| 6. Supplies | N/A | | | |
| 7. Telecommunication | N/A | | | |
| 8. Utilities | N/A | | | |
| 9 | | | | |
| 10 | | | | |
| 11 | | | | |
| 12 | | | | |
| 13 | | | | |
| 14 | | | | |
| 15 | | | | |
| 16 | | | | |
| 17 | | | | |
| 18 | | | | |
| 19 | | | | |
| 20 | | | | |
| TOTAL OTHER CURRENT EXPENSES | 0 | | | |
| C. EQUIPMENT PURCHASES | 704,880 | | | |
| D. MOTOR VEHICLE PURCHASES | 0 | | | |
| E. CAPITAL | 0 | | | |
| TOTAL (A+B+C+D+E) | 704,880 | | | |
| SOURCES OF FUNDING | | Budget Prepared By: | | |
| (a) Total State Funds Requested | 704,880 | BURTON WHITE, | (808) 791-1306 | |
| (b) | | N | Phone | |
| (c) | | | 01/28/10 | |
| (d) | | Signature of Authorized Official | Date | |
| TOTAL BUDGET | 704,880 | BURTON WHITE, ARTISTIC DIRECTOR & GENERAL MANAGER | | |
| | | Name and Title (Please type or print) | | |

BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: HAWAII THEATRE CENTER

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 | | | | \$ - |
| [Please see "Justification/Comments" below] | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| TOTAL: | | | | \$ - |
| JUSTIFICATION/COMMENTS: | | | | |
| THEATRE NOT SEEKING MONIES TO UNDERWRITE STAFF INVOLVEMENT IN THIS PROJECT. STAFF PROJECT PLANNING HAS BEEN COMPLETED OVER A THREE-YEAR PERIOD WITH TECHNOLOGIES, MANUFACTURERS, AND VENDORS IDENTIFIED AND COMPETITIVE PROPOSALS IN HAND. | | | | |

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: HAWAII THEATRE CENTER

Period: July 1, 2010 to June 30, 2011

| DESCRIPTION EQUIPMENT | NO. OF ITEMS | COST PER ITEM | TOTAL COST | TOTAL BUDGETED |
|---|--|------------------|----------------------|-------------------|
| LED Cove Lighting | [Please see Appendix (A-1) for detail] | | \$ 168,750.00 | 168750 |
| LED Chair & Wall Aisle Lighting | [Please see Appendix (A-1) for detail] | | \$ 18,500.00 | 18500 |
| LED Stage Lighting | [Please see Appendix (A-1) for detail] | | \$ 137,700.00 | 137700 |
| LED Footlight Package (versatile utility) | [Please see Appendix (A-1) for detail] | | \$ 8,950.00 | 8950 |
| Cove Retrofitting Demolition/Installation Hours | [Please see Appendix (A-1) for detail] | | \$ 19,000.00 | 19000 |
| Chair Retrofitting/Installation Hours | [Please see Appendix (A-1) for detail] | | \$ 10,500.00 | 10500 |
| Footlight Retrofitting Demolition/Installation Hours | [Please see Appendix (A-1) for detail] | | \$ 15,250.00 | 15250 |
| Installation Scaffolding Package | [Please see Appendix (A-1) for detail] | | \$ 78,750.00 | 78750 |
| Lighting Equipment Freight Package | [Please see Appendix (A-1) for detail] | | \$ 27,750.00 | 27750 |
| ADA Support Package (Transmitters, Receiver, Batteries/Charger, Headphones) | [Please see Appendix (A-1) for detail] | | \$ 26,425.00 | 26425 |
| Capacity Package (Main Array, Under-Balcony Support, Amps, Reinforcement) | [Please see Appendix (A-1) for detail] | | \$ 121,475.00 | 121475 |
| ADA, Array, UB Support and Amp Installation Package | [Please see Appendix (A-1) for detail] | | \$ 7,750.00 | 7750 |
| Audio freight package included in audio package via corporate partnership | | | \$ - | |
| Contingency (10%) | | | \$ 64,080.00 | 64080 |
| (SEE NOTES FOR DETAIL) | | | \$ 704,880.00 | 704,880 |
| TOTAL: | | | | |

JUSTIFICATION/COMMENTS:

DETAILED BUDGET SPREADSHEET SHOWING PROJECT COMPONENT BREAKOUTS AND LABOR & FREIGHT COSTS AVAILABLE IN APPENDIX A-1 (ATTACHED); PRODUCT DESCRIPTIONS NOTED IN APPENDIX B-1 (ATTACHED). TAXES INCLUDED IN PRICING.

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

BUDGET JUSTIFICATION CAPITAL PROJECT DETAILS

Applicant: HAWAII THEATRE CENTER

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 | | | | | | |
| LAND ACQUISITION | | | | | | |
| DESIGN | | | | | | |
| CONSTRUCTION | | | | | | |
| EQUIPMENT | | | 704880 | | | |
| TOTAL: | | | 704,880 | | | |
| JUSTIFICATION/COMMENTS: | | | | | | |

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

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

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

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

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

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


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

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

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

HAWAII THEATRE CENTER

(Typed Name)


(Signature)

27 JANUARY 2010

(Date)

BURTON WHITE

(Typed Name)

ARTISTIC DIRECTOR & GENERAL MANAGER

(Title)

EQUIPMENT: ARCHITECTURAL & STAGE LIGHTING RETROFITTING

| | # OF ITEMS | MSRP/ITEM | EXTEND COST | TAXES 4.712% | TOTAL COST | TOTAL BUDGETED |
|--|------------|--------------|--------------|-----------------|--------------|----------------|
| LED Cove Lighting | | | | | | |
| Philips eW Graze Powercore LED Fixtures | 266 | \$ 285.23 | \$ 75,871.18 | \$ 3,575.05 | \$ 79,446.23 | \$ 79,500.00 |
| Phillips iColor Cove MX Powercore LED Fixtures | 266 | \$ 314.82 | \$ 83,742.12 | \$ 3,945.93 | \$ 87,688.05 | \$ 87,750.00 |
| Mounting and Connections Package | 1 | \$ 1,400.00 | \$ 1,400.00 | \$ 65.97 | \$ 1,465.97 | \$ 1,500.00 |
| LED Chair & Wall Aisle Lighting | | | | | | |
| GE Vio Chairs (Chair Aisles) | 140 | \$ 82.00 | \$ 11,480.00 | \$ 540.94 | \$ 12,020.94 | \$ 12,250.00 |
| GE Vio Light Engine Fixtures (Wall Aisles) | 70 | \$ 82.00 | \$ 5,740.00 | \$ 270.47 | \$ 6,010.47 | \$ 6,250.00 |
| LED Stage Lighting | | | | | | |
| Philips ColorBlaze 72 FLED Top/Groundrow Fixtures | 18 | \$ 4,135.71 | \$ 74,442.78 | \$ 3,507.74 | \$ 77,950.52 | \$ 78,000.00 |
| Philips VarLite Stage Wash Luminare Fixtures | 6 | \$ 9,375.00 | \$ 56,250.00 | \$ 2,650.50 | \$ 58,900.50 | \$ 59,000.00 |
| Elation Opto Branch-4 Opto Splitter | 1 | \$ 400.00 | \$ 400.00 | \$ 18.85 | \$ 418.85 | \$ 450.00 |
| Cable Package | 1 | \$ 200.00 | \$ 200.00 | \$ 9.42 | \$ 209.42 | \$ 250.00 |
| LED Footlight Package (Versatile) | | | | | | |
| Chauvet COLORado 3 LED Wash Fixtures | 8 | \$ 955.71 | \$ 7,645.68 | \$ 360.26 | \$ 8,005.94 | \$ 8,250.00 |
| Elation Opto Branch-4 Opto Splitter | 1 | \$ 400.00 | \$ 400.00 | \$ 18.85 | \$ 418.85 | \$ 450.00 |
| Cable Package | 1 | \$ 200.00 | \$ 200.00 | \$ 9.42 | \$ 209.42 | \$ 250.00 |
| Cove Retrofitting Demolition/Installation Hours | 180 | \$ 100.00 | \$ 18,000.00 | \$ 848.16 | \$ 18,848.16 | \$ 19,000.00 |
| Chair Retrofitting/Installation Hours | 100 | \$ 100.00 | \$ 10,000.00 | \$ 471.20 | \$ 10,471.20 | \$ 10,500.00 |
| Footlight Retrofitting Demolition/Installation Hours | 144 | \$ 100.00 | \$ 14,400.00 | \$ 678.53 | \$ 15,078.53 | \$ 15,250.00 |
| Scaffolding Package | 1 | \$ 75,000.00 | \$ 75,000.00 | \$ 3,534.00 | \$ 78,534.00 | \$ 78,750.00 |
| Lighting Equipment Freight Package | 1 | \$ 26,344.00 | \$ 26,344.00 | \$ 1,241.33 | \$ 27,585.33 | \$ 27,750.00 |
| Sub Total: Lights (All Inclusive) | | | | | | \$ 485,150.00 |

EQUIPMENT: ADA SUPPORT & INCREASED AUDIO CAPACITY

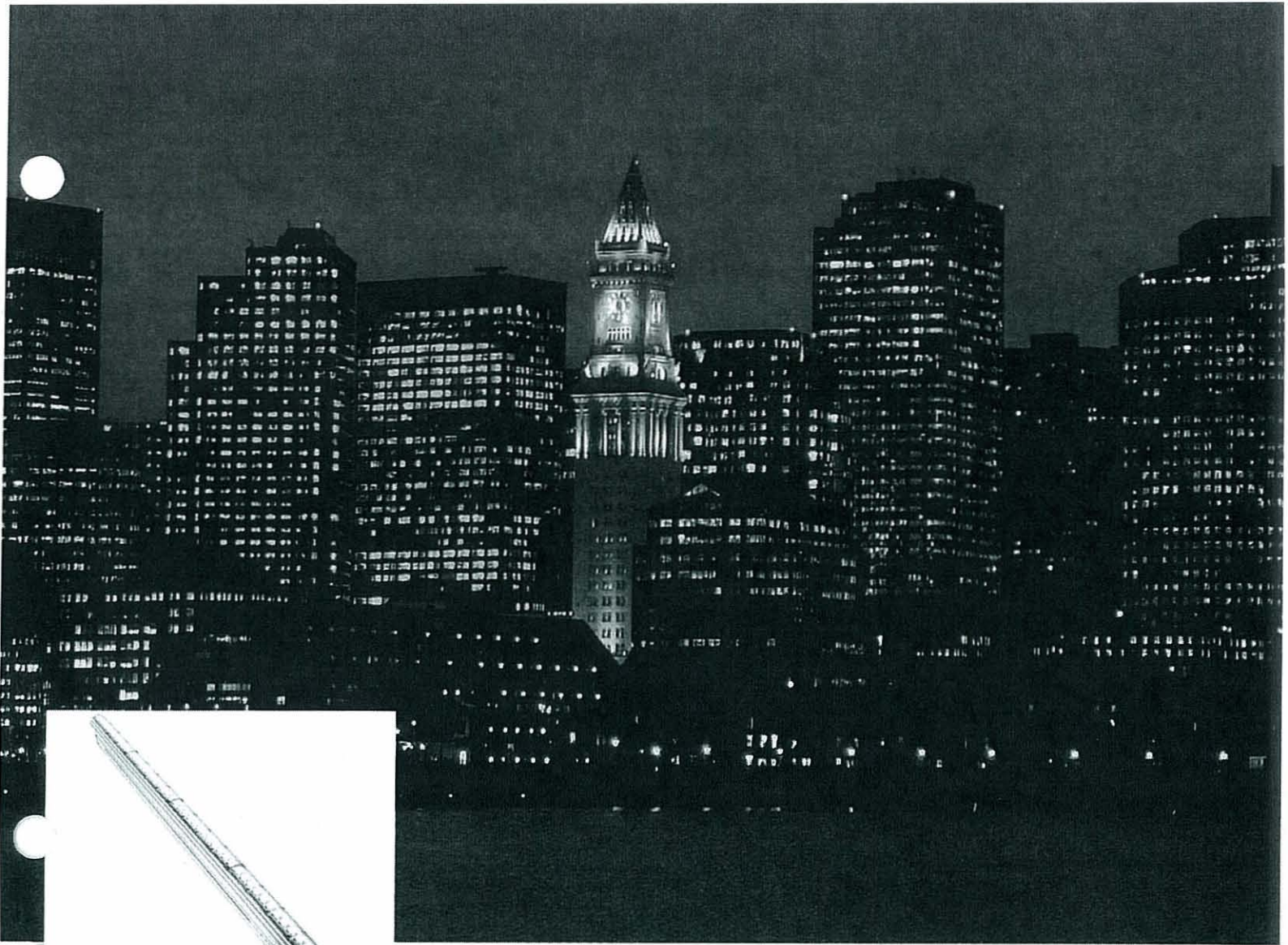
ADA Support Package

| | | | | | | |
|---|----|------------|-------------|-----------|-------------|------------|
| Digital 4 channel transmitter for Bosch Integrus | 1 | \$4,991.00 | \$ 4,991.00 | \$ 235.18 | \$ 5,226.18 | \$5,500.00 |
| Integrus Medium Power Radiator for Bosch Integrus | 2 | \$3,542.00 | \$ 7,084.00 | \$ 333.80 | \$ 7,417.80 | \$7,500.00 |
| Mounting Bracket for LBB4511/00-US | 2 | \$186.00 | \$ 372.00 | \$ 17.53 | \$ 389.53 | \$500.00 |
| Bosch Integrus Pocket Receiver 4 Channel | 24 | \$297.00 | \$ 7,128.00 | \$ 335.87 | \$ 7,463.87 | \$7,500.00 |
| Bosch Integrus Charging Cabinet for Pocket Receivers | 1 | \$3,484.00 | \$ 3,484.00 | \$ 164.17 | \$ 3,648.17 | \$3,750.00 |
| Bosch Integrus NiMH battery pack for Pocket Receivers | 24 | \$27.00 | \$ 648.00 | \$ 30.53 | \$ 678.53 | \$700.00 |
| Lightweight headphones w/durable cable | 30 | \$31.00 | \$ 930.00 | \$ 43.82 | \$ 973.82 | \$975.00 |

Increased Audio Capacity Package

| | | | | | | |
|--|----|------------|--------------|-------------|--------------|-------------|
| 301789001 - Very Compact line-array cabinet (Tri-amp/BI- | 10 | \$3,615.00 | \$ 36,150.00 | \$ 1,703.39 | \$ 37,853.39 | \$38,000.00 |
| 301804001 - Grid for up to 16 XLD cabinets or 8 XS212 | 1 | \$900.00 | \$ 900.00 | \$ 42.41 | \$ 942.41 | \$950.00 |
| ACC000026000 - XLVC TILT ANGLE EXTENDER FOR | 1 | \$710.00 | \$ 710.00 | \$ 33.46 | \$ 743.46 | \$750.00 |
| D113101 - VL 262, 300W, 8 Ohm, passive, 90* X 40* two- | 10 | \$1,390.00 | \$ 13,900.00 | \$ 654.97 | \$ 14,554.97 | \$14,750.00 |
| D113137 - WMK10, Wall mount bracket for use with D8, | 10 | \$170.00 | \$ 1,700.00 | \$ 80.10 | \$ 1,780.10 | \$2,000.00 |
| 301117001 - 1200 watt dual 18-inch subwoofer with EVX- | 4 | \$2,340.00 | \$ 9,360.00 | \$ 441.04 | \$ 9,801.04 | \$10,000.00 |
| EVF Single 18 inch subwoofer | 2 | \$1,290.00 | \$ 2,580.00 | \$ 121.57 | \$ 2,701.57 | \$2,750.00 |
| D170350 NetMax System Controller | 1 | \$4,525.00 | \$ 4,525.00 | \$ 213.22 | \$ 4,738.22 | \$4,750.00 |
| N8000 Card and Programming Package | 1 | \$9,200.00 | \$ 9,200.00 | \$ 433.50 | \$ 9,633.50 | \$9,750.00 |
| IRIS Net Remote Control Module for CPS Amplifiers | 14 | \$260.00 | \$ 3,640.00 | \$ 171.52 | \$ 3,811.52 | \$3,850.00 |
| 2 x 1200 watt Class H amplifier with RCM port | 14 | \$1,240.00 | \$ 17,360.00 | \$ 818.00 | \$ 18,178.00 | \$18,250.00 |
| 302042CX1 - Dual REV UHF 950 Channel Receiver with | 2 | \$2,530.00 | \$ 5,060.00 | \$ 238.43 | \$ 5,298.43 | \$5,500.00 |
| 302043CX - REV Concert Series Metal Handheld | 4 | \$930.00 | \$ 3,720.00 | \$ 175.29 | \$ 3,895.29 | \$4,000.00 |
| PRD000129XX - REV Series cast magnesium | 4 | \$750.00 | \$ 3,000.00 | \$ 141.36 | \$ 3,141.36 | \$3,250.00 |
| LPA500 - EV Branded Log periodic antenna 450 - 900MHz | 2 | \$255.00 | \$ 510.00 | \$ 24.03 | \$ 534.03 | \$750.00 |
| PRD000152000 - RE97LTX, Beige Mini Theatrical Omni | 4 | \$300.00 | \$ 1,200.00 | \$ 56.54 | \$ 1,256.54 | \$1,750.00 |
| PRD000130000 - BH-200 Two Pocket Charger System for | 2 | \$150.00 | \$ 300.00 | \$ 14.14 | \$ 314.14 | \$350.00 |
| ASY000068000 - Black Steel beltclip and screw for REV- | 4 | \$12.50 | \$ 50.00 | \$ 2.36 | \$ 52.36 | \$75.00 |
| Labor and Install materials | 72 | \$100.00 | \$ 7,200.00 | \$ 339.26 | \$ 7,539.26 | \$7,750.00 |

| | | | | | | |
|--|--|--|--|--|--|---------------------|
| Sub Total :Audio (All Inclusive) | | | | | | \$155,650.00 |
| Sub Total: Lights & Audio (All Inclusive) | | | | | | \$640,800.00 |
| Contingency (10%) | | | | | | \$64,080.00 |
| TOTAL: | | | | | | \$704,880.00 |



eW Graze Powercore

Linear LED surface light for wall washing and grazing

PHILIPS

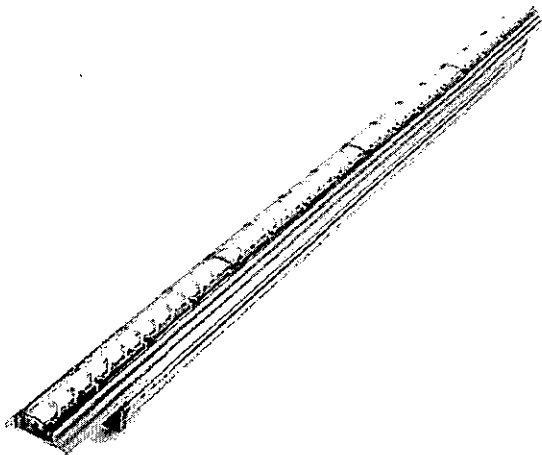
B-1

eW Graze Powercore

Linear LED surface light for wall washing and grazing

eW® Graze Powercore is a linear lighting fixture optimized for surface grazing and wall-washing applications requiring high-quality white or solid color light. Featuring Powercore® technology, eW Graze Powercore processes power directly from line voltage, eliminating the need for low-voltage, external power supplies. Fixtures are available in eight color temperatures, ranging from a warm 2700 K to a cool 6500 K, including standard color temperatures of 2700 K and 4000 K, and five solid colors (Royal Blue, Blue, Green, Amber, and Red). eW Graze Powercore offers superior illumination quality and dramatic energy savings for new installations and retrofit upgrades. A space-efficient, low-profile aluminum housing and flexible mounting options allow discrete placement within a wide range of compact architectural details.

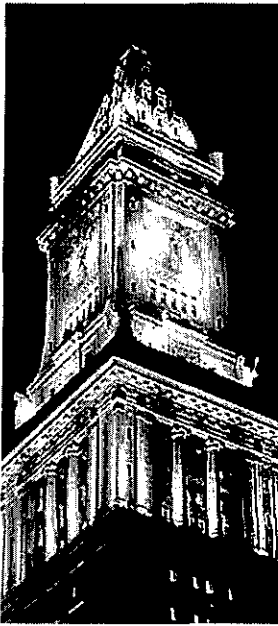
- Tailor light output to specific applications — eW Graze Powercore is available in standard 1 ft and 4 ft exterior-rated housings, and standard 10° x 60° and 30° x 60° beam angles.
- High-performance illumination and beam quality — eW Graze Powercore offers superior beam quality for striation-free saturation as close as 6 in (152 mm) from fixture placement. eW Graze Powercore accommodates end-to-end or incremental placement without visible light scalloping between fixtures.
- Supports new applications for white light— Long-life LEDs (50,000 hours at 70% lumen maintenance) significantly reduce or eliminate maintenance problems, allowing the use of white or solid color lighting in spaces where bulb maintenance may be limited or unfeasible.
- Universal power input range — eW Graze Powercore accepts line voltage input of 100, 120, 220 – 240, and 277 VAC.
- Versatile installation options — Constant torque locking hinges offer simple position control from various angles without special tools. The low-profile extruded aluminum housing accommodates installation within architectural niches of many different shapes and sizes.
- Wide range of build-to-order configurations — Additional fixture lengths, beam angles, color temperatures up to 6500 K, and solid colors (Royal Blue, Blue, Green, Amber, and Red) are available as build-to-order configurations. See the eW Graze Powercore Ordering Information specification sheet for complete details.
- “Cool lighting” functionality — eW Graze Powercore fixtures do not heat illuminated surfaces, discharge infrared radiation or emit ultraviolet light.
- Dimming capable — Patented DIMand™ technology offers smooth dimming capability with many ELV-type dimmers.
- Trouble-free, code-compliant installation — IP66, UL wet location ratings. UL / cUL, FCC, CE, RoHS, WEEE certified.



A Green Flagship Product

Our Green Flagship Products offer significantly improved environmental performance in two or more of the following Green Focal Areas: weight, energy consumption, hazardous substances, packaging, recycling, disposal, and lifetime reliability.

The Arrival of White LED Lighting for General Illumination



Photography: John Brandon Miller Photography

Retrofitting Boston's Marriott Custom House Tower

In 2008, Boston's first official skyscraper, the Marriott Custom House Tower, shown here and on the cover, underwent a long-awaited lighting redesign that restores its prominence on the Boston skyline in a smart and sustainable way. Formerly lit by incandescent-based fixtures that had fallen into disrepair, the tower was restored using energy-efficient, low-maintenance white LED fixtures from Philips. A combination of 125 eW Graze Powercore and eW Blast Powercore fixtures now fully illuminate the tower from the 17th floor to the peak.

Cost-Effective, Energy-Efficient, and Easy to Maintain

Not only do the LED fixtures in the installation consume just one third the energy of the previous incandescent sources, they have a projected lifetime of more than 20 years at six hours of use per day, requiring far less maintenance.



Lighting Design: Lam Partners
Photography: Brad Koerner

By incorporating proprietary Powercore technology to directly accept line voltage, the fixtures eliminate the special cabling and external low-voltage power supplies that LED light fixtures have historically required. Because they use standard wiring and power sources, the lighting designers were able to easily replace the former incandescent light fixtures one-for-one in their existing locations and mountings.

New Possibilities for White LED Lighting
The long life and efficiency of eW Graze Powercore and other Philips white LED light sources open up new possibilities for sustainable architectural lighting. As the Custom House Tower installation shows, in dramatic and elegant fashion, white LED lighting has arrived as a viable, energy-efficient alternative for general illumination.

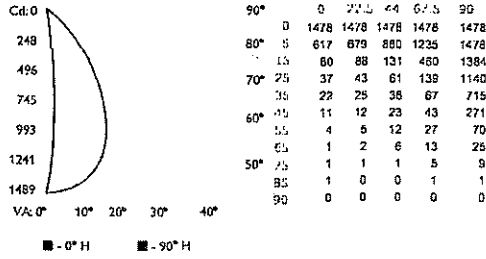
Photometrics

Photometric data is based on test results from an independent NIST traceable testing lab. IES data is available at www.colorkinetics.com/support/ies.

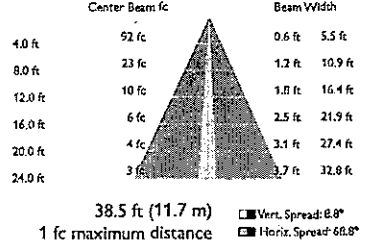
eW Graze Powercore
1 ft (305 mm), 2700 K
10° x 60° lens

Power Consumption 15W
Lumens 404
Efficacy 26.9 lm/W

Polar Candela Distribution



Illuminance at Distance



Zonal Lumen

| Zone | Lumens | % Lamp | % Luminaire |
|--------|--------|--------|-------------|
| 0-30 | 272.3 | 67.4% | 67.5% |
| 0-40 | 336.2 | 83.7% | 83.8% |
| 0-60 | 391.6 | 96.9% | 97% |
| 60-90 | 12.1 | 3% | 3% |
| 0-90 | 403.7 | 99.9% | 100% |
| 90-180 | 0 | 0% | 0% |
| 0-180 | 403.7 | 99.9% | 100% |

Total Efficiency: 99.9%

Coefficients Of Utilization - Zonal Cavity Method

| RCC % | Effective Floor Cavity Reflectance: 20% | | | | | | | | | | | | | | | | | |
|--------|---|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|
| | 80 | | | | 70 | | | | 50 | | | | | | | | | |
| RW % | 70 | 50 | 30 | 0 | 70 | 50 | 30 | 0 | 50 | 30 | 20 | 50 | 30 | 20 | 0 | | | |
| RCR 0 | 1.19 | 1.19 | 1.19 | 1.19 | 1.16 | 1.16 | 1.16 | 1.00 | 1.11 | 1.11 | 1.11 | 1.06 | 1.06 | 1.06 | 1.02 | 1.02 | 1.02 | 1.00 |
| RCR 1 | 1.13 | 1.10 | 1.08 | 1.05 | 1.11 | 1.08 | 1.06 | 0.93 | 1.04 | 1.02 | 1.01 | 1.00 | 0.99 | 0.98 | 0.97 | 0.96 | 0.95 | 0.93 |
| RCR 2 | 1.07 | 1.02 | 0.98 | 0.95 | 1.05 | 1.01 | 0.97 | 0.87 | 0.97 | 0.94 | 0.91 | 0.94 | 0.92 | 0.90 | 0.89 | 0.88 | 0.88 | 0.86 |
| RCR 3 | 1.02 | 0.95 | 0.90 | 0.86 | 1.00 | 0.94 | 0.89 | 0.81 | 0.91 | 0.87 | 0.84 | 0.89 | 0.85 | 0.83 | 0.86 | 0.84 | 0.81 | 0.80 |
| RCR 4 | 0.97 | 0.89 | 0.83 | 0.79 | 0.95 | 0.88 | 0.83 | 0.75 | 0.86 | 0.81 | 0.78 | 0.84 | 0.80 | 0.77 | 0.82 | 0.79 | 0.76 | 0.74 |
| RCR 5 | 0.92 | 0.83 | 0.78 | 0.73 | 0.90 | 0.83 | 0.77 | 0.71 | 0.81 | 0.76 | 0.72 | 0.79 | 0.75 | 0.72 | 0.78 | 0.74 | 0.71 | 0.70 |
| RCR 6 | 0.88 | 0.79 | 0.73 | 0.68 | 0.86 | 0.78 | 0.72 | 0.67 | 0.76 | 0.71 | 0.68 | 0.75 | 0.71 | 0.67 | 0.74 | 0.70 | 0.67 | 0.65 |
| RCR 7 | 0.84 | 0.74 | 0.68 | 0.64 | 0.82 | 0.74 | 0.68 | 0.63 | 0.72 | 0.67 | 0.64 | 0.71 | 0.67 | 0.63 | 0.70 | 0.66 | 0.63 | 0.62 |
| RCR 8 | 0.80 | 0.70 | 0.65 | 0.60 | 0.79 | 0.70 | 0.64 | 0.59 | 0.69 | 0.64 | 0.60 | 0.68 | 0.63 | 0.60 | 0.67 | 0.63 | 0.60 | 0.58 |
| RCR 9 | 0.76 | 0.67 | 0.61 | 0.57 | 0.75 | 0.66 | 0.61 | 0.56 | 0.66 | 0.60 | 0.57 | 0.65 | 0.60 | 0.57 | 0.64 | 0.60 | 0.57 | 0.55 |
| RCR 10 | 0.73 | 0.64 | 0.58 | 0.54 | 0.72 | 0.63 | 0.58 | 0.54 | 0.63 | 0.58 | 0.54 | 0.62 | 0.57 | 0.54 | 0.61 | 0.57 | 0.54 | 0.53 |

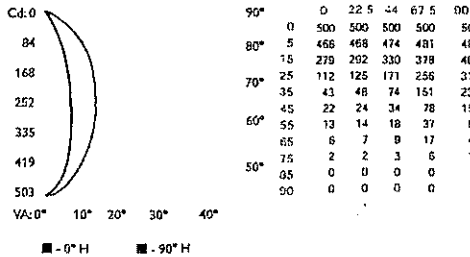
RCC %: Ceiling reflectance percentage. RW %: Wall reflectance percentage. RCR: Room cavity ratio

For lux multiply fc by 10.7

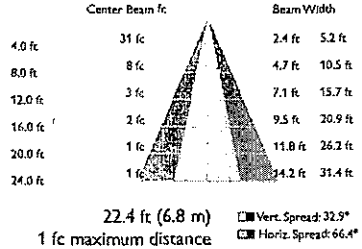
eW Graze Powercore
1 ft (305 mm), 2700 K
30° x 60° lens

Power Consumption 15W
Lumens 384
Efficacy 25.6 lm/W

Polar Candela Distribution



Illuminance at Distance



Zonal Lumen

| Zone | Lumens | % Lamp | % Luminaire |
|--------|--------|--------|-------------|
| 0-30 | 225.1 | 58.6% | 58.6% |
| 0-40 | 291.5 | 75.9% | 75.9% |
| 0-60 | 364.3 | 94.9% | 94.9% |
| 60-90 | 19.7 | 5.1% | 5.1% |
| 0-90 | 384.0 | 100% | 100% |
| 90-180 | 0 | 0% | 0% |
| 0-180 | 384.0 | 100% | 100% |

Total Efficiency: 100%

Coefficients Of Utilization - Zonal Cavity Method

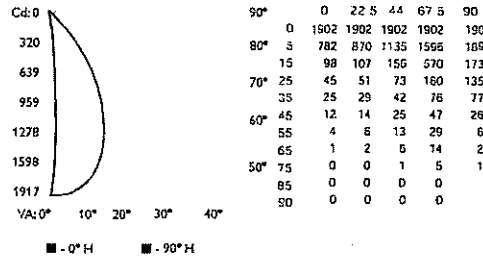
| RCC % | Effective Floor Cavity Reflectance: 20% | | | | | | | | | | | | | | | | | |
|--------|---|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|
| | 80 | | | | 70 | | | | 50 | | | | | | | | | |
| RW % | 70 | 50 | 30 | 0 | 70 | 50 | 30 | 0 | 50 | 30 | 20 | 50 | 30 | 20 | 0 | | | |
| RCR 0 | 1.19 | 1.19 | 1.19 | 1.19 | 1.16 | 1.16 | 1.16 | 1.00 | 1.11 | 1.11 | 1.11 | 1.06 | 1.06 | 1.06 | 1.02 | 1.02 | 1.02 | 1.00 |
| RCR 1 | 1.12 | 1.09 | 1.06 | 1.04 | 1.10 | 1.07 | 1.04 | 0.92 | 1.03 | 1.01 | 0.99 | 0.99 | 0.98 | 0.96 | 0.96 | 0.94 | 0.93 | 0.91 |
| RCR 2 | 1.05 | 1.00 | 0.95 | 0.91 | 1.03 | 0.98 | 0.94 | 0.84 | 0.95 | 0.91 | 0.88 | 0.92 | 0.89 | 0.86 | 0.89 | 0.87 | 0.85 | 0.83 |
| RCR 3 | 0.99 | 0.92 | 0.86 | 0.82 | 0.97 | 0.91 | 0.85 | 0.76 | 0.88 | 0.83 | 0.80 | 0.85 | 0.81 | 0.78 | 0.83 | 0.80 | 0.77 | 0.75 |
| RCR 4 | 0.94 | 0.85 | 0.79 | 0.74 | 0.92 | 0.84 | 0.78 | 0.70 | 0.81 | 0.76 | 0.72 | 0.79 | 0.75 | 0.71 | 0.77 | 0.74 | 0.71 | 0.69 |
| RCR 5 | 0.88 | 0.79 | 0.72 | 0.67 | 0.85 | 0.78 | 0.71 | 0.65 | 0.76 | 0.70 | 0.66 | 0.74 | 0.69 | 0.66 | 0.72 | 0.68 | 0.65 | 0.63 |
| RCR 6 | 0.83 | 0.73 | 0.67 | 0.62 | 0.82 | 0.72 | 0.66 | 0.60 | 0.71 | 0.65 | 0.61 | 0.69 | 0.64 | 0.61 | 0.68 | 0.64 | 0.60 | 0.59 |
| RCR 7 | 0.78 | 0.68 | 0.62 | 0.57 | 0.77 | 0.68 | 0.61 | 0.56 | 0.66 | 0.61 | 0.57 | 0.65 | 0.60 | 0.56 | 0.64 | 0.59 | 0.56 | 0.54 |
| RCR 8 | 0.75 | 0.64 | 0.58 | 0.53 | 0.73 | 0.64 | 0.57 | 0.52 | 0.62 | 0.57 | 0.53 | 0.61 | 0.56 | 0.53 | 0.60 | 0.56 | 0.52 | 0.51 |
| RCR 9 | 0.71 | 0.60 | 0.54 | 0.50 | 0.69 | 0.60 | 0.54 | 0.49 | 0.59 | 0.53 | 0.49 | 0.58 | 0.53 | 0.49 | 0.57 | 0.52 | 0.49 | 0.48 |
| RCR 10 | 0.68 | 0.57 | 0.51 | 0.47 | 0.67 | 0.57 | 0.51 | 0.46 | 0.56 | 0.50 | 0.46 | 0.55 | 0.50 | 0.46 | 0.54 | 0.50 | 0.46 | 0.45 |

RCC %: Ceiling reflectance percentage. RW %: Wall reflectance percentage. RCR: Room cavity ratio

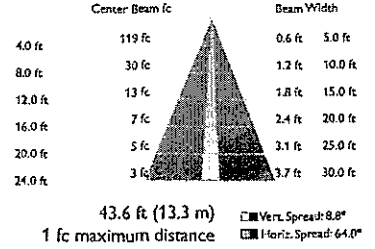
eW Graze Powercore
1 ft (305 mm), 4000 K
10° x 60° lens

Power Consumption 15W
Lumens 477
Efficacy 31.8 Lm/W

Polar Candela Distribution



Illuminance at Distance



Zonal Lumen

| Zone | Lumens | % Lamp | % Luminaires |
|--------|--------|--------|--------------|
| 0-30 | 336.2 | 70.5% | 70.5% |
| 0-40 | 409.4 | 85.8% | 85.8% |
| 0-60 | 465.0 | 97.5% | 97.5% |
| 80-90 | 12.1 | 2.5% | 2.5% |
| 90-90 | 477.1 | 100% | 100% |
| 90-180 | 0 | 0% | 0% |
| 0-180 | 477.1 | 100% | 100% |

Total Efficiency: 100%

Coefficients Of Utilization - Zonal Cavity Method

| RCC % | Effective Floor Cavity Reflectance: 20% | | | | | | | | | | | | | | | | | |
|-------|---|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|
| | 80 | | | | 70 | | | | 50 | | | | 30 | | | | | |
| RW % | 70 | 50 | 30 | 0 | 70 | 50 | 30 | 0 | 50 | 30 | 20 | 50 | 30 | 20 | 50 | 30 | 20 | 0 |
| RCR | 0 | 1.19 | 1.19 | 1.19 | 1.16 | 1.16 | 1.16 | 1.00 | 1.11 | 1.11 | 1.11 | 1.06 | 1.06 | 1.06 | 1.02 | 1.02 | 1.02 | 1.00 |
| | 1 | 1.13 | 1.11 | 1.08 | 1.06 | 1.11 | 1.03 | 1.06 | 94 | 1.04 | 1.03 | 1.01 | 1.01 | 99 | 98 | 97 | 95 | 93 |
| | 2 | 1.08 | 1.03 | 99 | 96 | 1.05 | 1.01 | 98 | 98 | 95 | 92 | 95 | 93 | 90 | 92 | 90 | 89 | 87 |
| | 3 | 1.03 | .96 | 91 | 87 | 1.01 | .95 | 90 | 82 | 82 | 85 | 85 | .90 | 87 | 84 | 88 | 85 | 83 |
| | 4 | 98 | 90 | 85 | 81 | .96 | 89 | 84 | 77 | 87 | 83 | 79 | .85 | 81 | 78 | 83 | 80 | 77 |
| | 5 | 93 | 85 | 79 | 75 | .91 | 84 | 79 | 72 | 82 | 77 | 74 | 80 | 76 | 73 | 79 | 75 | 73 |
| | 6 | 89 | 80 | 74 | 70 | .87 | 79 | 74 | 68 | 78 | 73 | 69 | 76 | 72 | 69 | 75 | 71 | 69 |
| | 7 | 85 | 76 | 70 | 66 | 84 | 75 | 70 | 65 | 74 | 69 | 66 | 73 | 68 | 65 | 72 | 68 | 65 |
| | 8 | 81 | 72 | 66 | 62 | 80 | 72 | 66 | 61 | 70 | 66 | 62 | 69 | 65 | 62 | 69 | 65 | 62 |
| | 9 | 78 | 69 | 63 | 59 | 77 | 68 | 63 | 59 | 67 | 62 | 59 | 66 | 62 | 59 | 66 | 62 | 59 |
| | 10 | 75 | 66 | 60 | 57 | 74 | 65 | 60 | 56 | 64 | 60 | 56 | 64 | 59 | 56 | 63 | 59 | 56 |

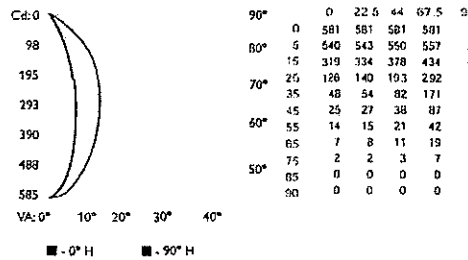
RCC %: Ceiling reflectance percentage, RW %: Wall reflectance percentage, RCR: Room cavity ratio

For lux multiply fc by 10.7

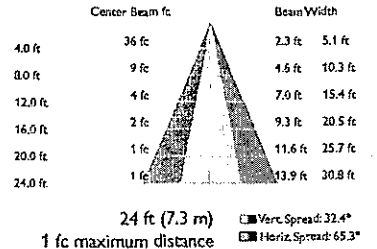
eW Graze Powercore
1 ft (305 mm), 4000 K
30° x 60° lens

Power Consumption 15W
Lumens 437
Efficacy 29.1 Lm/W

Polar Candela Distribution



Illuminance at Distance



Zonal Lumen

| Zone | Lumens | % Lamp | % Luminaires |
|--------|--------|--------|--------------|
| 0-30 | 257.8 | 59% | 59% |
| 0-40 | 332.7 | 76.1% | 76.2% |
| 0-60 | 414.3 | 94.8% | 94.9% |
| 60-90 | 22.4 | 5.1% | 5.1% |
| 90-90 | 436.7 | 99.9% | 100% |
| 90-180 | 0 | 0% | 0% |
| 0-180 | 436.7 | 99.9% | 100% |

Total Efficiency: 99.9%

Coefficients Of Utilization - Zonal Cavity Method

| RCC % | Effective Floor Cavity Reflectance: 20% | | | | | | | | | | | | | | | | | |
|-------|---|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|
| | 80 | | | | 70 | | | | 50 | | | | 30 | | | | | |
| RW % | 70 | 50 | 30 | 0 | 70 | 50 | 30 | 0 | 50 | 30 | 20 | 50 | 30 | 20 | 50 | 30 | 20 | 0 |
| RCR | 0 | 1.19 | 1.19 | 1.19 | 1.16 | 1.16 | 1.16 | 1.00 | 1.11 | 1.11 | 1.11 | 1.06 | 1.06 | 1.06 | 1.02 | 1.02 | 1.02 | 1.00 |
| | 1 | 1.12 | 1.03 | 1.06 | 1.04 | 1.10 | 1.07 | 1.04 | 92 | 1.03 | 1.01 | 99 | 99 | 97 | 96 | 94 | 93 | 91 |
| | 2 | 1.06 | 1.00 | 95 | 91 | 1.03 | 98 | 94 | 84 | 95 | 91 | 88 | 92 | 89 | 86 | 89 | 87 | 85 |
| | 3 | .99 | 92 | 86 | 82 | 97 | 91 | 85 | 77 | 88 | 83 | 80 | 85 | 82 | 78 | 83 | 80 | 77 |
| | 4 | 94 | 85 | 79 | 74 | 92 | 84 | 78 | 70 | 82 | 76 | 72 | 79 | 75 | 72 | 78 | 74 | 71 |
| | 5 | 89 | 79 | 72 | 67 | 86 | 78 | 72 | 65 | 76 | 72 | 69 | 74 | 69 | 66 | 73 | 68 | 65 |
| | 6 | 83 | 73 | 67 | 62 | 82 | 73 | 66 | 60 | 71 | 66 | 61 | 70 | 65 | 61 | 68 | 64 | 60 |
| | 7 | 79 | 69 | 62 | 57 | 77 | 68 | 62 | 56 | 67 | 61 | 57 | 65 | 60 | 56 | 64 | 60 | 56 |
| | 8 | 75 | 64 | 58 | 53 | 74 | 64 | 58 | 52 | 63 | 57 | 53 | 62 | 56 | 53 | 61 | 56 | 52 |
| | 9 | 71 | 61 | 54 | 50 | 70 | 60 | 54 | 49 | 59 | 54 | 50 | 58 | 53 | 49 | 57 | 53 | 49 |
| | 10 | 68 | 57 | 51 | 47 | 67 | 57 | 51 | 46 | 56 | 50 | 47 | 55 | 50 | 47 | 54 | 50 | 46 |

RCC %: Ceiling reflectance percentage, RW %: Wall reflectance percentage, RCR: Room cavity ratio

Specifications

Due to continuous improvements and innovations, specifications may change without notice.

| Item | Specification | 1 ft (305 mm) | 4 ft (1.2 m) |
|--------------------------|---------------------------------------|---|---|
| Beam Angle | | 10° x 60° or 30° x 60° | |
| Color Temperature | | 2700 K (+375 / -300) or 4000 K (+400 / -500) | |
| Output | 2700 K | 404 (10° x 60°) 384 (30° x 60°) | 1616 (10° x 60°) 1536 (30° x 60°) |
| | 4000 K | 477 (10° x 60°) 437 (30° x 60°) | 1908 (10° x 60°) 1748 (30° x 60°) |
| | Efficacy (Lm/W) | 2700 K 26.9 (10° x 60° beam angle) | 25.6 (30° x 60° beam angle) |
| | 4000 K 31.8 (10° x 60° beam angle) | 29.1 (30° x 60° beam angle) | |
| Mixing Distance | | 6 in (152 mm) to uniform beam saturation | |
| Lumen Maintenance‡ | | 100,000+ hours L70 @ 25° C 50,000 hours L70 @ 50° C | |
| Electrical | Input Voltage | 100 / 120 / 220 – 240 / 277 VAC, 50 / 60 Hz | |
| | Power Consumption | 15 W maximum at full output, steady state | 60 W maximum at full output, steady state |
| Control | | Commercially available ELV control dimmers | |
| | Dimensions (Height x Width x Depth) | 2.7 x 12 x 2.8 in (69 x 305 x 71 mm) | 2.7 x 48 x 2.8 in (69 x 1219 x 71 mm) |
| | Weight | 2.7 lb (1.2 kg) | 10.8 lb (4.9 kg) |
| | Housing | Extruded anodized aluminum, cool gray hinge color | |
| | Lens | Clear polycarbonate | |
| | Fixture Connectors | Integral male / female waterproof connectors | |
| Physical | Humidity | 0 – 95%, non-condensing | |
| | Mounting | Multi-positional, constant torque locking hinges | |
| | Temperature | -40° – 122° F (-40° – 50° C) Operating -4° – 122° F (-20° – 50° C) Startup | |
| | Fixture Run Lengths* | 88 @ 110 VAC 97 @ 120 VAC 180 @ 220 VAC 197 @ 240 VAC | Configuration: 1 ft (305 mm) fixtures installed end-to-end, 20 A circuit, standard 50 ft (15.2 m) Leader Cable |
| Certification and Safety | Certification | UL / cUL, FCC Class A, CE, RoHS, WEEE | |
| | LED Class | Class 2 LED product | |
| | Environment | Dry / Damp / Wet Location, IP66 | |



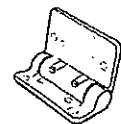
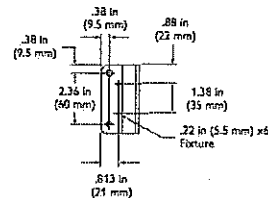
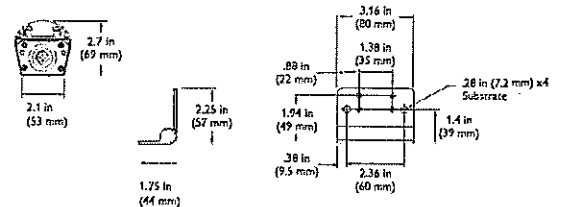
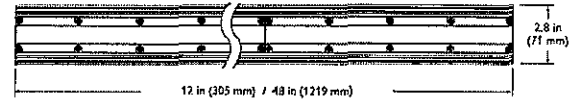
To calculate the number of fixtures your specific installation can support, download the Configuration Calculator from www.colorkinetics.com/support/install_tool/

† Lumen measurement complies with IES LM-79-08 testing procedures



‡ L70 = 70% maintenance of lumen output. (When light output drops below 70% of initial output.)

* These figures, provided as a guideline, are accurate for this configuration only. Changing the configuration can affect the fixture run lengths.



OPTIBIN[®] | POWERCORE[®] | DEMAND[®]
CKTECHNOLOGY | CKTECHNOLOGY | CKTECHNOLOGY

Lumen Maintenance

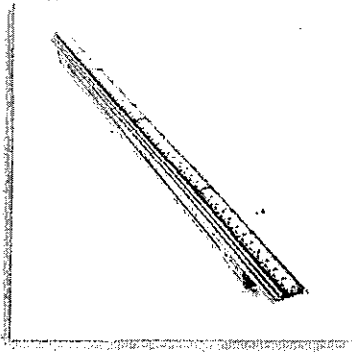
The table below details the specific lumen maintenance values per application. Temperature value represents the fixture's ambient operating temperature.

| 1 Channel | L70 |
|-----------|----------------|
| @ 25° C | 100,000+ hours |
| @ 50° C | 50,000 hours |

Date: _____ Type: _____

Firm Name: _____

Project: _____



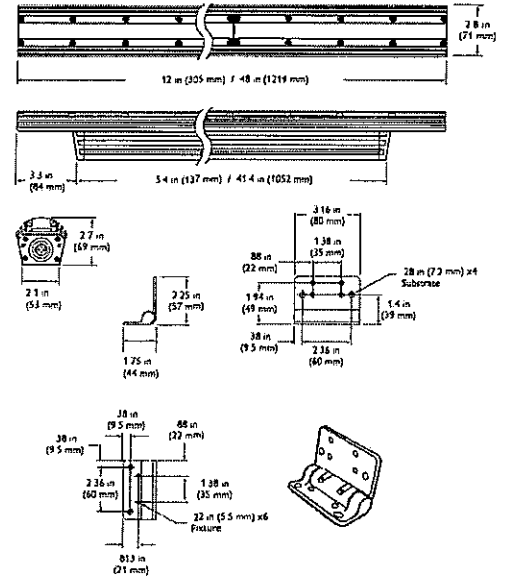
eW Graze Powercore

2700 K, 10° x 60° Lens

Linear, LED surface light for wall washing and grazing

eW® Graze Powercore is a linear lighting fixture optimized for surface grazing and wall-washing applications requiring high-quality white or solid color light. Featuring Powercore® technology, eW Graze Powercore processes power directly from line voltage, eliminating the need for low-voltage, external power supplies. Fixtures are available in eight color temperatures, ranging from a warm 2700 K to a cool 6500 K, and five solid colors. eW Graze Powercore offers superior illumination quality and dramatic energy savings for new installations and retrofit upgrades. A space-efficient, low-profile aluminum housing and flexible mounting options allow discrete placement within a wide range of compact architectural details

- Tailor light output to specific applications — eW Graze Powercore is available in standard 1 ft and 4 ft exterior-rated housings, and standard 10° x 60° and 30° x 60° beam angles.
- High-performance illumination and beam quality — eW Graze Powercore offers superior beam quality for striation-free saturation as close as 6 in (152 mm) from fixture placement. eW Graze Powercore accommodates end-to-end or incremental placement without visible light scalloping between fixtures.
- Supports new applications for white light— Long-life LEDs (50,000 hours at 70% lumen maintenance) significantly reduce or eliminate maintenance problems, allowing the use of white or solid color lighting in spaces where bulb maintenance may be limited or unfeasible.
- Universal power input range — eW Graze Powercore accepts line voltage input of 100, 120, 220 – 240, and 277 VAC.
- Versatile installation options — Constant torque locking hinges offer simple position control from various angles without special tools. The low-profile extruded aluminum housing accommodates installation within architectural niches of many different shapes and sizes.



- Wide range of build-to-order configurations — Additional fixture lengths, beam angles, color temperatures up to 6500 K, and solid colors (Royal Blue, Blue, Green, Amber, and Red) are available as build-to-order configurations. See the eW Graze Powercore Ordering Information sheet for complete details.
- “Cool lighting” functionality — eW Graze Powercore fixtures do not heat illuminated surfaces, discharge infrared radiation or emit ultraviolet light.
- Dimming capable — Patented DIMand™ technology offers smooth dimming capability with many ELV-type dimmers.
- Trouble-free, code-compliant installation — IP66, UL wet location ratings. UL / cUL, CE, FCC, RoHS, WEEE certified.

For detailed product information, please refer to the eW Graze Powercore Product Guide at www.colorkinetics.com/l/essentialwhite/ewgraze/



A Green Flagship Product

Our Green Flagship Products offer significantly improved environmental performance in two or more of the following Green Focal Areas: weight, energy consumption, hazardous substances, packaging, recycling, disposal, and lifetime reliability.

PHILIPS

Specifications

Due to continuous improvements and innovations, specifications may change without notice.

| Item | Specification | 1 ft (305 mm) | 4 ft (1.2 m) | |
|------------|-------------------------------------|---|---|--|
| Output† | Beam Angle | 10° x 60° | | |
| | Color Temperature | 2700 K (+375 / -300) | | |
| | Lumens‡ | 404 | 1616 | |
| | Efficacy (Lm/W) | 26.9 | | |
| | Mixing Distance | 6 in (152 mm) to uniform beam saturation | | |
| | Lumen Maintenance‡ | 100,000+ hours L70 @ 25° C 50,000 hours L70 @ 50° C | | |
| Electrical | Input Voltage | 100 / 120 / 220 – 240 / 277 VAC, 50 / 60 Hz | | |
| | Power Consumption | 15 W maximum at full output, steady state | 60 W maximum at full output, steady state | |
| Control | | Commercially available ELV control dimmers | | |
| Physical | Dimensions (Height x Width x Depth) | 2.7 x 12 x 2.8 in (69 x 305 x 71 mm) | 2.7 x 48 x 2.8 in (69 x 1219 x 71 mm) | |
| | Weight | 2.7 lb (1.2 kg) | 10.8 lb (4.9 kg) | |
| | Housing | Extruded anodized aluminum | | |
| | Lens | Clear polycarbonate | | |
| | Fixture Connectors | Integral male / female waterproof connectors | | |
| | Mounting | Multi-positional, constant torque locking hinges | | |
| | Temperature | -40° – 122° F (-40° – 50° C) Operating -4° – 122° F (-20° – 50° C) Startup | | |
| | Humidity | 0 – 95%, non-condensing | | |
| | Fixture Run Lengths* | 88 @ 110 VAC 97 @ 20 VAC 180 @ 220 VAC 197 @ 240 VAC | Configuration: 1 ft (305 mm) fixtures installed end-to-end, 20 A circuit, standard 50 ft (15.2 m) Leader Cable | |
| | Certification and Safety | UL / cUL, FCC Class A, CE, RoHS, WEEE | | |
| | LED Class | Class 2 LED product | | |
| | Environment | Dry / Damp / Wet Location, IP66 | | |

† Lumen measurement complies with IES LM-79-08.

‡ L70 = 70% maintenance of lumen output. (When light output drops below 70% of initial output.)

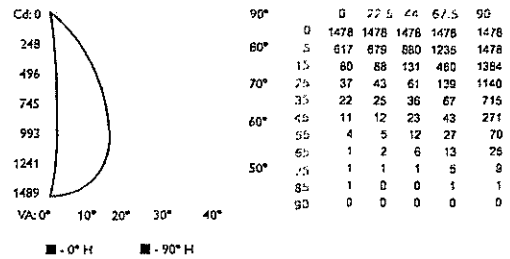
* These figures, provided as a guideline, are accurate for this configuration only. Changing the configuration can affect the fixture run lengths.



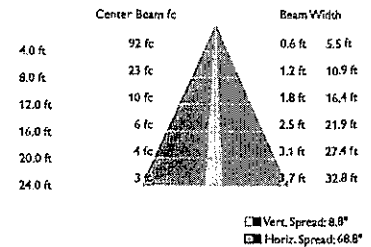
Photometrics

2700 K, 1 ft, 10° x 60° lens

Polar Candela Distribution

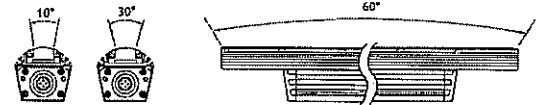


Illuminance at Distance



| | |
|-------------------|-----------|
| Power Consumption | 15 W |
| Lumens | 404 |
| Efficacy | 26.9 Lm/W |

For lux multiply fc by 10.7



OPTIBIN | POWERCORE | DIMAND

Fixtures

| Item | Beam Angle | Voltage | Size | Item Number | Philips 12NC | | |
|---------------------------|------------|---------|---------------|---------------|---------------|---------------|--------------|
| eW Graze Powercore 2700 K | 10° x 60° | 120 VAC | 1 ft | 523-000030-00 | 910503700276 | | |
| | | | 4 ft | 523-000030-02 | 910503700278 | | |
| | | | 1 ft | 523-000030-08 | 910503700284 | | |
| | | | 4 ft | 523-000030-10 | 910503700286 | | |
| | | | 1 ft | 523-000030-16 | 910503700292 | | |
| | | | 4 ft | 523-000030-18 | 910503700294 | | |
| | | 277 VAC | 1 ft | 523-000030-24 | 910503700300 | | |
| | | | 4 ft | 523-000030-26 | 910503700302 | | |
| | | | 220 – 240 VAC | 1 ft | 523-000030-24 | 910503700300 | |
| | | | | 4 ft | 523-000030-26 | 910503700302 | |
| | | | | 100 VAC | 1 ft | 523-000030-24 | 910503700300 |
| | | | | | 4 ft | 523-000030-26 | 910503700302 |

Use Item Number when ordering in North America.

Accessories

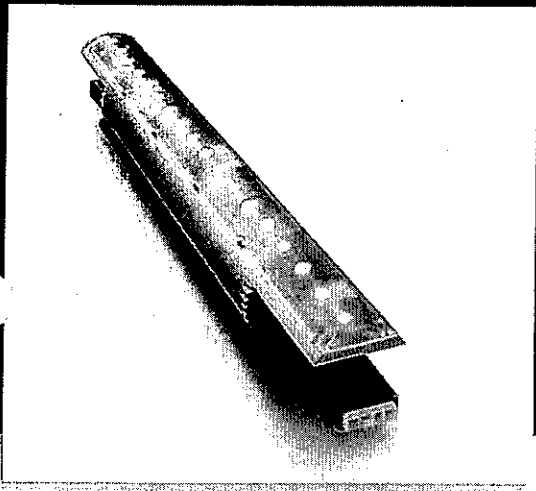
| Item | Type | Size | Item Number | Philips 12NC | |
|--------------|----------|----------------|---------------|---------------|--------------|
| Leader Cable | UL / cUL | 50 ft (15.2 m) | 108-000041-00 | 910503700320 | |
| | | | 108-000041-01 | 910503700320 | |
| | | End-to-End | 108-000039-00 | 910503700314 | |
| | | | 108-000039-01 | 910503700315 | |
| | | Jumper Cable | 5 ft (1.5 m) | 108-000039-02 | 910503700316 |
| | | | | 108-000040-00 | 910503700317 |
| | CE | 1 ft (305 mm) | 108-000040-01 | 910503700318 | |
| | | | 108-000040-02 | 910503700319 | |
| | | Glare Shield | 1 ft (305 mm) | 120-000081-00 | 910503700745 |
| | | | | 120-000081-01 | 910503700746 |
| | | | | 120-000081-02 | 910503700747 |
| | | | | 120-000081-03 | 910503700748 |



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DAS-000009-01 R04 07-09



iColor Cove MX Powercore

Compact, intelligent RGB cove light offering virtually limitless options

PHILIPS

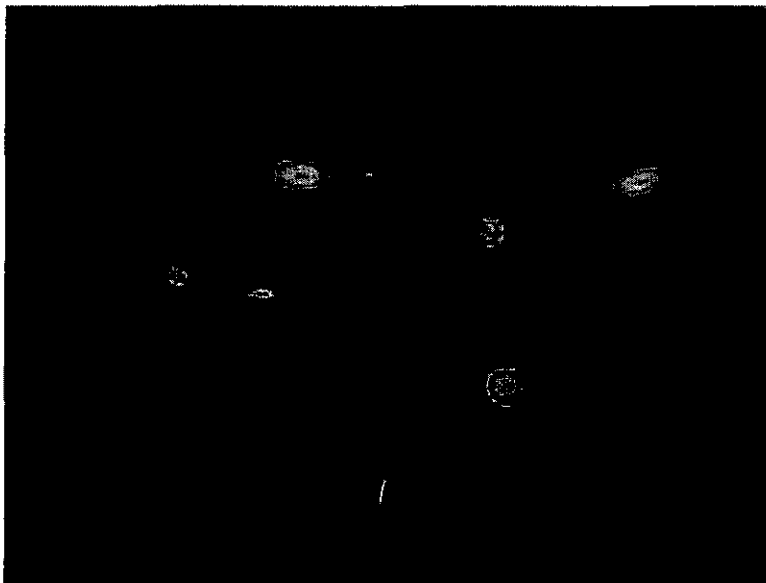
iColor Cove MX Powercore

Compact, intelligent RGB cove light offering virtually

limitless options

iColor® Cove MX Powercore high-intensity LED fixtures afford virtually limitless options for filling indoor alcoves and accent spaces with vibrant light. As the premium member of the iColor Cove family of intelligent color-changing cove lights, this compact, high-performance fixture is also ideally suited for backlighting and cost-effective indoor wall grazing. iColor Cove MX Powercore combines professional-grade color mixing and maximized output with the efficiency and cost-effectiveness provided by Powercore® technology.

- **High output** — These high-performance cove fixtures deliver professional-grade illuminance, with total light output of over 100 lumens.
- **Universal power input range** — iColor Cove MX Powercore accepts power input of 100 to 240 VAC. Depending on input voltage, a single Data Enabler can support up to 95 iColor Cove MX Powercore fixtures, installed end-to-end in a single run.
- **Integrates Powercore technology** — Powercore technology rapidly, efficiently, and accurately controls power output to iColor Cove MX Powercore fixtures directly from line voltage. The Philips Data Enabler merges line voltage with control and delivers them to the fixture over a single standard cable, dramatically simplifying installation and lowering total system cost.
- **Industry-leading controls** — iColor Cove MX Powercore works seamlessly with the complete Philips line of controllers, including iPlayer 3 and Light System Manager, as well as third-party DMX controllers.
- **Easy installation** — By delivering line voltage directly to the fixtures, Powercore simplifies installation by reducing the number of external power supplies, allowing long product runs and eliminating the need for special wiring. Easy-to-install 4 ft (1.2 m) mounting tracks allow quick project setup in linear applications.
- **Flexible mounting and positioning** — With end-to-end locking power connectors that can make 180° turns, these compact 12 in (305 mm) cove fixtures are easy to position in even the most challenging mounting circumstances. 1 ft (305 mm) and 5 ft (1.5 m) jumper cables can add extra space between fixtures. Optional mounting tracks support vertical and overhead positioning.



Two Beam Angles

Combined with the fixture's high output, the wider 70° x 70° beam is ideally suited for filling large alcoves and accent spaces with vibrant light, while the narrower 20° x 60° beam is perfect for indoor wall grazing.

Fixture rotates in 10° increments through a full 180° for precise aiming and color mixing.

Achieving New Creative Heights

In addition to simple backlighting and wall grazing applications, iColor Cove MX Powercore offers extraordinary flexibility for creating highly innovative and intricate lighting installations requiring intelligent and precise control.

Target Interactive Breezeway

High atop New York's Rockefeller Center is a unique, interactive space that takes the capabilities of intelligent RGB LED lighting to new creative heights. The Target Interactive Breezeway is an imaginatively lit passage that connects the Center's top-floor observation decks. Its intention is to engage visitors as they pass through by tracing their movement with intelligently controlled light.

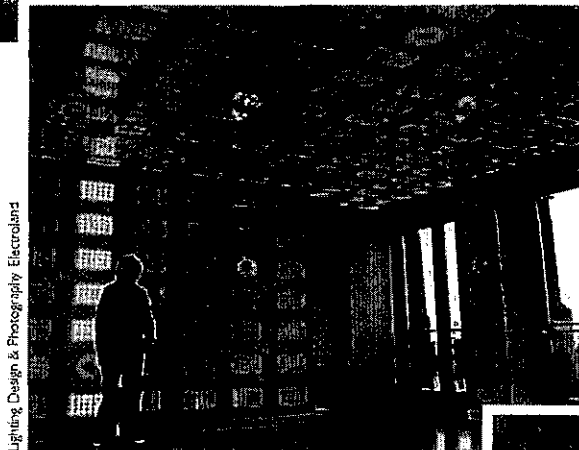
The lighting designer needed an intelligent LED fixture that could effectively deliver the full RGB spectrum in a small package while keeping power consumption to a reasonable level. After researching the available options, he concluded that iColor Cove MX Powercore was far and away the best choice.

The Breezeway features a glowing ceiling and walls lit by 1,300 iColor Cove MX Powercore fixtures. To achieve the breezeway's remarkable effects, each fixture is configured as an individually controllable 1 ft unit, creating an interactive video-like display that wraps around the Breezeway's surfaces. Each "pixel" in this intelligent skin is composed of four tightly grouped iColor Cove MX Powercore fixtures. These pixels are installed in all available wall and ceiling surfaces, behind translucent glass and backlit by white LED strips. The unmistakable Target brand is represented by bullseye logo light fixtures integrated within the pixel array.

The iColor Cove MX Powercore fixtures receive power and data from compact Data Enabler power / data supplies, which deliver line voltage and control data over a single cable, eliminating the need for additional low-voltage power supplies. With support from Philips Color Kinetics, the design firm developed its own custom software for controlling the LED fixtures. The application transmits control messages (as UDP packets) via Ethernet directly to the Data Enablers to generate patterns in the intelligent skin.

The designers engaged a leading developer of 3D vision systems to provide an elaborate tracking scheme that uses the lighting fixtures' precise control for a truly immersive and interactive environment. Data from four stereo video cameras locates and tracks up to 30 separate visitors as they enter and walk around the Breezeway. Each visitor is automatically assigned a "personality" by the system and is

followed by individualized light colors and patterns. The designers continuously monitor the space remotely via webcam, and test and upload new patterns on a regular basis. The result is a truly interactive and personalized environmental experience, made possible by iColor Cove MX Powercore.



Lighting Design & Photography: Electroland

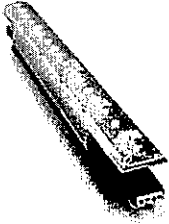


Photometrics

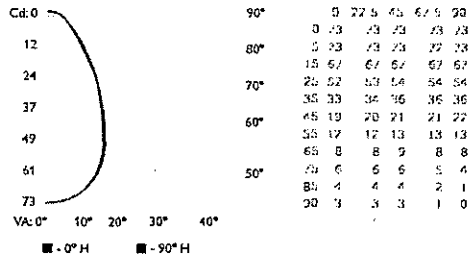
Photometric data is based on test results from an independent NIST traceable testing lab. IES data is available at www.colorkinetics.com/support/ies.

iColor Cove MX Powercore 70° x 70° (medium) beam angle

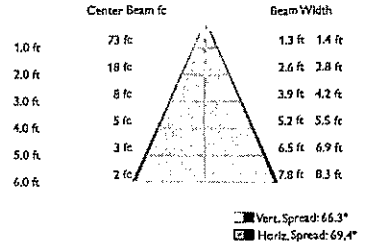
| LED | Lumens | Watts | Efficacy |
|-----|--------|-------|----------|
| RGB | 119 | 12 | 9.9 |
| R | 18.5 | | |
| G | 54.1 | | |
| B | 21.2 | | |



Polar Candela Distribution



Illuminance at Distance



Zonal Lumen

| Zone | Lumens | % Lamp | % Luminaire |
|--------|--------|--------|-------------|
| 0-30 | 50.0 | 42% | 42% |
| 0-40 | 72.0 | 60.5% | 60.4% |
| 0-60 | 99.5 | 83.6% | 83.6% |
| 60-90 | 17.5 | 14.7% | 14.7% |
| 0-90 | 117.0 | 98.3% | 98.2% |
| 90-180 | 2.1 | 1.8% | 1.8% |
| 0-180 | 119.1 | 100.1% | 100% |

Coefficients Of Utilization - Zonal Cavity Method

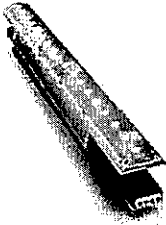
| RCC % | Effective Floor Cavity Reflectance: 20% | | | | | | | | | | | | | | | | | |
|-------|---|------|------|------|------|------|------|-----|------|------|------|------|------|------|------|-----|-----|-----|
| | 50 | | | | 70 | | | | 90 | | | | | | | | | |
| RA % | 70 | 50 | 30 | 0 | 70 | 50 | 30 | 0 | 70 | 50 | 30 | 0 | 0 | | | | | |
| RCC C | 1.19 | 1.19 | 1.19 | 1.19 | 1.16 | 1.16 | 1.16 | .98 | 1.10 | 1.10 | 1.10 | 1.05 | 1.05 | 1.01 | 1.01 | .98 | | |
| RCC R | 1.09 | 1.05 | 1.01 | .98 | 1.07 | 1.03 | .99 | .95 | .98 | .95 | .93 | .94 | .92 | .90 | .88 | .87 | .84 | |
| 7 | 1.01 | .94 | .88 | .83 | .98 | .92 | .86 | .75 | .88 | .84 | .80 | .85 | .81 | .77 | .81 | .78 | .73 | |
| 3 | .94 | .84 | .77 | .72 | .91 | .83 | .76 | .66 | .80 | .74 | .69 | .77 | .72 | .68 | .74 | .70 | .67 | .65 |
| 4 | .87 | .76 | .69 | .63 | .85 | .75 | .68 | .59 | .72 | .66 | .61 | .70 | .65 | .60 | .68 | .63 | .59 | .57 |
| 5 | .81 | .70 | .62 | .56 | .79 | .69 | .61 | .53 | .66 | .60 | .55 | .64 | .59 | .54 | .62 | .57 | .53 | .51 |
| 6 | .76 | .64 | .56 | .50 | .74 | .63 | .55 | .48 | .61 | .54 | .49 | .59 | .53 | .49 | .58 | .52 | .48 | .46 |
| 7 | .71 | .59 | .51 | .46 | .69 | .58 | .51 | .44 | .56 | .50 | .45 | .55 | .49 | .45 | .53 | .48 | .44 | .42 |
| 8 | .67 | .54 | .47 | .42 | .65 | .54 | .46 | .40 | .52 | .46 | .41 | .51 | .45 | .41 | .50 | .44 | .40 | .39 |
| 9 | .63 | .51 | .43 | .38 | .61 | .50 | .43 | .37 | .49 | .42 | .38 | .48 | .42 | .38 | .47 | .41 | .37 | .36 |
| 10 | .59 | .47 | .40 | .35 | .58 | .47 | .40 | .34 | .46 | .39 | .35 | .45 | .39 | .35 | .44 | .38 | .35 | .33 |

For lux multiply fc by 10.7

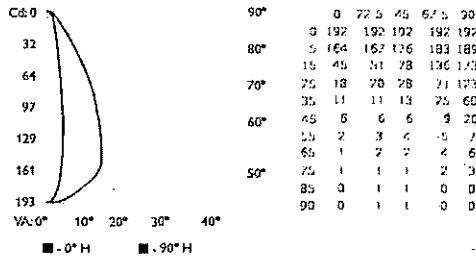
RCC % Ceiling reflectance percentage, RW % Wall reflectance percentage, RCC Room cavity ratio

iColor Cove MX Powercore
20° x 60° (narrow) beam angle

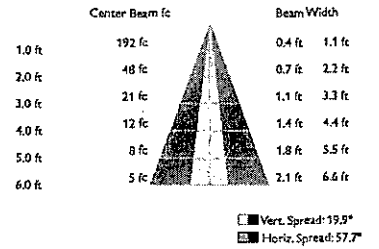
| LED | Lumens | Watts | Efficacy |
|-----|--------|-------|----------|
| RGB | 93 | 12 | 7.8 |
| R | 18.5 | | |
| G | 54.1 | | |
| B | 21.2 | | |



Polar Candela Distribution



Illuminance at Distance



Zonal Lumen

| Zone | Lumens | % Lamp | % Luminaire |
|--------|--------|--------|-------------|
| 0-30 | 63.3 | 68.1% | 68.6% |
| 0-40 | 76.7 | 82.5% | 83.1% |
| 0-60 | 87.5 | 94% | 94.7% |
| 60-90 | 4.9 | 5.2% | 5.3% |
| 0-90 | 92.3 | 99.3% | 100% |
| 90-180 | 0 | 0% | 0% |
| 0-180 | 92.3 | 99.3% | 100% |

Coefficients Of Utilization - Zonal Cavity Method

Effective Floor Cavity Reflectance: 20%

| RCC % | Effective Floor Cavity Reflectance: 20% | | | | | | | | | | | | | | | | | |
|--------|---|------|------|------|------|------|------|-----|------|------|------|------|------|------|------|------|------|------|
| | 00 | | | 70 | | | 50 | | | 30 | | | 10 | | | 0 | | |
| RA % | 70 | 50 | 30 | 0 | 70 | 50 | 30 | 0 | 50 | 30 | 20 | 50 | 30 | 20 | 50 | 30 | 20 | 0 |
| RCC 0 | 1.18 | 1.18 | 1.18 | 1.18 | 1.15 | 1.15 | 1.15 | .99 | 1.10 | 1.10 | 1.10 | 1.06 | 1.06 | 1.06 | 1.01 | 1.01 | 1.01 | 1.01 |
| RCC 1 | 1.12 | 1.09 | 1.06 | 1.04 | 1.09 | 1.07 | 1.04 | .92 | 1.03 | 1.01 | .99 | .99 | .97 | .95 | .95 | .94 | .93 | .91 |
| RCC 2 | 1.06 | 1.01 | .96 | .93 | 1.04 | .99 | .95 | .85 | .96 | .92 | .90 | .93 | .90 | .88 | .90 | .88 | .86 | .84 |
| RCC 3 | 1.00 | .94 | .88 | .84 | .98 | .92 | .87 | .79 | .90 | .86 | .82 | .87 | .84 | .81 | .85 | .82 | .80 | .78 |
| RCC 4 | .95 | .87 | .82 | .77 | .93 | .86 | .81 | .74 | .84 | .80 | .76 | .82 | .78 | .75 | .80 | .77 | .74 | .73 |
| RCC 5 | .91 | .82 | .76 | .72 | .89 | .81 | .75 | .69 | .79 | .74 | .71 | .78 | .73 | .70 | .76 | .72 | .69 | .68 |
| RCC 6 | .86 | .77 | .71 | .67 | .85 | .76 | .71 | .65 | .75 | .70 | .66 | .74 | .69 | .66 | .72 | .68 | .65 | .64 |
| RCC 7 | .82 | .73 | .67 | .63 | .81 | .72 | .67 | .61 | .71 | .66 | .62 | .70 | .65 | .62 | .69 | .65 | .61 | .60 |
| RCC 8 | .75 | .69 | .63 | .59 | .77 | .69 | .63 | .58 | .67 | .62 | .59 | .66 | .62 | .58 | .65 | .61 | .58 | .57 |
| RCC 9 | .75 | .66 | .60 | .56 | .74 | .65 | .60 | .55 | .64 | .59 | .56 | .63 | .59 | .55 | .63 | .58 | .55 | .54 |
| RCC 10 | .72 | .63 | .57 | .53 | .71 | .62 | .57 | .52 | .61 | .56 | .53 | .61 | .56 | .53 | .60 | .56 | .53 | .51 |

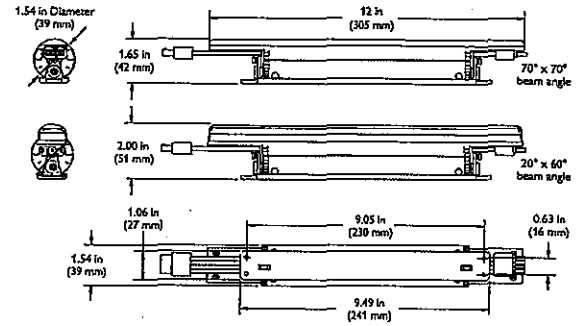
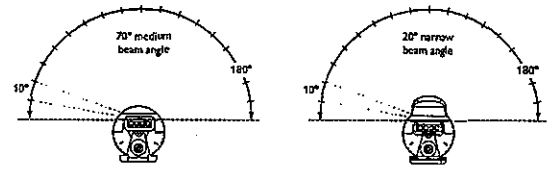
RCC % Ceiling reflectance percentage, RW % Wall reflectance percentage, RCCR Room cavity ratio

For lux multiply fc by 10.7

Specifications

Due to continuous improvements and innovations, specifications may change without notice.

| Item | Specification | Narrow Beam Angle | Wide Beam Angle |
|--------------------------|--|---|---|
| | Beam Angle | 20° x 60° | 70° x 70° |
| | Lumen† | 93 | 102 |
| Output | Color Range | 16.7 million additive RGB colors; continuously variable intensity | |
| | Mixing Distance | 6 in (152 mm) to uniform light | |
| | Lumen Maintenance‡ | 50,000+ hours L50 @ 50° C (full output) | |
| Electrical | Input Voltage | 100 – 240 VAC, auto-switching, 50 / 60 Hz | |
| | Power Consumption | 12 W maximum at full output, steady state | |
| Control | Interface | Data Enabler (DMX or Ethernet) | |
| | Control System | Philips full range of controllers, including Light System Manager and iPlayer 3, or third-party DMX controllers | |
| Physical | Dimensions (Height x Width x Depth) | 2 x 12 x 1.5 in (51 x 305 x 39 mm) | 1.6 x 12 x 1.5 in (42 x 305 x 39 mm) |
| | Weight | 0.8 lb (0.36 kg) | |
| | Housing | Die-cast aluminium, gray powder-coated finish. | |
| | Lens | Clear polycarbonate | Frosted polycarbonate |
| Physical | Fixture Connections | Integral male / female connectors | |
| | Operating Temperature | -4° – 122° F (-20° – 50° C) | |
| | Humidity | 0 – 95%, non-condensing | |
| Certification and Safety | Fixture Run Lengths Per Data Enabler* | 57 @ 110 VAC 60 @ 120 VAC 90 @ 220 VAC 95 @ 240 VAC | <i>Configuration: Fixtures installed end-to-end, 20 A circuit, standard 40 ft (12.2 m) Leader Cable</i> |
| | Certification | UL / cUL, FCC, CE, PSE | |
| | LED Class | Class 2 LED product | |
| | Environment | Dry / Damp Location, IP50 | |



To calculate the number of fixtures your specific installation can support, download the Configuration Calculator from www.colorkinetics.com/support/install_tool/

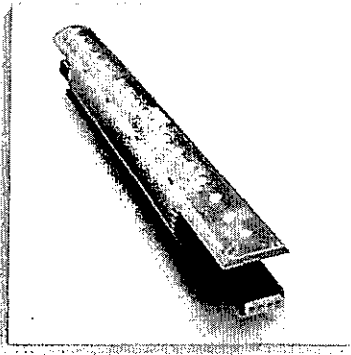


† Lumen measurement complies with IES LM-79-08

‡ Philips Color Kinetics follows IESNA LM-80-08 in using L50 (lumen depreciation to 50% of original light output) to define useful life of RGB LED fixtures. At maximum operating temperature (typically 50° C) and displaying white (full output), the useful life exceeds 50,000 hours. At room temperature and displaying a color wash effect, the useful life ranges from 80,000 to 100,000 hours or more.

* These figures, provided as a guideline, are accurate for this configuration only. Changing the configuration can affect the fixture run lengths.

CHROMACORE[®] | OPTIBIN[®] | POWERCORE[®]
CKTECHNOLOGY | CKTECHNOLOGY | CKTECHNOLOGY



Date: _____ Type: _____

Firm Name: _____

Project: _____

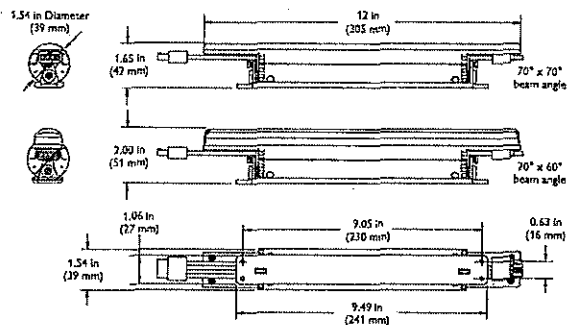
iColor Cove MX Powercore

Compact, intelligent RGB cove light offering limitless options

iColor® Cove MX Powercore high-intensity LED fixtures afford virtually limitless options for filling indoor alcoves and accent spaces with vibrant light. As the premium member of the iColor Cove family of intelligent color-changing cove lights, this compact, high-performance fixture is also ideally suited for backlighting and cost-effective indoor wall grazing. iColor Cove MX Powercore combines professional-grade color mixing and maximized output with the efficiency and cost-effectiveness provided by Powercore® technology.

- **High output** — These high-performance cove fixtures deliver professional-grade illuminance, with total light output of over 100 lumens.
- **Universal power input range** — iColor Cove MX Powercore accepts power input of 100 to 240 VAC. Depending on input voltage, a single Data Enabler can support up to 95 iColor Cove MX Powercore fixtures, installed end-to-end in a single run.
- **Integrates Powercore technology** — Powercore technology rapidly, efficiently, and accurately controls power output to iColor Cove MX Powercore fixtures directly from line voltage. The Philips Data Enabler merges line voltage with control data and delivers them to the fixture over a single standard cable, dramatically simplifying installation and lowering total system cost.
- **Industry-leading controls** — iColor Cove MX Powercore works seamlessly with the complete Philips line of controllers, including iPlayer 3 and Light System Manager, as well as third-party DMX controllers.

- **Easy installation** — By delivering line voltage directly to the fixtures, Powercore simplifies installation by reducing the number of external power supplies, allowing long product runs and eliminating the need for special wiring. Easy-to-install 4 ft (1.2 m) mounting tracks allow quick project setup in linear applications.



- **Flexible mounting and positioning** — With end-to-end locking power connectors that can make 180° turns, these compact 12 in (305 mm) cove fixtures are easy to position in even the most challenging mounting circumstances. 1 ft (305 mm) and 5 ft (1.5 m) jumper cables can add extra space between fixtures. Optional mounting tracks support vertical and overhead positioning.
- **Two beam angles** — Combined with the fixture's high output, the wider 70° x 70° beam is ideally suited for filling large alcoves and accent spaces with vibrant light, while the narrower 20° x 60° beam is perfect for indoor wall grazing. Fixture rotates in 10° increments through a full 180° for precise aiming and color mixing.

For detailed product information, please refer to iColor Cove MX Powercore Product Guide at www.colorkinetics.com/ls/rgb/covemx/

PHILIPS

Specifications

Due to continuous improvements and innovations, specifications may change without notice

| Item | Specification | Narrow Beam Angle | Wide Beam Angle |
|--------------------------|---------------------------------------|---|--|
| Beam Angle | | 20° x 60° | 70° x 70° |
| Lumens† | | 93 | 102 |
| Output | Color Range | 16.7 million additive RGB colors; continuously variable intensity | |
| | Mixing Distance | 6 in (152 mm) to uniform light | |
| | Lumen Maintenance‡ | 50,000+ hours L50 @ 50° C (full output) | |
| Electrical | Input Voltage | 100 – 240 VAC, auto-switching, 50 / 60 Hz | |
| | Power Consumption | 12 W maximum at full output, steady state | |
| | Interface | Data Enabler (DMX or Ethernet) | |
| Control | Control System | Philips full range of controllers, including Light System Manager and iPlayer 3, or third-party DMX controllers | |
| | Dimensions (Height x Width x Depth) | 1.5 x 12 x 2 in (39 x 305 x 51 mm) | 1.5 x 12 x 1.6 in (39 x 305 x 42 mm) |
| | Weight | 0.8 lb (0.36 kg) | |
| | Housing | Die-cast aluminium, gray powder-coated finish. | |
| | Lens | Clear polycarbonate | Frosted polycarbonate |
| Physical | Fixture Connections | Integral male / female connectors | |
| | Operating Temperature | -4° – 122° F (-20° – 50° C) | |
| | Humidity | 0 – 95%, non-condensing | |
| | Fixture Run Lengths Per Data Enabler* | 57 @ 110 VAC 60 @ 120 VAC 90 @ 220 VAC 95 @ 240 VAC | Configuration: Fixtures installed end-to-end, 20 A circuit, standard 40 ft (12.2 m) Leader Cable |
| Certification and Safety | Certification | UL / cUL, FCC, CE, PSE | |
| | LED Class | Class 2 LED product | |
| | Environment | Dry / Damp Location, IP50 | |

† Lumen measurement complies with IES LM-79-08
 ‡ L50 = 50% maintenance of lumen output. (When light output drops below 50% of initial output.)
 * These figures, provided as a guideline, are accurate for this configuration only. Changing the configuration can affect the fixture run lengths.

Fixtures and Accessories

| Item | Type | Item Number | Philips 12NC |
|------------------------------------|----------------------|---------------|--------------|
| iColor Cove MX Powercore | 70° x 70° beam angle | 123-000004-00 | 910403326301 |
| Mounting Track | 25 @ 4 ft (1219 mm) | 123-000006-00 | 910503700149 |
| 40 ft Leader Cable with terminator | UL / cUL | 108-000021-00 | 910503700081 |
| | CE / PSE | 108-000021-01 | 910403326501 |
| Jumper Cable | 1 ft (305 mm) | 108-000022-00 | 910403326601 |
| | 5 ft (1.5 m) | 108-000022-01 | 910403326701 |
| Data Enabler | DMX | 106-000003-04 | 910403326801 |
| | Ethernet | 106-000003-05 | 910503700064 |
| Light System Manager | | 103-000015-00 | 910503700221 |
| iPlayer 3 | N.America Power Cord | 103-000019-00 | 910403327101 |
| | Europe Power Cord | 103-000019-01 | 910503700392 |
| ColorDial | | 103-000014-00 | 910403326901 |
| Synchronizer | | 103-000001-00 | — |
| Multi Synchronizer | | 103-000002-00 | — |

Use Item Number when ordering in North America.

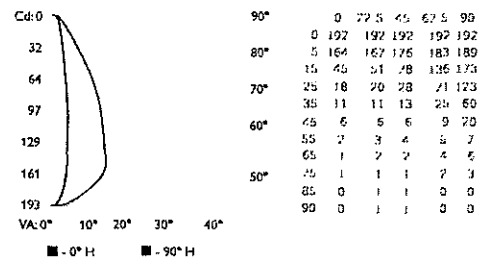


Philips Color Kinetics
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 Burlington, Massachusetts 01803 USA
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 Fax 617.423.9998
www.colorkinetics.com

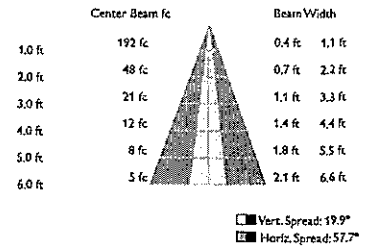
Photometrics

20° x 60° (narrow beam angle)

Polar Candela Distribution



Illuminance at Distance

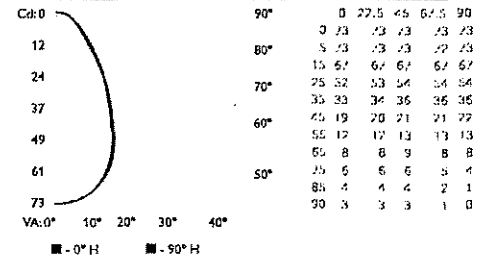


| LED | Lumens | Watts | Efficacy |
|-----|--------|-------|----------|
| RGB | 93 | 17.9 | 5.2 |
| R | 18.5 | | |
| G | 54.1 | | |
| B | 21.2 | | |

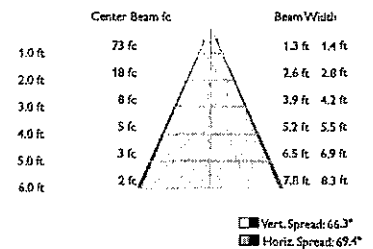
For lux multiply fc by 10.7

70° x 70° (medium beam angle)

Polar Candela Distribution



Illuminance at Distance



| LED | Lumens | Watts | Efficacy |
|-----|--------|-------|----------|
| RGB | 119 | 17.9 | 6.6 |
| R | 18.5 | | |
| G | 54.1 | | |
| B | 21.2 | | |

For detailed product information, please refer to iColor Cove MX Powercore Product Guide at www.colorkinetics.com/is/rgb/covemx/

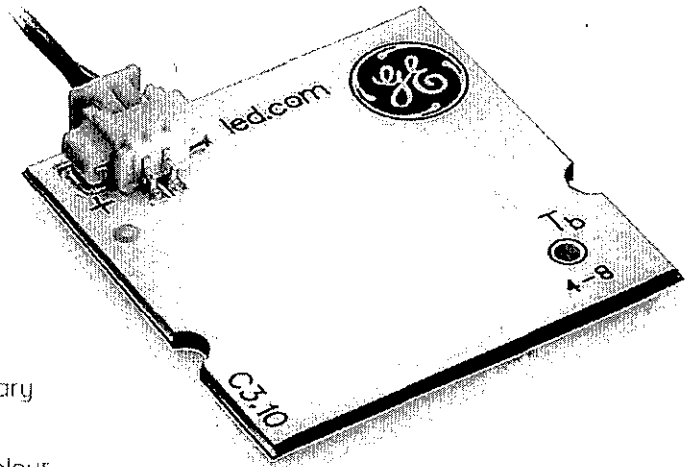
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Vio™ High Power White LED

The look that lasts.™



70CRI and 85CRI
1, 4 and NEW 7 Watt
3000K, 3500K and 4100K



The Vio LED story

By combining highly efficient 405 nm violet chips with proprietary phosphors, Vio LEDs enable tremendous flexibility in colour temperature and CRI. The result is a very stable, warm white colour, with minimal part-to-part colour variation. Plus, it is diffused, for a pleasing, more uniform light similar to a soft white incandescent lamp. Vio LEDs produce white light that meets the high standards of lighting designers.

Colour stability over life

Since the colour change is less than 75 Kelvin over 50,000 hours, Vio LEDs can be used with confidence in general illumination applications as a replacement for traditional light sources. Not only will Vio LEDs create the mood a lighting designer is looking for, it will maintain the mood over time.

High flux package in warm white colours

Our integrated chip technology produces high light output in a single package. This reduces design complexity for lighting manufacturers, while still providing a "quality of light" solution.

Applications

- General:** pendant, sconce
- Commercial:** task, display
- Landscape:** pathway, in-ground
- Architectural:** wall wash, marker



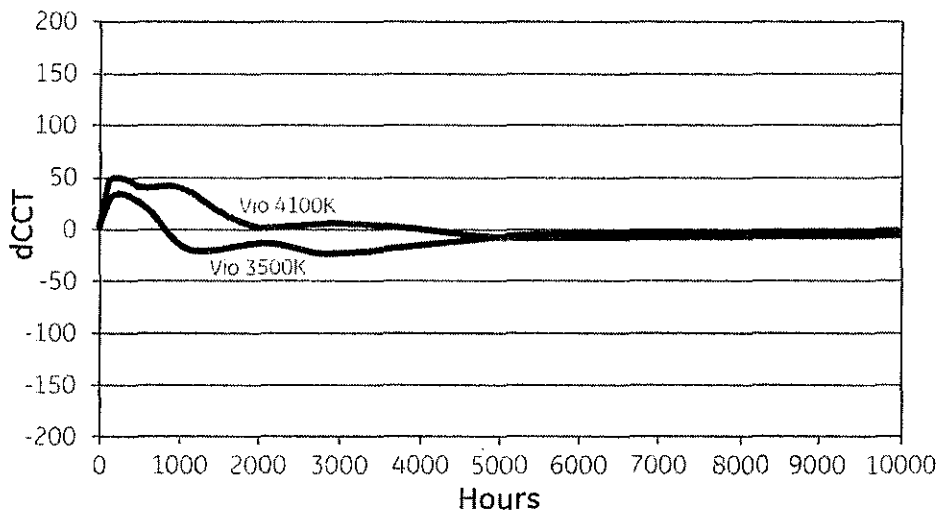
GE imagination at work

Vio LED Product Specifications

| Watts | CRI | CCT (+/- 200K) | Lumens Typical | Lumens per Watt* Typical | Forward Voltage (Vf) Minimum | Forward Voltage (Vf) Typical | Forward Voltage (Vf) Maximum | Product description | Min. order qty | Product code | |
|-------|-----|----------------|----------------|--------------------------|------------------------------|------------------------------|------------------------------|-------------------------|----------------|--------------|-------|
| 1.2 | 70 | 3000 | 64 | 53 | 3.2 | 3.5 | 4.0 | Vio/1.2W/730 | 10 | 73357 | |
| 1.2 | 70 | 3500 | 67 | 56 | 3.2 | 3.5 | 4.0 | Vio/1.2W/735 | 10 | 73355 | |
| 1.2 | 70 | 4100 | 69 | 58 | 3.2 | 3.5 | 4.0 | Vio/1.2W/741 | 10 | 73353 | |
| 1.2 | 85 | 3000 | 55 | 46 | 3.2 | 3.5 | 4.0 | Vio/1.2W/830 | 10 | 73351 | |
| 1.2 | 85 | 3500 | 55 | 46 | 3.2 | 3.5 | 4.0 | Vio/1.2W/835 | 10 | 73349 | |
| 1.2 | 85 | 4100 | 57 | 48 | 3.2 | 3.5 | 4.0 | Vio/1.2W/841 | 10 | 73347 | |
| 3.6 | 70 | 3000 | 171 | 48 | 9.6 | 10.2 | 12.0 | Vio/3.6W/730 | 10 | 73356 | |
| 3.6 | 70 | 3500 | 188 | 52 | 9.6 | 10.2 | 12.0 | Vio/3.6W/735 | 10 | 73354 | |
| 3.6 | 70 | 4100 | 196 | 54 | 9.6 | 10.2 | 12.0 | Vio/3.6W/741 | 10 | 73352 | |
| 3.6 | 85 | 3000 | 142 | 39 | 9.6 | 10.2 | 12.0 | Vio/3.6W/830 | 10 | 73350 | |
| 3.6 | 85 | 3500 | 153 | 43 | 9.6 | 10.2 | 12.0 | Vio/3.6W/835 | 10 | 73348 | |
| 3.6 | 85 | 4100 | 160 | 44 | 9.6 | 10.2 | 12.0 | Vio/3.6W/841 | 10 | 73346 | |
| 7.2 | 70 | 3000 | 300 | 42 | 18.0 | 20.0 | 22.0 | Vio/7.2W/730 | 10 | 74759 | |
| 7.2 | 70 | 3500 | 350 | 49 | 18.0 | 20.0 | 22.0 | Vio/7.2W/735 | 10 | 74760 | |
| 7.2 | 70 | 4100 | 330 | 46 | 18.0 | 20.0 | 22.0 | Vio/7.2W/741 | 10 | 74761 | |
| 7.2 | 85 | 3000 | 250 | 35 | 18.0 | 20.0 | 22.0 | Vio/7.2W/830 | 10 | 74762 | |
| 7.2 | 85 | 3500 | 275 | 38 | 18.0 | 20.0 | 22.0 | Vio/7.2W/835 | 10 | 74763 | |
| 7.2 | 85 | 4100 | 285 | 40 | 18.0 | 20.0 | 22.0 | Vio/7.2W/841 | 10 | 74764 | |
| | | | | | | | | Molex connector harness | Vio/Con | 10 | 73738 |

* Data quoted at 350mA drive current.

Colour Stability Over Time



Lighting designers can be confident that Vio's violet-based LEDs will continue to provide the specified light quality over many years. GE uses Six Sigma methodology to design and test its products to robust standards.

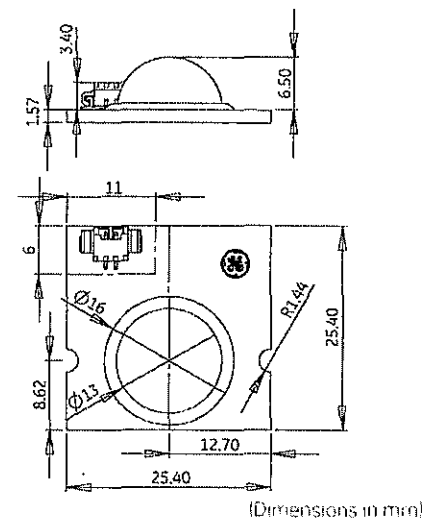
Additional Features & Benefits

- Low LED-to-LED colour variation: ± 200 Kelvin over full distribution
- Consistent lumen output and efficiency within CRI offering
- Chip on board technology for improved thermal management

- 70% lumen maintenance after 50,000 hours of operating at 500mA (T_c = 85°C)
- Simplified colour binning
- RoHS compliant, mercury free

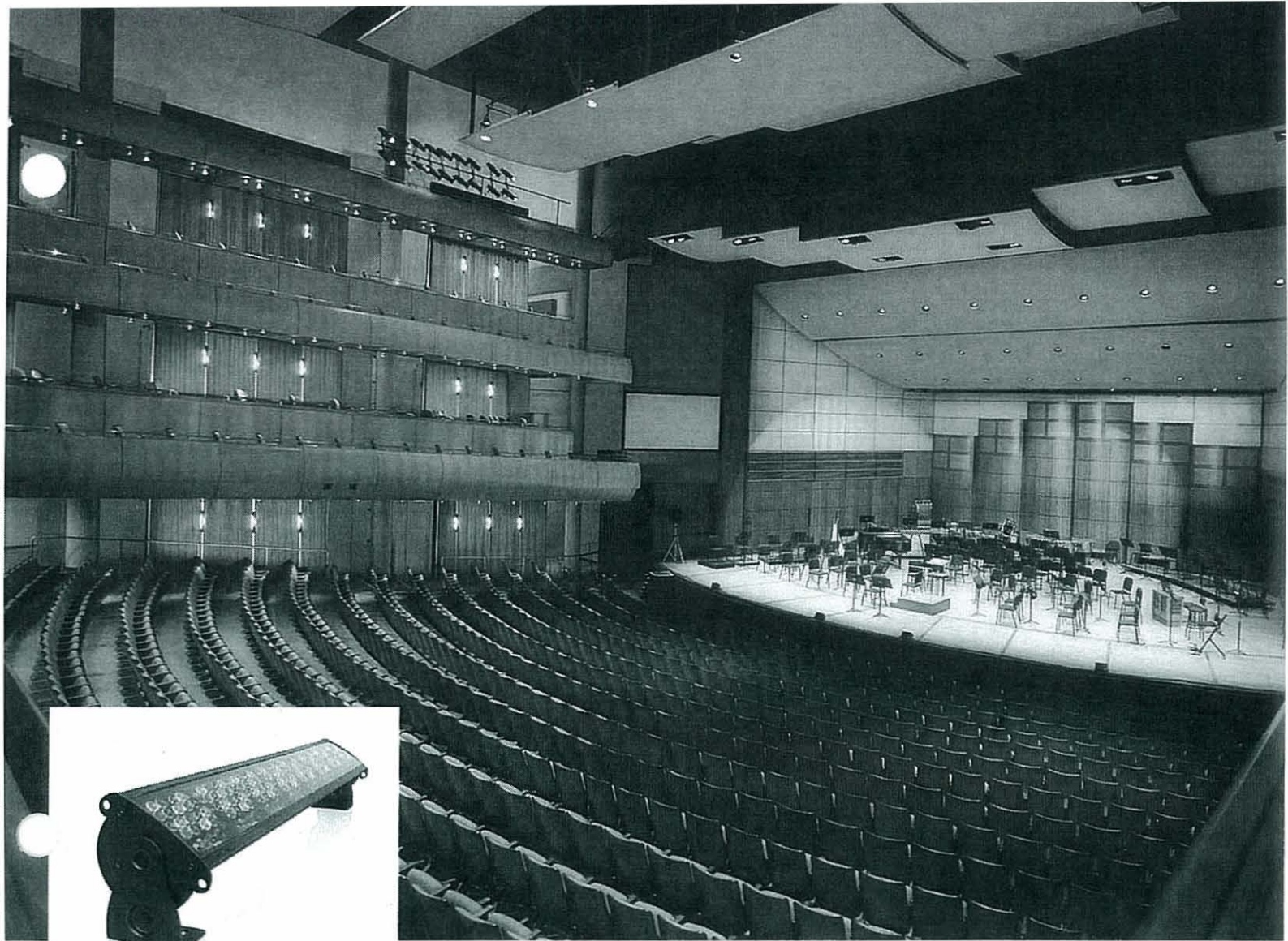


Package Dimensions



The Vio LED design incorporates a plug-in connector, eliminating the need for soldering.

A thermocouple measurement point on the circuit board provides accuracy in design and validation.



ColorBlaze

Rugged, full-color linear LED fixture for far-reaching wash lighting and effects

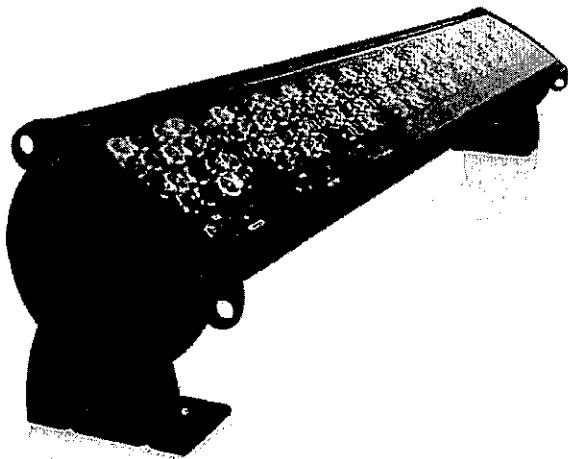
PHILIPS

ColorBlaze

Rugged, full-color linear LED fixture for far-reaching wash lighting and effects

ColorBlaze® is a robust, high-performance linear LED fixture for washing large areas with far-reaching, rich, saturated colors. With a rugged, extruded aluminum housing, ColorBlaze is designed to withstand the rigors of the touring and rental market. Integrated power supplies eliminate the need for additional equipment, pushbutton addressing capabilities simplify configuration and installation, and locking mounting brackets allow for flexible mounting to pipes or surfaces, making ColorBlaze an easy-to-use yet powerful solution for theaters, TV studios, concerts, events, casinos, and exhibits. To support dynamic, color-changing effects, each ColorBlaze fixture is sequentially controllable in 6 in (152 mm) segments by a Philips or third-party DMX controller.

- Two fixture lengths — Available in two fixture lengths, ColorBlaze 72 (6 ft, 1.8 m) and ColorBlaze 48 (4 ft, 1.2 m), each controllable in 6 in (152 mm) segments.
- Universal, integrated power supply — Auto-switching power supply accepts power input of 110 – 240 VAC, eliminating the need for additional equipment and enabling consistent use around the world.
- Pushbutton addressing and configuration — Onboard addressing capabilities offer easy configuration without external addressing tools.
- Industry-leading controls — ColorBlaze works with the complete Philips line of controllers, including iPlayer 3 and Light System Manager, as well as third-party DMX controllers. Fixtures can be connected in series of up to 1,000 ft (300 m) using any combination of RJ45, Ethercon, or XLR-5 data cables.
- High-intensity, saturated color output — RGB additive color mixing provides 16.7 million colors with variable intensity. Each 6 in (152 mm) segment has an output of over 300 lumens.
- Simple light positioning — Mounting brackets and locking knobs enable 180° rotation, adjustment, and locking without special tools.
- Versatile mounting options and accessories — Clamp-mount ColorBlaze to pipes or trusses, or mount directly to a surface. An optional T-handle mounting bracket is available for special mounting situations. Accessory holders, spread lenses, and other custom accessories specifically designed for ColorBlaze are available from City Theatrical Inc.
- Additional stage-friendly features — Onboard cooling fan and thermal sensor prevent overheating. A full range of replacement parts is available to keep ColorBlaze fixtures in service for the long haul.



Flexible Configuration

ColorBlaze fixtures can be configured to work in unison or independently to display dynamic, color-changing effects.

Each fixture can be set to have one or more individually controllable segments — up to 8 for ColorBlaze 48, and up to 12 for ColorBlaze 72.

Vibrant, Far-Reaching Color — Anywhere

ColorBlaze efficiently casts far-reaching colored light and effects with superior output in both theatrical and architectural applications. On-board power and addressing, streamlined design, rugged aluminum housing, and an extensive component replacement program make ColorBlaze ideal for touring and rental environments, where fixtures must withstand repeated setup, reconfiguration, and teardown. The durability, low maintenance, and intelligent control afforded by industry-leading LED technology also makes ColorBlaze ideal for permanent architectural installations.



Photography: Nadine Froger

The Orange County Performing Arts Center Celebratory Gala

While best known for large-area scenery and wash lighting, ColorBlaze can be easily configured to display spectacular video effects on multiple individually controllable segments. Such was the approach of the designers hired in 2006 to create a lighting scheme for the gala celebrating the 20th anniversary season of the Orange County Performing Arts Center and the opening of its world-class Segerstrom Concert Hall.

The lighting scheme incorporated both direct-view video elements and complementary wall-washing effects. The direct video lighting display, mounted in vertical arrays against the venue's back wall, included cascading waterfall imagery and a spectacular sunset effect, streamed to ColorBlaze fixtures via Video System Manager (VSM).

The design also called for more than 45 ColorBlaze 72 fixtures along the walls of the tent in which the gala was held. Not only were these ColorBlaze fixtures used to project bold, saturated colors against the white interior surfaces of the tent, they were also used to project digital video content, streamed from the VSM, that suggested flowing movements to coincide with the direct-view display.

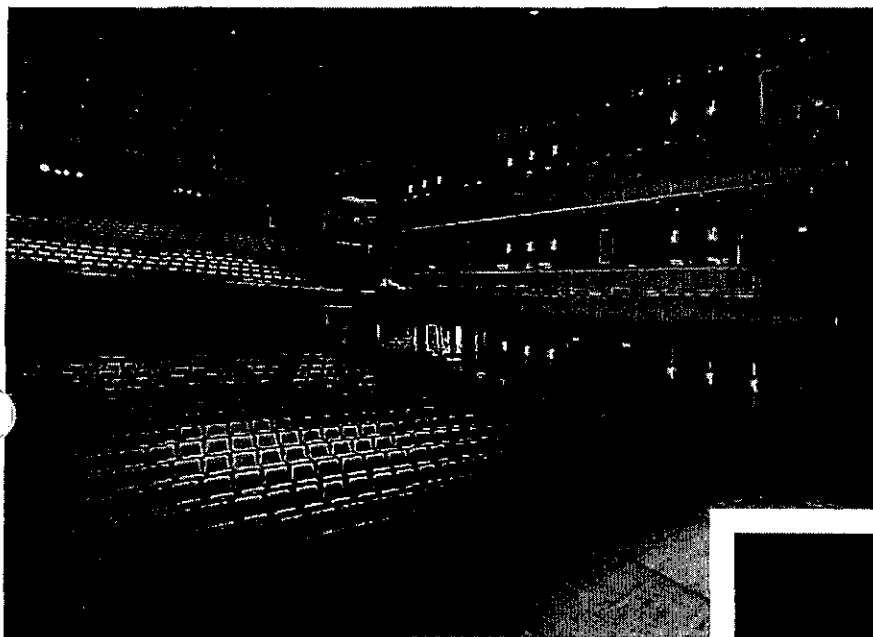
The entire project required only 30 days from concept to completion. Because of the fixtures' ease of configuration and installation, the lighting setup itself was done virtually overnight.

The DeVos Performance Hall Renovation

The summer 2004 renovation of DeVos Performance Hall — a 2,400-seat performing arts theatre in Grand Rapids, Michigan — showcases ColorBlaze in a landmark architectural setting.

The extensive internal renovations of this popular theatre, home to the Grand Rapids Symphony, the Grand Rapids Ballet Company, Broadway Theatre Guild, and many touring concerts and family shows, called for colorful accent lighting to enliven the theatre's side walls.

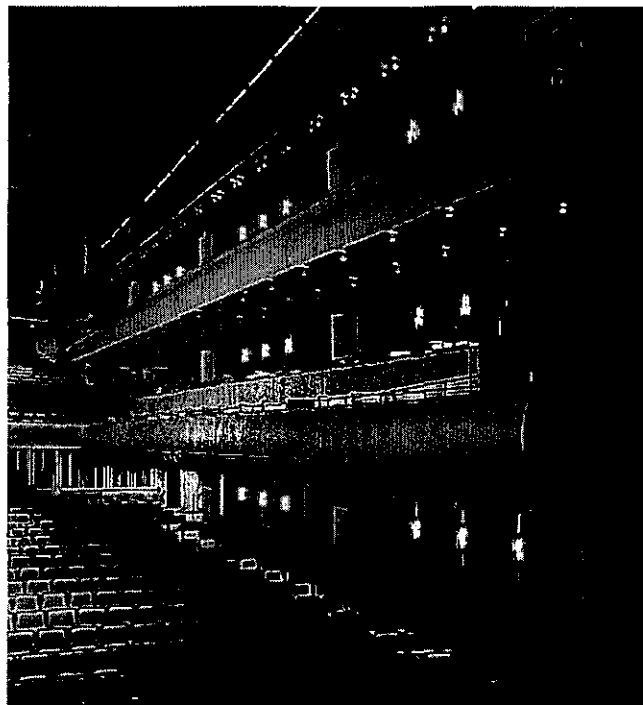
The lighting scheme was intended to give new life to the previously gray perimeter walls, which reach a height of 60 ft (18 m). The owners desired a new look that would not simply accentuate the walls, but that would actually change the perception of the audience space. The new treatment had to be large-scale, ready to build, easy to maintain, and cost-effective. The renovations had to be completed within 90 days so as not to interfere with the existing production and performance schedule.



Photography: Mark Thomas Productions, Ltd

Approximately 44 ColorBlaze 72 fixtures were mounted to the ceiling in linear runs along each perimeter wall to uniformly wash their surfaces with saturated static color and subtle, dynamic sequences. The owners placed a high value on color-changing lighting, because the hall is used for many different types of productions, from opera and ballet to pop / rock acts. The dynamic sequences include subtle two-color fades — orange to amber and blue to violet, for example — and rolling rainbows

The effects are easily triggered by a simple preset recall panel in the control room. Lighting board operators can also drive the ColorBlaze fixtures through the theatre's DMX control console.



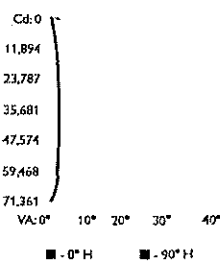
Photometrics

Photometric data is based on test results from an independent NIST traceable testing lab. IES data is available at www.colorkinetics.com/support/ies.

ColorBlaze 48

| | | | |
|-----|--------|-------|----------|
| LED | Lumens | Watts | Efficacy |
| RGB | 3708 | 280 | 13.2 |

Polar Candela Distribution



Illuminance at Distance

| Center Beam fc | Beam Width |
|----------------|---------------|
| 6422 fc | 0.6 ft 0.6 ft |
| 1606 fc | 1.1 ft 1.3 ft |
| 714 fc | 1.7 ft 1.9 ft |
| 401 fc | 2.3 ft 2.5 ft |
| 257 fc | 2.9 ft 3.1 ft |
| 176 fc | 3.4 ft 3.8 ft |

267 ft (81.4 m) 1 fc maximum distance

Veric Spread: 9.9° Horiz. Spread: 10.8°

Zonal Lumen

| Zone | Lumens | % Lamp | % Luminaire |
|--------|---------|--------|-------------|
| 0-30 | 3,203.9 | 86.4% | 86.5% |
| 0-40 | 3,438.2 | 92.7% | 92.9% |
| 0-60 | 3,855.2 | 98.6% | 98.7% |
| 00-90 | 47.8 | 1.3% | 1.3% |
| 0-90 | 3,703.0 | 99.9% | 100% |
| 90-180 | 0 | 0% | 0% |
| 0-180 | 3,703.0 | 99.9% | 100% |

Total Efficiency: 99.9%

Coefficients Of Utilization - Zonal Cavity Method

| RCC % | Effective Floor Cavity Reflectance: 20% | | | | | | | | | | | | | | | | | |
|-------|---|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|
| | 70 | 50 | 30 | 0 | 70 | 50 | 30 | 0 | 50 | 30 | 20 | 10 | 0 | | | | | |
| RCC % | 1.19 | 1.19 | 1.19 | 1.19 | 1.16 | 1.16 | 1.16 | 1.00 | 1.11 | 1.11 | 1.11 | 1.06 | 1.06 | 1.06 | 1.02 | 1.02 | 1.02 | 1.00 |
| RW % | 1.15 | 1.13 | 1.11 | 1.10 | 1.13 | 1.11 | 1.09 | 0.97 | 1.07 | 1.06 | 1.05 | 1.03 | 1.02 | 1.01 | 1.00 | 0.99 | 0.99 | 0.97 |
| ROR % | 2 | 1.12 | 1.08 | 1.05 | 1.03 | 1.03 | 1.05 | 1.04 | 0.94 | 1.03 | 1.01 | 1.00 | 1.00 | 0.99 | 0.97 | 0.98 | 0.97 | 0.95 |
| 0 | 3 | 1.08 | 1.04 | 1.00 | 0.98 | 1.07 | 1.03 | 0.99 | 0.92 | 1.00 | 0.98 | 0.96 | 0.98 | 0.96 | 0.94 | 0.96 | 0.94 | 0.91 |
| 1 | 4 | 1.05 | 1.00 | 0.97 | 0.94 | 1.04 | 0.99 | 0.95 | 0.90 | 0.97 | 0.95 | 0.92 | 0.96 | 0.93 | 0.91 | 0.94 | 0.92 | 0.89 |
| 2 | 5 | 1.03 | 0.97 | 0.94 | 0.91 | 1.01 | 0.97 | 0.93 | 0.88 | 0.95 | 0.92 | 0.90 | 0.93 | 0.91 | 0.89 | 0.92 | 0.90 | 0.88 |
| 3 | 6 | 1.00 | 0.95 | 0.91 | 0.88 | 0.99 | 0.94 | 0.91 | 0.86 | 0.93 | 0.90 | 0.87 | 0.92 | 0.89 | 0.87 | 0.90 | 0.88 | 0.86 |
| 4 | 7 | 0.98 | 0.92 | 0.89 | 0.86 | 0.97 | 0.92 | 0.89 | 0.85 | 0.91 | 0.88 | 0.86 | 0.90 | 0.87 | 0.85 | 0.89 | 0.87 | 0.85 |
| 5 | 8 | 0.95 | 0.91 | 0.87 | 0.84 | 0.95 | 0.90 | 0.87 | 0.83 | 0.89 | 0.86 | 0.84 | 0.88 | 0.86 | 0.84 | 0.87 | 0.85 | 0.83 |
| 6 | 9 | 0.95 | 0.89 | 0.85 | 0.83 | 0.94 | 0.88 | 0.85 | 0.82 | 0.88 | 0.85 | 0.82 | 0.87 | 0.84 | 0.82 | 0.86 | 0.84 | 0.82 |
| 7 | 10 | 0.93 | 0.87 | 0.84 | 0.82 | 0.92 | 0.87 | 0.84 | 0.81 | 0.86 | 0.83 | 0.81 | 0.86 | 0.83 | 0.81 | 0.85 | 0.83 | 0.81 |

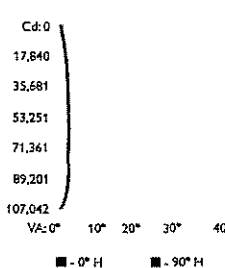
RCC %: Ceiling reflectance percentage, RW %: Wall reflectance percentage, ROR: Room cavity ratio

ColorBlaze 72

| | | | |
|-----|--------|-------|----------|
| LED | Lumens | Watts | Efficacy |
| RGB | 5562 | 420 | 13.2 |

These figures are scaled based on the ColorBlaze 48 photometrics to approximate the light output of ColorBlaze 72.

Polar Candela Distribution



Illuminance at Distance

| Center Beam fc | Beam Width |
|----------------|---------------|
| 9634 fc | 0.6 ft 0.6 ft |
| 2408 fc | 1.1 ft 1.3 ft |
| 1070 fc | 1.7 ft 1.9 ft |
| 602 fc | 2.3 ft 2.5 ft |
| 385 fc | 2.9 ft 3.1 ft |
| 268 fc | 3.4 ft 3.8 ft |

327 ft (99.7 m) 1 fc maximum distance

Veric Spread: 9.9° Horiz. Spread: 10.8°

Zonal Lumen

| Zone | Lumens | % Lamp | % Luminaire |
|--------|---------|--------|-------------|
| 0-30 | 4,809.6 | 86.4% | 86.5% |
| 0-40 | 5,157.3 | 92.7% | 92.9% |
| 0-60 | 5,482.8 | 98.6% | 98.7% |
| 00-90 | 71.7 | 1.3% | 1.3% |
| 0-90 | 5,554.5 | 99.9% | 100% |
| 90-180 | 0 | 0% | 0% |
| 0-180 | 5,554.5 | 99.9% | 100% |

Total Efficiency: 99.9%

Coefficients Of Utilization - Zonal Cavity Method

| RCC % | Effective Floor Cavity Reflectance: 20% | | | | | | | | | | | | | | | | | |
|-------|---|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|
| | 70 | 50 | 30 | 0 | 70 | 50 | 30 | 0 | 50 | 30 | 20 | 10 | 0 | | | | | |
| RCC % | 1.19 | 1.19 | 1.19 | 1.19 | 1.16 | 1.16 | 1.16 | 1.00 | 1.11 | 1.11 | 1.11 | 1.06 | 1.06 | 1.06 | 1.02 | 1.02 | 1.02 | 1.00 |
| RW % | 1.15 | 1.13 | 1.11 | 1.10 | 1.13 | 1.11 | 1.09 | 0.97 | 1.07 | 1.06 | 1.05 | 1.03 | 1.02 | 1.01 | 1.00 | 0.99 | 0.99 | 0.97 |
| ROR % | 2 | 1.12 | 1.08 | 1.05 | 1.03 | 1.03 | 1.05 | 1.04 | 0.94 | 1.03 | 1.01 | 1.00 | 1.00 | 0.99 | 0.97 | 0.98 | 0.97 | 0.95 |
| 0 | 3 | 1.08 | 1.04 | 1.00 | 0.98 | 1.07 | 1.03 | 0.99 | 0.92 | 1.00 | 0.98 | 0.96 | 0.98 | 0.96 | 0.94 | 0.96 | 0.94 | 0.91 |
| 1 | 4 | 1.05 | 1.00 | 0.97 | 0.94 | 1.04 | 0.99 | 0.95 | 0.90 | 0.97 | 0.95 | 0.92 | 0.96 | 0.93 | 0.91 | 0.94 | 0.92 | 0.89 |
| 2 | 5 | 1.03 | 0.97 | 0.94 | 0.91 | 1.01 | 0.97 | 0.93 | 0.88 | 0.95 | 0.92 | 0.90 | 0.93 | 0.91 | 0.89 | 0.92 | 0.90 | 0.88 |
| 3 | 6 | 1.00 | 0.95 | 0.91 | 0.88 | 0.99 | 0.94 | 0.91 | 0.86 | 0.93 | 0.90 | 0.87 | 0.92 | 0.89 | 0.87 | 0.90 | 0.88 | 0.86 |
| 4 | 7 | 0.98 | 0.92 | 0.89 | 0.86 | 0.97 | 0.92 | 0.89 | 0.85 | 0.91 | 0.88 | 0.86 | 0.90 | 0.87 | 0.85 | 0.89 | 0.87 | 0.85 |
| 5 | 8 | 0.95 | 0.91 | 0.87 | 0.84 | 0.95 | 0.90 | 0.87 | 0.83 | 0.89 | 0.86 | 0.84 | 0.88 | 0.86 | 0.84 | 0.87 | 0.85 | 0.83 |
| 6 | 9 | 0.95 | 0.89 | 0.85 | 0.83 | 0.94 | 0.88 | 0.85 | 0.82 | 0.88 | 0.85 | 0.82 | 0.87 | 0.84 | 0.82 | 0.86 | 0.84 | 0.82 |
| 7 | 10 | 0.93 | 0.87 | 0.84 | 0.82 | 0.92 | 0.87 | 0.84 | 0.81 | 0.86 | 0.83 | 0.81 | 0.86 | 0.83 | 0.81 | 0.85 | 0.83 | 0.81 |

RCC %: Ceiling reflectance percentage, RW %: Wall reflectance percentage, ROR: Room cavity ratio

For lux multiply fc by 10.7

Specifications

Due to continuous improvements and innovations, specifications may change without notice.

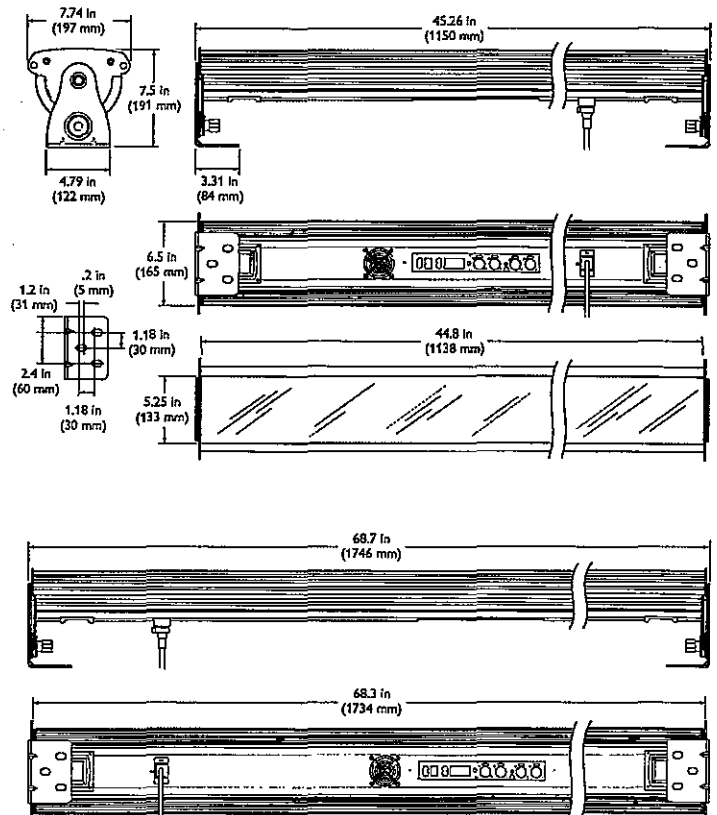
| Item | Specification | ColorBlaze 48 | ColorBlaze 72 |
|--------------------------|--|---|--|
| | Beam Angle | 10° | 10° |
| | Lumen† | 3708 | 5562 |
| Output | Color Range | 16.7 million additive RGB colors; continuously variable intensity | |
| | Mixing Distance | 6 in (152 mm) to uniform light | |
| | Lumen Maintenance‡ | 50,000+ hours L50 @ 50° C (full output) | |
| | Input Voltage | 100 – 240 VAC, auto-switching, 50 / 60 Hz | |
| Electrical | Power Consumption | 280 W maximum at full output, steady state | 420 W maximum at full output, steady state |
| | Interface | DMX | |
| Control | Control System | Philips full range of controllers, including Light System Manager and iPlayer 3, or third-party DMX controllers | |
| | Dimensions (Height x Width x Depth) | 7.5 x 45.3 x 6.5 in (191 x 1150 x 165 mm) | 7.5 x 68.7 x 6.5 in (191 x 1746 x 165 mm) |
| | Weight | 40 lb (18.1 kg) | 60 lb (27.2 kg) |
| | Housing | Extruded aluminium, black finish | |
| Physical | Lens | Clear polycarbonate | |
| | Fixture Connections | IEC power cable, RJ45, Ethercon, or XLR-5 data connections | |
| | Temperature | -40° – 122° F (-40° – 50° C) Operating -4° – 122° F (-20° – 50° C) Startup | |
| | Humidity | 0 – 95%, non-condensing | |
| | Certification | UL / cUL, FCC Class A, CE, PSE | |
| Certification and Safety | LED Class | Class 2 LED product | |
| | Environment | Dry Location, IP20 | |



† Lumen measurement complies with IES LM-79-08

‡ Philips Color Kinetics follows IESNA LM-80-08 in using L50 (lumen depreciation to 50% of original light output) to define useful life of RGB LED fixtures. At maximum operating temperature (typically 50° C) and displaying white (full output), the useful life exceeds 50,000 hours. At room temperature and displaying a color wash effect, the useful life ranges from 80,000 to 100,000 hours or more.

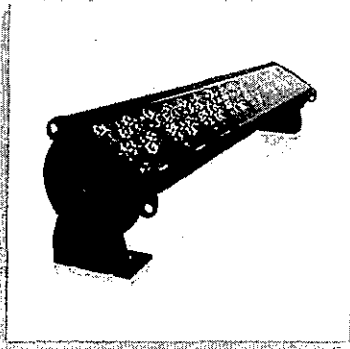
CHROMACORE | OPTIBIN
CK TECHNOLOGY | CK TECHNOLOGY



Date: _____ Type: _____

Firm Name: _____

Project: _____



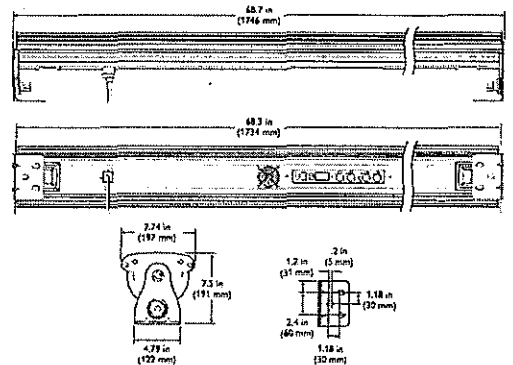
**Higher
Output**

ColorBlaze 72

Rugged, full-color linear LED fixture for far-reaching wash lighting and effects

ColorBlaze® is a robust, high-performance linear LED fixture for washing large areas with far-reaching, rich, saturated colors. With a rugged, extruded aluminum housing, ColorBlaze is designed to withstand the rigors of the touring and rental market. Integrated power supplies eliminate the need for additional equipment, pushbutton addressing capabilities simplify configuration and installation, and locking mounting brackets allow for flexible mounting to pipes or surfaces, making ColorBlaze an easy-to-use yet powerful solution for theaters, TV studios, concerts, events, casinos, and exhibits. To support dynamic, color-changing effects, each ColorBlaze fixture is controllable in 6 in (152 mm) segments by a Philips or third-party DMX controller.

ColorBlaze 72 dimensions



- Two fixture lengths — Available in two fixture lengths, ColorBlaze 72 (6 ft, 1.8 m) and ColorBlaze 48 (4 ft, 1.2 m), each controllable in 6 in (152 mm) segments.
- Universal, integrated power supply — Auto-switching power supply accepts power input of 110 – 240 VAC, eliminating the need for additional equipment and enabling consistent use around the world.
- Pushbutton addressing and configuration — Onboard addressing offers easy configuration without external addressing tools.
- Industry-leading controls — ColorBlaze works seamlessly with the complete Philips line of controllers, including iPlayer 3 and Light System Manager, as well as third-party DMX controllers. Fixtures can be connected in series of up to 1,000 ft (300 m) using any combination of RJ45, Ethercon, or XLR-5 data cables.
- High-intensity, saturated color output — RGB color mixing provides 16.7 million colors with variable intensity. Each 6 in (152 mm) segment has an output of over 300 lumens.
- Simple light positioning — Mounting brackets and locking knobs enable 180° rotation, adjustment, and locking without special tools.
- Versatile mounting options and accessories — Clamp-mount ColorBlaze to pipes or trusses, or mount directly to a surface. An optional T-handle mounting bracket is available for special mounting situations. Accessory holders, spread lenses, and other custom accessories specifically designed for ColorBlaze are available from City Theatrical Inc.
- Additional stage-friendly features — Onboard cooling fan and thermal sensor prevent overheating. A full range of replacement parts is available to keep ColorBlaze fixtures in service for the long haul.

For detailed product information, please refer to the ColorBlaze Product Guide at www.colorkinetics.com/ls/rgb/colorblaze/

PHILIPS

Specifications

Due to continuous improvements and innovations, specifications may change without notice.

| Item | Specification | ColorBlaze 72 |
|------------|-------------------------------------|---|
| Output | Beam Angle | 10° |
| | Lumens† | 5562 |
| | Color Range | 16.7 million additive RGB colors; continuously variable intensity |
| Electrical | Mixing Distance | 6 in (152 mm) to uniform light |
| | Lumen Maintenance‡ | 50,000+ hours L50 @ 50° C (full output) |
| Control | Input Voltage | 100 – 240 VAC, auto-switching, 50 / 60 Hz |
| | Power Consumption | 420 W maximum at full output, steady state |
| Physical | Interface | DMX |
| | Control System | Philips full range of controllers, including Light System Manager and iPlayer 3, or third-party DMX controllers |
| | Dimensions (Height x Width x Depth) | 7.5 x 68.7 x 6.5 in (191 x 1746 x 165 mm) |
| | Weight | 60 lb (27.2 kg) |
| | Housing | Extruded aluminium, black finish |
| | Lens | Clear polycarbonate |
| | Fixture Connections | IEC power cable, RJ45, Ethercon, or XLR-5 data connections |
| | Temperature | -40° – 122° F (-40° – 50° C) Operating -4° – 122° F (-20° – 50° C) Startup |
| | Humidity | 0 – 95%, non-condensing |
| | Certification and Safety | UL / cUL, FCC Class A, CE, PSE |
| LED Class | LED Class | Class 2 LED product |
| | Environment | Dry Location, IP20 |

† Lumen measurement complies with IES LM-79-08

‡ L50 = 50% maintenance of lumen output (when light output drops below 50% of initial output). Ambient temperature specified.



CHROMACORE | OPTIBIN |
CKTECHNOLOGY | CKTECHNOLOGY

Accessories

Use Item Number when ordering in North America.

| Item | Type | Item Number | Philips 12NC | |
|---------------------|--|--|---------------|---|
| Accessory Holders | ColorBlaze 72 | Standard White | 120-000001-00 | — |
| | | Standard Black | 120-000001-01 | — |
| | | Pro Series White | 120-000001-02 | — |
| | ColorBlaze 48 | Standard Black | 120-000001-03 | — |
| | | Standard White | 120-000002-00 | — |
| | | Standard Black | 120-000002-01 | — |
| Glass Spread Lenses | ColorBlaze 72 (3) 2 ft (610 mm) sections | Pro Series White | 120-000002-02 | — |
| | | Pro Series Black | 120-000002-03 | — |
| | | 36° / 50° horizontal spread | 120-000023-00 | — |
| | ColorBlaze 48 (2) 2 ft (610 mm) sections | 40° / 40° horizontal / vertical spread | 120-000023-01 | — |
| | | 36° / 50° horizontal spread | 120-000024-00 | — |
| | | 40° / 40° horizontal / vertical spread | 120-000024-01 | — |



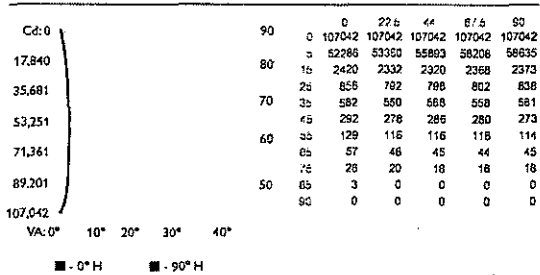
Philips Color Kinetics
3 Burlington Woods Drive
Burlington, Massachusetts 01803 USA
Tel 888.385.5742
Tel 617.423.9999
Fax 617.423.9998
www.colorkinetics.com

Photometrics

ColorBlaze 72

These figures are scaled based on the ColorBlaze 48 photometrics to approximate the light output of ColorBlaze 72.

Polar Candela Distribution



Illuminance at Distance

| Center Beam fc | Beam Width |
|----------------|-----------------|
| 3.0 ft | 0.6 ft x 0.6 ft |
| 6.7 ft | 1.1 ft x 1.3 ft |
| 10.0 ft | 1.7 ft x 1.9 ft |
| 13.3 ft | 2.3 ft x 2.5 ft |
| 16.7 ft | 2.9 ft x 3.1 ft |
| 20.0 ft | 3.4 ft x 3.8 ft |

327 ft (99.7 m)

1 fc maximum distance

Vert. Spread: 9.9°
Horiz. Spread: 10.8°

For lux multiply fc by 10.7

| LED | Lumens | Watts | Efficacy |
|-----|--------|-------|----------|
| RGB | 5562 | 420 | 13.2 |

Fixtures

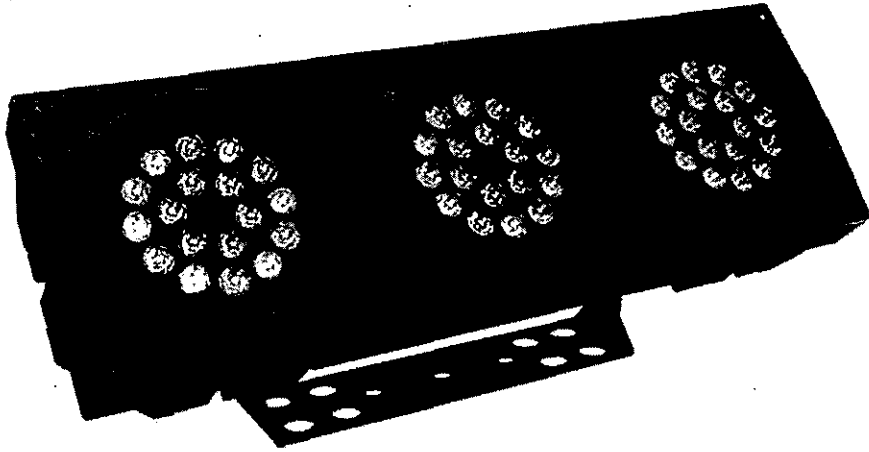
Use Item Number when ordering in North America.

| Item | Type | Item Number | Philips 12NC |
|----------------------|-----------------------------------|---------------|--------------|
| ColorBlaze | 72 | 116-000021-00 | 910503700614 |
| | 48 | 116-000022-00 | 910503700613 |
| Power Supply | w/o Thermal Sensor | 120-000041-00 | 910503700131 |
| | w Thermal Sensor | 120-000042-00 | 910503700132 |
| Fan | | 120-000043-00 | 910503700133 |
| Air Inlet Filter | | 120-000044-00 | 910503700134 |
| Controller Panel | 72 | 120-000045-00 | 910503700135 |
| | 48 | 120-000045-01 | 910503700136 |
| LED Board | Cree 7090 | 120-000046-01 | 910503700137 |
| | Cree 7090 XR-E | 120-000073-00 | 910503700615 |
| IEC Connector | Luxeon | 120-000046-00 | — |
| | 72 | 120-000053-00 | 910503700144 |
| Clear Lens | 72 | 120-000048-00 | 910503700139 |
| | 48 | 120-000047-00 | 910503700138 |
| Mounting Bracket | Brackets & Handles | 120-000049-01 | 910503700140 |
| | Handles Only | 120-000050-00 | 910503700141 |
| | T-Handle Style Brackets & Handles | 120-000051-00 | 910503700142 |
| Light System Manager | Handles Only | 120-000052-00 | 910503700143 |
| | 103-000015-02 | 103-000015-02 | 910503700221 |
| iPlayer 3 | NA Power Cord | 103-000019-00 | 910403327101 |
| | EU Power Cord | 103-000019-01 | 910503700392 |
| ColorDial Pro | | 102-000025-00 | 910503700790 |
| Synchronizer | | 103-000001-00 | — |
| Multi Synchronizer | | 103-000002-00 | — |

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DAS-000014-01 R01 10-09

COLORADO™ 3



CONTROL FEATURES

- 3, 4, 9, or 12-channel LED bank system (with ID addressing)
- Operating modes:
 - 3-channel: RGB control
 - 4-channel: RGB, dimmer
 - 9-channel: RGB, ID, dim, macro, strobe, automatic, custom, DMX modes
 - 12-channel: RGB of 3 separate sections
 - 12-channel: RGB, CMY, ID, dim, macro, strobe, automatic, custom, DMX modes
- Individual pod control
- Pre-programmed color macros for each section
- RGB color mixing with or without DMX controller
- Built-in automated programs via DMX or COLOR-CON

ADDITIONAL FEATURES

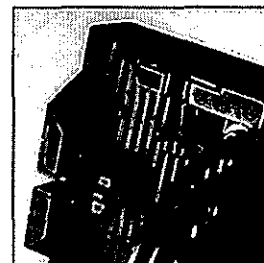
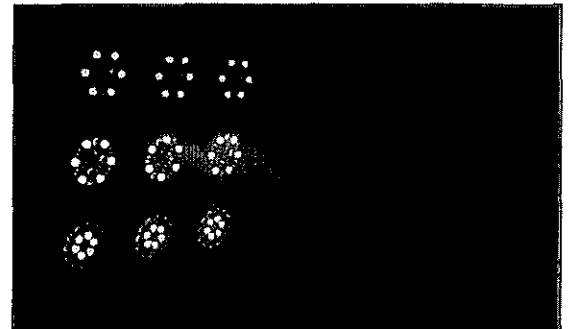
- High-power, 1 W (350 mA) LEDs
- Ingress Protection: IP66
- Interlock multiple units to create blinder, wall, or strip light effects
- Additional power output: max 15 units @ 120 V (see manual for details)
- LCD display with password protection

OPTIONS

- COLORado Controller (COLOR-CON)
- Optical systems: 15° (installed), 30° (C-LENS3018)
- 16.4 ft (5 m) power extension cable (IP5POWER)
- 16.4 ft (5 m) signal extension cable (IP5SIG)

SPECIFICATIONS

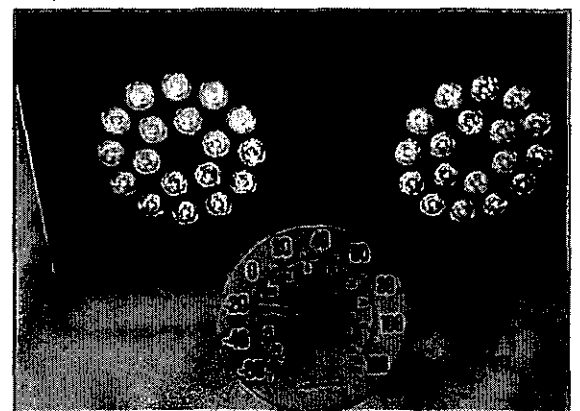
- | | |
|---------------------|--------------------|
| • 15° optics | 30° optics |
| Beam angle: 14.4° | Beam angle: 33.6° |
| Field angle: 30.8° | Field angle: 61.3° |
| Lux: 4,070.81 @ 2 m | Lux: 859.6 @ 2 m |
- Light source: 54 (18 x 350 mA red, 18 x 350 mA green, 18 x 350 mA blue) LEDs, 50,000 hrs
 - Power and current: 120 V, 60 Hz; 88 W, 0.6 A (operating), 1.2 A (inrush)
 - Power and current: 230 V, 50 Hz; 87.9 W, 0.39 A (operating), 0.73 A (inrush)
 - AC power: Auto-ranging 100 V ~ 240 V 50/60 Hz
 - IP66 power extension cable: 103 in (2,604 mm)
 - IP66 signal extension cable: 103 in (2,604 mm)
 - DMX input cable: 6.5 in (165 mm)
 - DMX output cable: 6.5 in (165 mm)
 - Power in: 21.5 in (546 mm)
 - Power out: 20 in (508 mm)
 - Data in: 22 in (559 mm)
 - Data out: 18 in (470 mm)
 - Power cable with plug: 65 in (1,651 mm)
 - Weight: 18 lbs / 8.2 kg
 - Size: 22.5 x 7.5 x 8.3 in / 570 x 190 x 210 mm



Interlocking connection points for creating strips or banks



Onboard control & linkable power



Tested in the toughest outdoor conditions

www.chauvetlighting.com
 info@chauvetlighting.com
 t: 1.800.762.1084
 3000 North 29th Court
 Hollywood, FL 33020

CHAUVET.

VL2500™ Wash

l u m i n a i r e



The VARI***LITE**® VL2500™ Wash luminaire is based on one of our most popular luminaires – the VL2000™ Wash – with some new changes that make it more desirable than ever.

The VL2500 Wash luminaire is equipped with the same features and characteristics that make the original Series 2000™ fixtures so useful. It is still small, lightweight, and fast with a 700-watt short-arc lamp, impressive lumen output, and a zoom range from 14° to 55°.

Of course, the VL2500 Wash luminaire still provides three-wheel CYM color mixing. When combined with 11 standard colors on a fixed wheel, the color options are practically limitless.

The new features in this luminaire are the coated glass dimmer wheel which provides smooth fades, and a separate dual-blade strobe system that offers quiet and reliable strobe effects. In addition, the VL2500 Wash luminaire's pan and tilt motors are now more powerful and provide more torque.

The fixture is the same size as the VL2500™ Spot luminaire, and it has the same profile, providing a consistent hang configuration and appearance no matter which luminaire type is required.

The VL2500 Wash luminaire can be controlled from virtually any DMX512 console or DMX output device.

Programmable Functions

| | |
|---------------------------|---|
| Color System: | A three-filter CYM cross-fading mechanism. A fixed color wheel with 11 interchangeable color filters and one open space capable of continuous rotation for additional effects |
| Zoom Optics: | Continuously variable field angle from 14° to 55.5°. |
| Beam Size Control: | A zoomable beam spreader mechanism provides continuous beam size control for both rapid changes and smooth timed beam angle adjustments. |
| Intensity Control: | A coated glass dimmer wheel provides full field dimming designed for smooth timed fades. |
| Strobe: | A high-performance dual blade strobe system capable of ultra-fast operation. |
| Pan & Tilt: | Smooth, timed continuous motion by way of a three-phase stepper motor system. |
| Range: | Pan - 540°, Tilt - 270°. |
| Accuracy: | 0.3° resolution. |

Description

| | | | |
|---------------------------------|---|-------------------|--------|
| Source: | 700 Watt Short Arc Lamp | Color Temperature | 5600°K |
| | | CRI | 80 |
| Output: | 14,700 lumens. | | |
| Power Requirements: | Standard AC power distribution from 90-264 VAC, 50/60 Hz. The unit requires 4 to 12 A depending on the AC supply voltage. | | |
| Reflector: | Precision glass reflector with dichroic cold mirror coating. | | |
| Operational Temperature: | -20° to 122°F (-29° to 50°C). Note: Derate to 113°F (45°C) for operation below 100 VAC | | |
| Cooling: | Forced air cooling. | | |
| Control: | Completely compatible with a wide variety of DMX512 consoles. | | |
| DMX Channels: | 15 | | |
| Mounting Position: | The VL2500™ Wash luminaire can be mounted and operated in any orientation. | | |
| Spacing: | Hangs on 19.0 in. (48.3 cm) centers. | | |
| Weight: | 57.3 lbs (26.1 kg) | | |

Accessories

| | |
|--------------|---|
| 71.2528.0700 | 700 Watt Short Arc Lamp |
| 22.9620.0194 | Safety Cable Assembly |
| 55.6840.0001 | Truss Hook, Mega-Clamp (Round and Square) |
| 55.6841.0001 | Truss Hook, Mega-Claw for 2" Round Tube |
| 41.6006.0390 | 3200K Color Correction filter |

PART #: 20.9676.0002

Vari-Lite is a Philips group brand

VARI*LITE**®**
Express yourself.

PHILIPS

VL2500™ Wash

l u m i n a i r e

Specifications

The unit is an integrally designed, remote-controlled, motorized wash luminaire. The head, yoke and enclosure housings are constructed of aluminum alloy, plastic and steel for lightweight strength and durability. Virtually silent fans provide forced-air cooling for internal components. The rear cap is removable, providing easy access to the lamp for replacement.

A single AC input cable along with two five-pin DMX512 compatible connectors (in and through) are provided. The unit can be controlled by a wide variety of DMX512 consoles. In addition, a built-in Master/Slave function enables operation of multiple luminaires without a control console.

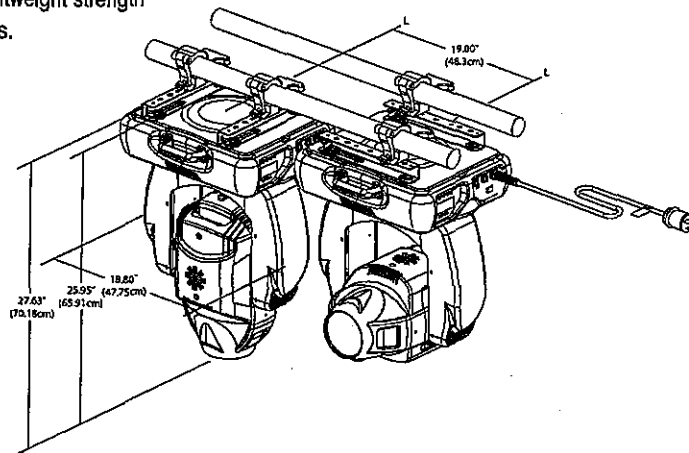
Each unit is equipped with multiple on-board processors providing diagnostic and self-calibration functions as well as internal test routines and software update capabilities.

The unit contains two independent three-phase stepper motors to provide movement of the head through 540° in the horizontal plane (pan) and 270° in the vertical plane (tilt). The pan and tilt mechanisms are belt-driven, providing positional resolution and repeatability of 0.3° on either axis.

A CYM color mixing system using three color wheels is provided for a broad range of user color selection. The color system is capable of color changes in less than 0.6 seconds. In addition to the CYM system, a fixed color wheel with 11 discrete colors is included for specific color requirements and snap color changes in .14 seconds.

The unit contains a coated glass dimmer wheel that provides full field dimming and allows for both smooth timed fades and fast blackouts. A high-performance, dual blade strobe system is operated with two motors and is capable of various strobe effects. The unit is equipped with a zoomable beam spreader that allows continuous field angle changes from 14° to 55.5° in less than 1.8 seconds.

The unit is ETL and ETLc certified and CE-marked. Exterior finish is black.



Photometric Data*

| VL2500. Wash Luminaire - 700W Metal Halide | | | | | |
|--|------------------|-------------------------|----------------------------------|--------------------------|-----------------------------------|
| Lens | Candela* (cd) | Beam Angle (DEGREES) | Beam Diameter Tn ¹ | Field Angle (DEGREES) | Field Diameter Tn ¹ |
| No lens travel | 580,000 | 8° | .14 | 14° | .248 |
| 1/4 lens travel | 295,000 | 11° | .192 | 21° | .369 |
| 1/2 lens travel | 119,000 | 17° | .304 | 33° | .596 |
| 3/4 lens travel | 56,500 | 27.5° | .491 | 45° | .831 |
| Full lens travel | 33,000 | 35.8° | .646 | 55.5° | 1.054 |

¹ Multiply distance by Tn to determine coverage.

To calculate center beam illuminance (I), at a specific distance (D): $I = \frac{cd}{D^2}$
 — if (D) is in feet, (I) is in foot candles
 — if (D) is in meters, (I) is in lux

* Note:

All data taken with seasoned light source at 20 hours of life.
 All data taken with front stipple glass in place.
 Fixture output = 14,700 lumens.

VARILITE***
 Express yourself.

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Vari-Lite

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Dallas, TX 75238

1.877.VARILITE

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VL2500W_0808

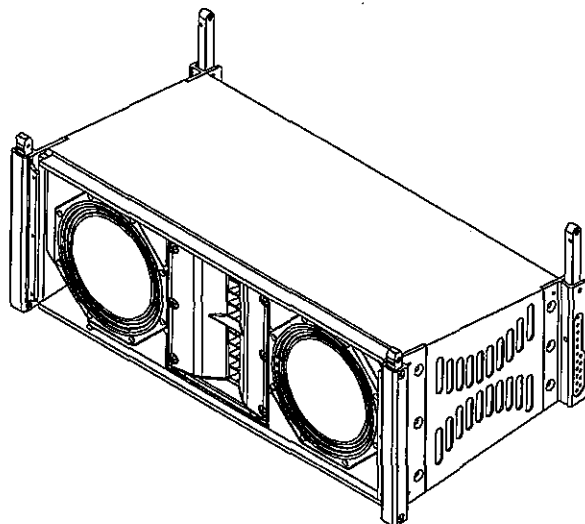


XLD281
**3-Way, High-Output,
 Very Compact
 Line-Array Element**



Key Features:

- **Very Compact, Lightweight**
- **CCT™ (Coverage Control Technology)**
- **Simple, Quick Integrated Rigging**
- **120° Horizontal Coverage to 250 Hz**
- **Versatile Subwoofer Integration**
- **Bi-Amp or Tri-Amp Operation**
- **Neodymium Transducers**
- **LAPS Aiming and Flying Software**



General Description:

EV engineers have defined a new group of Very Compact line array elements, XLVC. It is comprised of the models; XLD281 full range, XLE181 full range, and the XS212 sub woofer. The XLD281 is a 3-way design using CCT (Coverage Control Technology) to control horizontal coverage to 250 Hz. It uses a 8" neodymium LF transducer, a 8" neodymium LF/MB transducer, and two neodymium 2" voice coil compression drivers combining through 2 hydra plane wave generators into a 120° x 10° waveguide. CCT uses both 8" transducers to provide maximum low frequency output and operating bandwidth while controlling horizontal beam width to 250 Hz by using DSP. The XLD281 can be used in tri-amp mode, or in bi-amp using a sophisticated internal passive network. Designed for use in arrays of four or more elements the XLD281 delivers full bandwidth audio with precise, predictable coverage control. Integrated rigging with hinge points located correctly between array elements is simple to use and quickly provides uncompromised line array performance. Ground stacking is easily done using Array Rails or subwoofers as the array base.

Most applications using flown very compact elements require subwoofers integrated into the same array as the full range systems. XLVC provides two methods to conveniently do this. The XS212 sub woofer module has the same rigging foot print as the XLD281 allowing it to be directly arrayed above, or below XLD281 full range systems. Where vertical space is limited sub woofer arrays can be created and flown behind the XLD281 full range array using an additional grid and a Coupler Beam. LAPS modeling software quickly provides array configurations and rigging information.

XLVC delivers unprecedented performance in applications ranging from live reinforcement to performing arts venues, to houses of worship.

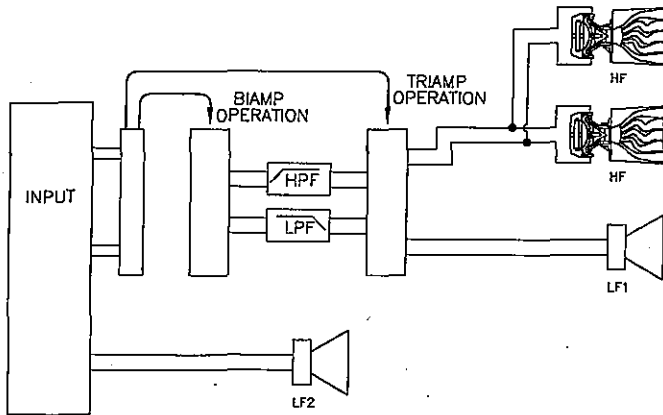
Technical Specifications:

| | |
|--|--|
| Freq. Response ¹ (-3 dB): | 75 Hz-18 kHz |
| Freq. Range ¹ (-10 dB): | 60 Hz-20 kHz |
| Max Calculated SPL ¹ : | 135 dB Cont., 141 dB Pk |
| Horizontal Coverage: | 120° |
| Vertical Coverage: | Array Dependant, Software Definable |
| Rigging: | Fully Captive Aluminum, 1° increments, 16 elements with 8 to 1 Safety Factor |
| LF1 Power Handling: | 200W Cont., 800W Peak |
| LF2 Power Handling: | 200W Cont., 800W Peak |
| HF Power Handling: | 80W Cont., 320W Peak |
| Biamp LF1/HF Power Handling: | 400W Cont., 1600W Peak LF2 - 200W Cont., 800W Peak |
| Sensitivity ¹ : | 112 dB |
| Bandpass Freq ² : | 50 - 250 Hz |
| LF1 to HF Crossover Freq ² : | 1600 Hz |
| LF1 Passband: Recommended Amplifier: | 1 x 8" DVN2080, 16 ohms EV P3000S |
| LF2 Passband: Recommended Amplifier: | 1 x 8" DVN2080, 16 ohms, EV CP3000S |
| HF Passband: Recommended Amplifier: | 2 x ND2S, 16 ohms EV CP3000S |
| Biamp LF1/HF Passband: Recommended Amplifier: | 16 ohms, EV CP3000S |
| Connectors: | 2 x NL8 |
| Enclosure Material: | Birch plywood w/Futura |
| Grille: | Zinc plated steel with powdercoat paint |
| Environmental Spec: | IEC 529 IP24, MIL 810 |
| Dim (HxWxD): | 9.90" x 28.58" x 14.52" (251 x 726 x 369 mm) |
| Net Weight: | 48 lbs (21.8 kg) |
| Shipping Weight: | 51 lbs (23.1 kg) |

¹ Full Space Measurement of 4 Elements.

² Use EV or KT Signal Processing or Download Presets from Electro-Voice Website.

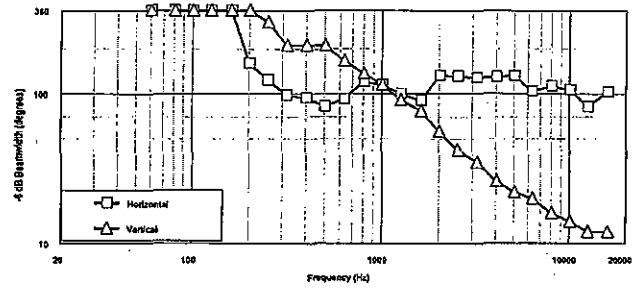
Block Diagram:



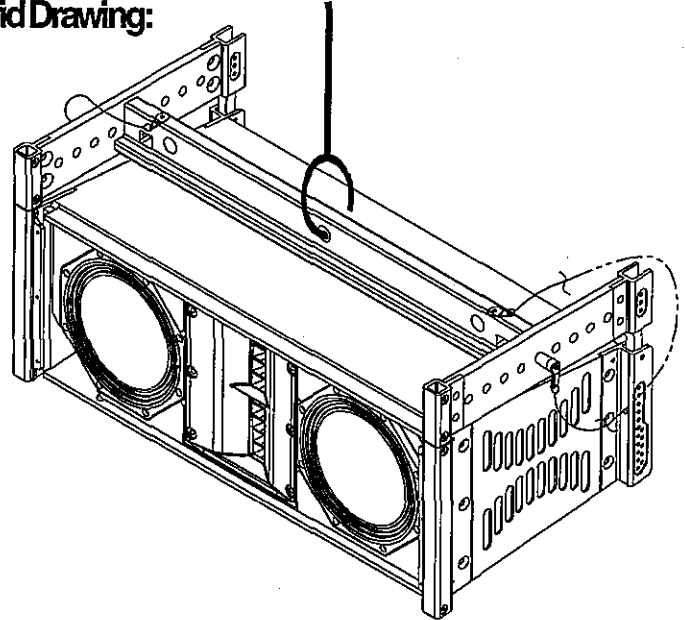
Connection Chart
(Pins 1 Pass Through)

| Triamp | Biamp |
|-------------|---------------------|
| LF2: Pins 2 | LF2: Pins 2 |
| LF1: Pins 3 | LF/HF: Pins 3 |
| HF: Pins 4 | Pins 4 Pass Through |

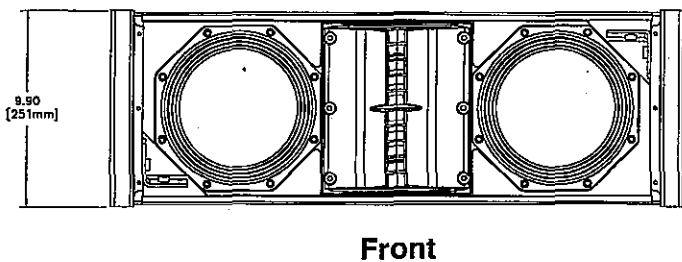
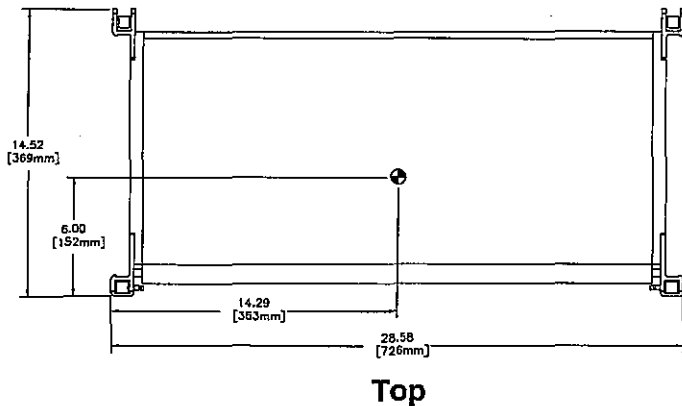
Beamwidth:



Grid Drawing:



Dimension Drawings (inches/metric):

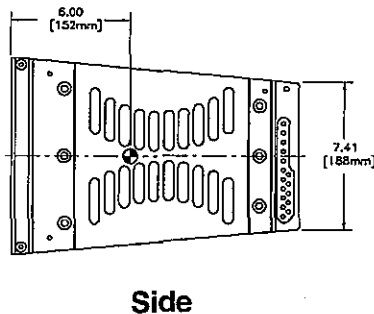


Performance Match:

- XS212 - Dual 12" Side-Firing Line Array Bass Element
- CP3000S - Precision Series™ Power Amplifier
- P3000RL - Precision Series™ Remote Control Power Amplifier
- P1200RL - Precision Series™ Remote Control Power Amplifier
- Dx38 - Digital Sound System Controller
- DN9848 - Digital Sound Controller
- XLD-Dolly - 4-Tall Bottom Dolly for Rigging and Transporting
- XLVC Series Grid - Grid for Hanging XLVC Line-Arrays

XLD281 Part Number:

- XLD281 - 301789-001



EV Electro-Voice®

12000 Portland Avenue South, Burnsville, MN 55337
Phone: 952/884-4051, Fax: 952/884-0043

www.electrovoice.com

© Telex Communications, Inc. 1/2005
Part Number 38110-430 Rev 1

U.S.A. and Canada only. For customer orders, contact Customer Service at:
800/392-3497 Fax: 800/955-6831

Europe, Africa, and Middle East only. For customer orders, contact Customer Service at:
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Other International locations. For customer orders, contact Customer Service at:
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For warranty repair or service information, contact the Service Repair department at:
800/685-2606

For technical assistance, contact Technical Support at: 866/78AUDIO

Specifications subject to change without notice.

Bosch Integrus
The language of perfection

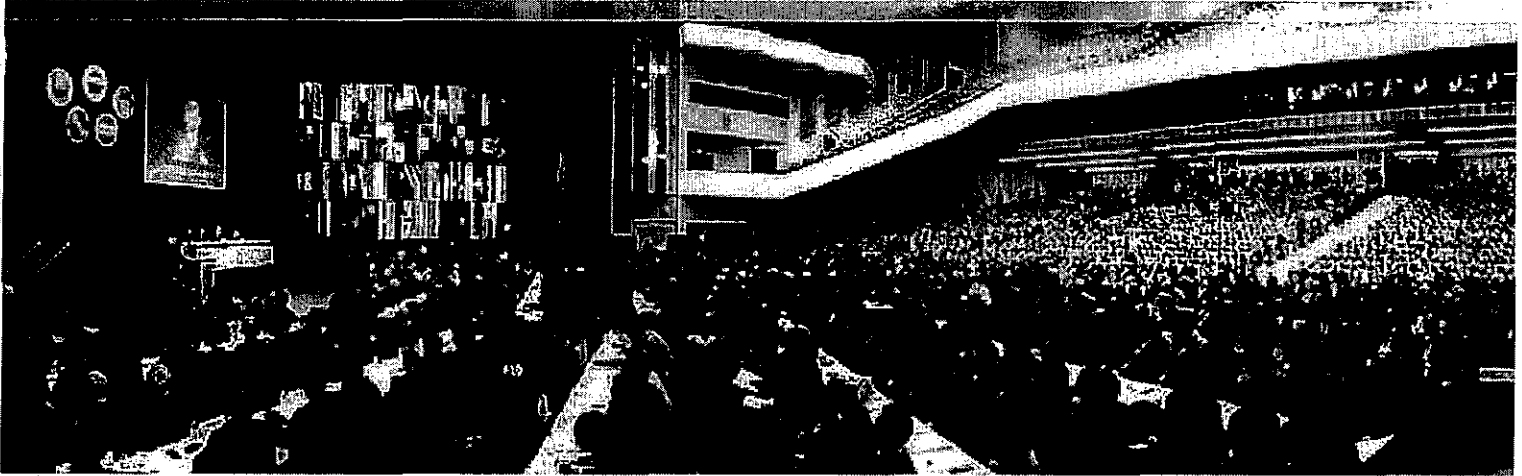


BOSCH

Invented for life



Language distribution without distortion



Integrus

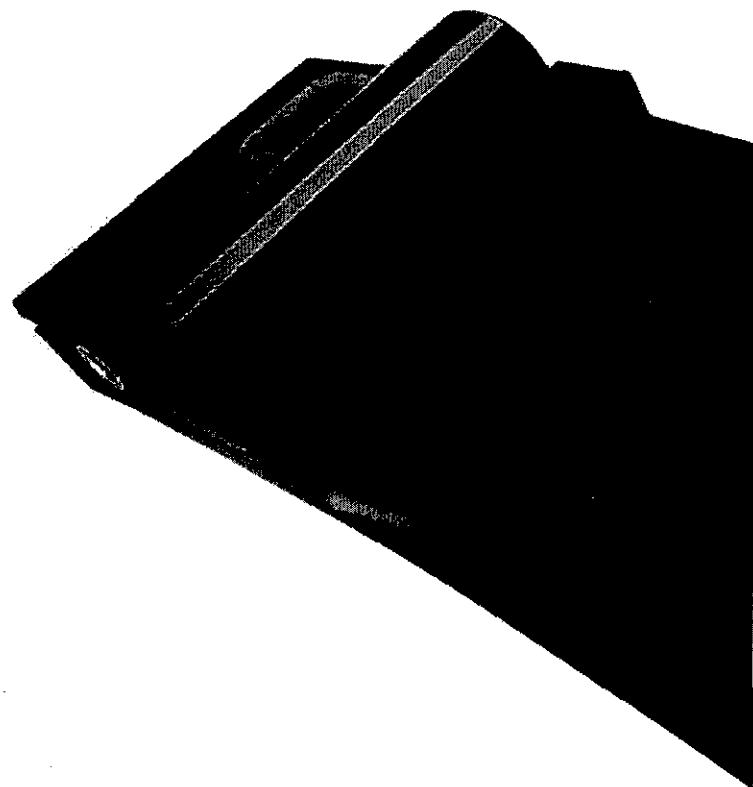
the Digital Infra-Red Language Distribution System

- No interference from lighting
- Superior digital audio quality
- User-friendly selection of 32 channels
- Easy interfacing with DCN Next Generation and other congress systems
- Can be used in bright sunlight

A fundamental question was posed to a wide cross-section of congress specialists such as installers, rental agents and facility managers: what improvements would you like to see in language distribution systems? The overwhelming response: no interference from lighting, and better sound quality.

The Integrus from Bosch Security Systems fits the bill precisely. It is the world's first fully digital infra-red language distribution system.

And what it does, thanks to an ingenious, specially developed technology called Ir-Digital, is ensure that sound comes out exactly as it goes in. A prime example of really 'Be better be Bosch'.



Sound business sense

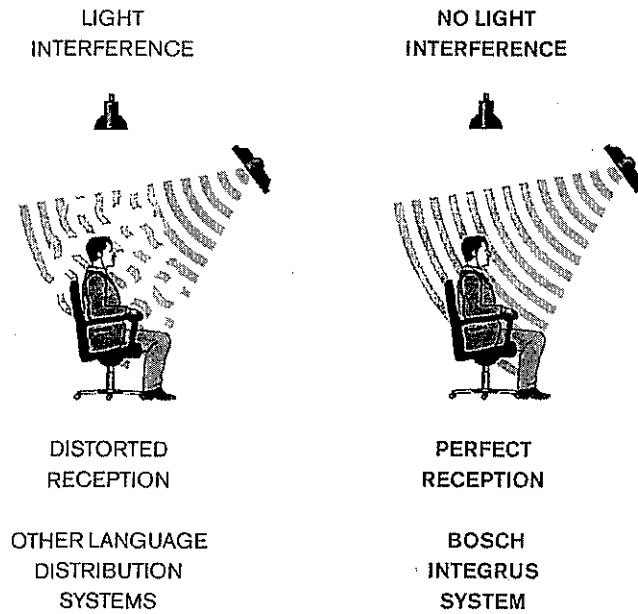
Integrus is good for your business. The reputation (and drawing power) of your venue will be enhanced by having perfect quality language distribution. Delegates can't fail to be impressed by the clarity of interpretations, as well as how easy the system is to use. Integrus - the name says it all, taken from the Latin *Integritas*, meaning 'correctness in language', 'pure' and 'undistorted'. It provides the one language that every congress participant appreciates, regardless of their native tongue; the language of perfection.

Congress specialists

Bosch Security Systems has quite a track record in congress. The DCN (Digital Congress Network) was the world's first digital congress system.


Our congress and language distribution equipment has been in use in venues all over the world for decades. From local town halls to international congress centers with thousands of participants, Bosch helps people get their point of view across.

A flexible system with outstanding results



Fully approved:

Integrus fully complies with the **IEC 61603-PART7**, which is the industry standard for digital infra-red transmission in the 2 to 6 MHz frequency band.

Up to 32 Digital Audio Channels 
(31 + 1 floor)

Perfect reception

The most remarkable aspect of the Integrus is its complete immunity to interference from lighting systems. By using a higher frequency band (2 to 8 MHz) it operates way beyond the reach of all types of hall lighting. This gives it a significant advantage over analog systems, which are often affected by the increasing use of high-frequency lighting systems, especially those with dimmers. Integrus offers you perfect reception, every time.

Hearing is believing

As for the digital sound quality itself, it has to be heard to be believed. A much higher signal/noise ratio of more than 80 dB, plus in-built error correction, gives a crystal clear signal at every point in the venue. Using standard quality mode - which is more than adequate for interpretations - 32 channels can be distributed simultaneously. You can also choose 16 premium quality mono channels, or 8 channels of premium quality stereo transmission.

Easy channel selection

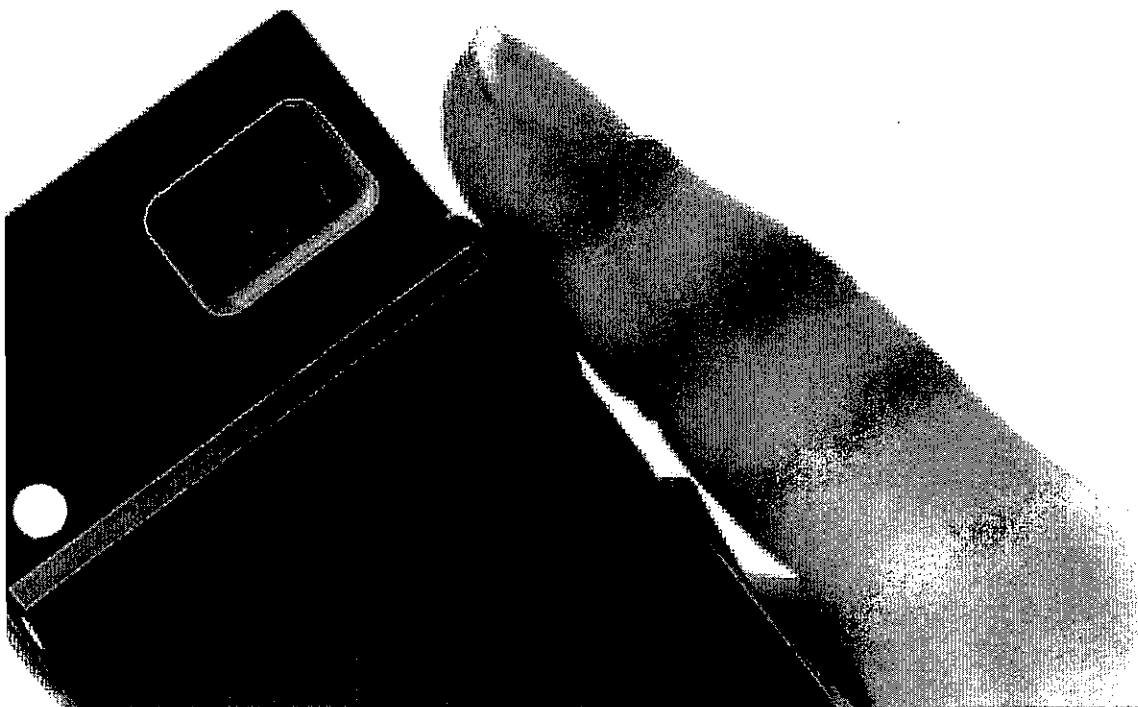
Any one of up to 32 different channels (31 interpretations + 1 floor) can be selected by simply scrolling through the menu. Unused channels are automatically removed, which makes it easier to find the desired language.

Compatible with virtually every congress system

As you would expect, Integrus is widely compatible. Link up to the DCN Next Generation and keep your congress proceedings in the digital domain (optical link), which means far greater control and better audio quality. Use it with discussion systems (CCS 800 Ultro) for perfect reception at smaller meetings. Or easily interface with virtually any other brand of congress system.

Language distribution ...and more

Integrus is ideal for congress centers, universities, international organizations, or indeed any venue where simultaneous interpretations take place. But it can also provide perfect quality, wireless multi-track audio in other situations, for instance multi-lingual soundtracks (cinemas), music (sports clubs & factories), assistive hearing, in ear monitoring (on stage).



From interpreter to delegate - in perfect condition

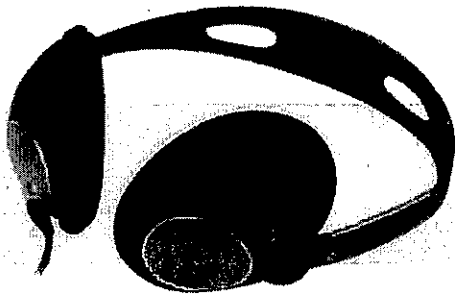
Complete freedom of
movement and
guaranteed privacy

Integrus is a wireless language distribution system, so conference delegates can enjoy **complete freedom** of movement while listening to the language interpretation of their choice.

And **infra-red transmission** guarantees **privacy**, as signals do not pass through walls or ceilings.

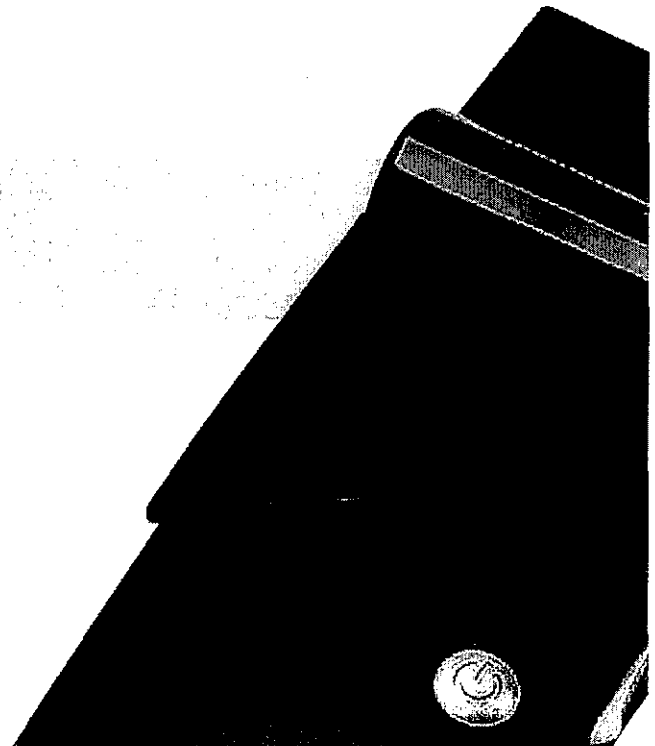


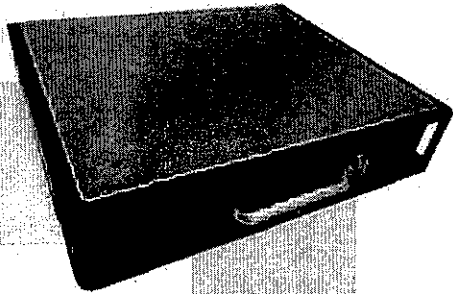
The Integrus fits seamlessly in the chain which starts with congress systems and continues through interpreters. With Integrus taking care of language distribution, you know that interpretations will always arrive in perfect condition.



Headphones

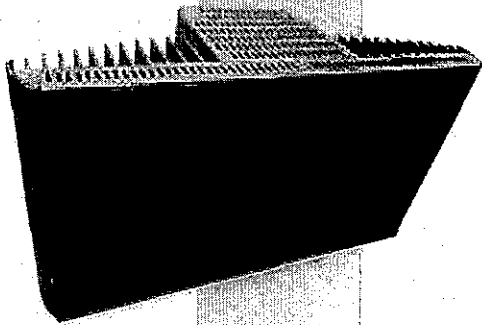
Delegates listen to the interpretation of their choice using stylish, comfortable stereo headphones or lightweight ear hangers which are even more unobtrusive.





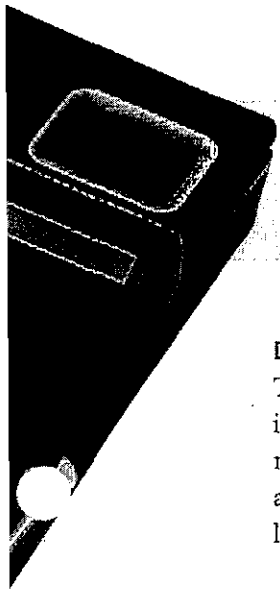
Digital transmitter

Interfaces with analogue congress systems and digital congress systems (optical link). A master/slave mode allows distribution of interpretations to adjacent rooms.



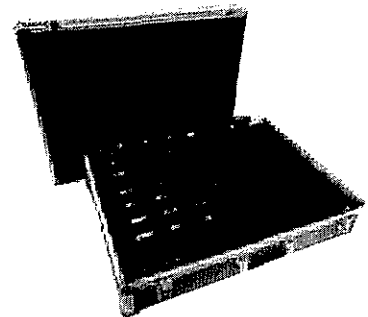
Digital radiators

The radiators transmit at a much higher frequency (2 to 8 MHz) to completely eliminate any interference from hall lighting. Different Radiators are available to suit venues of various sizes.



Digital receivers

The ergonomically designed receivers fit easily into a shirt or jacket pocket. 32 different channels can be received. Easy channel selection and an ingenious coverage checking function make life easy for users and installers alike.



Charging units

These charging units - as well as the advanced electronics in the receivers - ensure optimum charging performance and maximum battery lifetime. Available in suitcase or cabinet form.

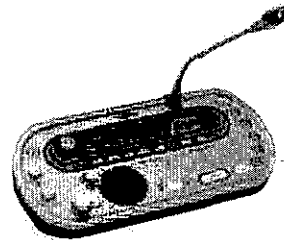
Strength through compatibility

The Bosch Integrus is complemented by other Bosch product families which support discussion, presentations, decision-making and information distribution. The DCN (Digital Congress Network) is ideal for situations ranging from small-scale meetings right up to major international congresses with thousands of delegates. DCN discussion equipment offers the same high quality but is optimized for small-scale gatherings and discussions.

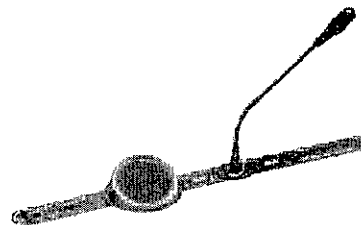
The CCS 800 Ultro is a versatile, economical solution for conference control in small- and medium-sized meetings.



DCN Next Generation
Conference Unit



DCN Next Generation
Interpreter Desk

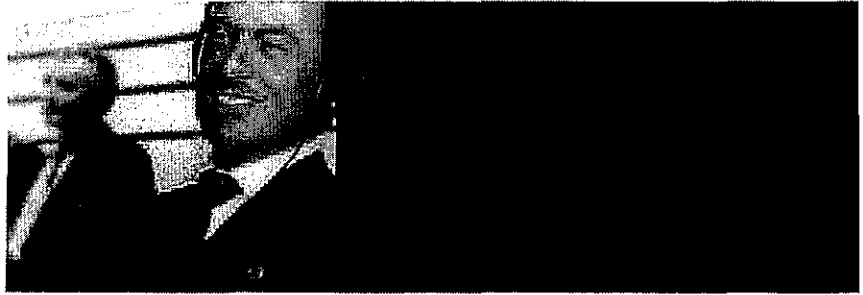


DCN Next Generation
Flushmount Range



Tradition of quality and innovation

For over 100 years, the Bosch name has stood for quality and reliability. Bosch Security Systems proudly offers a wide range of fire, intrusion, social alarm, CCTV, management and communication systems and components to help you find the solution for any application. We are the global supplier of choice for innovative technology backed by the highest level of service and support. When you need solutions you can rely on, choose Bosch.



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House District 21
Senate District 9

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

Log No: 17-0

For Legislature's Use Only

Type of Grant or Subsidy Request:

2010 JAN 29 P 3:10

GRANT REQUEST - OPERATING

GRANT REQUEST - CAPITAL

SUBSIDY REQUEST

"Grant" means an award of state funds by the legislature, by an appropriation to a specified recipient, to support the activities of the recipient and permit the community to benefit from those activities.

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

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

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

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

1. APPLICANT INFORMATION:

Kapahulu Center
3410 Campbell Avenue
Honolulu, HI 96815

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name CASSANDRA TESORO
Title Executive Director
Phone # 737-1748
Fax # 737-1491
e-mail crtesoro@gmail.com

3. TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

DEVELOP, IMPLEMENT AND EVALUATE COMMUNITY-BASED ACTIVITIES FOR SENIORS.

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

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2010-2011 \$ 100,000

8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

- NEW SERVICE (PRESENTLY DOES NOT EXIST)
 EXISTING SERVICE (PRESENTLY IN OPERATION)

SPECIFY THE AMOUNT BY SOURCES OF FUNDS AVAILABLE AT THE TIME OF THIS REQUEST:

STATE \$ _____
FEDERAL \$ _____
COUNTY \$ _____
PRIVATE/OTHER \$ 66,000

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[REDACTED]
AUTHORIZED SIGNATURE

CASSANDRA TESORO EXECUTIVE DIRECTOR
NAME & TITLE

1/29/2010
DATE SIGNED

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

Applicant: Kapahulu Center

| BUDGET CATEGORIES | Total State Funds Requested (a) | Agency (b) | (c) | (d) |
|-------------------------------------|--|--|------------|------------|
| A. PERSONNEL COST | | | | |
| 1. Salaries | 45,456 | 33,390 | | |
| 2. Payroll Taxes & Assessments | 5,194 | 3,242 | | |
| 3. Fringe Benefits | 5,760 | 3,840 | | |
| TOTAL PERSONNEL COST | 56,410 | 40,472 | | |
| B. OTHER CURRENT EXPENSES | | | | |
| 1: Airfare, Inter-Island | | | | |
| 2. Insurance | 10,000 | 5,000 | | |
| 3. Lease/Rental of Equipment | | | | |
| 4. Lease/Rental of Space | | | | |
| 5. Staff Training | 1,000 | 1,000 | | |
| 6. Program Supplies | 3,590 | | | |
| 7. Telecommunication | 2,500 | 2,500 | | |
| 8. Utilities | 5,000 | 5,000 | | |
| 9. Office Supplies | 3,000 | 2,500 | | |
| 10. Equipment Maintenance | 2,000 | 200 | | |
| 11. Vehicle Insurance | 2,500 | | | |
| 12. Vehicle Maintenance | 2,000 | | | |
| 13. Vehicle Gas | 2,000 | | | |
| 14. Conracural Fees (Instructors) | 10,000 | | | |
| 15 | | | | |
| 16 | | | | |
| 17 | | | | |
| 18 | | | | |
| 19 | | | | |
| 20 | | | | |
| TOTAL OTHER CURRENT EXPENSES | 43,590 | 16,200 | | |
| C. EQUIPMENT PURCHASES | | | | |
| D. MOTOR VEHICLE PURCHASES | | | | |
| E. CAPITAL | | | | |
| TOTAL (A+B+C+D+E) | 100,000 | 56,672 | | |
| SOURCES OF FUNDING | | Budget Prepared By: | | |
| (a) Total State Funds Requested | 100,000 | Cassandra Tesoro | 737-1748 | |
| (b) Agency | 56,672 | | Phone | |
| (c) | | | | 1/29/2010 |
| (d) | | | | Date |
| TOTAL BUDGET | 156,672 | Signature of Authorized Official Executive Director Name and Title (Please type or print) | | |

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;

The mission of Kapahulu Center is to provide a community focal point where older adults can come for activities and services necessary to enhance their dignity, support their independence, and encourage their involvement in the Center and community.

Kapahulu Center is located at 3410 Campbell Avenue in the middle of Kapahulu, serving the elderly for approximately 27 years. The program was administered by the University of Hawaii at Manoa and later by the Moiliili Community Center. Kapahulu Center became a 501c(3) non-profit organization in July 1996.

More than 350 seniors, ages 60 and older, participate in physical, social and educational activities. Such activities enable seniors to maintain healthy, independent lifestyles avoiding unnecessary and costly premature institutionalization. Kapahulu Center provides a variety of classes and activities monthly.

- Educational
2 – educational classes weekly (such as foreign languages and culture).
- Recreational
27 – recreational classes weekly (such as ukulele, Hawaiian quilting, mahjong, line dance).
- Health and Wellness
9 – exercise classes weekly (such as aerobics, stretching and tai chi).
4 – workshops/seminars monthly (such as Exercise Your Brain, long term care, health topics, etc).
- Other Activities
1 – excursion a month (such as aloha tofu, museums, target).

Transportation Service

On an average 62 one-way trips are provided monthly. This services takes the seniors to and from the Center, shopping and medical appointments.

Kapahulu Center provides approximately 1,750 classes annually.

2. The goals and objectives related to the request;

The goal is to maintain current activities for older adults that live independently in the community and retain volunteers. Daily activities are conducted by volunteers. The volunteers dedicate over 200 hours a month providing educational, health and recreational activities.

Ninety percent (90%) of the Center's volunteer instructors are senior members. Over the past two years, five dropped out, and could not be replaced. It is increasingly difficult to find volunteer instructors. Due to this difficulty we continue to foresee a need to pay some instructors in the future. To retain our current instructional staff a recognition program is in process, as well as a program to recruit and retain new volunteers.

Kapahulu Center hired a Program Specialist to plan, coordinate and maintain and expand the Center's activities. Maintaining the Program Specialist is a critical need for the Center, and allowing the Executive Director to carryout overall planning, coordinating and administrative responsibilities.

The Center is still in the need of a part-time driver for the Transportation Service. Due to the lack of a driver, the Program Specialist is also currently driving for this service.

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

The Center's primary goal is to provide the community especially the elderly with a comfortable place to participate in activities which promote physical, emotional and mental wellness. Providing informational workshops and seminars on health, nutrition and safety is also a main focus.

The Center serves the community by developing community-based activities for seniors, which enhance their quality of life. In doing so, it collaborates with public and private organizations to address issues of health promotion and education along with making community resources available to Center members.

4. Describe the target population to be served; and

The target population would be older adults, age 60 and above. Approximately current older adults served 17% are 60 to 69, 29% are 70 to 79, 34% are 80 to 89 and 4% are 90 to 95. For many, the Center is a major source of physical and emotional well-being, helping them remain independent in the community.

5. Describe the geographic coverage.

Kapahulu Center is located at 3410 Campbell Avenue, located in the middle of Kapahulu. Services are provided to older adults throughout Oahu, primarily within the Kapahulu and surrounding areas.

II. Service Summary and Outcomes

1. Describe the scope of work, tasks and responsibilities;

The service outcomes from the proposed project are:

GOAL: To provide a gathering place where older adults can receive recreation, education and social activities that promote wellness and prevent premature institutionalization.

Objective 1: Provide 350 older adults with educational, recreational, physical and social program activities.

Objective 2: Provide transportation service for 15 older adults.

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

| TIME PERIOD | PROJECT ACTIVITY |
|-----------------------|---|
| July 2010 – June 2011 | Conduct health, recreational, educational and social activities and classes for older adults. |
| July 2010 – June 2011 | Conduct Informal meetings as requested. |
| July 2010 – June 2011 | Recruit Instructors |

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

Staff will keep data on the services provided, to include demographic and service information. Written surveys will be conducted annually with members to determine the quality of services provided, ongoing, and future services. The gathered information will be evaluated annually to determine service outcomes achieved.

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.

Kapahulu Center will submit monthly reports to the expending agency stating the number of constituents served and services provided.

III. Financial

Budget

1. **The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.**
See attached.
2. **The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2010-2011.**

| Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | Total Grant |
|-----------|-----------|-----------|-----------|-------------|
| | | | | |

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

IV. Experience and Capability

A. Necessary Skills and Experience

Kapahulu Center has operated its senior program for approximately 27 years. The Center has served as a focal point for the older adults in the community where they participate and socialize with others to maintain their physical and emotional health. Approximately 69% in recreational activities, 16% health and wellness activities and 4% in educational activities.

The Center currently services over 350 older adults who participate in various activities and transportation service offered by the Center.

The Center’s Executive Board meets monthly to review the Financial Statement, monthly reports and to discuss concerns/issues that arise.

Representatives from various classes meet monthly to address concerns. The information/discussions in the meeting are than passed on to the classes by their representatives. The Site Council assigns a class every year to plan the Center’s annual Christmas party.

Kapahulu Center also serves as work site for the Honolulu Community Action Program HCAP, Senior Community Service Employment Program (SCSEP).

The Center also provides volunteer opportunities that encourage older adults to remain active in their communities. The Center is able to maximize its resources with the use of volunteers. The Center’s staff encourages members to volunteer their services in the greater community by allowing recruitment for other agencies, such as nursing homes, community hospitals and community events, such as the Senior Fair.

B. Facilities

Service will be provided in the Main Building of Kapahulu Center. The Main Building consists of two (2) classrooms, a conference room, ballroom, lounge and an administrative office.

All information is secured in the administrative office.

V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

The Executive Director will oversee Program Specialist. Training and orientation will be provided by Kapahulu Center.

Program Specialist to plan, coordinate excursions and workshops/seminars. Transitioning the inputting and maintaining of the databases to Program Specialist. Program Specialist will be also be responsible for recruiting/retaining volunteers.

Program Specialist a degree in human services or at least three years experience in related field.

B. Organization Chart

See attached.

VI. Other

A. Litigation

Not applicable.

B. Licensure or Accreditation

Not applicable.

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

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

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

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

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

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

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

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

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

KAPAHULU CENTER

(Typed Name of Organization)

[Redacted Signature]

(Signature)

Cassandra Jusom

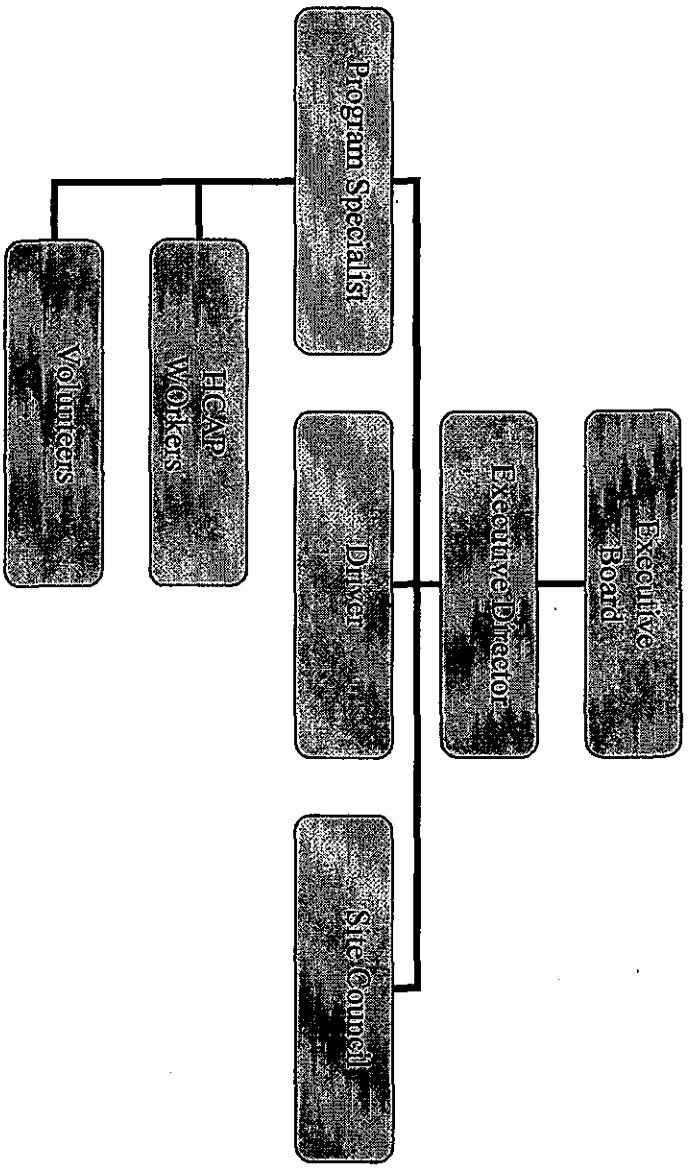
(Typed Name)

(Date)

Executive Director

(Title)

KAPAHULU CENTER Organizational Chart



House District 27

Senate District 13

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

Log No: 6-0

For Legislature's Use Only

Type of Grant or Subsidy Request:

2009 JAN 28 A 9:08

GRANT REQUEST - OPERATING

GRANT REQUEST - CAPITAL

SUBSIDY REQUEST

"Grant" means an award of state funds by the legislature, by an appropriation to a specified recipient, to support the activities of the recipient and permit the community to benefit from those activities.

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

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

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

DEPT. OF HEALTH/EXECUTIVE OFFICE ON AGING

STATE PROGRAM I.D. NO. (LEAVE BLANK IF UNKNOWN): HTH 904

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:
Catholic Charities Hawai'i

Dbn:

Street Address: **Clarence T. C. Ching Campus**
1822 Ke'eaumoku Street
Honolulu, HI 96822

Mailing Address: **Same as above**

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name DIANE M. TERADA

Title Division Administrator

Phone # (808) 527-4702

Fax # (808) 527-4709

e-mail diane.terada@catholiccharitieshawaii.org

3. TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

LANAKILA MULTI-PURPOSE SENIOR CENTER

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2010-2011 \$ 200,000

8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

- NEW SERVICE (PRESENTLY DOES NOT EXIST)
- EXISTING SERVICE (PRESENTLY IN OPERATION)

SPECIFY THE AMOUNT BY SOURCES OF FUNDS AVAILABLE AT THE TIME OF THIS REQUEST:

STATE \$ 123,722

FEDERAL \$ -0-

COUNTY \$ -0-

PRIVATE/OTHER \$ 70,394

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

AUTHORIZED SIGNATURE

STELLA M. Q. WONG, VICE PRESIDENT OF PROGRAMS
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:

1. A brief description of the applicant's background;
Catholic Charities Hawai'i (CCH) is a private, non-profit 501 (c)(3) organization that has provided social services since 1947. It is a member agency of the Aloha United Way (AUW).

Catholic Charities Hawai'i offers a comprehensive array of services throughout the State of Hawai'i across three program divisions. Over 60,000 people each year receive services from the organization's different programs. Through its programs, Catholic Charities Hawai'i helps individuals of many ages, families, groups, and communities meet their basic needs, enhance social and emotional functioning, develop potential, and promote general well being. Clients receive services regardless of faith, age, gender, sexual orientation, religion, race, or ethnic origin.

The agency provides a wide range of services through three program Divisions and an Administrative Section:

| Division/Section | Target Population or Function |
|---|--|
| Community & Senior Services Division (CSS) | Elders, immigrants and refugees, homeless families, individuals with developmental disabilities |
| Family and Therapeutic Services Division (FATS) | Families and youth, domestic violence victims and offenders |
| Youth Enrichment Services Division (YES) | Youth with emotional and behavioral problems; youth in need of foster home placement |
| Administrative Services | Assist and support the agency's programs in the areas of Marketing, Communications, Continuous Quality Improvement, Quality Assurance, Development, Special Events, Finance, Human Resources, Information Technology, Parish Relations, and Social Policy. |

Catholic Charities Hawai'i (CCH) has been providing in-home and community-based services for elders since 1973. CCH serves approximately 5,000 elders each year with a staff of professionals, para-professionals and volunteers. Services for elders are provided on the island of Oahu; some services for elders are also available on Hawai'i.

The agency provides its services with over 250 employees who have a wide range of job skills, professional training, and commitment to service. In addition, the agency welcomes

hundreds of volunteers to assist in its work of providing services to some of Hawai'i's most needy families, adults, children, immigrants and refugees.

Lanakila Multi-Purpose Senior Center was established by the State of Hawaii in 1969. It was built with funding through a Federal grant awarded to Honolulu Community College. The State funded the Center's operations through the Honolulu Community College until the early 1980's when the College decided it was not within its mission to operate a senior center.

CCH (then known as Catholic Social Services) was asked to bid for the State contract to operate the Center when another agency was unable to fulfill the contract requirements. CCH has operated the Lanakila Multi-Purpose Senior Center since 1981.

The Center provides a range of educational, recreational and social services, including:

- Over 20 educational courses, such as Basic English, Beginning Computer, ID Theft Awareness and Pedestrian Safety.
- Over 80 recreational courses, such as Tap Dance, Japanese Minyo Dance, Hawaiian Quilting and Folk Sing Along
- Sponsorship of 7 ethnic clubs that perpetuate ethnic traditions and promote cultural sharing.
- Health promotion and screening activities, such as monthly blood pressure checks, hearing screenings, health fairs, and more.
- Annual special events for education and recreation purposes, such as Volunteer Appreciation Day and Aloha Festivals.
- Onsite access to professional counseling and case management services – a licensed social worker is available to Center members and their families to aid in the transition from independence to interdependence.

The program operates in a State owned facility. Funding for the program was cut nearly in half in 1995 and resulted in severe cuts to programming, staffing and hours of operation. The funding of the Center over the past 14 years has been uncertain and leaves the program at risk of closure every year.

State funding is needed in order to keep the Center open for use by its nearly 2,000 senior members. In addition, the Center annually raises more than \$50,000 through donations, fundraising activities and membership support.

A portion of the Center's funding (\$123,722) has been in the State Executive Office on Aging (DOH) budget for the past 4 or more years. The Center, on the encouragement of the State Executive Office on Aging and area legislators, had applied for and relied on Grant in Aid funding to supplement these funds for many years. Catholic Charities Hawai'i has not received any Grant in Aid funding for the senior center in the 2008 or 2009 Legislature.

The program began FY2010 with a projected deficit of \$230,000. Generous donations and increased fundraising efforts have helped to defray some, although not all, of the current deficit. We anticipate that outright donations received this year are not likely to continue in FY2011.

| | |
|--------------------|---|
| \$394,116 | Projected Program Expense, FY2011 |
| -\$123,722 | State funds available via Executive Office on Aging FY2011 budget |
| <u>- \$ 70,394</u> | Projected fundraising |
| \$200,000 | GIA Request for Lanakila Multi-Purpose Senior Center, FY2011 |

2. The goals and objectives related to the request;
Goal: Lanakila Multi-Purpose Senior Center will provide health promoting services and activities for older adults, aged 60+, to help them remain independent and avoid or delay costly institutional placement.

Objectives/Outputs for FY 2010:

- a. Provide 50 **Education/Training** sessions for 350 unduplicated older adults to help them acquire knowledge and skills for personal/social/vocational enrichment
- b. Provide 200 **Exercise/Physical Fitness** sessions for 215 older adults to maintain and improve physical functioning.
- c. Provide 20 **Health Education and Promotion** sessions to give 350 older adults tools and information to maintain good health and prevent illness.
- d. Provide 400 **Health Screenings** for 150 older adults to help them maintain independent living by detecting/preventing illness, assisting with monitoring chronic conditions.
- e. Provide 685 **Recreation/Leisure** sessions for 550 unduplicated older adults that foster good social and physical health and provide opportunities for meaningful and satisfying use of time.
- f. Provide 80 hours of **Professional Counseling** for 60 unduplicated older adults to assist them in coping with aging issues and make the transition from independence to interdependence.
- g. Provide 120 hours of **Case Management** for 100 unduplicated older adults to assist them in securing needed services to help them make the transition from independence to interdependence.

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

Elders, age 60 and older, represent the fastest growing segment of Hawai'i's population. There are approximately 238,000 Hawai'i residents aged 60 and over, constituting 18.7% of Hawai'i's total population¹. By the year 2010, this segment is projected to grow by 70% to 299,500 persons (or one in every five persons). And Hawai'i seniors have a longer life expectancy than those across the continental U.S. – 79.8 vs. 76.9 years². Women in Hawai'i also live longer than men, 82.5 years vs. 77.1 years³. However, many of our Hawai'i kupuna will be aging in place with multiple problems and few support systems.

Stroke remains the third leading cause of death in the United States.⁴ It is also the nation's leading cause of long term disability.⁵ It is estimated Americans will have paid about \$65.5 billion in 2008 for stroke-related medical care and disability.⁶ U.S. Census data shows that 80 percent of older adults have at least one chronic health condition; 50 percent have at least two chronic health conditions.⁷ According to the Bureau of Labor

¹ Yuan, S., Karel, H., & Yuen, S. (2007). Hawai'i's Older Adults: Demographic Profile. Honolulu, HI, University of Hawai'i, Center on the Family, p. 2.

² *ibid.*

³ *ibid.*

⁴ "Impact of Stroke", American Stroke Association, www.strokeassociation.org, 1/11/09.

⁵ *ibid.*

⁶ *ibid.*

⁷ 65+ in the United States: 2005, U.S. Census Bureau, p. 1.

and Statistics survey, only 2% of adults aged 75 and older were involved in exercise or recreational activity. Fifty-four percent spent their time watching TV.⁸

An analysis of data on over 60,000 subjects determined that even moderate exercise on a regular basis can lower the risk of stroke.⁹ It is well established that physical activity has a positive effect on physical health and activity also leads to better mental health and cognitive function.¹⁰ A meta-analysis of 18 research studies concluded that exercise increases "executive function of the brain", even for inactive people who begin exercising in their 70s.¹¹ Exercise can also reduce the risk of dementia by half, even in people who begin exercising in their 60s.¹²

Exercise that comes in the form of recreational activities (i.e., hula, line dance, ethnic dance) can also have the same beneficent effects. A study of 1,772 seniors showed that engagement in recreational activities lowered their risk of dementia by 38%.¹³ Older adults are more likely to self-refer themselves for exercise that comes in the form of a recreational activity (i.e., dance) and they are likely to continue in it for a longer period of time because it is enjoyable. Lanakila seniors who participate in dance groups also have the added incentive of performing monthly for frail elderly living in institutions. This activity gives them a sense of purpose and usefulness that is essential to well-being.

Another critical component to maintaining health in older adults is social connectedness. Loneliness has a negative impact on cognitive health and increases the risk of dementia.¹⁴ Researchers with the Rush Alzheimer's Disease Center discovered that patients with higher loneliness scores may be twice as likely to develop dementia.¹⁵ In a study of seven senior centers in seven states, "over 90% indicate they have developed close friendships since coming to the senior center....86.9% of the respondents indicated that senior center friends provide them with emotional security."¹⁶

In general, the Center for Disease Control found that physically active people have a lower health care cost than inactive people do.¹⁷ The average nursing home cost in the State of Hawai'i is between \$295¹⁸ to \$306 per day.¹⁹ Considering that institutional care is increasingly expensive, and it is the least desired living situation for the older adult, it is thus imperative for the community to support programs that will assist our growing elderly population to stay independent and to avoid premature institutionalization. The National Institute of Senior Centers found over 90% of senior center respondents reported their health improved or remained the same when compared to a year earlier.²⁰ Additionally,

⁸ Gitlin, Laura N. Ph.D. "Importance of Activity: What the Research Shows in Support of Senior Center Programming", 4/18/08 Presentation to Pennsylvania Association in Senior Centers. p. 12. Reference: Bureau of Labor Statistics, American Time Use Survey.

⁹ Nano, Stephanie, "Fitness A 'Strong Predictor' Of Stroke Risk," Honolulu Advertiser, 2/23/08, page A5.

¹⁰ Brody, Jane E., "Mental Reserves Keep Brains Agile," New York Times Online 12-29-07. www.nytimes.com/2007/12/11/health.

¹¹ Aamodt, Sandra and Wang, Sam, "Exercise On The Brain", The New York Times. www.nytimes.com 11-8-07. Also their book, Welcome To Your Brain.

¹² *ibid.*

¹³ Scarmeas N., Levy G., Tang MX, Manly J., Stern Y "Influence of Leisure Activity on the Incidence of Alzheimer's Disease". *Neurology*. 2001; 57:2236-2242.

¹⁴ Wilson Ronald S, Krueger KR, Arnold SE, Schmeider JA, Kelly JF, Barnes LL, Tang Y, Bennett DA, "Loneliness and Risk of Alzheimer's Disease".

¹⁵ *ibid.*

¹⁶ Aday, Ronald, "Identifying Important Linkages Between Successful Aging and Senior Center Participation", March 2003.

¹⁷ Executive Summary: "A New Vision of Aging: Helping Older Adults Make Healthier Choices," Center for the Advancement of Health, Washington, DC, March 2006, p. 1.

¹⁸ "Isle's Nursing Home Costs Third Highest", Honolulu Advertiser, 7-1-08. AARP survey.

¹⁹ "Hawai'i Nursing Home, Assisted-Living Costs Higher Than National Average," Pacific Business News, 10-28-08. 2008 MetLife Market Survey of Nursing Home and Assisted Living Costs.

²⁰ Aday, Ronald, "Identifying Important Linkages Between Successful Aging and Senior Center Participation", March 2003.

they found a "positive relationship between the degree of social support and engaging in healthy behaviors."²¹ Seniors who participated in senior center activities made "positive behavior changes in lifestyle" and subsequently enjoyed "a more positive outlook on life."²² Some of Hawai'i's elders will need minimal service while others may need multiple services to remain independent. And it is more cost effective to provide these services in the community than to bear the cost of institutionalization.

The Elderly Affairs Division's Four-Year Area Plan on Aging lists six goals for the period 10/1/07 through 9/30/11. The Lanakila Multi-Purpose Senior Center is an integral partner in fulfilling the first four of those goals:

- Older individuals and their caregivers have access to information and an integrated array of health and social supports.
- Older individuals are active, healthy, and socially engaged.
- Families are supported in caring for their loved ones.
- Older individuals are ensured of their rights and benefits and protected from abuse, neglect, and exploitation.²³

4. Describe the target population to be served; and

While the Center primarily serves elders who are independent of Activities of Daily Living (ADLs) and Instrumental Activities of Daily Living (IADLs), frail elders who have "aged in place" will be able to maintain participation in the Center, due to strong social networks developed at the Center over the years and the availability of a Center social worker who provides onsite case management support.

The Center will give priority to serving those in greatest economic and social need, with special attention to low-income minority elders and elders with limited English proficiency. Currently, 8.5% of members identify themselves as low-income. Seventy percent are deemed Greatest Social Need. Lanakila has seven ethnic clubs that celebrate and promote knowledge of the following ethnic groups: Japanese, Chinese, Okinawan, Korean, Hawai'ian, Portuguese and Filipino. These clubs also provide information and support for seniors who have limited English proficiency.

5. Describe the geographic coverage.

The Center is targeted to serve elders, age 60 and older, who live within Census tracts 38-66 (Kakaako-Nuuanu/ Punchbowl-Downtown-Liliha/ Kapalama-Kalihi/ Palama-Kalihi Valley-Moanalua). This is the State's defined geographic area for this State program.

Seniors who reside outside of the targeted geographic area are advised to visit senior centers, senior clubs or congregate meal sites in their communities. If these out-of-area individuals still wish to join the Center, they must agree to perform 300 hours of community service for the Center over a three year period.

This service requirement is waived for out-of-area older adults who are in greatest social need, are physically unable to do volunteer work, have language barriers that prevent them from being able to volunteer or have low-income, minority status.

²¹ *ibid.*

²² Aday, Ronald, "Identifying Important Linkages Between Successful Aging and Senior Center Participation", March 2003.

²³ Elderly Affairs Division, "Four-Year Area Plan on Aging: October 1, 2007 to September 30, 2011", p. 167.

II. Service Summary and Outcomes

The Service Summary shall include a detailed discussion of the applicant's approach to the request. The applicant shall clearly and concisely specify the results, outcomes, and measures of effectiveness from this request.

1. Describe the scope of work, tasks and responsibilities;

GENERAL RECRUITMENT

The Center will utilize the following methods to recruit members. Low-income minority elder, elders with limited English proficiency and those in greatest social or economic need will be targeted.

- Use available media to provide information to the general public via press releases, articles, etc.
- Inform elderly housing management in the target area about Center services through direct contact, telephone, newsletters, flyers and email.
- Utilize bilingual staff and members to communicate information to non-English speaking elders.
- Provide written and oral translations of materials whenever feasible; use other culturally sensitive communication means.
- Encourage cultural activities and interactions that increase tolerance and understanding and promote diversity and acceptance.
- Have staff and practicum students do outreach at public events attended by older adults to promote the benefits of Center membership (i.e., Mayor's Craft and Country Fair, "Aging in Place" Seminar).
- Do outreach to groups of retirees on the benefits of Center membership (i.e., National Association of Retired Federal Employees).
- Develop new activities to attract new members (successful classes added last fiscal year: Introduction to Yoga, Movie Mondays)
- Provision of annual Leadership Training series that devotes a session to work with club officers on ways to increase the participation levels of their clubs.

GENERAL INTAKE OF CLIENTS

Any adult, age 60 and over, who lives in census tracts 38-66 is eligible to join the Center. Center members are entitled to participate in any Center-sponsored club, class or special event.

Interested older adults are required to visit the Center at least twice prior to registering for membership. They are welcome to observe any club or class activities of interest to them.

Individuals must complete a membership application. The application includes all NAPIS required data. The Membership Specialist reviews the applications with all individuals. If

there is a question regarding a client's ability to participate safely at the Center, the Membership Specialist will consult with the Program Coordinator.

Basic requirements for participation are: has the ability to independently manage ADLs (Activities of Daily Living) and IADLs (Instrumental Activities of Daily Living) as needed on the premises, does not require supervision for wandering and is able to participate in activities without interfering with the rights and safety of other clients.

A frail client who does not meet the above criteria is still eligible to join the Center if s/he is accompanied by a caregiver who will provide the necessary assistance and supervision.

Clients who are deemed inappropriate for Center participation are referred to other programs, including adult day care.

During intake, the Membership Specialist will give clients information on other services and benefits for which they may be eligible or need. Clients who need transportation to the Center will receive referral to Handivan or CCH's Transportation Services Program.

Older adults who do not live within the targeted census tract areas are advised to visit senior centers, senior clubs or congregate meal sites in their communities. If these out-of-area individuals still wish to join the Center, they must agree to perform 300 hours of community service for the Center over a three year period.

This service requirement is waived for out-of-area older adults who are in greatest social need, are physically unable to do volunteer work, have language barriers that prevent them from being able to volunteer or have low-income, minority status.

Upon completion of the membership application and intake by the Membership Specialist, new members are required to attend a New Member Orientation that is held monthly. At the orientation, clients receive the following:

- LMPSC New Member Booklet
- Written grievance procedure
- Project Income Donation letter
- Membership Card

GENERAL TERMINATION OF CLIENTS

Termination of clients will be conducted as follows:

| Reason for Termination | Procedure |
|--|--|
| Death | Volunteers verify death via obituaries or via contact with family/significant others. Sympathy card sent to family. Records terminated in a confidential manner. |
| Illness (unable to participate) or moved out-of-area | Refer for transportation services as needed. Refer to other needed services if too frail to participate. Records terminated in a confidential manner. |
| Moved off island | Verify verbally or in writing that client will not return. Records terminated in a confidential manner. |
| Not interested | Reason is noted and forwarded monthly to Program Coordinator. Information is discussed in monthly meetings with Membership Specialist and Program Specialist for purposes of quality improvement. Records terminated in a confidential manner |

| Reason for Termination | Procedure |
|-------------------------------|--|
| Unable to contact | Make several attempts to contact via last known phone number. Termination letter sent to last known address. Records terminated in a confidential manner |

HEALTH SCREENINGS

The majority of Health Screenings will be offered on a short term or weekly basis throughout the year.

The Program Coordinator will be responsible to implement this service, with assistance from the Program Specialist.

Screenings will include blood pressure, hearing testing and medication management.

Screenings will be conducted by individuals who have the appropriate training and skill to provide these activities.

Professionals in the community, on a voluntary basis, will conduct special screenings.

Center meetings, memos, posters, and newsletters will be used to inform members of available screenings.

Members will register for screenings via sign up at the Reception Desk.

Volunteers or screening leaders will maintain screening records for statistical reporting.

EXERCISE/PHYSICAL FITNESS

The majority of the Exercise/Physical Fitness activities will be offered on a short term or weekly basis throughout the year.

The Program Coordinator will be responsible to implement this service, with assistance from the Program Specialist.

Activities will include classes such as Tai Chi, Stretch and Tone and Exercise With Karate.

Instructors for classes will be solicited through various means. Both volunteer and paid instructors will be utilized. Instructors will be screened to ensure that they have the appropriate training and skill to provide these activities.

Professionals in the community, on a voluntary basis, will conduct Exercise/Physical Fitness demonstrations.

Center meetings, memos, posters, and newsletters will be used to inform members of available classes and workshops.

Class registration is conducted quarterly at the Center. At the time of registration, students will have the opportunity to donate toward the cost of each class.

Members will register for other short-term workshops/classes via sign up at the Reception Desk.

Students will pay for needed class supplies.

Instructors or volunteers will maintain attendance records for statistical reporting.

The Center will provide training for instructors annually to review attendance procedures, purpose for Center classes and other needed topics.

Students will complete an evaluation annually. Instructors will receive a summary of these evaluations. The Program Coordinator will discuss negative evaluations with instructors.

HEALTH EDUCATION AND PROMOTION

The majority of the Health Education and Promotion activities will be activities that are offered on a short term basis throughout the year.

The Program Coordinator will be responsible to implement this service, with assistance from the Program Specialist.

Health Education and Promotion topics include healthy diet information, early warning signs of, ways to manage and to prevent disease. Other Health Education and Promotion topics will be identified in the same manner as Education/Training topics.

Instructors for classes will be solicited through various means. Both volunteer and paid instructors will be utilized.

Professionals in the community, on a voluntary basis, will conduct short-term workshops and seminars.

Center meetings, memos, posters, and newsletters will be used to inform members of available classes and workshops.

Members will register via sign up at the Reception Desk.

Students will pay for needed activity supplies.

Volunteers will maintain attendance records for statistical reporting.

RECREATION/LEISURE

The majority of Recreation/Leisure activities will be classes offered on a weekly basis throughout the year. In addition, the Center will offer special short-term or one-time workshops and training.

The Program Coordinator is responsible to implement this service, with assistance from the Program Specialist.

Recreation/Leisure topics include Contemporary Hula, Sewing and Tap Dancing. Other Recreation/Leisure topics will be identified through the following means:

1. Requests from members for particular recreation topics for classes or lectures/seminars.
2. Suggestions from the Center's Program Committee, which is comprised of Center members who represent various clubs and classes.
3. Additional input on possible topics from other community agencies, such as the Community School for Adults.

4. Specific suggestions to clubs and classes to encourage them to provide recreation activities for their individual groups.

The Center will recruit instructors for classes through various means. Both volunteer and paid instructors will be utilized.

Professionals in the community, on a voluntary basis, will conduct short-term workshops and seminars.

Center meetings, memos, posters, and newsletters will be used to inform members of available classes and workshops.

Class registration is conducted quarterly at the Center. At the time of registration, students will have the opportunity to donate toward the cost of each class.

Members will register for other short-term workshops/classes via sign up at the Reception Desk.

Students will pay for needed class supplies.

Instructors or volunteers will maintain attendance records for statistical reporting.

The Center will provide training for instructors annually to review attendance procedures, purpose for Center classes and other needed topics.

Students will complete an evaluation annually. Instructors will receive a summary of these evaluations. The Program Coordinator will discuss negative evaluations with instructors.

EDUCATION/TRAINING

The majority of Education/Training activities will be classes offered on a weekly basis throughout the year. In addition, the Center will offer special short-term or one-time workshops and training.

The Program Coordinator has primary responsibility to implement this service, with assistance from the Program Specialist.

Education/Training topics include Basic English, Computers and Defensive Driving for the Older Adult. Other Education/Training topics will be identified through the following means:

1. Requests from members for particular educational topics for classes or lectures/seminars.
2. Suggestions from the Center's Program Committee, which is comprised of Center members who represent various clubs and classes.
3. Additional input on possible topics from other community agencies, such as the Community School for Adults, the Executive Office on Aging and the Elderly Affairs Division.
4. Specific suggestions to clubs and classes to encourage them to provide education/training workshops for their individual groups.

The Center will recruit instructors for classes through various means. Both volunteer and paid instructors will be utilized.

The Program Specialist will submit proposals to Farrington Adult Community School for paid instructors during their Spring, Fall and Winter Sessions.

Professionals in the community, on a voluntary basis, will conduct short-term workshops and seminars.

Center meetings, memos, posters, and newsletters will be used to inform members of available classes and workshops. The media and flyers will be used to inform the general community of new classes and programs.

Class registration is conducted quarterly at the Center. At the time of registration, students will have the opportunity to donate toward the cost of each class.

Members will register for other short-term workshops/classes via sign up at the Reception Desk.

Students will pay for needed class fees and supplies.

Instructors or volunteers will maintain attendance records for statistical reporting.

The Center will provide training for instructors annually to review attendance procedures, purpose for Center classes and other needed topics.

Students will complete an evaluation annually. Instructors will receive a summary of these evaluations. The Program Coordinator will discuss negative evaluations with instructors.

PROFESSIONAL COUNSELING and CASE MANAGEMENT

This service will be performed by a licensed Social Worker (MSW/LSW). Supervision will be provided by the Catholic Charities Hawai'i's Case Management Program (CMP) Supervisor and all CMP Standard Operational Procedures on performance of these services will be followed.

Clients will be referred to the Social Worker by other Center staff or by self-referral. Eligible clients are elders, age 60+, who are potential or current Center members, or who are care recipients of current Center members.

Social Worker will perform an assessment of each counseling/case management client. A service plan will be developed by the Social Worker with input from the client and caregiver(s). This care plan specifies type of assistance to be provided and frequency of service.

The service plan is reviewed with the client and caregiver(s). The service plan must be signed by the client, indicating agreement to comply with the plan. In addition, the following forms are also reviewed with the client before the client signs them: 1) CCH Client Rights and Responsibilities, 2) CCH Grievance Procedure, 3) CCH Consent to Release.

The Social Worker coordinates necessary services and provides supportive counseling, as indicated in the service plan. Adjustments and monitoring to level of service is made as needed and no less than annually.

Counseling and Case Management services will be terminated when:

1. Client is no longer in need of assistance.
2. Client is placed in an institutional setting.
3. Client refuses service.

4. Client is non-compliant with service agreement.
5. There are health and safety risks.
6. Client moves out of the service area (off island).
7. Client is deceased.

As applicable, clients are verbally informed of closure and a termination letter is sent.

Clients will complete an evaluation annually or upon case closure.

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

| Action | Responsible Staff | Frequency |
|--|---|-----------------------|
| Conduct meetings with Program Committee comprised of representatives of all ethnic clubs and a cross-section of classes to work on program planning and center issues. | Program Coordinator | Monthly |
| Meet with Program Specialist to evaluate activities, review benchmarks, and work on development of new instructors and programs. | Program Coordinator | Monthly |
| Submit DOE class proposals. | Program Coordinator | Quarterly |
| Publication of Center Newsletter and flyers to advertise activities and encourage participation. | Program Coordinator | Monthly |
| Registration for Center-Funded classes | Program Specialist | Quarterly |
| Leadership training for officers that covers membership development, financial planning and overview of social work/community services & resources. | Program Coordinator | Every January |
| Training for volunteers that cover best practices for their area of volunteer service and overview of social work/community services & resources. | Program Specialist & Membership Specialist | Every January |
| CCH Volunteer Recognition Program to appreciate and encourage continued service of Center's volunteers. | Program Coordinator | Every April |
| Selection and special recognition of one outstanding senior volunteer. | Program Coordinator & Volunteer Service Committee | Every December |
| Meet with Membership Specialist to review membership issues, review benchmarks, to develop new outreach activities and address barriers. | Program Coordinator | Monthly |
| Coordination with AARP for Volunteer Tax Preparation Services | Membership Specialist | January through April |
| Coordination with AARP for Defensive Driving Safety class open to the public | Program Specialist | Four times a year |
| Coordination with Honolulu Community Action Plan for provision of Federal Surplus Food distribution | Membership Specialist | Quarterly |
| Coordination with Hawai'i Pacific Health Services for health seminar | Program Coordinator | Every June or July |
| Coordination with Sage PLUS and Social Security Administration for annual Medicare Part D information fair that is open to the public. | Program Coordinator | Every October |
| Coordination with other community agencies and business to secure speakers and arrange excursions. | Program Specialist | Monthly |
| Member donation drive | Program Coordinator | Annually |

| Action | Responsible Staff | Frequency |
|---|--|-------------------|
| Show & Sell Craft, Food & White Elephant Bazaar Fundraiser for Clubs and Classes. Evaluation of net profits, concerns and discussion of improvement for next event. | Program Specialist & Program Coordinator | Quarterly |
| Conduct meetings with Participant Advisory Board comprised of community, club and class representatives to evaluate center policies, funding, challenges and direction. | Program Coordinator | Six times a year |
| Submit program evaluation to Elderly Affairs Division | Program Coordinator | Annually |
| Participate in intensive evaluation of policies and practices in line with Council of Accreditation standards. | Program Coordinator | Every three years |
| Provide Professional Counseling and Case management services for elders, age 60+, who are potential or existing Center members or who are care recipients of existing Center members. | Social Worker | Ongoing |

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

Catholic Charities Hawai'i (CCH) is a nationally accredited non-profit organization that provides health and human services to 25,000 individuals on an annual basis throughout the state of Hawai'i. With a commitment to excellence and a goal to meet and/or exceed best practice standards, the following Quality Assurance (QA) Plan was developed and is implemented throughout Catholic Charities Hawai'i.

The Plan details the following fundamental activities that support CCH continued deliverance of quality services and desired outcomes:

- | | |
|----------------------------|---|
| (1) Training: | Timely communication & orientation of performance expectations |
| (2) Supervision: | Enforcement of performance standards, development and monitoring of improvement plans (as needed), and facilitation of professional development |
| (3) Quarterly Peer Review: | Independent review of case records to ensure timely case supervision |
| (4) Outcomes Measurement: | Indicator of progress or delay in achieving proposed goals/objectives |
| (5) Stakeholder Feedback: | Measurement of the degree of consumer satisfaction or dissatisfaction |
| (6) Corrective Action: | A formal or informal plan used to transform a weakness into a strength |

Training

Quality assurance begins with the timely training and orientation of employees to all applicable state, federal, local, contractual, licensing requirements, and accreditation standards. CCH maintains a comprehensive training program that begins upon hire and progressively builds upon the position's function.

Supervision/Program Oversight

Regular and timely supervision of employees and case records is essential to quality assurance. The full Quality Assurance Plan details the frequency and intensity of supervision within CCH programs.

Quarterly Peer Review

In addition to the individual employee and unit/department meetings, CCH conducts quarterly peer review sessions through which a random sample of open and closed case records is reviewed by teams that are comprised of professionals who are not directly involved in the specific program. In accordance with best practice standards, CCH targets a 95% confidence **level**²⁴ and .01 confidence **interval**²⁵ in its sampling selection.

Upon the completion of each peer review session, the following activities are performed:

1. The individual results of each case record are entered into an agency-wide peer review database.
2. The original review forms are routed to the respective program directors via the division administrators.
3. A summary analysis report of the peer review session is written by each Program Director and submitted to the QA Director via the Division Administrator.
4. Corrective action forms are completed for each record that has been given a non-compliant rating and routed to the QA Director via the Division Administrator.
5. A summary report of the peer session (statistics, trends, and recommendations for improvement) is prepared by the QA Director and submitted to the VP-Programs and Division Administrators.
6. The peer review summary report is concurrently shared with the Catholic Charities Hawai'i's Quality Improvement Committee and Program Board for their review.

On an annual basis, consolidated peer review report is prepared and included in the Annual QA Report to the Catholic Charities Hawai'i Program Board.

Outcomes Measurement

Building upon the Agency's investment in training, supervision, and case reviews, CCH monitors the overall strength and quality of its programs through outcomes measurement systems. All programs currently have measurement systems in place that evaluate the overall effectiveness of the program. CCH monitors accomplishment of program outcomes specific to the Employment Core Services for Immigrants program.

A summary description of the specific tools and process used in measuring the effectiveness of the program outcomes is as follows:

1. Satisfaction Surveys - feedback from external and internal stakeholders.
2. Tracking Logs - to monitor and analyze rates of completion, timeliness, and goal attainment.
3. Supervision - informal method of monitoring performance and compliance with procedures.

The Quality Assurance Director coordinates the agency-wide effort to develop individual outcomes measure systems. On a semi-annual basis, each program reports the progress and/or delays in attaining the proposed program goals and objectives, along with variance explanations to the Division Administrator. Collaboratively, the Division Administrator and the Program Director develop strategies and/or corrective action plans to improve identified weak areas.

²⁴ Indicates how certain the sample reflects the entire population

²⁵ Indicates the precision level of the results

The year-end results of each program's goals and objectives are reported in the agency's annual Quality Assurance Report. The report is reviewed by the CCH Program Board and subsequently approved by the agency's Corporate Board.

Stakeholder/Consumer Feedback

Catholic Charities Hawai'i administers consumer satisfaction surveys to its program participants twice a year, exceeding the best practice standard's annual requirement. The survey tool was designed in accordance with Council on Accreditation requirements and the results are used to identify program and agency strengths and opportunities for improvement. The satisfaction survey tool is comprised six (6) sections that focus on the following:

1. Demographics (age, ethnicity, & gender)
2. Effectiveness of Service
3. Timeliness of Service
4. Cultural Sensitivity
5. Accessibility to Service/Program
6. Follow Up

The results of the satisfaction surveys are entered into a database and semi-annual reports are generated through the Quality Assurance Office. The year-end results of all the surveys are summarized and reported in the agency's annual Quality Assurance Report. The report is reviewed by the Catholic Charities Hawai'i Program Board and is subsequently approved by the agency's Corporate Board

Corrective Action

Within each quality assurance activity described above there are planned opportunities to identify areas for improvement and corresponding opportunities to develop improvement plans. Currently, CCH utilizes both formal and informal plans/strategies to improve identified weakness. Formal plans are written and include specific goals and objectives and are typically used for material and/or repeat findings. Informal plans are loosely written or in verbal form and are typically used to address a minor, initial finding. Each Program Director and Division Administrator monitors the implementation of applicable program/divisional specific corrective/improvement plans.

Quality Assurance Oversight:

Quality assurance is a shared responsibility that begins at the point of service delivery (micro-level) and is monitored successively through the Clinical Supervisor, Division Administrator, QA Director, VP of Programs, Senior Management Team/QI Committee, CCH Program Board, and ends with the CCH Corporate Board (macro-level).

Summary of Annual Quality Assurance Report

On an annual basis, Catholic Charities Hawai'i prepares an Annual Quality Assurance Report that minimally contains the following:

1. Executive Summary
2. Summary Report on Peer Review Sessions
3. Summary Report on Client and Employee Incidents, Accidents and Sentinel Events
4. Summary Report on Client and Employee Grievances
5. Summary Report on Program Monitoring Reports
6. Program Outcome Trends
7. Status Report on Prior Year's QA Report Recommendations
8. QA Goals and Objectives for Next Year

The Quality Assurance Report is reviewed by the Catholic Charities Hawai'i Program Board and subsequently approved by the agency's Corporate Board.

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

Effectiveness of Program and Services will be measured in the following ways:

- **Client Impact Survey** conducted twice a year on general membership regardless of their activities.
- **Wellness Measured Survey** to measure impact of exercise and recreational classes.
- **Social Service Impact Survey** conducted once a year to measure impact of professional counseling, paraprofessional counseling and case management.

Client Impact Survey:

- At least 70% of clients will improve or maintain their health.
- At least 70% of clients will improve their safety awareness
- AT least 70% of clients will decrease social isolation and report increased life satisfaction.

Wellness Measured Survey of clients in identified Exercise and Recreation classes:

- At least 70% of participants in identified exercise and recreation classes will report maintenance or improvement in 4 of 6 measures of senior wellness.
 - Overall health
 - Aches and pains
 - Flexibility
 - Anxiety/stress
 - Social connectedness
 - New learning

Social Service Impact Survey of clients receiving counseling and/or case management:

- At least 75% will report receiving information to meet their needs or resolve problems.
- At least 75% will be better able to take care of their medical needs.
- At least 70% will continue living independently.

III. Financial

Budget

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

See budget forms attached.

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

| Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | Total Grant |
|-----------|-----------|-----------|-----------|-------------|
| \$50,000 | \$50,000 | \$50,000 | \$50,000 | \$200,000 |

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

a. Voluntary Contribution Method

All clients are provided a copy of the Agency's donation policy. Every April, the Center conducts a donation drive. Donations letters are hand-delivered and mailed to all active members. Additionally, donations are welcomed on an ongoing basis and the Center's seven clubs also make monthly and annual donations to support the Center.

The Center also tries to inform the public of its programs, services and needs through its monthly newsletter that is available via hard-copy by mail, at the Front Desk and is posted electronically on the Catholic Charities Hawai'i web-site. An email alert is sent to 123 readers to encourage them to view the newsletter. The newsletter and media coverage of special events frequently results in donations from the public. These are acknowledged with a thank you letter. Donations are used to cover program expenses.

Additional fundraising that is primarily client driven:

- b. Thrift Shop – The Center continues to solicit donations of used items which it resells through its Thrift Shop.
- c. Show & Sell Fundraiser Bazaars - Quarterly event.
- d. In-House Agency Resources

The Development Office of Catholic Charities Hawai'i is responsible for generating additional revenue from donor individuals, corporations and foundations to supplement available funding for the agency's programs. The Development Office conducts major fundraising events to support program and administrative costs.

The Agency also receives support from the Aloha United Way (AUW) and the Combined Federal Campaign.

IV. Experience and Capability

A. Necessary Skills and Experience

The applicant shall demonstrate that it has the necessary skills, abilities, knowledge of, and experience relating to the request. State your experience and appropriateness for providing the service proposed in this application. The

applicant shall also provide a listing of verifiable experience of related projects or contracts for the most recent three years that are pertinent to the request.

Each year, CCH serves approximately 5,000 elders through a range of services, including:

- **Case Management Program** – provides professional counseling and case management in designated affordable housing projects and senior centers.
- **Service Unit** – provides in-home and access services with para-professional staff. These services include escort and para professional counseling.
- **Housing Assistance Program** – provides housing placement and counseling for elders with housing needs, many of whom are facing homelessness, with the goal of securing stable, affordable rental housing.
- **Lanakila Multi-Purpose Senior Center** – provides recreation, education and social services for elders to enable them to improve or maintain independent living.
- **Medication Management for Seniors** – provides education on medication management and one-to-one medication screenings for seniors.
- **Quality Living Choices** – provides case management for frail adults living in foster home settings. This service is provided on Hawai'i only.
- **Respite Connection** – provides support for family caregivers of elders through linkages to private hire providers and other resources.
- **Transportation Services Program** – door to door transportation for elders who cannot use public transportation.

The Agency's many years of experience in working with the elderly population makes it ideally suited to understand and meet the needs of elderly clients and their caregivers. In addition, staffs also have access to other resources within Catholic Charities Hawai'i that help to complement and enhance the services currently provided to elderly clients and their caregivers. For example:

- **Cultural Diversity and Competency** - The Agency is experienced in working with diverse ethnic populations and cultures. Within the agency, there is access to staff bilingual in over 15 languages. There is an agency wide Cultural Competency subcommittee that focuses on training for staff to increase and enhance their sensitivity and ability to work with clients of diverse ethnic and cultural backgrounds.
- **Strengthening Families** – CCH has many services that seek to strengthen the functioning of families, both naturally occurring families and foster families. Intergenerational issues cross over programs for seniors and youth and program staff work together to seek the best methods and resources to support the needs of the entire family.
- **Special Population Needs** – In addition to its work with elders, the Agency has a reputation for serving special need populations in the areas of domestic violence, abuse and neglect, homelessness and immigration.

The financial accounting system of Catholic Charities utilizes Sage MIP Fund Accounting System based in Austin Texas. Separate funds are established for the major categories so that costs can be recorded accordingly.

The basic foundation of the internal control for Catholic Charities' financial reporting structure is a system of checks and balances through the separation of duties. The system is separate from the operational end of the organization. Information provided by the operations personnel is used as a basis for revenue billings and disbursement of funds. Requests for payment are generated by the program staff and approval by an authorized individual is required for all transactions.

Catholic Charities also completes the required annual audit with its current auditors Choo, Osada & Lee CPAs, Inc. an independent, certified accounting firm. As required, the audit is conducted in compliance with the U.S. Office of Management and Budget Circular A-133. In its most recent audited financial statements (2007), the accompanying management letter stated that the auditors were able to issue an unqualified opinion and found no material weaknesses or reportable conditions.

Note: The agency is currently undergoing a 20-month audit due to its change of agency fiscal year from January - December to September - August. This was effective September 1, 2008.

The Finance Department of Catholic Charities Hawai'i is capable of handling the financial data, variance reports and other requested reports. CCH has many years of experience in successfully implementing programs and managing contracts. Currently, the Agency has federal, State and private grants with a variety of funders, including:

- **State** – Department of Human Services, Department of Health, Department of Labor and Industrial Relations, Judiciary, Hawai'i Public Housing Authority, Department of Transportation, Office of Hawai'ian Affairs.
- **Federal** – Department of Health and Human Services.
- **City and County** – Department of Community Services, County of Hawai'i, County of Maui.
- **Private** – Aloha United Way, Hawai'i Community Foundation, private individuals and businesses.

(See Attachment for List of Experience of Related Projects or Contracts for the Most Recent Three Years)

An accountant who is assigned to the project works regularly with CCH administrative staff and the Program Coordinator of the Lanakila Multi-Purpose Senior Center to review budgets and expenditures to avoid large variances.

The Procurement Rules of Chapter 103D of the Hawai'i Revised Status (HRS) and the terms of this contract shall be followed. OMB and Chapter 103F HRS cost principles will be used to determine allowable costs and method of allocation. Any costs that the contract defines as unallowable will not be charged as a contract expense.

B. Facilities

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the request. If facilities are not presently available, describe plans to secure facilities. Also describe how the facilities meet ADA requirements, as applicable.

The Lanakila Multi-Purpose Senior Center is located at 1640 Lanakila Avenue, Honolulu, Hawai'i 96817. The facility is a State-owned one that is maintained by the State Department of Accounting and General Services. As the program operator, Catholic Charities Hawai'i handles routine maintenance and janitorial services. This State-owned facility, as well as all of CCH senior services offices, are accessible to individuals with physical disabilities, near convenient bus lines, and have available parking facilities.

V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

The applicant shall describe the proposed staffing pattern and proposed service capacity appropriate for the viability of the request. The applicant shall provide the qualifications and experience of personnel for the request and shall describe its ability to supervise, train and provide administrative direction relative to the request.

The existing Center staff has over 70 years of combined service with CCH, reflecting the stability and experience that is available to the Center and its members. The following are the specific qualifications and job responsibilities:

Program Coordinator (1 FTE): Required – Bachelor's Degree in human services, experience in gerontology & multi-cultural population. Supervisory experience, PC skills. Responsible for overall coordination and implementation of the Center's programs, services and operations.

Program Specialist (1 FTE): Required – Bachelor's Degree in human services, PC skills, customer relations background and experience with multi-cultural population. Responsible to assist with program planning and provide clerical support for educational and recreational programming at the Center, including special events; handles registration for all classes, logistics for clubs.

Membership Specialist (1 FTE): Required – Bachelor's Degree, PC skills, social services or customer relations background, relates well different ethnic groups and volunteers. Responsible to provide paraprofessional counseling and clerical assistance in the areas of membership and volunteer service; conducts screening of potential members; coordinates other special services (tax, meals, etc.).

Custodian (.75 FTE): Required - High school diploma or equivalent and/or experience with janitorial work. Physically able to perform duties. Able to work with minimal supervision. Responsible to maintain a clean and safe facility. Duties relate to interior and exterior of the facility.

Program Support Assistant (.5 FTE): Required – High school diploma or equivalent, PC skills, clerical experience, relate well to different ethnic groups. Oversees timesheets for Senior Community Services Employment Program (SCSEP) workers assigned to Center; handles counting of Program Income donations; ordering of janitorial and office supplies; and other related clerical duties.

Administrative Services: Clerical, fiscal and other support services are provided by the Administrative Unit.

Volunteers: The Center has 386 volunteers who provide an array of services through volunteer positions such as Instructor, Telephone Receptionist, Greeter/Hostess, Club Officers, Entertainer/Performers, Data Entry, Counting Statistics, Meal Site Servers and more. In addition, volunteers provide bilingual assistance to ensure that non-English speaking members are able to participate fully in the Center activities and receive vital information on needed services and resources.

Supervision and Training

Catholic Charities Hawai'i devotes a significant amount of time orienting and training new employees in order to ensure that quality services are provided consistently and effectively.

All new employees are required to attend an all-day CCH New Employee Orientation. This provides general background on the organization, its history, mission, values and strategic goals. In addition, the Community and Senior

Program supervisors are responsible to see that all new employees are also oriented and trained to carry out their specific job duties. Basic areas of orientation and training shall include:

- Review of CCH Code of Conduct policies, including conflict of interest and gratuities. There are stringent procedures defining the handling of money by employees in the course of service provision. In addition, staff are not allowed to accept any type of gratuity, including tips, gifts or other items offered by clients. In situations where it is unavoidable to refuse a monetary gratuity, staff are instructed to inform clients that all gratuities will be turned over to the Agency as a client donation. Food and other non-monetary gratuities will also be turned over to the supervisor for disposition. All employees are required to sign an acknowledgement that they have read the Employee Handbook and agree to abide by the enclosed policies, including the Code of Conduct. Violations of the Code of Conduct policies will result in disciplinary action up to and including involuntary termination. All employees are also required to sign a Conflict of Interest Disclosure Statement.
- Information and techniques on working with elders and their caregivers will be provided. Other topics of instruction will include: proper and safe handling of assistive devices, tips on working with functionally and cognitively impaired elders, and general communication tips.
- Cultural competency training will be provided to ensure that personnel are culturally sensitive to diverse ethnic populations. Information on Agency procedures for language access by elders or caregivers who do not speak (or have limited proficiency in) English will also be shared.
- Information on handling of emergency situations will be provided. All staff are trained in CPR/First Aid. In addition, program supervisors also review disaster procedures with all employees.
- Health Insurance Portability Assurance Act (HIPAA) training as it applies to client confidentiality.
- Policies and procedures regarding how services are to be provided are also reviewed. New personnel often "shadow" experienced workers and the program supervisor, as appropriate.

Ongoing training of personnel is key to ensuring that quality services are provided to elderly clients. The agency wide Staff Training Committee is responsible to coordinate training activities that are required for all personnel on a regular basis. This includes but is not limited to: CPR/First Aid, Crisis Prevention and Intervention (CPI), cultural sensitivity, and more.

Training and information specific to the elderly population and the provision of contracted services are regular in-service training topics at bi-monthly Division General Staff Meetings and monthly program/unit meetings.

Supervisors meet with each direct report staff on a monthly basis to review case records, discuss client issues and address staff progress toward identified professional goals and training needs.

The program supervisor also conducts a formal, written evaluation of each employee at the end of the six-month observation period and annually thereafter to promote continued growth and improvement.

The Community & Senior Services Division Administrator provides supervision of the program supervisor through monthly supervision meetings. The program supervisor also consults with the Division Administrator on an ongoing basis regarding questions, problems, or other needs.

All program supervisors meet together monthly with the Division Administrator. These supervisory team meetings allow for information sharing between programs and problem solving on issues relevant to all programs.

Volunteer Management

The Program is responsible to screen, orient, train and supervise volunteer personnel similar to its procedures for paid personnel. Program supervisors interview individual volunteers to determine appropriate assignment to the available tasks of the program/unit. The Program conducts reference checks on all volunteers who are being considered for duties that involve access to clients or confidential client information. Volunteer staff are included in all New Employee Orientation conducted by the Agency and the Division. In addition, volunteers are partnered with experienced staff to gain on-the-job training and regular supervision is provided by the program supervisor or designated line staff in order to ensure the level of quality of services provided.

B. Organization Chart

The applicant shall illustrate the position of each staff and line of responsibility/supervision. If the request is part of a large, multi-purpose organization, include an organizational chart that illustrates the placement of this request.

See attached organizational charts.

VI. Other

A. Litigation

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgement. If applicable, please explain.

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

B. Licensure or Accreditation

Specify any special qualifications, including but not limited to licensure or accreditation.

CCH is accredited by the National Council on Accreditation for Children and Family Services.²⁶ To attain and maintain accreditation, CCH implements a formal written quality assurance program and is required to complete rigorous reviews and audits annually. The Council on Accreditation (COA) is an international, independent, non-profit child and family service and behavioral healthcare organization. Founded by the Child Welfare League of Family Services America, COA promotes service standards, champions for quality services for children, youth and families; and advocates for the value of accreditation.

CCH's program, Lanakila Multi-Purpose Senior Center, meets the COA service standard of Counseling, Support and Education Services²⁷ The purpose of this service standard is to ensure that "individuals and families who participate in counseling, support and education services identify and build on strengths, develop skills to manage situational change, and improve functioning in daily activities at home, at work, and in the community." CCH's accreditation is effective through December 31, 2011.

In addition:

- Catholic Charities Hawai'i has a Hawaii State General Excise License
- The Center Program Coordinator and Social Worker are licensed social workers in the State of Hawaii

²⁶ www.coastandards.org

²⁷ http://www.coastandards.org/standards.php?navView=private§ion_id=54

ATTACHMENTS

- **LIST OF EXPERIENCE OF RELATED PROJECTS OR CONTRACTS FOR THE MOST RECENT THREE YEARS**
- **ORGANIZATIONAL CHARTS**
- **BUDGET FORMS**
- **DECLARATION STATEMENT**

Catholic Charities Hawai'i

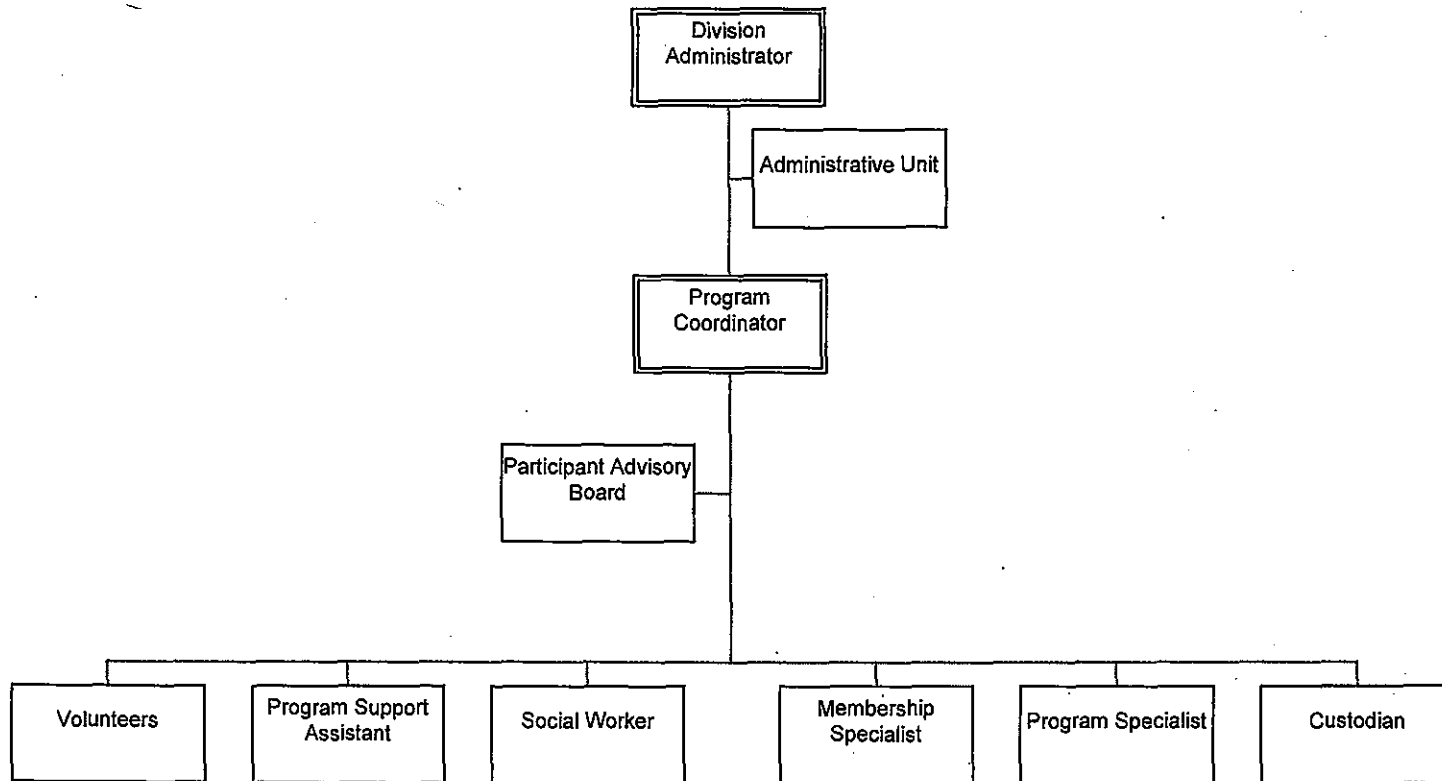
List of Experience of Related Projects or Contracts for the Most Recent Three Years

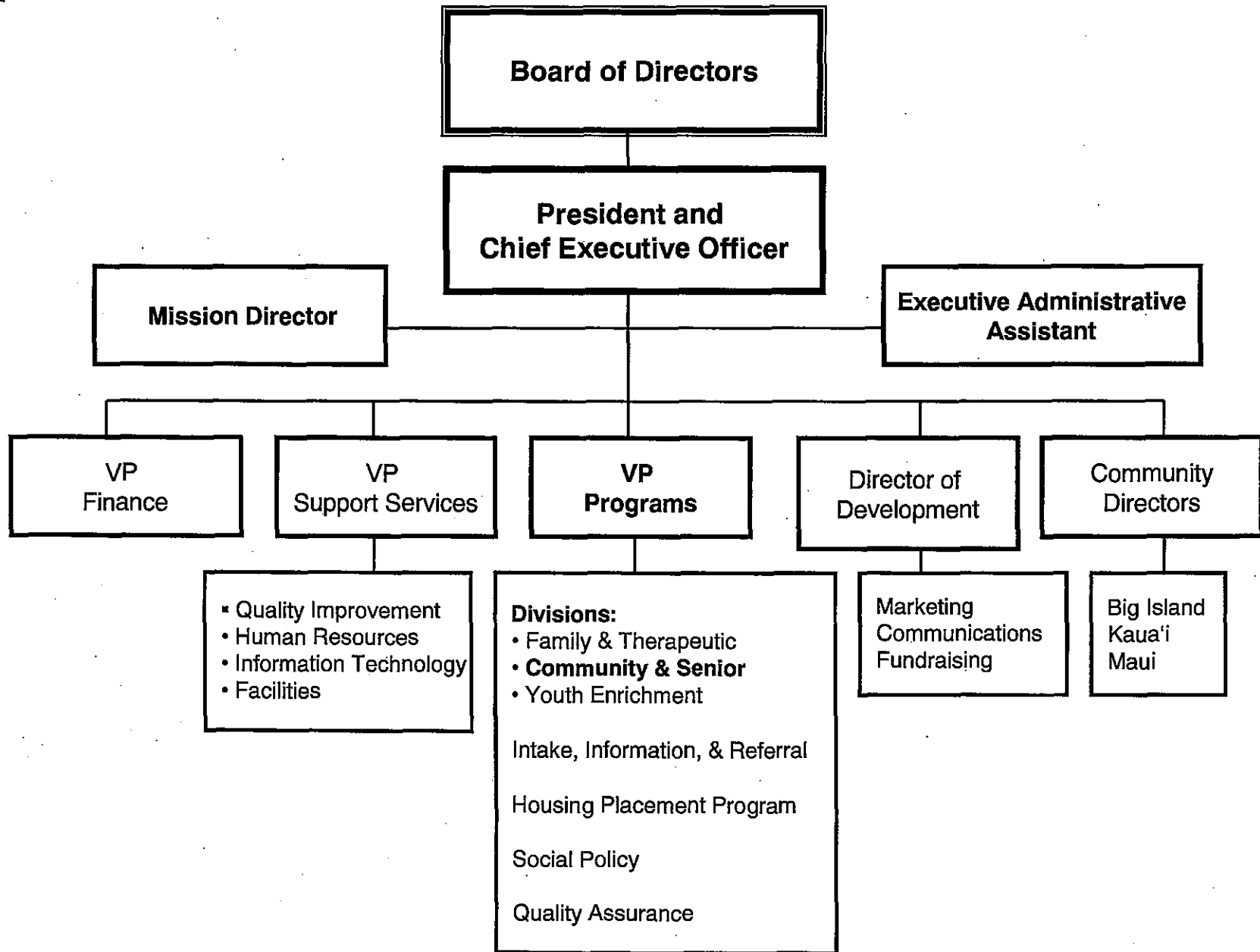
Note: This list is limited to senior services projects/contracts only and does not include Federal, State, County and private contracts for other services that are provided by Catholic Charities Hawai'i. All contracts are current unless otherwise indicated.

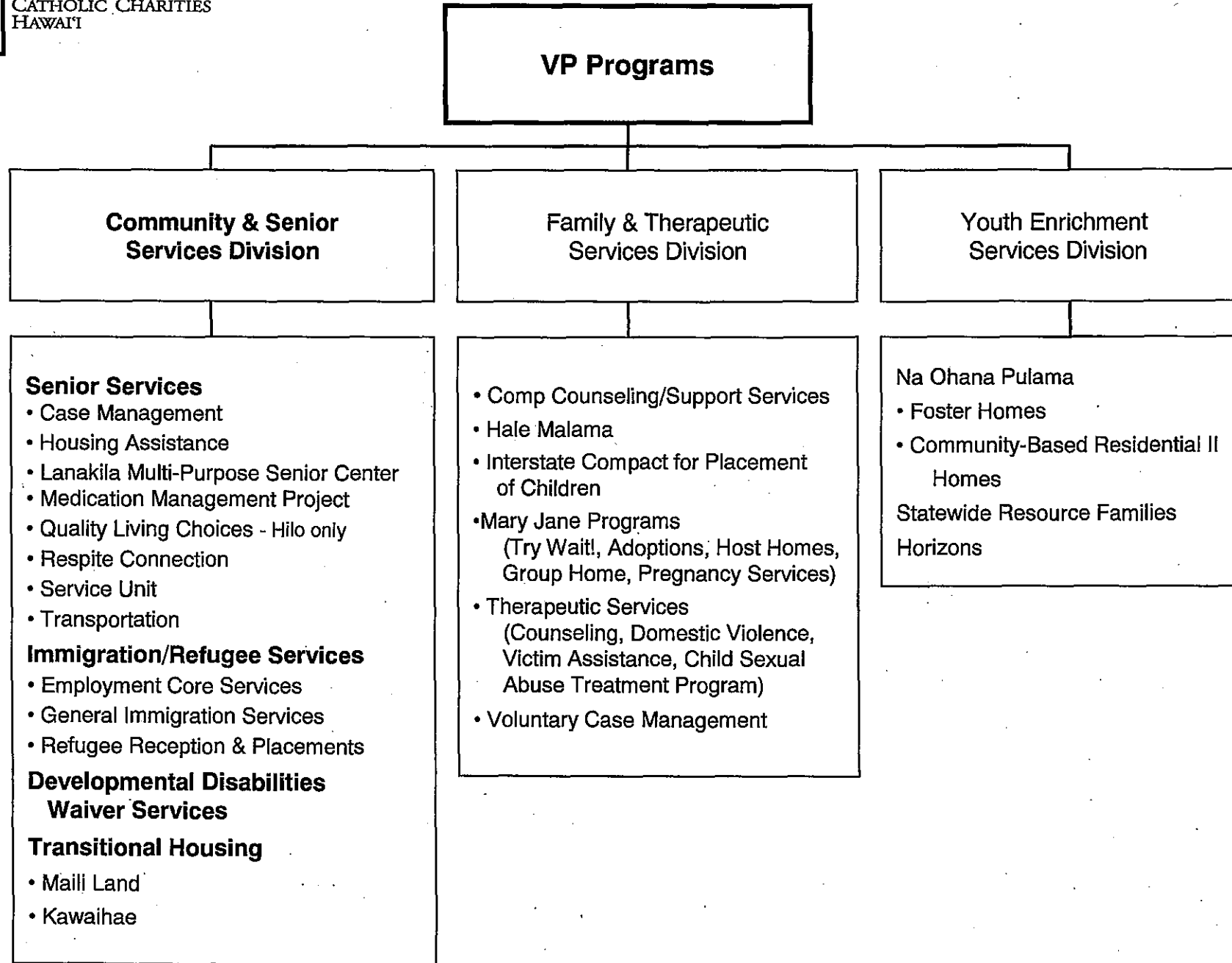
| Project/Contract | Contracting Agency/Organization |
|---|--|
| Lanakila Multi-Purpose Senior Center | State of Hawaii, Dept of Health Executive Office on Aging (EOA) (Grant In Aid; 2007) |
| Medication Management Program | State of Hawaii, Dept of Health Alcohol and Drug Abuse Division (ADAD) |
| Lanakila Multi-Purpose Senior Center Housing Assistance Program Transportation Services – Regular and Kupuna Care Chore, Kupuna Care Housekeeping, Kupuna Care Respite Connection | City & County of Honolulu, Dept of Community Services Elderly Affairs Division (EAD) |
| Case Management | County of Maui, Maui County Office on Aging (MCOA) |
| RACCP Case Management Agency | Evercare and Ohana delegated agreements |
| Case Management (contracts for specific sites) | Prudential Locations Bob Tanaka, Inc. Cambridge Management |
| Transportation Services | Queen's Medical Center (ended in 2008) |
| Transportation Services | PACE/Maluhia (ended in 2007) |



CATHOLIC CHARITIES HAWAII
COMMUNITY & SENIOR SERVICES DIVISION
LANAKILA MULTI-PURPOSE SENIOR CENTER







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

Applicant: Catholic Charities Hawaii (for Lanakila Multi-Purpose Senior Center)

| BUDGET CATEGORIES | Total GIA Funds Requested (a) | (b) | (c) | TOTAL EXPENSE (d) |
|---------------------------------------|--------------------------------------|---------------------------------------|------------|--------------------------|
| A. PERSONNEL COST | | | | |
| 1. Salaries | 120,773 | | | 214,326 |
| 2. Payroll Taxes & Assessments | 12,862 | | | 22,826 |
| 3. Fringe Benefits | 28,604 | | | 52,666 |
| TOTAL PERSONNEL COST | 162,239 | | | 289,818 |
| B. OTHER CURRENT EXPENSES | | | | |
| 1. General Insurance Expense | | | | 2,346 |
| 2. Audit Expense | | | | 782 |
| 3. EDP Payroll Service Expense | 372 | | | 693 |
| 4. Recruitment Ads | | | | 561 |
| 5. Supplies | 236 | | | 9,072 |
| 6. Telephone | 1,327 | | | 4,212 |
| 7. Postage | 500 | | | 1,000 |
| 8. Utilities | | | | 16,911 |
| 9. Rent Expense | | | | 1,005 |
| 10. Equipment Expense - Lease, Maint. | | | | 3,444 |
| 11. Printing | 584 | | | 819 |
| 12. Subscriptions & Publications | | | | 204 |
| 13. Mileage Reimbursement | | | | 1,280 |
| 14. Staff Training & Development | 443 | | | 824 |
| 15. Membership Dues | | | | 276 |
| 16. Corp Mgmt Fee | 34,299 | | | 60,869 |
| (28.4% of direct Labor only) | | | | |
| TOTAL OTHER CURRENT EXPENSES | 37,761 | | | 104,298 |
| C. EQUIPMENT PURCHASES | | | | |
| D. MOTOR VEHICLE PURCHASES | | | | |
| E. CAPITAL | | | | |
| TOTAL (A+B+C+D+E) | 200,000 | | | 394,116 |
| SOURCES OF FUNDING | | Budget Prepared By: | | |
| (a) Total GIA Funds Requested | 200,000 | Diane M. Terada 527-4702 | | |
| (b) Other State Funds | 123,722 | Name (Please type or print) Phone | | |
| (c) Fundraising | 70,394 | [REDACTED] | | |
| (d) | | Signature of Authorized Official Date | | |
| TOTAL BUDGET | 394,116 | Stella M.Q. Wong, VP Programs | | |
| | | Name and Title (Please type or print) | | |

BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: Catholic Charities Hawaii

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) |
|--------------------------------|----------------------|--------------------|---|--|
| Program Coordinator | 1.00 | \$50,305 | 50.00% | \$25,153 |
| Program Specialist | 1.00 | \$37,714 | 50.00% | \$18,857 |
| Program Support Assistant | 1.00 | \$27,948 | 25.00% | \$6,987 |
| Membership Specialist | 1.00 | \$37,714 | 50.00% | \$18,857 |
| Custodian | 0.75 | \$21,241 | 25.00% | \$5,310 |
| Administrative Liaison | 1.00 | \$43,598 | 0.00% | \$0 |
| Division Administrator | 1.00 | \$71,536 | 15.00% | \$10,730 |
| Social Worker | 1.00 | \$43,598 | 80.00% | \$34,878 |
| | | | | \$0 |
| | | | | \$0 |
| | | | | \$0 |
| | | | | \$0 |
| | | | | \$0 |
| | | | | \$0 |
| | | | | \$0 |
| TOTAL: | | | | \$120,773 |
| JUSTIFICATION/COMMENTS: | | | | |

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Catholic Charities Hawai'i

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: Catholic Charities Hawai'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 | Not Applicable | | | | | |
| LAND ACQUISITION | | | | | | |
| DESIGN | | | | | | |
| CONSTRUCTION | | | | | | |
| EQUIPMENT | | | | | | |
| TOTAL: | | | | | | |
| JUSTIFICATION/COMMENTS: | | | | | | |

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

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

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

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

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

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

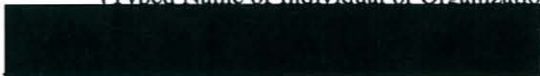
- (1) Has been determined and designated to be a non-profit organization by the Internal Revenue Service; and
- (2) Has a governing board whose members have no material conflict of interest and serve without compensation.

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

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

Catholic Charities Hawai'i

(Typed Name of Individual or Organization)



(Signature)

1/27/10

(Date)

Stella M. O. Wong
(Typed Name)

Vice President of Programs
(Title)

House District _____

Senate District _____

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

Log No: 27-0

For Legislature's Use Only

2010 JAN 29 A 9:34

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:
Legal Aid Society of Hawaii

Db:

Street Address:
924 Bethel Street, Honolulu, HI 96813

Mailing Address:
924 Bethel Street, Honolulu, HI 96813

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name M. NALANI FUJIMORI KAINA, ESQ.

Title Executive Director

Phone # 808-527-8014

Fax # 808-527-8088

e-mail nafujim@lashaw.org

TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

CIVIL LEGAL SERVICES TO THE POOR AND LOW INCOME THROUGHOUT THE STATE OF HAWAII

4. FEDERAL TAX ID #: _____

5. STATE TAX ID #: _____

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 \$ _____

PE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

AUTHORIZED SIGNATURE

M. NALANI FUJIMORI KAINA, EXECUTIVE DIRECTOR

NAME & TITLE

1/20/10

DATE SIGNED

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

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

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

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

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

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

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

Legal Aid Society of Hawaii

(Typed Name of Individual or Organization)


(Signature)

1/20/10
(Date)

M. Nalani Fujimori Kaina, Esq.

(Typed Name)

Executive Director

(Title)

I. BACKGROUND AND SUMMARY

1. Brief description of the applicants' background.

The **Legal Aid Society of Hawai'i** (Legal Aid), a community-based, nonprofit law firm has empowered low-income and disadvantaged people throughout our state for the 60 years. It is the only legal service provider in the state, and one of the few non-profits, with statewide coverage through ten offices on each of the islands, from Lana'i to urban Honolulu.

Legal Aid continues to be guided by its original mission—to provide access to justice for all low-income citizens of Hawaii. In January 2010, due to major cuts in funding for legal services, the Hawaii Immigrant Justice Center became a part of Legal Aid, expanding Legal Aid's practice areas to include immigration legal assistance.

Legal Aid's primary clients are individuals and families with incomes up to 125% of the federal poverty level. Legal Aid also helps the working low income families and individuals whose incomes are below 250% of the federal poverty level.

Legal Aid's critical services are wide-ranging, impacting the lives of over 20,000 people in Hawai'i each year.

2. The goals and objectives related to the request.

In this supplemental year, Legal Aid is requesting funding for civil legal services through a \$250,000 grant from the legislature to provide services statewide.¹ Recognizing the downturn in the economy, the decrease in state revenue projections and Legal Aid's current receipt of limited stimulus funding, Legal Aid has reduced its funding request from its \$800,000 previously allocated to civil legal services. Funding under this grant would renew the state's over thirty year commitment to funding civil legal services to the poor.²

Legal services will continue to be provided statewide through Legal Aid's nine offices (Lihue, Wai'anae, Honolulu, Windward, Kaunakakai, Lana'i City, Wailuku, Kona and Hilo) and satellite sites. It is the goal that through this grant, Legal Aid will be able to continue its mission and provide critically-needed legal services to 8,450 families and individuals and positively affect the lives of over 20,000 people.

¹ In FY 1992, funding for this grant to the Legal Aid Society of Hawai'i was at \$1.47 million. Between FY 1993 – FY 1997 the grant slowly decreased to \$1 million. In FY 2000 the award leveled off at \$810,000 for four years, and in FY 2004 dropped to \$647,000. In both FY 2006 and 2007, funding was \$649,000. Funding increased to \$810,000 in FY 2008, dropped to \$800,000 in FY 2009 and no GLA funding was provided in FY2010 due to the economic recession.

² State funding for general civil legal services has been provided since 1975. Civil legal service funding was provided through the Department of Labor's Office of Community Service under a purchase of service contract, but was moved to the Judiciary in 2004 by the legislature as a grant-in-aid. While a critical needed service in the community, civil legal service funding currently does not have a funding home and as such has had to seek funding through the grant-in-aid process. Last year, funds were allocated to civil legal services for low-income families through a budget proviso of TANF funds, however those funds have yet to be put forward for RFP.

Through this grant, Legal Aid will provide critical legal assistance, community education and outreach services to:

- **Maintain or secure affordable housing**
- **Help families become safe and stable with family law services, including protection from domestic violence, child custody and support**
- **Protect families and individuals from a consumer problem such as mortgage "rescue" scams or illegal debt collection practices Obtain public benefits such as disability benefits from the Social Security Administration or Medicaid**
- **Eliminate barriers to being homeless**
- **Secure appropriate placement and services for abused and neglected children**
- **Provide critical legal services to assist immigrants and those in need of language access.**

Over the last year, the demand for legal services has grown with the recession. Many clients seeking assistance would not have qualified for services as before and the desperation for assistance is often seen. Without state allocated funding last year, salary cuts, benefit cuts, and salary freezes were imposed on already low salaries to employees, a family law attorney position was frozen, and walk-in, intake and pro se services to family court litigants were cut. Without this grant, Legal Aid will be forced to significantly reduce its services in smaller rural areas and in family law services currently do not have specific funding sources available. Furthermore, loss of these funds may affect Legal Aid's ability to leverage over \$400,000 in federal funds into the state that has allowed the organization to expand its capacity to provide services both generally through Legal Aid's AmeriCorps program and specifically in the areas of housing discrimination, supportive legal services to the homeless, housing counseling, and tax disputes with the IRS.

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

Justice is fundamental to our democracy. It is to judge regardless of income, background, or stature, on the facts of the case. To instill equality and provide fairness to all who seek its assistance. Yet, wealth is still awarded as the ability to hire a good lawyer can make a difference in that courtroom, leaving the poor in Hawai'i with an uphill climb to even reach a level playing field.

As the economy worsens, so increases the need for civil legal services. With unemployment continuing to rise, foreclosures growing 142% in 2008 and 672% in 2007, rising domestic violence homicides, and an increased need for public assistance, calls for civil legal services is growing. Due to the economy, on January 1, 2010, the Hawaii Immigrant Justice Center consolidated with Legal Aid, expanding Legal Aid's services to include immigration and language access assistance. Legal Aid provides and can provide this civil legal assistance across the state and help increase access to justice for the poor.

In a 2007 report, Achieving Access to Justice for Hawai'i's People: The 2007 Assessment of Civil Legal Needs and Barriers of Low and Moderate-Income People in Hawai'i,³ key findings discovered that:

- Only 1 in 5 low and moderate-income Hawai'i residents have their legal needs met. Legal service providers are able to help only 1 in 3 of those who contact them for assistance.
- The areas with the greatest unmet civil legal needs are housing (24%), family (23%), domestic violence (8%), and consumer (7%).
- Significant barriers to obtaining legal assistance in addition to inability to afford an attorney include language and cultural barriers, lack of knowledge of one's legal rights, lack of knowledge of available legal services, and difficulty in accessing legal services programs.
- There is one legal service attorney for every 2,291 persons living below 125% of the federal poverty guideline.
- There is one legal service attorney for every 4,402 persons living below 200% of the federal poverty guideline.
- There is one private attorney for every 361 persons in the general population.

The civil legal services provided by Legal Aid are part of the fabric of Hawai'i. For those who are most vulnerable in our society, legal advocacy from a trusted community resource can mean the difference between receiving food and shelter, being able to visit and ensure the safety of their children and be protected from fraud and predatory consumer practices. Legal services ensure that the safety net created by the government and the community is available for those most disenfranchised. It also helps to ensure access to justice for all.

4. Describe the target population to be served.

Legal Aid will provide free legal services to the low-income population with incomes less than 125% of the poverty level. Recently released American Community Survey data for 2008, places this population in Hawaii at 146,743 or 11.73% of the state's population. On average, Legal Aid closes approximately 8,450 cases each year impacting about 20,000 people almost 13.6% of the poverty population in Hawai'i.

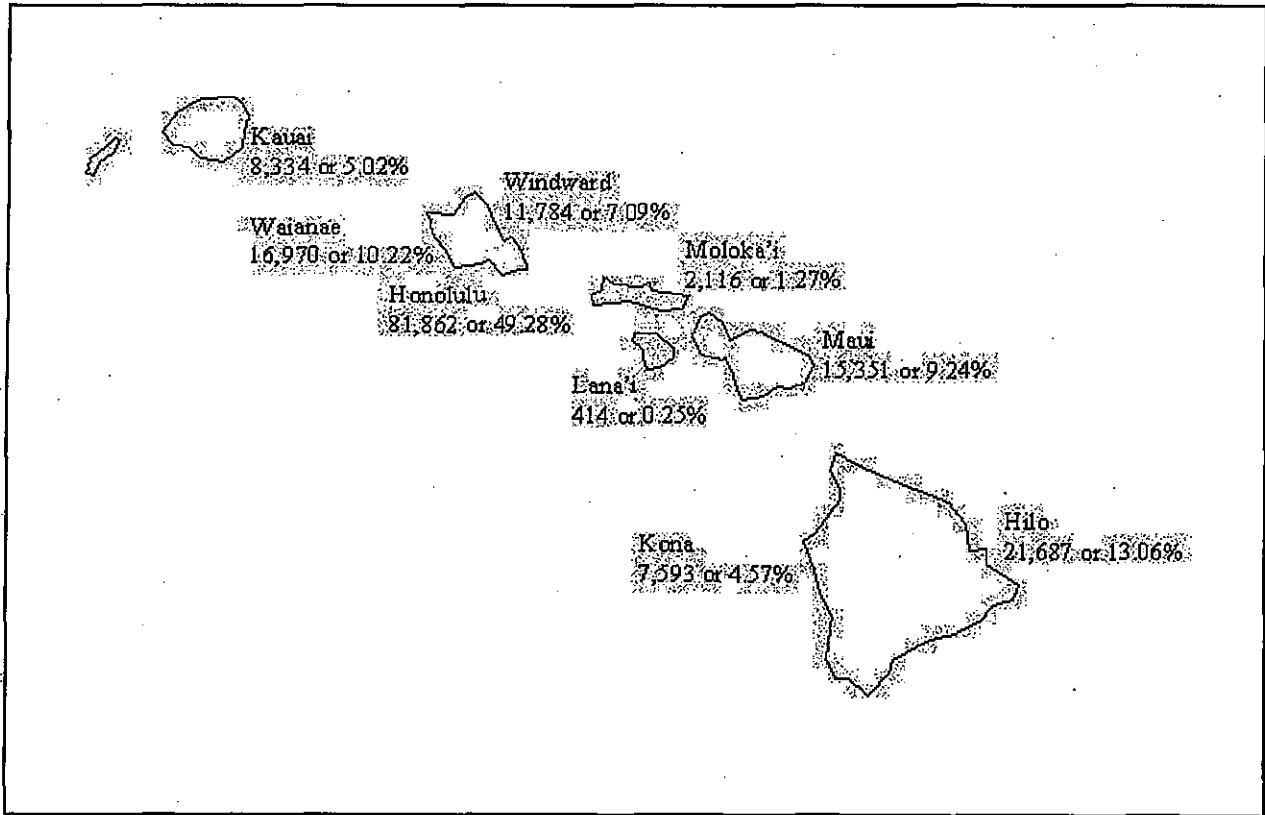
Legal Aid intends to provide civil legal services those in need of assistance in the areas of housing, family (including protective orders), consumer, and public benefit cases.

In addition, there are thousands of underserved residents in special populations (geographically and culturally isolated, immigrants with limited English proficiency, the physically and mentally disabled, seniors) that Legal Aid intends to assist with this grant. The growing needs of these groups makes an efficient and effective delivery of legal services even more critical for the people of Hawaii living in poverty.

5. Describe the geographic coverage.

³ http://www.legalaidhawaii.org/HUI_Access_to_Justice.pdf

Legal Aid will provide services throughout the state. Legal Aid has offices in each of the major Hawaiian Islands (Oahu – Honolulu,⁴ Windward and Waianae; Maui; Big Island - Hilo, Kona; Kauai; Lana'i and Moloka'i). We also have outreach sites at the Waimanalo Health Center in Waimanalo, Haleiwa Resource Clinic, US Vets, Next Step Shelter in Kakaako, and regularly visit the homeless at an additional sixteen locations on Oahu, six on Maui and four on Kauai. Legal Aid continues to be dedicated to these communities. The map below illustrates the distribution of the state poverty population by the location of each Legal Aid office⁵:



II. Service Summary and Outcomes

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

Under this grant, in each island and branch office, Legal Aid staff is prepared to provide civil legal services in the following priority case areas:

- **Support for families:** This area includes child custody, child support, domestic violence, visitation, divorce, property division and in some cases ex-military spouse

⁴ In addition to its main branch at 924 Bethel Street, Legal Aid has an annex for its social security advocacy unit and also an office in Chinatown for the Hawai'i Immigrant Justice Center at the Legal Aid Society of Hawai'i.

⁵ Statistics are based on 2000 Census figures.

issues. A domestic violence victim may require assistance in obtaining temporary restraining order or establishing temporary custody, visitation, and support. Paternity cases are accepted to determine custody, visitation, and child support rights and obligations. This work is approximately 36% of the cases Legal Aid handles.

- **Keeping children safe and secure:** Provide guardians ad litem services for abused and neglected children; assist with guardianships and adoptions; and advise family members and others about their rights and responsibilities in caring for abused and neglected children. Services also include assistance in educational matters. Children's work represents 5% of the cases handled.
- **Preserving the home:** Issues include private landlord eviction defense or negotiation; foreclosure assistance; mortgage predatory lending practices, housing discrimination; public housing applications, evictions, grievances, rent issues, and security deposits; and, habitability, repairs, illegal lockouts, or illegal utility shutoff. Fifteen (15%) percent of cases are in this area.
- **Maintaining economic stability:** Public benefits may be the only source of income for an individual or family. Assistance with denials, appeals and terminations of SSI, General Assistance, Temporary Assistance for Needy Families (TANF), SNAP (fka Food Stamps) and other public benefit programs. Unemployment and Veteran's benefits are also areas in which assistance is provided. Cases in this area represent 23% of the work.
- **Protecting consumers:** Consumer issues include predatory lending, debt collection, bankruptcy, consumer credit matters, repossession, and unfair or deceptive practices. Of the total number of cases, 6% of Legal Aid's work is in this area.
- **Promoting safety, stability and health:** These include program denials of services or eligibility as well as terminations from the health insurance programs, district court restraining orders, individual rights, immigration, powers of attorney and advance health care directives. Ten (10%) percent of the work is in this area. However, this is expected to rise with the addition of the Hawaii Immigrant Justice Center to Legal Aid.
- **Assisting populations with special vulnerabilities:** Legal Aid focuses many of its services toward populations with special vulnerabilities, including the homeless, immigrants and seniors.

Under this grant, Legal Aid will provide screening; referrals; intake; legal assessment and legal advice; brief services; full representation; and outreach. Each of Legal Aid's offices is prepared to carryout these activities.

- **Screening** an applicant for a service begins with our streamlined hotline to provide accurate information and advice to the greatest number of clients possible. Legal Aid receives over 39 calls per day on the hotline. The hotline, Legal Aid's primary entry point for clients, receives calls from applicants on Oahu, Maui, Kauai, and the Big Island.⁶ There are between 4-6 intake advocates on each of the two shifts per day (9 am to 11:30 am and 1 pm to 3:30pm). Screening occurs through a quick four-step process.

⁶ On Molokai and Lanai, Legal Aid offices continue to operate their own intake process. Applicants there apply for services directly at their local offices. This intake process differs from other islands because of cultural issues, the relatively small populations and the close association between the island population and our office staff.

- First, an intake worker checks for a legal conflict of interest. This means that if an opposing party was assisted by Legal Aid in the past, the applicant can be disqualified from services.
- Second, the applicant is screened for income and asset eligibility. The applicant is asked for information about his/her household size and household income. If an applicant's income is either over 125% of the current federal poverty guideline⁷ or if their assets⁸ exceed Legal Aid guidelines, he/she is considered to be over income or to have excess assets and not qualify for free Legal Aid services.
- Third, applicants are screened for their citizenship. Legal Aid can only provide services to citizens of the United States or legal resident aliens. If an applicant does not fall into either of these categories, they are disqualified from services.
- Fourth, the applicant is screened by the type of legal issue. For example, if an applicant indicates the applicant is calling for a criminal or immigration issue, they are informed that Legal Aid is not able to assist with criminal or immigration matters. Other examples include an applicant calling about a legal issue in another state, or calling for another party which would preclude the intake advocate from rendering services.

In any of the above scenarios, if an applicant is not qualified for services, the intake worker attempts to find an appropriate referral for an organization or agency that can help the applicant further.

- **Referrals** are frequently made to applicants in order to assist them receive the necessary services from the most appropriate agency. In FY 2009, 3,400 referrals to other agencies were made. Common referrals include partner agencies on the hotline:
 - Domestic Violence Action Center
 - Volunteer Legal Services Hawai'i
 - UH Elder Law Project
 - Hawaii Disability Rights Center
 - Hawaii Immigrant Justice Center (formerly Na Loio Na No Kanaka)
 - Native Hawaiian Legal Corporation
 - Judiciary Ho'okele Project
 - Lawyers Referral Service

Applicants who receive services from Legal Aid may also be given referrals to other agencies if such additional assistance would benefit the applicants in seeking a solution to their legal or other problems.

- **Intake, Legal Assessment, and Legal Advice.** After screening an applicant for eligibility, the client and advocate discuss the legal issue in question (case assessment). The advocate uses questionnaires designed by Legal Aid staff in order to issue-spot about

⁷ For example, in 2008 monthly income must be under \$1,745 for a household of two, \$2,641 for a household of four, and \$3,537 for a household of six.

⁸ Assets must be under \$8,000 for an individual with an additional \$3,000 added for each household member. Subject to some exclusions, for example one car and a home used as a primary residence are not counted as assets.

an applicant's legal issue and provides information about the options available to the applicant and the ramifications of choosing each option (legal advice).⁹ After appropriate legal advice is given, the intake advocate follows up by mailing legal brochures to the client. These brochures are selected based on the nature of the client's legal issue, and serve to reiterate the advice provided by the intake advocate. Over 150 legal brochures created by Legal Aid staff are available for distribution to clients. Last year, approximately 10,000 brochures were distributed to over 9,700 applicants. All information generated during this intake is documented in a computer "docket."

- **Limited Action** is extended to those clients who need some extra assistance in solving their legal problems. These services include, assisting in the preparation of documents and court forms, making telephone calls or writing letters on behalf of a client or conducting self-help clinics that teach clients how to file their own legal papers. Each Legal Aid office offers these brief services; in addition, the Center for Equal Justice (in Honolulu and Kauai) and the recently expanded Court Assistance Project at the Family Court of the First Circuit provide additional assistance to clients.
- **Extended Legal Representation.** Not everyone can be his or her own advocate. In these situations, Legal Aid provides one-on-one assistance for those low-income families and individuals who are unable to help themselves. Legal Aid targeted disadvantaged families and individuals, victims of domestic abuse, public housing tenants facing eviction, slumlord practices, welfare families, disabled individuals, families without health care, and those subject to fraud and harassment. Legal Aid provides direct representation in family, consumer, housing, health, and income maintenance issues.
- **Outreach** efforts include a variety of activities. Each year, Legal Aid participates in over 200 outreach activities serving all the islands. Some examples include:
 - Community fairs
 - Outreach presentations
 - Trainings to Community
 - Brown Bags presentations held monthly at Legal Aid to which social service agencies are invited.
 - Semi-annual Public Benefits training, a 2-day overview of public benefits law, to which social service agencies are invited to attend.
 - Formalized information sharing through list serves

With the assistance of this grant, Legal Aid intends to provide critically-needed legal services to approximately 8,450 families and individuals and positively affect the lives of over 20,000 people. In FY 2009, we opened the following number of cases, listed by office and type of case:

⁹ Over 61 sections on various legal issues are available to intake advocates along with checklists and a resource binder with referral information.

| | Support for Families | Keeping Children Safe and Secure | Preserving the Home | Maintaining Economic Security | Protecting Consumers | Promoting Safety, Stability, and Health | Total |
|--------------|----------------------------|---|------------------------|-------------------------------------|-------------------------|---|-------------|
| Honolulu | 1900 | 254 | 1062 | 1229 | 431 | 293 | 5169 |
| Waianae | 126 | 31 | 17 | 153 | 4 | 12 | 343 |
| Windward | 146 | 2 | 24 | 93 | 5 | 12 | 282 |
| Kauai | 291 | 9 | 61 | 86 | 19 | 23 | 489 |
| Maui | 358 | 23 | 63 | 99 | 36 | 243 | 822 |
| Molokai | 49 | 30 | 11 | 45 | 20 | 121 | 276 |
| Lanai | 6 | 4 | 0 | 9 | 2 | 18 | 39 |
| Hilo | 229 | 11 | 61 | 246 | 29 | 110 | 686 |
| Kona | 151 | 49 | 25 | 78 | 7 | 42 | 352 |
| Total | 3256 | 413 | 1324 | 2038 | 553 | 874 | 8458 |

2. Timeline.

Services shall be provided during the next fiscal year from July 1, 2010 to June 30, 2011.

3. Quality Assurance and Evaluation

Legal Aid is dedicated to providing high quality legal services. Its manuals and policies set forth the protocols for providing excellent service and evaluation procedures to assure that Legal Aid's high standards are met and problems are addressed and resolved as they arise. These documents present protocols and standards in compliance with all federal, state, and county requirements. They are:

- **The Legal Aid Case Management Manual.** Revised in December 2007 and most recently amended in September 2009, to ensure the most up-to-date compliance, this manual establishes the protocols for intake; case acceptance and handling protocols; closing cases; appeals; and timekeeping and reporting. This manual also presents established evaluation procedures that include:
 - Case review with the attorney's manager before a case is accepted,
 - Monthly reviews of open cases between the manager and attorney,
 - Periodic review of open cases at each office location by Legal Aid attorneys from outside that location,
 - Comprehensive annual reviews of each staff person's performance culminating in a dialog of the staff person's strengths and weaknesses and a written evaluation report,
 - Clear protocols on intake, case assessment, file maintenance, etc.
- **Client Grievance Process.** This procedure identifies how a client can have any grievance addressed regarding services by Legal Aid. The policy provides for the progressive review of any client grievance by the managing attorney of the office where

the action took place, the executive director, and the Client Grievance Committee of the Board, if required, to resolve the grievance.

- **The Human Resources Manual** presents Legal Aid's expectations of its staff including all responsibilities to maintain continued employment and staff benefits and policies related to Legal Aid employment. This document also includes the procedure to be followed should an employee be disciplined.
- **The Legal Aid Accounting Manual** documents the established procedures for handling Legal Aid's finances in a prudent and fiscally sound matter that meets general accounting guidelines.

Evaluation. In addition to these manuals and protocols, Legal Aid has incorporated client feedback and evaluation of services into its structure and operations:

- Client representatives compose 1/3 of Legal Aid's Board of Directors. These grassroots directors are appointed by individual social service agencies, from across the state, which provide services to the low income community.
- The Board has a standing Client Grievance Committee that addresses client complaints.
- A sample of clients is surveyed each quarter seeking information about their experience with Legal Aid and suggestions for how Legal Aid may improve. On average, 80% or more of the clients surveyed consistently rate Legal Aid service as "good or excellent."
- The full board receives these quarterly client evaluations, discusses how Legal Aid can improve, adopts and monitors agreed upon course of action.
- The Legal Aid Board periodically conducts a complete periodic evaluation of the executive director and program performance. To complete its most recent comprehensive evaluation, the Committee aggressively sought feedback from many funders, staff, current and former directors, partner agencies, judges, and bar leaders.
- An annual financial audit by the accounting firm Choo, Osada & Lee, CPAs, Inc. that evaluates all financial aspects of Legal Aid operations. Legal Aid addresses any comments or observations raised by the audit as soon as it is completed. The full Legal Aid Board as well as its standing Audit and Finance Committee review this audit.
- Periodically, staff and managers are evaluated for their effectiveness, efficiency, case handling and overall job performance.
- Extensive monitoring by all primary funders including LSC, HUD, and IRS keeps Legal Aid programs in line with funder guidelines.

4. Measures of Effectiveness to be Reported to the State Agency Through Which Funds Are Appropriated

Legal Aid will report the number of cases opened and number of cases closed during FY 2010-11. Demographics for each client will also be reported. In addition, we will report the outcome of each case, utilizing closing case codes that we use for other funders, including the federal government.

III. FINANCIAL

Legal Aid is seeking \$250,000 from the legislature to support general civil legal services. General civil legal services funding has been provided by the state for over thirty years and is a critical need to ensure justice in our community. Legal Aid's funding will support not only the infrastructure of the organization, but will ensure that Legal Aid can continue its services on every island in the state.

Legal Aid's \$250,000 request for funding is a reduction from its prior requests for funding in recognition of the state's financial crisis and its receipt of time limited stimulus funding.

1. Budget Forms

The budget detailing the cost of the request is attached as Attachment "A."

2. Quarterly Funding Requests

The anticipated quarter funding requirements are as follows:

| Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | Total Grant |
|-----------|-----------|-----------|-----------|-------------|
| \$62,500 | \$62,500 | \$62,500 | \$62,500 | \$250,000 |

3. Funding Sought for Fiscal Year 2010-2011

Legal Aid receives funding from a variety of sources, including federal, state, county, foundations and through private fundraising. Various agencies and organizations specifically contract with Legal Aid to provide a particular type of legal service (social security advocacy, representation of families with children, mortgage foreclosure counseling, assisting the homeless population, etc.). Because of these limitations not all critical legal needs can be met without general funds provided under this grant.

Legal Aid has received funding notification for FY 10-11 from the following sources:

| Source | Amount | Period During FY10-11 |
|--|-----------|-----------------------|
| Legal Services Corporation – General | \$743,054 | 07/10 – 12/10 |
| Legal Services Corporation – Native American | \$122,393 | 07/10 – 12/10 |
| Corporation for National and Community Service | \$ 85,356 | 07/10 – 09/10 |

| | | |
|--|-----------------|---------------|
| Department of Housing and Urban Development -- Continuum of Care | \$ 16,167 | 07/10 - 09/10 |
| Department of Housing and Urban Development - Fair Housing Enforcement | \$275,00 | 02/10 - 6/10 |
| NeighborWorks Foreclosure Mitigation Counseling | \$ 72,500 | 07/10 - 12/10 |
| Aloha United Way Allocation | \$ 3,629 | 07/10 - 12/10 |
| Aloha United Way (Legal Intervention for Financial Stability & Independence) | \$ 31,458 | 07/10 - 12/10 |
| Aloha United Way (Emergency & Crisis Services) | \$ 1,268 | 07/10 -12/10 |
| Hawaii Justice Foundation (ILAF) | \$ 41,097 | 07/10 - 12/10 |
| Maui Dept. of Housing & Human Concerns | \$ 47,666 | 07/10 - 6/11 |
| DHS (Social Security Advocacy) | Fee for Service | 07/10 - 2/11 |
| Hawaii Justice Foundation IOLTA | \$ 93,000 | 01/10 - 12/10 |
| City and County of Honolulu CDGB-R | \$ 50,000 | 07/10 - 12/10 |
| Maui County Title III | \$ 57,200 | 07/10 - 6/11 |
| Kauai, Maui, Big Island HPRP (Stimulus) | \$ 40,932 | 07/10 - 6/11 |
| City and County of Honolulu HPRP (Stimulus) | \$ 50,000 | 01/10 - 6/10 |
| Internal Revenue Service - Low Income Tax Payer Clinic | Amount TBD | 1/10 - 6/10 |

Legal Aid will also be seeking funding from the following sources for FY 2010-2011

| Source | Amount | Period During FY 10-11 |
|---|-----------------|------------------------|
| Office of Community Services - Children's Advocacy | \$ 282,000 | 7/10 - 6/11 |
| Aloha United Way Homeless Impact Project | \$ 51,568 | 7/10 - 12/10 |
| City and County of Honolulu HPRP | \$ 50,000 | 7/10 - 12/10 |
| Department of Housing and Urban Development - Continuum of Care | \$ 56,000 | 10/10 - 6/11 |
| NeighborWorks Foreclosure Mitigation Counseling | \$ 72,500 | 1/10 - 6/10 |
| Kauai United Way Allocation | \$ Amount TBD | 7/10 - 6/11 |
| Big Island United Way Allocation | \$ Amount TBD | 7/10 - 6/11 |
| Hawaii Justice Foundation/Judiciary (IOLTA) | \$ 50,000 | 1/10 - 12/10 |
| Hawaii Justice Foundation (ILAF) | Amount TBD | 7/10 - 6/11 |
| Judiciary (Maui Special Counsel) | \$ 35,000 | 7/10 - 6/11 |
| DHS (Domestic Violence TANF/TAONF) | \$110,000 | 7/10 - 6/11 |
| Hawaii County office on Aging (Hilo Title III) | \$ 75,000 | 7/10 - 6/11 |
| Judiciary (Maui GAL) | Fee for Service | 7/10 - 6/11 |
| Judiciary (Hilo GAL) | Fee for Service | 7/10 - 6/11 |
| Judiciary (Oahu GAL) | \$555,000 | 7/10 - 6/11 |
| Kauai CDBG | \$ 48,000 | 7/10 - 6/11 |
| DHS (Social Security Advocacy) | Fee for Service | 2/11 - 6/11 |
| DHS (Foster Kids SSD) | Fee for Service | 7/10 - 6/11 |
| Legal Services Corporation - General | \$743,054 | 1/11 - 6/11 |
| Legal Services Corporation - Native American | \$122,393 | 1/11 - 6/11 |
| Corporation for National and Community Service | \$159,420 | 10/10 - 6/11 |
| US Dept of Justice Office on Violence Against Women | \$105,272 | 10/10 - 6/11 |

IV. EXPERIENCE AND CAPABILITY

A. Necessary Skills and Experience

The Skill, Ability and Knowledge. Since its founding in 1950, the Legal Aid Society of Hawai'i has utilized its skill, ability and knowledge to bring high quality legal services to people throughout the state. A community-based, non profit law firm, Legal Aid is known for its advocacy skills and its ability to empower low-income and disadvantaged people.

With ten offices statewide, it is nationally recognized as an innovative, high quality legal services provider. Legal Aid brings its services to the aid of thousands of Hawai'i residents using its extensive network of partnerships, its dedicated staff, and the technology of listserves, and web pages to assist Hawai'i's low income community with their critical legal needs. In addition, Legal Aid's statewide toll-free hotline makes its experience and assistance just a phone call away for residents in need of its services. The hotline allows callers to contact an attorney or paralegal by phone and obtain immediate legal advice.

Legal Aid continues to be guided by its original mission—to provide access to justice for all low-income citizens of Hawai'i. Annually, Legal Aid receives over 20,000 requests for services. Legal Aid provides legal advice and counsel, brief services, and full representation in approximately 8,450 cases, impacting over 20,000 adults, children and seniors in critical civil legal matters. Legal Aid is the only provider in the state with able to handle this significant volume of requests.

Legal Aid is able to provide quality legal services statewide, in an efficient and effective manner, for Hawai'i's low-income individuals and families. Here are some examples of our special ability to deliver quality legal services:

- For over thirty years, Legal Aid was been the sole and continuing recipient of state funding to provide general civil legal services to Hawai'i's low-income community. In 2010, it added immigration legal services as a result of its consolidation with the Hawaii Immigrant Justice Center.
- Legal Aid is the only legal services provider with a continuous presence on all six major islands through its ten offices statewide. These offices have been serving Hawai'i's people from many of the same locations for over twenty-five years. As a result:
 - Most of our staff comes from and all live in the community that they serve. This community presence lends credibility and builds trust, making residents in need more receptive to using their local Legal Aid services.
 - Legal Aid's extensive network of partnerships with other agencies in local communities make it especially adept at handling the mix of legal and social issues that a client may face – e.g., a person on welfare may be dealing with divorce, child care, job preparation, and health issues or any other number of

challenges at the same time.

- Legal Aid's staff is the most knowledgeable and experienced in addressing the broad range of civil law challenges that affect low-income residents including housing, public assistance, health, consumer transactions, taxes, family matters, immigration, and other civil matters.
- In the last decade, Legal Aid has been monitored and audited extensively by the State's Office of Community Services, the federal Housing and Urban Development department (HUD), the federal Internal Revenue Service (IRS), and the federal Legal Services Corporation (LSC) and has always met and often exceeded the standards set for its operation by these agencies and organizations.
- Through our advanced use of technology, our substantive law experts in each substantive area are available statewide, no matter where a client lives.
- In quarterly client satisfaction surveys, between 80% and 90% of clients consistently rate Legal Aid service as "good or excellent."

Verifiable Experience with Providing Advocacy Services. Legal Aid's long history, statewide presence, and reputation make it among the most well known organizations working toward achieving justice in Hawai'i. A survey of O'ahu community leaders and statewide residents in August 2002 for the Hawai'i Justice Foundation noted, "Few organizations are known as addressing issues of justice. The only ones mentioned often were Office of Hawaiian Affairs (OHA), Institute for Human Services (IHS), and the Legal Aid Society."¹⁰

Legal Aid's reputation is also nationally noted, in December 2002, the federal Legal Services Corporation completed a six-day audit of the Legal Aid which included one-on-one interviews with staff and community partners. They found, "Every one of your community partners welcomes the opportunity to voice their respect and high regard for Legal Aid. The great reputation of the program, its staff ... was the common theme in all of the conversations."

It is truly the quality of service and assistance that Legal Aid provides that is the key. In the voices of Legal Aid's clients that have written to us in the last several months:

- The excellent help I received, the kindness I received was outstanding. I have muscular degeneration. Everything possible was done and help I needed. I did write a letter to Mr. Rob to thank him and his staff.
- Loved the help and advice I received. Very useful.
- It's hard to get to your intake line but it's worth it! I guess you are really popular. Now I know why any problems I have had, you helped fix them!! Mahalo LASH!
- Without LASH, I wouldn't know what to do. LASH really helped me a lot when I

¹⁰ Ward Research, "Issues of Justice in Hawai'i", Research among O'ahu Community Leaders and Statewide Residents, prepared for the Hawai'i Justice Foundation, August 2002.

- needed help.
- I am grateful for the sincerity of the staff for the aloha and for being the individual people who care. Mahalo pumehana!
 - Since I'm 90 yrs. old, it isn't easy to travel. I'm particularly happy to have Legal Aid on Molokai. Mahalo.
 - I was very impressed with the staff on Lanai. They were most helpful and to the point. Helped me with the run around that was driving me crazy. Great job! A+

Furthermore, Legal Aid has a history of success with the programs it delivers and seeks to provide the best representation to all those who apply and qualify for services. Its reputation for delivering high quality services and achieving measurable outcomes in our partnerships is well documented through its on-going receipt of over 35 grants from various federal, state, county and private sources on an annual basis. Attachment "B" contains a list of projects or contracts for the most recent three years that are pertinent to the proposed services.

B. Facilities

Legal Aid maintains a total of ten branch offices, located in Honolulu,¹¹ Wai'anae, Kaneohe, Hilo, Kona, Kaunakakai, Lana'i City, Lihue, and Wailuku. Experienced attorneys and paralegals staff each branch. Given the natural isolation barriers presented by an island community, maintaining offices on all islands is the only effective way of responding comprehensively to client needs. Legal Aid has developed a three-pronged approach to reducing barriers to the greatest extent possible and to provide all clients with the opportunity to explore legal remedies to their problems and select the appropriate set of options to resolve those problems.

- All clients are given the opportunity of accessing counsel/advice services and some brief services through our statewide, toll-free telephone hotline system. The hotline uses trained, experienced and closely supervised staff. Clients requiring translation are providing with linguistic capabilities as well as the services of the bilingual access telephone line.
- Legal Aid offers, as a second means of initial assistance, a face-to-face interview and counseling session with staff at each local branch office. Most clients on Moloka'i and Lana'i prefer this method while clients on other islands generally prefer using the hotline in their initial inquiries.
- Finally, Legal Aid staff throughout the state "circuit ride" on a periodic basis to smaller population centers or to assist targeted members of the client community, such as the homeless, seniors, migrants, and victims of domestic violence.

All of our offices are ADA compliant.

¹¹ Legal Aid has three offices in Honolulu, however only two of these offices, the main branch at 924 Bethel Street and HIJC at Legal Aid are used for client meetings. The third office houses the social security advocacy project and staff meet with clients at the 924 Bethel Street office.

Legal Aid's ten (10) offices also have access to an electronic legal library through Lexis-Nexis and a computer system, which is integrated statewide.

V. PERSONNEL: PROJECT ORGANIZATION AND STAFFING

A. Proposed Staffing, Staff Qualifications, Supervision and Training

Proposed Staffing and Proposed Service Capacity. This grant will allow Legal Aid to continue to bring its broad range of civil legal services to the people of Hawaii on every major island in the state. In FY 2009, Legal Aid's attorneys and paralegals closed 8,900 cases and served over 20,000 children, adults and seniors.

The state funding provided under this grant in aid will ensure the following staffing:

| Office | Attys | Paras | Admin | Clerical | Total | Pop. Below 125% of Federal Poverty Guidelines in 2006 | Cases Closed in FY 2009 | Cases Opened in FY 2009 |
|----------|-------|-------|-------|----------|-------|---|-------------------------|-------------------------|
| Honolulu | 21 | 22.5 | 11 | 4 | 58.5 | 81,862 | 5169 | 5867 |
| Waianae | 2 | 2 | 0 | 0 | 4 | 16,970 | 343 | 351 |
| Windward | 2 | 2 | 0 | 0 | 4 | 11,784 | 282 | 279 |
| Kauai | 2 | 1.5 | 0 | 0 | 3.5 | 8,334 | 489 | 488 |
| Molokai | 0 | 2 | 0 | 0 | 2 | 2,116 | 276 | 291 |
| Lanai | 0 | 0.5 | 0 | 0 | 0.5 | 414 | 39 | 36 |
| Maui | 4 | 3 | 0 | 1 | 8 | 15,351 | 822 | 929 |
| Kona | 1.5 | 2 | 0 | 0 | 3.5 | 7,593 | 352 | 403 |
| Hilo | 3 | 4 | 0 | 0 | 7 | 21,687 | 686 | 857 |
| Total | 35.5 | 39.5 | 11 | 5 | 91 | 166,111 | 8458 | 9501 |

Staff Qualifications and Experience. Legal Aid has an experienced and dedicated staff that is committed to serving the legal needs of Hawaii's disadvantaged:

- Legal Aid's staff is knowledgeable and experienced in addressing each and every area of civil law challenges that affect low-income residents, including housing, public assistance, health, consumer transactions, taxes, family matters, immigration, and other civil matters. This experience and knowledge comes from:
 - Sixty years of institutional experience including over thirty years of continuous financial support from the State of Hawaii to provide legal services for Hawaii's low-income residents
- With ten offices statewide, Legal Aid staff generally comes from and live in the communities that they serve. This community presence lends credibility and builds trust making residents in need more receptive to using their local Legal Aid services. It also makes our staff more attune to the unique needs of the area that they serve.

Job descriptions of proposed administrative and program staff, including minimum qualifications necessary for the positions, can be found in Attachment "C". Staff resumes for these positions can be found in Attachment "D." Please note that the qualifications and minimum requirements noted in these job descriptions ensure that Legal Aid staff members are dedicated advocates, who are highly self-motivated and talented, with appropriate legal and paralegal training to meet the needs of low-income families and individuals in a timely and cost-effective manner.

Supervision and Training. Legal Aid has established a clear line of supervision throughout the program to ensure high quality of client services. The Executive Director directly supervises all managers of the local offices and, along with the program's Deputy Director, all special projects. The Managing Attorneys of each office are responsible for all supervision, case management, community outreach, and compliance with all contract requirements at their office locations. As required by the Hawai'i Rules of Professional Conduct, all paralegals are closely supervised by Legal Aid attorneys. The ratio of attorneys to paralegals throughout Legal Aid averages about one lawyer for each paralegal.

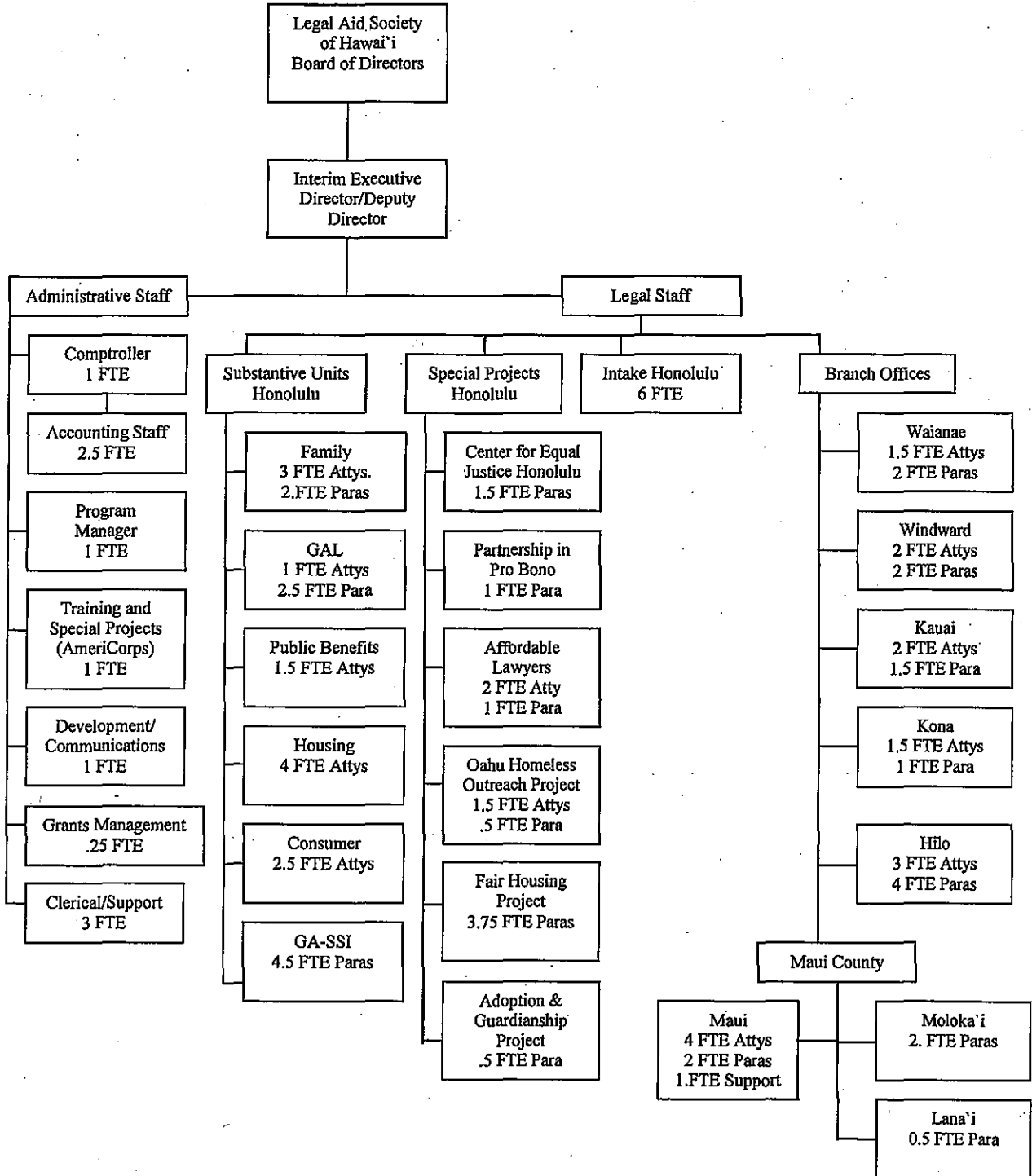
Legal Aid has an internal system of training staff on issues for which they must provide assistance. This system is a combination of internal training and retreats, external training opportunities within the State, participation in selected mainland events, and mentors:

- All advocates go through a comprehensive orientation process within the first week of employment. This orientation process includes a day-long orientation session in the Honolulu office as well as substantive law lectures and intake observation. Lectures are supplemented with extensive materials and address every area of poverty law.
- All new staff members are also provided with a supervising attorney to provide initial guidance on program etiquettes, policies and internal program back-up capabilities.
- On an annual basis, Legal Aid provides in-house training on all substantive priority areas including family law, consumer issues, administrative benefits, and housing. In addition, each year at least one additional significant event is presented in-house on an important substantive law topic.
- Legal Aid takes advantage of local training events by sending individual staff members to attend as appropriate. These include legal seminars offered by the Bar Association, the courts, private training providers, and others.
- Legal Aid uses national opportunities to train staff. Each year, an average of 12 to 14 individuals is sent to national training and conferences. Legal Aid also brings national leaders to train staff on a variety of issues. In January 2009, Suzanne Harris, an experienced social security attorney, provided training to staff at Legal Aid's annual Public Benefits Overview Training and subsequent in-house staff training. In 2007, Maria Foscarnis, the Executive Director of the National Law Center on Homelessness & Poverty and a major architect of the McKinney-Vento Act, the first—and remains the

only – comprehensive federal legislative response to homelessness, helped train the staff on homeless legal issues. Finally, each year staff attends external local training and almost all Legal Aid staff attends internal training and conferences such as public benefits training, internal task force training, management training, etc.

- Monthly “brown bag” workshops are offered in the Honolulu Office to keep staff from Legal Aid and partner social service agencies abreast of developing legal issues. Each month, 15 to 30 staff participates in these training events. These training workshops are available throughout the state using Legal Aid’s videoconferencing capabilities.
- On a regular basis, Legal Aid holds a statewide staff retreat to bring the staff together in one place and to provide opportunities for training and networking. In 2009, however the staff retreat was canceled because of budgetary issues. In 2008, training tracks included: litigation, substantive law, and client services. Volunteer attorney trainers from around the community assist with this annual retreat.
- Monthly case reviews are on going learning opportunities for Legal Aid staff. The periodic review of each offices open cases also gives staff an opportunity to learn from peers in other offices.
- In addition to training related directly to service delivery, Legal Aid offers its staff safety training to enhance their personal health and on-the-job safety.

B. Organizational Chart (Current)



VI. OTHER

A. Litigation

There is no pending litigation against Legal Aid.

B. Licensure or Accreditation

Any attorneys providing services under this contract shall be licensed to practice law in the State of Hawai'i. Specific licensure or accreditation for the agency is not required to provide services.

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

App LEGAL AID SOCIETY OF HAWAII

| BUDGET CATEGORIES | Total State Funds Requested (a) | (b) | (c) | (d) |
|-------------------------------------|--|---|------------|------------|
| A. PERSONNEL COST | | | | |
| 1. Salaries | 164,210 | | | |
| 2. Payroll Taxes & Assessments | 19,041 | | | |
| 3. Fringe Benefits | 16,749 | | | |
| TOTAL PERSONNEL COST | 200,000 | | | |
| B. OTHER CURRENT EXPENSES | | | | |
| 1. Airfare, Inter-Island | | | | |
| 2. Insurance | 3,000 | | | |
| 3. Lease/Rental of Equipment | | | | |
| 4. Lease/Rental of Space | 18,000 | | | |
| 5. Staff Training | | | | |
| 6. Supplies | | | | |
| 7. Telecommunication | 12,000 | | | |
| 8. Utilities | | | | |
| 9. Audit Services | 3,000 | | | |
| 10. Postage, Freight and Delivery | 5,000 | | | |
| 11. Repair and Maintenance | 4,000 | | | |
| 12. Supplies | 5,000 | | | |
| 13 | | | | |
| 14 | | | | |
| 15 | | | | |
| 16 | | | | |
| 17 | | | | |
| 18 | | | | |
| 19 | | | | |
| 20 | | | | |
| TOTAL OTHER CURRENT EXPENSES | 50,000 | | | |
| C. EQUIPMENT PURCHASES | | | | |
| D. MOTOR VEHICLE PURCHASES | | | | |
| E. CAPITAL | | | | |
| TOTAL (A+B+C+D+E) | 250,000 | | | |
| SOURCES OF FUNDING | | Budget Prepared By: | | |
| (a) Total State Funds Requested | 250,000 | Wayne Keawe 527-8060 | | |
| (b) | | Name (Please type or print) Phone | | |
| (c) | | [REDACTED] | | |
| (d) | | Signature of Authorized Official Date | | |
| TOTAL BUDGET | 250,000 | M. Nalani Fujimori Kaina, Executive Director Name and Title (Please type or print) | | |

BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: LEGAL AID SOCIETY OF HAWAII

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 | \$95,000.00 | 10.00% | \$ 9,500.00 |
| DEPUTY DIRECTOR | 1 | \$82,500.00 | 10.00% | \$ 8,250.00 |
| COMPTROLLER | 1 | \$70,000.00 | 10.00% | \$ 7,000.00 |
| BOOKKEEPER | 1 | \$52,870.00 | 20.00% | \$ 10,574.00 |
| PROGRAM MANAGER | 1 | \$47,200.00 | 20.00% | \$ 9,440.00 |
| AMERICORP | 9 | \$162,000.00 | 20.00% | \$ 32,400.00 |
| ATTORNEYS | 4 | \$291,480.00 | 10.00% | \$ 29,148.00 |
| PARALEGALS | 5 | \$235,690.00 | 20.00% | \$ 47,138.00 |
| SECRETARY | 2 | \$53,800.00 | 20.00% | \$ 10,760.00 |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| TOTAL: | | | | 164,210.00 |
| JUSTIFICATION/COMMENTS: | | | | |

| Grant/Contract Title | Granting Agency | Term | Amount | Status | Contact Information |
|---|--|---------------------|---------------|---------|--|
| Aloha United Way (O'ahu) | AUW | 2010 | \$14,515.00 | awarded | Norm Baker (808) 543-2202 norm@auw.org |
| AmeriCorps "Project Laulima" | UH- HI Comm for National & Community Service | 10/1/09-9/30/10 | \$341,424.00 | awarded | Isaac Watson, ED (808) 956-8145 hicns@hawaii.edu |
| Aloha United Way, Homeless Prevention and Rapid Rehousing | AUW Emergency & Crisis Services | 2010 CY | \$5,074.00 | awarded | Norm Baker (808) 543-2202 norm@auw.org |
| Civil Legal Services for HI Needy Population | HJF - IOLTA | 1/1/10-12/31/10 | \$93,000.00 | awarded | Bob Leclair Esq. (808) 537-3886 hjf@hawaii.rr.com |
| Domestic Violence Legal Svcs TANF/TAONF | DHS | 7/1/08 - 12/31/09 | \$110,000.00 | awarded | U'ilani Hayes (808) 586-7088 |
| Emergency and Crisis Services | Stability & Independence | CY 2010 | \$55,948 | awarded | Norm Baker (808) 543-2202 |
| Guardian Ad Litem Parent Counsel (Hilo/Kona) | Judiciary | 7/1/09-6/30/10 | Fee Structure | awarded | 961-7624 christine.m.kefford@co |
| Guardian Ad Litem Services (Maui) | Judiciary | 7/1/09-6/30/10 | Fee Structure | awarded | 277 Kim.S.Cuadro@courts. |
| Guardian Ad Litem Services (Oahu) | Judiciary | 7/1/09-6/30/10 | \$410,700.00 | awarded | Sandra Kato (808) 539-4429 |
| Hawaii County Office on Aging, Title III | County of Hawaii | 7/1/09-6/30/10 | \$72,315.00 | awarded | Vicki Belluomini (808) 961-8600 |
| Holistic Legal Services for Maui County Most Vulnerable | Maui Community Partnership Grants DHHC | 7/09 -6/10 \$45,000 | \$90,000.00 | awarded | HHC Grants Mngmt Division 200 S. High St. Wailuku HI 96793 |
| Holistic Legal Services/SHP | HUD/ City & County of Honolulu | 10/1/09 - 9/30/10 | \$64,669.00 | awarded | Rebecca Borja (808) 522-8180 x265 |

| | | | | | |
|---|---|----------------------|----------------------------------|---------|---|
| Home Preservation Project | HUD/ City & County of Honolulu (CDGB Funds) | 9/22/09 - 12/22/10 | \$100,000.00 | awarded | Jan Yokota (808) 768-3932 |
| Homelessness Prevention and Rapid Re-Housing Program (Kauai, Maui, and Hawaii Counties) | Hawaii Public Housing Authority | 09/25/09 - 7/30/2012 | \$112,500.00 | awarded | Judy Ishida 832-5927 |
| Homelessness Prevention and Rapid Re-Housing Program (Oahu) | City and County of Honolulu | 10/1/2009 - 9/30/11 | \$300,000.00 | awarded | Holly Kawano (808) 768-3930 |
| HUD Fair Housing Initiatives | HUD | 2/1/09 - 1/31/11 | \$275,000 (per year for 3 years) | awarded | Jelani Madaraka (808) 521-8082 x269 |
| Indigent Legal Assistance Fund | Judiciary - HJF - ILAF | FY 2010 | \$149,445.6 (estimate) | awarded | Bob Eccles Esq. (808) 537-3886 hjf@hawaii.rr.com |
| Kauai United Way | Kauai United Way | 7/09 - 6/10 | \$4,179.00 | Awarded | 245-2043 info@kauaiunitedway.o |
| Legal Advocacy/Children & Families | OCS/DLIR | 4/13/09 - 3/31/10 | \$300,000 | awarded | Dawn Hirakawa (808) 586-8975 |
| Legal Services Corporation HI-1 | LSC | 1/1/10- 12/31/10 | \$1,486,107 | awarded | John Meyer, Director Office of Information Management (202) |
| Legal Services Corporation NH-1 | LSC | 1/1/10 - 12/31/10 | \$244,785 | awarded | Same as above |
| Low Income Taxpayer Clinic (LITC) | IRS | 2010 | TBD | awarded | Cathy VanHorn (904) 665-1169 |
| Maui County OA - Title III & IIIE | Maui County Office on Aging | 07/01/09 - 6/30/11 | \$134,400 (\$57,200 per yr) | awarded | Dept. of Finance 200 High St., Wailuku HI 96793 |
| Social Security Advocacy | DHS SSI Project | 2/14/10- 2/13/11 | Fee Structure | awarded | Sally Ang (808) 586-5733 |

| | | | | | |
|------------------------|--------------------------|----------------------|---------------|---------|--|
| Special Counsel (Maui) | Judiciary Second Circuit | 7/1/09-6/30/10 | Fee Structure | awarded | 277 Kim.S.Cuadro@courts. state.hi.us |
| | HCF | 9/25/09 - 4/25/10 | \$5,000.00 | awarded | Carrie Shoda- Sutherland 537-6333 |

Job Title: Executive Director

Department: Administration
Reports to: Board of Directors

1. General Responsibilities

The Executive Director will act as the chief executive of the Corporation and will be appointed by and be accountable to the Board of Directors, Legal Aid Society of Hawaii. The Executive Director will be specifically responsible for ensuring the economical and effective delivery of legal services and the maintenance of the highest quality of services and professional standards.

2. Duties

- a. Supervision and direction of the day-to-day affairs of the Corporation.
- b. Hiring and firing of all staff attorneys and all personnel consistent with the personnel procedures to be established by the Board of Directors. Responsible for coordinating evaluation of all employees
- c. Responsibility for the efficient management of the local offices, divisions and other components of the Corporation. This responsibility includes, but is not limited to, coordination of staff work product, training, fundraising, technical assistance, fiscal management, including but not limited to the cash receipt log unless otherwise delegated, compliance with applicable regulations of funding sources, and expansion of services, program budget and resource allocations.
- d. Responsible for maintenance of data and issuance of authorizations to payroll to effect changes to payroll.
- e. Oversees management and accounting for fiscal matters including: approval of all purchases over \$100.00; bank statements, bank reconciliation and general journal entries. These duties may be delegated when in writing.
- f. Perform and coordinate Private Bar Attorney Involvement work and assignments as appropriate.

3. Qualifications

- a. Admitted to the practice of law before the court of any state for a period of five years.

Executive Director (cont'd.)

- b. Admitted to the practice of law in the State of Hawaii or willingness to take the next bar examination.
- c. At least two years of experience as a managing attorney or director of a legal services program or similar experience.

4. Salary

Commensurate with experience and approval of the Board of Directors

Job Title: Deputy Director

Department: Administration
Reports to: Executive Director

1. General Responsibilities

The Deputy Director will act as the delegate of the Chief Executive of the Corporation and will be appointed by and accountable to him/her. The Deputy Director will be specifically responsible for insuring the smooth delivery of quality services. The Deputy Director as the delegate of the Executive Director will be responsible for the overall litigation and management oversight of the Program.

2. Duties

Working in close coordination and under the supervision of with the Executive Director, the Deputy Director shall:

- a. Supervise the five substantive units of the Honolulu office including family, consumer, housing, administrative benefits and SSI.
- b. Assist in various aspects of fundraising including drafting proposals, developing supportive relationships, and reporting results.
- c. Supervise program projects as assigned.
- d. Assist in assuring the high quality of program legal work including training and supervision, performance reviews, issue spotting, facilitating systemic and complex advocacy, etc.
- e. Assist in the development and nurturing of strong and supportive external relationships between Legal Aid and other selected stakeholders and in interfacing with funding partners including but not limited to the state, the courts, LSC, HUD and AUW.
- f. Oversee all program activities in the absence of the Executive Director.
- g. Assist in management and/or supervision of staff as assigned.
- h. Take primary responsibility for implementing a program-wide effort to inform the public and stakeholders of the various activities of Legal Aid and their positive impact on Hawaii and the low-income community.

Deputy Director (cont'd)

- i. Take primary responsibility for developing and/or implementing a priority setting process and outcomes determination process for Legal Aid, and strategic planning.
- j. Represent the Executive Director and Legal Aid in local and national forums.
- k. Assist in maintaining compliance with various legal (ADA, LSC, IRS, etc.) and grant requirements of funding partners as assigned.
- l. Perform other duties as assigned by the Executive Director.

3. Qualifications

- a. Admitted to the practice of law in the State of Hawaii or the willingness to take the next bar examination.
- b. At least one year experience in any one of the specific detailed duties described above.

4. Relationship

Reports to the Executive Director.

5. Salary

Commensurate with experience and coordinated with the Board of Directors.

Job Title: Comptroller

Department: Finance
Reports to: Executive Director

1. General Responsibilities

Under the direction of the Director, the Comptroller is responsible for the fiscal and budgetary management of the program.

2. Duties

- a. Receives and opens mail for accounting department.
- b. Reviews cash disbursements input, codings and allocations into the computer; double checks all compilations; verifies receipt of purchases.
- c. Reconciles all checking accounts such as but not limited to:
 - i. General Fund
 - ii. Payroll Account
 - iii. Clients' Trust Accounts for all offices
 - iv. Litigation Accounts for all offices
 - v. Petty Cash Accounts for all offices
 - vi. Seniors Donation Account
- d. Reviews General Ledger input into computer on a monthly basis.
- e. Prepares annual budget for entire program and compares monthly actual expenditures to budgeted amount to avoid deficit spending.
- f. Prepares schedules and assists auditors for independent annual audit.
- g. Prepares monthly or quarterly reports as required.
- h. Prepares annual budget for various funding sources for funding:
 - i. State of Hawaii
 - ii. Legal Services Corporation
 - iii. Hawaii Island United Way, Aloha United Way, Kauai United Way
 - iv. Other sources

C. Comptroller (continued)

- i. Highlights cash-flow status to Executive Director.
- j. Prepares monthly invoices and billings to all parties indebted to the Corporation.
- k. Performs and coordinates Private Bar Attorney Involvement work and assignments as appropriate.
- l. Voluntarily accepts additional fiscal and management responsibilities as experience grows.
- m. Demonstrates attitudes and behavior which benefit the Corporation, such as:
 - i. Initiative, organization, cooperation, and creativity;
 - ii. Leadership and setting good examples for other staff to follow;
 - iii. Sensitivity to resource limitations.
- n. Performs all other duties as delegated.

3. Specifications

- a. Minimum qualification: accounting degree, CPA or MBA preferred, but not necessary.

4. Relationships

- a. Works closely with Executive Director.
- b. Maintains close working relationship with Accounting Department staff.

5. Salary

Salary is based upon experience.

Job Description: Program Manager

Department: Administration

Reports to: Executive Director

1. General Responsibilities

Under the supervision of the Executive Director, the Program Manager is responsible for providing assistance to, and support for, the Executive Director, Deputy Director, and the Board of Directors in the overall, state-wide management of the firm.

2. Duties

a. Grant writing and reporting

- Prepare peripheral information (Board lists, grant lists, resumes, etc.) as required by the RFP
- Prepare initial application forms
- Update case and demographic numbers
- Ensure timelines are met
- Ensure application packets and copies are put together as required by the RFP
- Collect necessary signatures
- Ensure Legal Aid is up to date on registration for Grants.gov
- Submit grants by deadline
- Ensure LSC regulations are followed and met
- Perform various grant reporting
- LSC yearly grant activity reports
- LSC quarterly and semi-annual reports
- IOLTA, ILAF and GIA quarterly and end of year reports
- Ensure timelines are met

b. Development

- Develop Safety plan
- Update/write job descriptions for all staff

c. Responsible for logistics for receptions, Holiday Party and the Annual Staff Retreat. Also assist with the annual PBOT.

d. Place ads for open positions with newspapers and on-line

- Reconcile billings for advertisements with bookkeeping
- Collect resumes, keep database of same
- Scheduling of interviews with appropriate staff and applicants

e. Board of Directors

- Take minutes and attendance at Board meetings
- Transcribe minutes
- Keep Board Manual, Board list, Committee list, etc. up to date
- Make packets of agenda, previous meeting minutes, ED's report and other pertinent peripheral information for meetings.

f. Assist Bookkeeping

- Annual audit
- Annual confirmation letters
- Meeting LSC regulations
- Updating Accounting Manual

Program Manager (Cont'd)

- o Other requested/required information and assistance
 - g. Attend various meetings/training as requested/required
 - h. Aloha United Way Campaign coordinator (O'ahu)
 - i. Register and coordinate for Foodland's annual Give Aloha program (Statewide)
 - j. Answer requests from staff, Board and customers/clients on various issues (problems; request for speakers, materials, etc)
 - k. Front desk relief as necessary
 - l. Disseminate incoming mail for the 2nd floor staff
 - m. Keep grant and Administration files up to date
 - n. Fill in for Office Manager during vacation
 - o. Respond to emergency situations in the lobby such as angry, rude, or potentially violent clients, and clients who may be under the influence of drugs and/or alcohol.
 - p. Keep database of employee flex schedules, furloughs as necessary
 - q. Choose and order Christmas Cards and gifts for staff and Board
 - r. Notary Public
 - s. Operate copy, fax and other office machines
 - t. Ability to use Microsoft Office applications
 - u. Accepts additional administrative and management responsibilities as experience grows
 - v. Demonstrates attitudes and behavior which benefit the firm such as:
 - o Initiative, organization, cooperation and creativity;
 - o Leadership and setting good examples for other staff to follow;
 - o Sensitivity to resource limitations.
3. Relationship
- a. Reports to the Executive Director and Deputy Director
 - b. Maintains a close relationship with the President of the Board of Directors.
4. Specifications
- a. Ability to type a minimum of 60 words per minute and successfully pass an administrative skills test
 - b. Familiarity and knowledge of Microsoft Office applications
 - c. Demonstrated ability to learn quickly, be organized and act independently
5. Salary
Based upon experience

Job Title: Managing Attorney

Department: Windward, Waianae, Kauai, Hilo, Kona, Maui Satellite Offices

Reports to: Executive Director

1. General Responsibilities

Subject to assigned supervision of the Executive Director and Deputy Director, the Managing attorney renders legal services in the civil field to eligible persons and groups as well as provides supervision for staff, oversight and manpower for projects, provides oversight for office operations to which he/she is responsible. The Managing attorney's duties are expected to grow in magnitude continually over time. Thus, the duties listed herein are divided into two categories, 1) Basic Duties which all Managing attorneys are expected to fulfill, and 2) Advanced Duties which Managing attorneys are expected to strive or as they gain more experience, and which they are expected to fulfill in any event with five years experience or more.

2. General Policy

It is the mission of the Corporation to provide quality civil legal services to the poverty community through committed and motivated staff attorneys despite limited resources. Staff attorneys shall provide services consistent with a lawyer's obligation to maintain the highest standards of ethical conduct. To accomplish this purpose staff attorneys are expected to increase their skill levels and responsibility commensurate with their years of experience.

a. Skill Development

Regardless of position or location, every Corporation attorney is expected to demonstrate a level of professional skill that accurately reflects his/her years of experience as an attorney. This expectation can be expressed as follows:

Professional Skills

| Beginner | | | | | Expert | | | | |
|---------------------|---|---|---|---|--------|---|---|---|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| Years of Experience | | | | | | | | | |

As shown above, the greatest rate of increase in professional skills is expected during the first five years of experience. Beyond five years experience an attorney should reflect a skill level which is competent but always increasing. Professional skills are defined in detail in the

Managing Attorney (cont'd)

following attorney job descriptions under duties.

b. Supervision

As the Managing attorneys experience and skill increase, the supervision s/he requires should decrease over time while his/her supervisory abilities should increase over time.

A Managing attorney should spend a significant amount of time supervising and should require little supervision, although some supervision is always required no matter how experienced the attorney.

c. Management Structure

Corporation management structure shall be created and implemented by the Executive Director, who shall have the discretion to delegate supervisory responsibilities to Corporation staff.

3. Duties

- a. Competent and effective practice of law in accordance with all applicable laws, including LSC statutes and regulations, Corporation standards, policies and procedures, the Code of Professional Responsibility, and all court policies, rules and procedures.
- b. Has expertise in all areas of law with specialty in at least one field of law within the Corporation priorities.
- c. Submit to guidance by his/her Executive and Deputy Directors.
- d. Develop an education program directed to the client community regarding rights and responsibilities for his/her particular geographic area.
- e. In coordination with his/her supervisor(s), communicate with and establish contacts and relationships with community organizations and low-income groups.
- f. Report or refer the following to appropriate Corporation authority as may be required after consultation with his/her supervisor:
 - o All potential class actions, appeals and significant

Managing Attorney (cont'd)

- litigation;
 - All appropriate memoranda or briefs to the pleadings bank;
 - All monthly or quarterly legislative and administrative representation reports required by LSC; and
 - All other reports or referrals required by law, LSC regulations, and Corporation policies and procedures.
- g. Voluntarily accepts additional litigation and management responsibilities as experience grows.
- h. Demonstrates attitudes and behavior which benefit the corporation, such as:
 - Initiative, organization, cooperation, and creativity;
 - Leadership and setting good examples for other staff to follow;
 - Sensitivity to resource limitations.
- i. Demonstrates maturity and is able to troubleshoot and resolve problems;
- j. Understands demographics, politics and culture of geographic area to which he/she is responsible;
- k. Performs all other duties as delegated.
- l. Participate with other staff and litigation supervisors in conducting complex litigation and appeals;
- m. Identify practices and/or laws which adversely affect the rights and diminish the benefits of poor people in Hawaii and devise creative strategies for addressing these problems;
 - Acquire and disseminate to Corporation staff, through intensive research, specialized knowledge in at least one field of poverty law, including the preparation of memoranda, handbooks, manuals, checklists, briefs, and other legal documents in the specialty area(s);
 - Oversee office operations; and
 - Consult and advise other staff attorneys on such specialized knowledge of fields of law including organizing and/or presenting task forces or training sessions for attorneys and/or paralegals as requested.

Managing Attorney (cont'd)

4. Personnel Management:

- a. Supervise other staff in accordance with Corporation standards and personnel policies;
- b. Recommend personnel changes, including promotions, demotions, hiring, discipline, and firing;
- c. Administer all assigned Corporation systems.

5. Relationships

- a. Reports to his/her assigned supervisor(s) for guidance and for periodic case/office review at least once every six months during the first year of employment and thereafter at his/her supervisor's discretion consistent with the Corporation policies.
- b. Maintains a close working relationship with his/her assigned supervisor(s) and other staff.

6. Specifications

- a. A member of the Bar of the State of Hawaii or admission within a reasonable length of time after employment.
- b. Ready access to an automobile or other means of transportation.

7. Salary

Based upon the Corporation salary schedule.

Job Title: Honolulu Unit Supervisor (“Unit Head”)

Department: Public Benefits, Housing, Consumer, GAL or Family
Reports to: Executive Director, Deputy Director

1. General Responsibilities

Staff Attorneys based in the Honolulu office serve as experts in the areas of Public Benefits, Housing, Consumer, or Family Law. Under exceptional circumstances, unit heads may be placed in offices other than Honolulu. Duties include representing individual clients, supervising delivery of brief services, managing attorneys and advocates in the Honolulu office, and serving as area of practice resources/experts of all Legal Aid staff and offices.

2. Duties

a. Litigation/Case Work

- Maintain between 20 and 45 open and active cases depending on the complexity and nature of the cases
- Maintain at least two (2) significant activities/cases with broad impact
- Participate in litigation working group as applicable
- Identify potential areas of impact litigation via communication with intake manager and review of intake dockets, and community outreach
- Ensure that Unit Attorneys have the opportunity to observe and/or co-counsel Unit Supervisor’s litigation

b. Supervision

- Formal Supervision of AmeriCorps and Unit Attorneys and advocates in the Honolulu Office
- Orient new staff
- Arrange for mentoring opportunities when appropriate
- Co-counsel with advocates
- Review all unit closed cases
- Conduct periodic evaluations
- Monitor case loads
- Define job duties/responsibilities
- Administrative training (vacation requests, timesheets, LSC requirements, case/file management)
- Supervise CEJ and Intake Staff on issues within subject matter including: making self available for questions, review of documents, issue spotting, and closing cases/docket.

c. Subject Matter Leadership – Ensure that all advocates working in area of practice have access to information and support necessary to effectively assist clients

- Case support for all staff litigating in area of unit supervisor’s area of practice
- Monitor legislation in area of practice.
- Maintain listserv for all statewide advocates working in area of practice

Unit Head (cont'd)

- Contribute to e-newsletter and paper newsletter on subjects with area of practice
 - Conduct case conference as appropriate
 - Create, maintain and update materials including but not limited to brochures, intake materials, Internet/website, brief bank; develop and maintain court forms and sample letters; any applicable Legal Aid subject matter manuals
- d. Project/Grant
- Assist in identifying funding sources and writing grants
 - Conduct project outreach
 - Supervise project staff
 - As appropriate, comply with grant administrative requirements i.e. reports, billing, etc.
- e. Outreach
- Conduct outreach on projects/subject matter areas of practice
 - Assist with general Legal Aid outreach
 - Assist and train staff for effective outreach
 - Participate in Bar Association activities including appropriate Sections of the Bar.
- f. Training
- Identify appropriate out-of-office training for self and staff
 - Train intake staff
 - Train AmeriCorps staff and other program advocates
 - Train Law Clerks (statewide)
 - Bi-annual updates for all staff at informal brown bag trainings
- g. Qualifications
- JD required, Hawaii License preferred
 - 2-3 years legal experience preferred
 - Management experience preferred
 - Familiarity with or willingness to learn applicable area of practice
 - Independent and self-initiating
 - Excellent written and communication skills
 - Work well independently or with staff to secure funding for program activities
 - Multi-task oriented. Enjoys working in ever-changing environment
 - Excellent inter-personal relationship skills
- h. Benefits
- \$2,000 annual stipend in addition to normal staff benefits

M. NALANI FUJIMORI KAINA

924 Bethel Street ■ Honolulu, Hawaii 96813 ■ (808) 527-8014

EXPERIENCE

- 5/2009 – present **Executive Director**
Legal Aid Society of Hawai'i, Honolulu, HI
- Provides Executive leadership and stability for \$5 million non-profit organization providing direct legal services throughout the state of Hawai'i.
 - Sits as a Commissioner for the Hawai'i Access to Justice Commission and chairs the Committee on Maximizing Available Resources.
- 1/2009 – 5/2009 **Interim Executive Director**
Legal Aid Society of Hawai'i, Honolulu, HI
- Acted as Executive Director during period of transition for organization.
- 4/2004 – 5/2009 **Deputy Director**
Legal Aid Society of Hawai'i, Honolulu, HI
- Supervise substantive law units and provides guidance on complex litigation issues, including tax-credit rent-to-own housing, birth parent visitation appeal and child welfare issues.
 - Leads organization during Executive Director's sabbatical and absences.
 - Led the effort and was the primary author of the 2007 Assessment of Civil Legal Needs and Barriers of Low- and Moderate-Income People in Hawai'i resulting in the creation of the Access to Justice Commission.
 - Wrote and executed complex \$300,000 per year statewide Legal Advocacy for Families and Children grant, negotiated an additional \$170,000 allocation due to effective service delivery.
 - Designed and wrote grants for potential new initiatives in special education, pro se court assistance, and litigation support.
 - Increased Legal Aid's visibility in the legislature through facilitation of and direct testimony upon request on issues affecting social justice for the low-income population.
 - Participates as a member of the Financial Advisory Assistance Council and has participated on the Family Court Interventions and Grandparent Caregivers Task Forces.
 - Directed LSC required priority setting process to provide critical information to the Board through over 100 one-on-one interviews with community partners, and surveys.
 - Increased camaraderie and facilitated team work in Honolulu Office through monthly program manager meetings and on-going mentoring of managers and staff.
 - Continuing work with Hawaii Alliance for Community Based Economic Development on asset building strategies to transition low-income individuals to self-sufficiency.
 - Facilitated Legal Services Provider Network aimed at increasing communication and partnerships between non-profit legal service agencies in the state.
 - Initiated staff and manager evaluation process to provide feedback.
 - Conducted national trainings on diversification of funding, entrepreneurship and nationally recognized fee-for-service program.
- 12/2005 – 5/2006 **Interim Executive Director**
Legal Aid Society of Hawai'i, Honolulu, HI
- Provided Executive leadership and stability during time of transition.
 - Secured \$645,000 grant-in-aid to continue state funding of civil legal services and \$25,000, one month contract to provide assistance to Medicaid clients with Medicare Part D enrollment.
 - Initiated bi-weekly "Tidbits and Thoughts" to update staff on program developments and directions, clarify policies and regulations, and deadlines and events.
 - Planned with relevant staff for expansion by building strategic partnerships for innovative grants in food stamp outreach, health law and legal services to foster youth.
 - Set groundwork for private bar campaign.
 - Worked in partnership with Volunteer Legal Services Hawaii to address detrimental HSBA changes to the definitions of pro bono services.
 - Facilitated evaluation of Center for Equal Justice to expand brief service delivery.

8/2001 - 6/2004

Managing Attorney

Legal Aid Society of Hawai'i, Wailuku, HI

- Managed Maui County offices and provided direct oversight of a \$600,000 budget. Raised over \$100,000 in additional funds with Strengthening Families through Supportive Legal Services and Lanai Leadership Capacity Development grants.
- Mentored and coached new attorneys to develop self-confidence, litigation skills and substantive law knowledge to provide quality representation to clients.
- Directed \$100,000 federally funded Fair Housing Education and Outreach Project that reached over 20,000 individuals through trainings, outreach and creation of a Fair Housing manual.
- Represented parents and children in CPS cases on Maui, Moloka'i and Lana'i, including rare overturn resulting in the immediate return of a child to her mother.
- Provided leadership on elder law issues for County, including, but not limited to incapacity planning, elder abuse, consumer fraud and Medicare.
- Assist with the design and finalization of improved pro se divorce forms for the Second Circuit.
- Raised funds with consumer law unit attorney to produce Legal Aid's first Consumer Law Manual and provide consumer law training to seniors and social service providers.
- Assisted with design of national MIE Managers in the Middle conference and trained managing attorneys on diversity, fundraising and teamwork.

3/1999 - 7/2001

Staff Attorney

Legal Aid Society of Hawai'i, Kaunakakai, HI

- Represented clients in areas of family, consumer, public benefits, housing, child welfare and elder law. Successfully negotiated settlement in illegal garnishment, maintained custody in heavily litigated divorce, and counseled parents resulting in return of their children from child welfare.
- Supervised and developed the capacity of paralegal staff to handle supplemental social security income cases, conduct divorce clinic and handle consumer debt collection cases.

EDUCATION

1995-1998

Juris Doctorate, New York University School of Law, New York, NY

1990-1994

Bachelor of Arts, *magna cum laude*, Phi Beta Kappa, Macalester College, St. Paul, MN

1977-1990

Honors Diploma, Kamehameha Schools, Honolulu, HI

AWARDS/RECOGNITION

2008

Recipient of the Hawai'i State Bar Association's C. Frederick Shutte Award for outstanding and meritorious service to the legal community and profession.

2007

American Bar Association Young Lawyers Division National Outstanding Young Lawyer Nominee

COMMUNITY INVOLVEMENT

9/2005 - present

Vice Chair, Hawai'i State Advisory Council, United States Civil Rights Commission

7/2004 - present

Director and Legislative Committee Chair, Hawai'i Women Lawyers

7/2004 - present

Member, Litigation Committee, American Civil Liberties Union

2/2004 - present

Director, Envision Hawai'i

3/2005 - 12/2005

Member, Hui Ana Ka Whenua (Mala 'Ai 'Opio Youth Organic Farm Delegation to World Indigenous People's Conference in Aotearoa)

12/2002 - 6/2004

Director, Maui County Bar Association

2003

Fellow, Discovering Leadership, Asian Pacific American Women's Leadership Institute

2002

Campaign Coordinator, Rouse for House, House of Representatives 13th District

2002

Member, Hawaiian Canoe Club

1999 - 2001

Member, Moana's Hula Halau

1999 - 2001

Director, Molokai Occupational Center

1999 - 2000

Director, Hale Ho'okupa'a Outpatient Residential Treatment Center

LICENSES

5/1999

Admitted into the Hawaii State Bar

PATRICIA EADS

EDUCATION

Master of Public Health 1978
University of Hawaii School of Public Health
Honors: General Purpose Public Health Grant

Juris Doctorate 1976
University of Hawaii School of Law

Bachelor of Arts 1973
University of Washington
Seattle, Washington

WORK EXPERIENCE

Deputy Director, Legal Aid Society of Hawaii
Honolulu, Hawaii
September 2009 to present

Claims Attorney / Legal and Claims Analyst
Hawaii Employers' Mutual Insurance Company
Honolulu, Hawaii
October 2006 – September 2009

Senior Staff Attorney / Staff Attorney
Texas Mutual Insurance Company
Austin, Texas
October 2000 – September 2006

Private Practice – Workers' Compensation Insurance & Personal Injury
Austin, Texas
April 1996 – October 2000

Staff Attorney, Texas Workers' Compensation Commission
Austin, Texas
April 1995 – April 1996

Family Law Attorney / Supervising Attorney
1989- August 1994
Legal Aid Society of Hawaii
Honolulu, Hawaii

Deputy Corporation Counsel, Family Support Division
Honolulu, Hawaii
1984 – 1986

Hearings Officer, Hawaii Department of Social Services & Housing
Honolulu, Hawaii
1976 - 1984

Wayne U.H. Keawe, CPA

924 Bethel Street
Honolulu, Hawaii 96813
(808) 536-4302

EMPLOYMENT

**LEGAL AID SOCIETY OF HAWAII
CONTROLLER**

**1992 – PRESENT
HONOLULU, HAWAII**

Responsible for the financial and administrative functions of the Legal Aid Society of Hawaii including, but not limited to, financial statements, budgets, internal controls, information system supervision, computer maintenance.

SELF-EMPLOYED

**1991-1992
HOUSTON, TEXAS**

Partnership with brother-in-law in oil field mapping and surveying.

**CONSUMER TIRE AUTO CENTERS
DIVISION CONTROLLER**

**1985 - 1991
HONOLULU, HAWAII**

A subsidiary of Tire Masters, Inc., San Jose, California. A division of Nisho Iwai, Inc., Osaka, Japan. In charge of all accounting for the Hawaii division including financial statements, budgets, internal controls, inventory controls, personnel and statement analysis. Directed change from manual to computerized systems.

**Y.S. INCORPORATED
CONTROLLER**

**1979 – 1985
HONOLULU, HAWAII**

Supermarket chain in Hawaii with sales of \$65,000,000 and 250 employees. Duties included preparation of financial statements, supervision of accounting department, internal controls of store cash, fixed asset acquisition, store budgeting and all tax reporting.

**OHATA & COMPANY CPA'S
SENIOR STAFF ACCOUNTANT**

**1977 – 1979
HONOLULU, HAWAII**

Audit and tax for retail clients.

**SEINO, HORIKAWA AND NEKOBA CPA'S
STAFF ACCOUNTANT**

**1975 – 1977
HONOLULU, HAWAII**

Audit, bookkeeping and taxes for various clients.

**VINEYARD MEDICAL CLINIC
BOOKKEEPER**

**1973 – 1975
HONOLULU, HAWAII**

Bookkeeper for partnership of Doctors

EDUCATION

UNIVERSITY OF HAWAII AT MANOA, BBA

**1974
HONOLULU, HAWAII**

VENICE HIGH SCHOOL

**1969
VENICE, CALIFORNIA**

Merrill S. Oka
410-C Haleloa Place
Honolulu, Hawaii 96821-2252
(808) 392-1411 cell
Email: hauoli50@yahoo.com

SUMMARY

More than thirty years of experience at federal and municipal levels of government and small business with concentration in administrative operations and executive support; accounting and tax preparation

EMPLOYMENT

PROGRAM MANAGER

1/06 – present

Legal Aid Society of Hawai'i

924 Bethel Street, Honolulu, HI 96813

Supervisor: M. Nalani Fujimori. Phone: 527-8014

General Responsibilities

Under the supervision of the Executive Director, the Program Manager is responsible for providing support and coordination of operations for offices statewide. Duties include working closely with Managing Attorneys, Office Managers and support staff to assist with daily operations, safety and policies for individual offices. Administrative duties include supervision of Honolulu clerical staff, oversight of office operations in the Honolulu office, as well as providing assistance to the Administrative Office which includes the Executive Director, Deputy Director and Comptroller. Duties also include: grant writing support, file retention and required reporting; volunteer coordination; event planning (annual retreat, holiday party, receptions); attending and keeping minutes of Board meetings; scheduling; human resources; updating and compilation of the Handbook for the Board of Directors, Human Resources Manual, Accounting Manual and Case Management Manual; placement of advertisements for job openings, collection of resumes, recording same in a database, and scheduling interviews; assist with annual audit; ordering business cards; front desk relief; notary; mail distribution for Administrative unit; filling in for Office Manager duties when necessary; responding to staff and board member requests for information or assistance;

PROJECT OFFICER/PROGRAM MANAGER

1/01- 1/06

Hawai'i Federal Health Care Partnership

459 Patterson Road, Honolulu, HI 96819

Supervisor: Dr. Stanley Saiki, Jr. Phone: 433-7344

MAJOR ACCOMPLISHMENT: Coordinating more than twenty (20) very diverse groups and organizations resulting in a successful, cohesive partnership.

Duties include: develop charter (Master Operating Plan, Memorandum of Understanding, Organizational plan) for the Congressionally-mandated Department of Defense (DoD)/Veteran's Affairs Pacific Islands Health Care Systems

(VAPIHCS)/Native Hawaiian health care/Community Health Center *Hawai'i Federal Health Care Partnership* (HFHCP); provide briefings and presentations for the Hawai'i Congressional delegation, DoD/TAMC Commanding General, VAPIHCS Director, and Executive Directors of the Native Hawaiian health and Community Health Center organizations and their respective staffs on an as needed/requested basis; research pertinent legislation, other possible funding streams, resources and needs; assist in developing various projects, developing and updating Strategic Plan, business plan and budget; work as a liaison between the DoD/TAMC, VAPIHCS, Native Hawaiian organizations, Community Health Centers, Executive Board (EB) and Program Committee (PC), and the Pacific Telehealth and Technology Hui; organize face to face, telecom and vidoetelecom meetings for the 23 members; create agendas, presentations, print and copy pertinent information and handouts, and facilitate meetings as necessary; create, edit and disseminate minutes; compose outgoing and process incoming correspondence; manage and staff support office; general clerical duties

EXECUTIVE ASSISTANT/OFFICE MANAGER
U.S. Representative Neil Abercrombie
300 Ala Moana Blvd, 4-104
Supervisor: Alan Furuno Phone: 541-2570

1/91-1/01

MAJOR ACCOMPLISHMENT: Setting up a smoothly running Congressional Office with no existing working infrastructure

Duties include: provide administrative support to District Director; maintain Representative's personal and official appointment and travel schedule; coordinate meeting materials, briefing memoranda, talking points; prepare Representative's personal correspondence and official congratulatory messages; maintain office equipment (replacing toner, print cartridges, paper and ordering repair as necessary), keep inventory of and order supplies and equipment as necessary; implement and monitor all aspects of Service Academy nominations process; research constituent requests for information and casework; distribute district office communications; maintain confidential constituent files; maintain leave records and confidential personnel files

PREVIOUS EMPLOYMENT

LEGISLATIVE ASSISTANT
City Councilman Neil Abercrombie

5/90-1/91

SALES SUPPORT REPRESENTATIVE
Better Business Bureau of Hawaii

1/89-5/90

OWNER/ MANAGER
Oka Bookkeeping

5/88-12/88

TAX PREPARER
BankOh Tax Service

1/88-4/88

SECRETARY
Religious Science Church of Honolulu

3/87-9/87

STAFF ASSISTANT
U. S. Representative Neil Abercrombie

9/86-1/87

EDUCATION

RICHARDSON HIGH SCHOOL
RICHARDSON, TEXAS

AIKANI TAX SCHOOL
HONOLULU, HAWAII

CANNON'S BUSINESS COLLEGE 1986
HONOLULU, HAWAII

SKILLS

HP, IBM, & Macintosh PC's; Software programs: Microsoft Windows ('95, 2000 and XP); Microsoft Office applications; 45-50 wpm typing; Photocopying machines; Electric typewriter; Microsoft Outlook and various other email systems; Electronic and hardcopy calendars; Single and multiple line phone systems; Electronic and hardcopy filing systems; Voicemail systems

ANGELA J. LOVITT
924 Bethel St.
Honolulu, Hawaii 96813
(808) 536-4302
anlovit@lashaw.org

**PROFESSIONAL
EXPERIENCE:**

Legal Aid Society of Hawai'i, Honolulu, HI

Director of Training and Special Projects, 11/2007 - present.

- *Coordinate training and develop training opportunities for Legal Aid staff;*
- *Director of statewide AmeriCorps project;*
- *Coordinate recruitment and placement of Summer Law Clerks;*
- *Direct other special projects as needed and requested by Executive Director and Deputy Director.*

University of Hawai'i, William S. Richardson School of Law

Adjunct Professor, Lawyering Skills Workshop: Fall 2004, Fall 2006, Fall 2007, & Spring 2008

- *Supervise and critique students in client interviewing, client counseling and negotiation skills;*
- *Compose and deliver lectures.*

Legal Aid Society of Hawai'i, Honolulu, HI

Legal Hotline Contract Attorney, 09/2004 – 6/2005, and 09/2006- 10/2007.

- *Evaluate callers legal problems and eligibility for services;*
- *Provide counsel and advice in the areas of public benefits, family law, consumer law, and housing law;*
- *Supervise attorneys and paralegals staffing hotline.*

Domestic Violence Clearinghouse & Legal Hotline, Honolulu, HI

Staff Attorney 07/2005 – 06/2006; Hotline Supervisor, 03/2006 – 06/2006

- *Represented survivors of domestic violence in divorce, paternity, child custody, child support establishment and modification, and restraining orders;*
- *Supervised legal hotline staff, including training, scheduling and monitoring.*

Legal Aid Society of Hawaii, Honolulu, HI

Consumer Unit Supervisor, 2001 – August 2004

Staff Attorney, September 1997 - 2001

Volunteer and Law Clerk: 1995 – 1997

- *Consumer Unit Supervisor: Supervised attorneys, paralegals and law students in Consumer unit and HUD Housing Counseling project;*
- *Counseled and represented low and moderate-income individuals and families regarding consumer lending issues, including debt collection disputes, used car purchases, mortgage lending and servicing disputes, and Chapter 7 Bankruptcy;*
- *Secured and increased funding from federal sources and local foundations. Developed and implemented new projects and expanded existing projects and*

- funding. Completed federal grant applications and grant reports;*
- *Conducted state-wide community education and outreach projects. Supervised production of Consumer Credit Manual for use by staff and non-legal service providers;*
- *Assisted in drafting legislation and testified before Hawaii State Legislature;*
- *Conducted Chapter 7 Bankruptcy Clinic for low-income individuals;*
- *Supervised Affordable Lawyers project which provided low-cost legal services to low and moderate-income individuals in family law matters, including divorce, guardianship, post-divorce custody modification, and child support;*
- *Counseled and represented individuals in Public Benefits disputes including AFDC/TANF, Social Security Disability/SSI, Food Stamps, State of Hawaii disability benefits, and unemployment benefits;*
- *Trained Volunteer Guardian Ad Litem, approximately 2000-2002; completed Hawaii State Judiciary training for service as GAL to children in abuse and neglect cases. Served as GAL to foster child with special needs.*

EDUCATION:

William S. Richardson School of Law, Honolulu, HI
J.D., May 1997

- ABA Client Counseling Moot Court Team 1996 & 1997: Regional Champions and Second Place Nationally 1996
- Advocates for Public Interest Law Grant Recipient, Summer 1996
- Advocates for Public Interest Law: Board of Directors

Saint Louis University, St. Louis, MO
B.A. Political Science, May 1992

- Magna Cum Laude
- Phi Beta Kappa
- All American Scholar Nominee, 1991 & 1992
- National Political Science Honor Society, May 1992
- Dean's List, Spring 1990 & Spring 1992
- Intercollegiate Debate Forum, 1990-1992

INTERESTS/OTHER:

Assistant Coach, Client Counseling Moot Court Team, William S. Richardson School of Law, 2004 – present. *Assist in the selection of Client Counseling Moot Court team members; Coach student members in preparation for regional and national intercollegiate competitions.*

Envision Hawaii: Member, 2006-present; Steering Committee, present
Advocates for Public Interest Law (APIL) Board of Directors 1997 - 2001
Board of Directors, Hawaii Homeownership Center, 2003-2005

Triathlete

Outrigger Canoe Paddler

STEPHEN P. DUCK, ESQ.
94-281 Kupulau Place
Mililani, Hawai'i, 96789-1824
(808) 391-2658 / steveduck@gmail.com

EDUCATION:

J.D., May 2002
William S. Richardson School of Law, University of Hawai'i, Honolulu, HI

B.S., Sociology, January 1992
Regents College, University of the State of New York, Albany, NY

EXPERIENCE:

Legal Aid Society of Hawai'i, 2002 - Present

Supervising Attorney, Family Law Unit, Honolulu (2004 - Present)

Supervise family law unit consisting of three to four attorneys and two paralegals. Responsible for assisting low-income clients with a wide range of family legal issues, including divorce, child custody, child support, paternity, adoption, guardianship, and restraining orders. Provide services that range from counsel and advice through full representation at trial. Provide outreach services to potential clients in the local courts and community. Provide family law training to Legal Aid staff.

Staff Attorney, Family Law Unit, Honolulu (2002 - 2004)

Responsible for assisting low-income clients with a wide range of family legal issues, including divorce, child custody, child support, paternity, adoption, guardianship, and restraining orders. Provided services that ranged from counsel and advice through full representation at trial.

Law student, 1999 - 2002

Spring 2002 - **Judge Michael Town**, First Circuit Court. Law Clerk (part-time volunteer).

Oct. 2000 - Dec. 2001 - **Legal Aid Society**. Law Clerk, Family Law Unit.

Summer 2000 - **U.S. Census Bureau**, Census 2000. Enumerator & Assistant Crew Leader.

United States Coast Guard, 1979 - 1999

Retired as Special Agent in Charge, Coast Guard Investigative Service, Resident Agent Office, Honolulu, Hawai'i. Responsible for the investigation of all felonies within the Coast Guard's jurisdiction. Conducted sensitive internal affairs investigations and background investigations for security clearances. Managed field office with three full-time and five part-time special agents. Assisted federal and Coast Guard prosecutors in preparing and presenting criminal cases at trial.

PROFESSIONAL AFFILIATIONS:

Hawai'i State Bar Association, admitted 2002.

United States District Court, District of Hawai'i, admitted 2002.

Board of Directors, **Advocates for Public Interest Law**, since 2003.

Board of Directors, **Wm. S. Richardson School of Law Alumni Assoc.**, since 2003.

Family Law Section, Hawai'i State Bar Association, since 2005.

Special Division Focus Group, Family Court of the First Circuit, Hawai'i, since 2005.

Divorce Procedures Improvement Group, Family Court of the First Circuit, Hawai'i, since 2006.

2008 Child Support Guidelines Task Force, Hawai'i State Judiciary, since 2008.

C.J.'s Ka'ahumanu Hale Advisory Committee, Supreme Court of the State of Hawai'i, since 2008.

Ryker Jonathan Wada

2489-B Pali Highway • Honolulu, Hawaii 96817 • (808) 722-9232

Email: rjwada@yahoo.com

EDUCATION

University of California, Hastings College of the Law, San Francisco, CA

Juris Doctor, 2000

University of Washington, Seattle, WA

Bachelor of Arts, Political Science Major, History Minor 1997

MEMBERSHIP

Hawaii State Bar Association

EXPERIENCE

Legal Aid Society of Hawaii, Honolulu, HI

Consumer Unit Head, Staff Attorney, Housing Counselor, Fair Housing consultant - March 2003 – Present

Evaluated cases and counseled individuals regarding predatory lending. Evaluated potential defenses to and counseled clients regarding foreclosures. Drafted testimony regarding predatory lending for the Hawaii State Legislature. Provide counseling and advice to home-seekers and housing providers regarding their rights and responsibilities under fair housing laws. Represented individuals and families in the areas of chapter 7 bankruptcy, debt collection defense, credit reporting violations, auto sales and other consumer issues. Supervised attorneys and paralegals in Consumer Unit. Interview all potential complainants. Draft and assist in filing complaints. Counsel victims of housing discrimination. Conduct Education and Outreach related to predatory lending, Section 8 Homeownership Voucher Program and the Fair Housing Enforcement Program.

Department of Commerce and Consumer Affairs, Honolulu, HI

Legislative Specialist, Business Registration Division, September 2001 – July 2002

Researched and drafted Decision and Orders for the Commissioner of Securities. Drafted Hawaii Rules and Regulations amendments after examining current Rules. Drafted legislation for the 2002 Legislative Session. Organized training manual for Securities Enforcement Branch of Department. Edited Business Registration Website.

Wong Oshima, Attorneys at Law, Honolulu HI

Law Clerk, 2001

Researched, analyzed and drafted memoranda of law regarding issues of insurance defense and workers compensation under the Hawaii Revised Statutes, Hawaii Administrative Rules and the Labor Appeals board decisions. Assisted Partners in preparing for trials, and depositions.

House of Representatives, Honolulu, HI

Staff Attorney, Consumer Protection and Commerce Committee, Legislative Session 2001

Conducted research on, and evaluated state statutes. Prepared and drafted agreements, legislation and legal briefs. Coordinated legislative research. Drafted floor speeches, interviewed lobbyists and assisted in the preparation for the legislative session.

INTERESTS

Surfing, Music, Auto Mechanics, University of Washington Athletics

JENNIFER LA'A

Objective

LEGAL AID SOCIETY OF HAWAII'I FAIR HOUSING PROGRAM MANAGER

Experience

2003-2008 Legal Aid Society of Hawai'i Honolulu, HI

Project Manager & GAL

- Fair Housing Program Manager; grant management, grant writing and supervision of staff and overall program.
- Manage/coordinate projects and grants including Foster Kids SSI, The Domestic Violence Advocacy Program and Legal Advocacy for Families and Children.
- Project managing includes but is not limited to creating documents, billing, budgeting, quarterly and yearly reporting and supervision of cases under these grants.
- Institutionalizing these programs throughout the State by establishing these projects as vital resources for the low- to moderate-income population as well as making them a vital part of Legal Aid's program as many families are now able to turn to Legal Aid for equal justice and depend on these program for services and to remove legal barriers that they would otherwise not be afforded.

1996-2008 Bosel Trust Fund Honolulu, HI

Primary Caregiver

- Caring for Derek Bosel who has special needs diagnosed with micro-cephalic.
- Successfully advanced Derek's communication and social skills.
- Encouraged and improved everyday tasks such as eating and dressing.

2000-2001 Hawaii State Legislature Honolulu, HI

Finance Researcher

- Liaison between Chair Takamine and other state and city departments, constituents and other legislative committees.
- Attend legislative hearings, research and report on current legislation.
- Draft legislative documents.

Education

1996-1999 University of Hawaii Honolulu, HI

- B.A., Political Science
- B.A., English

2001-2003 University of Hawaii Honolulu, HI

- M.A., Political Science

(808) 286-1856 • jclaa@lashaw.org

JENNIFER LA'A

2004-Present

University of Hawaii

Honolulu, HI

- Ph. D. Candidate, Political Science

Interests

The interests of my heart are my children. I love my family and I love being a mom and spending time as a family. Other interests of mine include furthering my education, contributing to my community and traveling.

SHERI M. RAND

2909 Laola Place, Honolulu, Hawaii 96813

808-282-5116

Sheri.rand@gmail.com

Profile

- Ability to direct complex projects from concept to fully operational
 - Goal oriented individual with strong leadership capabilities
 - Organized, highly motivated, and detailed problem solver
 - 10+ years as managing partner of multi-million dollar limited liability corporation
 - Court experience, including drafting and filing court reports, pleadings and research
-

Education

Law Student

1.5 years legal studies
Concord Law School, California

Bachelor of Science

Applied Science and Business
University of San Francisco, California

Experience

LEGAL AID SOCIETY OF HAWAII

2003 - Present

Guardian Ad Litem (GAL)

- Represent best interests of children in child welfare court proceedings
- Conduct independent investigations to ascertain the facts and circumstances of the child's situation
- Provide written reports to the court of findings and recommendations
- Participated in special education IEP meetings, treatment team meetings and Ohana Conferences in order to advocate for the best interests of the child

Adoption/Guardianship Project Manager

- Obtained grant funding for project year 2004-2005
- Generated revenue exceeding \$100,00 since becoming project manager
- Pleading preparation, filing and client meetings
- Conducted attorney/staff trainings and community outreach

Pro Bono Project Manager

- Successfully recruited over 100 volunteer attorneys while pro bono project manager
 - Placed 100+ cases for representation by pro bono attorneys
 - Assisted in obtaining successful results for clients in the areas of adoptions, guardianships, public benefits, family law, simple wills and consumer law
-

JK WONG GROUP, LLC

1999 - Present

Managing Partner

- Successfully negotiated a new lease on partner's initial capital contributions, resulting in an impressive 50% profit margin
 - Complete discretion, power and authority to make all decisions regarding business and affairs as it relates to the company's day to day operations
 - Supervise staff with an overall improvement in company effectiveness
-

Specialized Training

- Domestic Violence
 - Sexual Abuse
 - Fetal Alcohol Syndrome
 - Special Education (IEP)
 - Substance Abuse
 - Child Abuse
-

Community Service Activities

- National Catholic Aids Network; Manoa-Punahou Catholic Community; River of Life Ministry; MPCC Aids Ministry; Legal Aid Society of Hawaii
-

References Available Upon Request

JANET KELLY

1414 KALAEPOHAKU ST., HONOLULU, HI. 96816 ~ (808) 778-1177 ~ JKELLY@HAWAII.RR.COM

LEGAL EXPERIENCE

PROJECT MANAGING ATTORNEY

STAFF ATTORNEY

CONTRACT ATTORNEY

Legal Aid Society of Hawaii

07/01 - current

Duties Include: Managing a federal grant to provide holistic legal service to individuals and families experiencing homelessness; writing renewal grant and annual progress reports; supervising staff attorney and public benefits advocate; advising clients of their legal rights and responsibilities; conducting legal research and examination of legal data; drafting legal documents and correspondence.

LAW CLERK

Bruce Gould, Attorney At Law

2/99 - 03/01

Duties Included: Researching and summarizing various trends in federal and state laws. Areas of research included intellectual property, contracts, federal constitutional law, state and federal crimes, securities fraud, and class action proceedings.

CORPORATE LEGAL COUNSEL

Loveland Academy, LLC

11/99 - 10/00

Duties included: Advising the corporation of legal rights, obligations, and privileges; conducting extensive legal research and examination of legal data; assisting in the development, drafting and implementation of corporate policies and procedures; overseeing employee relations and affairs including the administration of employee rights & benefits, investigation of misconduct, and implementation of disciplinary action; managing Quality Assurance programs; collection of overdue accounts receivables; assisting in the development of new corporate programs; maintaining clear lines of communication between staff, management, clients, state agencies, federal agencies, and other public and private institutions; and drafting legal documents and correspondence.

LAW CLERK

Office of the Attorney General, State of Hawaii

06/98 - 08/98

Duties included: Researching case law and legislative histories on Native Hawaiian Water and Land Rights; completing practice manuals; standardization of Land Board submittals; attending hearings, pre-trial motions, and arbitration hearings; organizing files and handling other administrative tasks.

NON-LEGAL EXPERIENCE

SENIOR SERVICE AGENT

COURIER

HAZARDOUS MATERIAL SPECIALIST

Federal Express Corporation

09/89 - 11/90 & 01/92 - 07/96

Duties included: Serving as interim customer services manager; training and supervising new service agents; extensive customer contact; application of DOT and IATA Regulation for hazardous goods transport; processing non-hazardous packages for transport; timely pickup and delivery of shipments.

EDUCATION

| | | |
|--|-----------------------------------|---------|
| Juris Doctor | Seattle University School of Law | 05/1999 |
| Bachelors of Arts in Business Administration | Chaminade University | 12/1989 |
| High School Diploma | La Pietra Hawaii School for Girls | 05/1984 |

COMPUTER SKILLS

WESTLAW, Lexis-Nexis, Microsoft Office, Legal Trac, CDLaw, Intranet, & Internet.

COMMUNITY ACTIVITIES

World Turtle Trust Board Member, Legal Aid Society of Hawaii, Washington State Unemployment Law Project.

REFERENCES

Available Upon Request.

SHEILA P. LIPPOT
999 WILDER AVE #403
HONOLULU, HAWAII 96822
(808) 277-2125

The Legal Aid Society of Hawaii, Honolulu, Hawaii March 2008 – present
Supervising Attorney, Housing Unit: assist low-income tenants to achieve housing justice. Provide a variety of services to include legal representation, advocacy, outreach, self-help and community participation. Services include: prevent eviction from public housing through administrative hearings and judicial appeals; prevent eviction from private housing through the judicial and mediation process; seek money damages for tenants who have encountered illegal lockouts and illegal utility shut offs; assist clients attain and keep Section 8 benefits. Provide other services as requested by LASH. Supervise three attorneys in Housing Unit. Provide legal services to the LASH Fair Housing Enforcement Program to include administrative hearings, Chapter 91 appeals and civil suits.

Mediation Center of Hawaii, Honolulu, Hawaii March 2005 – June 2008
Mediating various forms of disputes: landlord/tenant, consumer/merchant, divorce/custody/child support, civil rights, temporary restraining orders and Small Claims Court. Facilitator in mediation training. Mediation Center uses facilitative mediation which focuses on the parties themselves working out an agreement. This is a volunteer position.

Honolulu Art Academy: Sept. 2006 – June 2007
Trained to become a docent. Led Nativity tours at Christmas. This is a volunteer position.

Office of the Public Defender: Honolulu Hawaii. February 2001 – April 2005
Public Defender I, II and III: Managed large case load with full service defense work. Assigned to various departments. In the Appeal Section I wrote briefs after analyzing trial transcripts for possible issues. These included, in part, rules of evidence, search and seizure, and jury instructions. Also did civil commitment hearings, probation and parole/parole violation hearings. Practiced in Family Court Division (both juvenile and criminal), District Court, DUI Court, Traffic Court and Felonies. The work included defendant interviews, locating and interviewing witnesses, visiting the crime scene, taking photographs and other investigation needed for my cases. Main focus was preparing and trying cases.

Whiteman Air Force Base Thrift Shop: Warrensburg MO. June 1998 – August 2000
Recruited, supervised and trained 30 volunteer and 2 employees, wrote policies and procedures, solicited donations, wrote monthly report and newsletter. Volunteer position.

American Red Cross: Kansas City MO. January 1999 – August 2000
Evaluated programs receiving United Way funds. Visited the facilities, questioned the leaders and made recommendations for improvement. Volunteer position

South Bay Literacy Society: Torrance CA. September 1991 – June 1998
Tutored private students and trained volunteers in the Laubach Method for teaching reading to adults. Volunteer position.

Office of the Public Defender: Honolulu, Hawaii October 1986 -- June 1990

EDUCATION:

Radford high School, Honolulu, Hawaii

University of Hawaii at Manoa, Bachelor of Science with Distinction

William S. Richards School of Law, University of Hawaii at Manoa

TRAINING

Hawaii State Bar Association sponsored Landlord-Tenant Code Training October 2008

Fair Housing School, Fundamentals of Fair Housing, November 2008

National Housing Law Project Conference and Training, December 2008

administrative hearing. Acquired client counseling and advocacy skills.

Jan.- July 2003

Hawai'i Intermediate Court of Appeals, Honolulu, HI

Legal Research Aide

Assisted Chief Judge James Burns by researching, preparing bench memos, meeting regularly, and recommending opinions. Developed good research and writing skills.

HONORS:

| | |
|------|--|
| 2005 | James T. Koshiba Scholarship (public interest scholarship) |
| 2004 | Nancy Stivers' Scholarship (public interest scholarship) |
| 2004 | Hawai'i Veterans Memorial Scholarship |
| 2004 | Advocates for Public Interest Law (APIL) Grant |
| 2003 | Cades Schutte Fleming & Wright Scholarship |
| 2002 | Highest honors for senior thesis |

TRAININGS:

| | |
|-----------------|---|
| January 9, 2009 | Kids' SSI Seminar with Suzanne Harris |
| July 24, 2009 | Representative Seminar with Administrative Law Judge Franks |

LANGUAGES: Basic Cantonese

DANIEL E. POLLARD

2601 Myrtle Street, Honolulu, Hawaii 96816 (808) 735-8539 (H) or (808) 527-8018 (W)

EXPERIENCE

February 2001 to the present

Staff Attorney, Legal Aid Society of Hawaii

- Guardian Ad Litem unit head.
- Divorce, Paternity, Adoption, Guardianship, Child Support.

August 2000 to the present

Adjunct Faculty Member for Chaminade University, Criminal Justice Program

November 1996 to February 2001

Deputy Prosecuting Attorney, City and County of Honolulu

EDUCATION

1993-1996 *Seattle University Law School* Tacoma, WA

- Juris Doctor.
- 3rd Year at the University of Hawaii Richardson School of Law

1990 *University of Hawaii at Manoa* Honolulu, HI

- Postgraduate studies in business.

1985-1990 *University of New Mexico* Albuquerque, NM

- Dean's List.
- Athletic/Academic Honor Roll

1980-1985 *Punahou School* Honolulu, HI

INTERESTS

Surfing, Fishing, Boating, Biking, Organic Gardening, Family Activities

Robert D. Palin
2029 Ala Wai Blvd. #303
Honolulu, HI 96815
(808) 955-9559

Education

- 1973** Juris Doctorate
University of Cincinnati, Cincinnati, OH
1970 Bachelor of Science, psychology
University of Pittsburgh, Pittsburgh, PA

Professional

- 1988** Admitted to the Hawaii State Bar Association
1976 Passed the Hawaii State Bar examination
1973 Admitted to the Ohio State Bar Association

Experience

2004-present Legal Aid Society of Hawaii, Honolulu Hawaii

Managing attorney for brief services unit.

Duties include: supervising a staff of approximately 6 paralegals and attorneys. The brief services unit is responsible for making phone calls or writing on behalf of the client, teaching the client how to fill out and file his/her own legal papers, interpretation of legal documents and any other services that would help a client negotiate the legal system without full representation.

1999-present Legal Aid Society of Hawaii, Honolulu, Hawaii

Managing attorney for intake unit.

Duties consist of: supervising a staff of approximately 20 attorneys and paralegals that determine if applicants are eligible for service, evaluate the applicant's legal situation and give immediate counsel and advice. Additional responsibilities include compliance with rules and regulations of the Legal Services Corporation, the largest source of funding to the Legal Aid Society of Hawaii.

1996-1999 Legal Aid Society of Hawaii, Honolulu, Hawaii

Contract attorney for intake unit

1988-1998 Down Under, Honolulu, Hawaii

Owner of specialty retail shop

1986-1988 Surf Line Hawaii, Ltd. Honolulu, Hawaii

Vice President of Sales and Marketing

1981-1985 **McInerny, Honolulu, Hawaii**
Merchandise manager for men's division of chain of clothing stores.

1975-1981 **Liberty House Hawaii, Honolulu, Hawaii**
Buyer of men's sportswear for 42 stores.

1973-1975 **Belmont County, Ohio**
Public Defender, concurrent with private practice in probate and real estate law, with J.C.Heinlein, Jr.

RESUME

RAYMOND EDWARD GURCZYNSKI, JR.

EDUCATION:

CIVILIAN:

- Kamehameha School for Boys, Hawaii, 1961- 1965, High School Diploma.
- Stanford University, California, 1965 – 1969, Bachelor of Arts, Political Science (Comparative Governments).
- Pepperdine University, Hawaii, 1972 – 1973, Masters in Business Administration.
- Golden Gate University School of Law, California, 1973 – 1978, Doctor of Juris Prudence.
- University of Hawaii, Continuing Education Student. Enrolled and completed Accounting and Tax Courses, 1980 – 1981.
- Miscellaneous courses on various legal, computer, and management subjects.
- Traveled throughout Western and Eastern Europe, and Southeast Asia (Russia, Japan, Thailand, Laos, Cambodia, and Australia). Lived in Florence, Italy for seven (7) months, studying Italian and European language, history and culture.

MILITARY:

- United States Army Officer Basic and Advance Courses, October 1969 – July 1976, Armor Branch.
- United States Army Fixed-Wing Aviator Courses, June 1969 – June 1973; T-41 Cessna, T-42 Beach Barron, 0-1 Bird Dog, U-21 King Air.
- United States Army National Guard Rotary Wing Aviator Courses, October 1984 – July 1997, UH-1 Huey; AH-1 Cobra, CH47-Chinook.

RESUME

RAYMOND EDWARD GURCZYNSKI, JR.

SELECTED WORK EXPERIENCE:

- American Airlines, Tulsa, Oklahoma, June 1967 – August 1967.
Duties: Performing business research and general orientation to American Airlines Engineering Department.
- United States Army, Fort Knox, Kentucky; Fort Stewart, Georgia; Fort Rucker, Alabama; Fort Bragg, North Carolina; Phu Loi, Vietnam; Fort Shafter, Hawaii, October 1969 – July 1973.
Primary Duties: Pilot, Assistant to Aviation Section Leader, Company Motor Pool Officer, Special Services Officer and Youth Director.
- Law Office of Frank Hills, San Francisco, California; July 1973 – December 1973.
Duties: Investigator and Law Clerk.
- Legal Aid Society of Hawaii, Honolulu; May 1975 – December 1975
Duties: Legal Researcher for Professor Neil Levy on Hawaiian issues.
- Office of the Public Defender, Honolulu, March 1978 – December 1979.
Duties: Legal Researcher and Trial Attorney.
- Director of Support Services, The Kamehameha Schools/Bishop Estate, January 1980 – 1982.
Duties: Overall Director for Transportation, Security, Physical Plant, Food Services, Rapid Copy and Mail services. Budget Manager and Supervisor over Purchasing until October 1982. Member of the Management Negotiations team with the United Public Workers Union, President of the Kamehameha Activities Association (A Scholarship fund for college and graduate students); Member of the Schools Master Plan – Capital Improvement Projects Committee, Member of the Schools Planning Committee, Chairman of the Electronic Data Processing Committee, until October 1982.
- Legal Aid Society of Hawaii, Staff Attorney in Family, Consumer, and Housing Law; Directing Attorney of Housing Unit; Unit Head of Teamsters Legal Plan and Affordable Lawyers Project, Trial and Hearing experience in all State and Federal Courts, except the U.S. Supreme Court, 1982 – Present.

RESUME

RAYMOND EDWARD GURCZYNSKI, JR.

PAST PARTICIPATION IN COMMUNITY AFFAIRS:

- Board of Director for Legal Aid Society of Hawaii.
- Board of Director for the Hawaiian American Legal Education Foundation.
- Member of Advisory Board to the President of The Kamehameha Schools.
- Member of the Hawaii Bar Association.
- Member of the American Bar Association.
- Member of NAGAUS – National Guard Advocacy Group.
- Board of Director – Hawaiian Civic Club of Honolulu.
- Oahu Island Multi-Service Board – Chairman, Alu Like, Incorporated.
- Board of Director for Native Hawaiian Legal Corporation.
- President and Director of Affordable Housing and Homeless Alliance.
- President – West Coast Swing Club of Hawaii.

AWARDS:

MILITARY:

- First Appointment from Hawaii to Air Force Academy, 1965, but attended Stanford University instead.
- United States Army Reserve Officer Training Corp Scholarship for four years at Stanford University, 1965 – 1969.
- National Defense Service Medal, United States Army, 1965; Aviation Badge, Vietnam Service Medal, 1969 – 1973.
- Army Achievement Medal, 1999.

RESUME

RAYMOND EDWARD GURCZYNSKI, JR.

- Army Commendation Medal, 1999.
- Numerous medals for service in U.S. Army and U.S. Army National Guard, 1969 – present.

CIVILIAN:

- Poindexter Scholarship Award: Given to a Kamehameha School graduate who is studying law, 1974.
- Hawaiian Civic Club Scholarship Grant for legal studies, 1975.
- Outstanding Young Men of America, 1981.

HOBBIES AND INTERESTS:

Basketball, Jogging, Weight Lifting, Marathon and Triathlon Athlete, Mountain Climber, Sky Diver, Travel Buff, Sports Cars and Motorcycles, Drummer for a Rock Band, Karaoke, Latin, Swing and Ballroom Dancer Afficionado, Sailor, and Pilot.

FUTURE GOALS AND INTERESTS:

- Develop better skills as an attorney and manager.
- Maintain and develop my physical, spiritual, and mental well-being through sports, involvement in extra-curricular activities, and contact with psychologically healthy individuals and groups.
- Travel and live abroad.
- Sustain my financial stability and independence.
- Develop skills playing the guitar, harmonica, keyboards, drums, and playing in a rock band.

RESUME

RAYMOND EDWARD GURCZYNSKI, JR.

REFERENCES:

Provided upon request.

PERSONAL DATA:

Home Address: 1741 Ala Moana Blvd., #10
Honolulu, HI 96815

Mailing Address: 924 Bethel Street
Honolulu, HI 96813

Telephone: 527-8082 (work)
221-5126 (home and mobile)

RUSS S. AWAKUNI
44-098 IKEANANI DR., APT. 723
KANEOTE, HAWAII 96744

HOME: 808.206.7538 MOBILE: 808.371.1544

EDUCATION:

1990 - 1993

Loyola Law School: Los Angeles, California

- Juris Doctor
- Recipient, Faculty Minority Scholarship (1992-93)
- Member, Asian Pacific American Law Student Association

1986 - 1990

University of Hawaii at Manoa: Honolulu, Hawaii

- College of Business Administration
- Bachelor of Business Administration (Finance)
- Senator, Associated Students of the University of Hawaii (1988-90)

WORK EXPERIENCE:

Jun.2008 - Present

Legal Aid Society of Hawaii, Housing Unit

- Staff / Managing Attorney
Represent low income individuals in matters regarding summary possession defense, foreclosure defense, public housing/section 8 administrative matters and home equity theft claims. Also, supervise staff, manage rural office, and minor grant management.

Jul.2005 - Jun.2008

Emblazon Hawaii

- Chairman & CEO
Manage a wholesale/retail business in Honolulu that specialized in products and apparel designs that change color in sunlight. Closed its retail operation at Ward Warehouse and Maui.

Feb.2004 - Jul.2005

Oliver, Lau, Lawhn, Ogawa & Nakamura

- Associate Attorney
Litigation practice with an emphasis on collection and commercial litigation matters representing lending institutions, associations of apartment owners, and property management companies.

Jan.2002 - Jan.2003

Honolulu City Council, Council Member Jon C. Yoshimura

- Senior Advisor
Supervise staff and advise the Council member regarding constituent requests and inquiries, legislation formation, and community relations.

Mar.2000 - Jan.2004

The Law Office of Russ S. Awakuni

- Collection Attorney
Collection practice with an emphasis on assumpsit collection, foreclosure and bankruptcy matters representing lending institutions and property management companies.

Jul.1997 - Feb.2000

Tam, O'Connor, Henderson, Taira & Yamauchi

- Associate Attorney
Litigation practice with an emphasis on collection, foreclosure and bankruptcy matters representing lending institutions and union trust funds. Assisted partners on other litigation matters.

Sep.1996 - Jul.1997

Dwyer Imanaka Schraff Kudo Meyer & Fujimoto

- Associate Attorney
Commercial litigation practice with an emphasis on bankruptcy and foreclosure representing financial creditors. Assisted partners on arbitration, construction, contract, and securities tasks.

Aug.1994 - Sep.1996

Department of the Prosecuting Attorney

- Deputy Prosecuting Attorney
Individually tried scores of criminal and traffic bench trials in the District and Family Courts of the First Circuit and twelve felony and misdemeanor jury trials in the First Circuit Courts.

Dec.1993 - Aug.1994

First Circuit Court, Twelfth and Nineteenth Divisions

- Law Clerk, Criminal Motions
Drafted judicial determinations, decisions, letters, and memoranda, recommended action on matters taken under advisement and reviewed in-camera, and advised the Court on motions to be heard.

**PRO BONO/
COMMUNITY
SERVICE:**

Arbitrator, Court Annexed Arbitration Program (1998 - present)
President (2001), VP (2000), Director (1999), Young Lawyers Div., HI State Bar Assoc.
Vice-Chair, Nuuanu/Punchbowl Neighborhood Board, C&C of Hon. (2003 - 2005)

NICOLE C. FORELLI
295 Lauala Street
Wailuku, HI 96793
(808) 242-1839 (H) (808) 244-3731 (W)
e-mail: niforel@lashaw.org

Admitted: Hawaii State Bar, California State Bar and Commonwealth of the Northern Mariana Islands Bar

EXPERIENCE

- June 2004-present **Managing Attorney**
Legal Aid Society of Hawaii
Wailuku, Maui, Hawaii
- Manage Maui County offices (Maui, Molokai and Lanai)
 - Supervise staff attorneys and paralegal
 - Write and monitor grants and oversee budget
 - Represent clients in various matters, including family law, public benefits, housing law, consumer law and elder law
 - Provide Guardian Ad Litem (GAL) and Parent Counsel services in Child Protective Service (CPS) cases
 - Attend IEP meetings on behalf of children
 - Conduct custody evaluations in contested divorce and paternity cases
 - Work with community service providers to help clients
 - Conduct trainings and outreach to the community and other service providers
- Mar. 2003-June 2004 **Supervising Attorney**
Mar. 2002-Mar. 2003 **Staff Attorney**
Domestic Violence Clearinghouse and Legal Hotline
Wailuku, Maui, Hawaii
- Supervised staff attorney, paralegal and legal secretary
 - Managed daily office operations
 - Represented victims of domestic violence in family law matters (divorce, paternity and restraining order hearings)
 - Handled hotline calls from victims of domestic violence
 - Worked with community service providers to help clients
 - Educated community on issues of domestic violence
 - Trained police officers on domestic violence cases
- Nov. 2000-March 2002 **Deputy Prosecuting Attorney**
Department of the Prosecuting Attorney
County of Maui
Wailuku, Maui, Hawaii
- Prosecuted domestic violence cases
 - Prosecuted juvenile cases
 - Trained police officers on investigation of domestic violence cases
- Oct. 1993-Nov. 2000 **Assistant Attorney General, Criminal Division**
Office of the Attorney General
Saipan, Commonwealth of the Northern Mariana Islands

- Prosecuted felonies and misdemeanors, focusing primarily on domestic violence and child abuse/neglect (vertical prosecution)
- Member of the Family Violence Task Force (FVTF)
- Member of the Multi-Disciplinary Response Team (MDRT)
- Trained police officers on investigation of domestic violence cases
- Responsible for all dependency/guardianship cases
- Handled appeals to the CNMI Supreme Court and Ninth Circuit Court of Appeals
- Testified before the Legislature regarding legality of proposed legislation
- Educated the public on issues of domestic violence and child abuse

Oct. 1992-Oct. 1993

Assistant Attorney General, Civil Division

Office of the Attorney General

Saipan, Commonwealth of the Northern Mariana Islands

- Served as legal counsel for numerous government agencies, including the Division of Youth Services, the Commonwealth Health Center, the Department of Public Safety, the Board of Parole, the Office of Personnel Management and the Coastal Resources Management Office
- Wrote legal opinions
- Testified before the Legislature regarding legality of proposed legislation
- Educated public on legal issues affecting the community

Oct. 1990-Sept. 1992

Oct. 1988-Oct. 1989

Attorney (Environmental Group)

Pillsbury, Madison & Sutro

San Francisco, California

- Advised clients on all aspects of compliance with local, state and federal environmental laws
- Created environmental compliance manuals for clients
- Assisted in environmental litigation (discovery, motions)
- Conducted environmental audits

Oct. 1989-Oct. 1990

Staff Attorney

United States Court of Appeals for the Ninth Circuit

San Francisco, California

- Researched criminal motions filed by prisoners
- Presented recommendations on motions to panel of judges
- Wrote memorandums of disposition for the Court

June 1987-Sept. 1987

Summer Associate

Sonnenschein Carlin Nath & Rosenthal

Chicago, Illinois

- Legal research and writing
- Assisted in document production

Aug. 1986-Mar. 1987

Law Clerk

Tanick and Heins

Minneapolis, Minnesota

- Legal research and brief writing for small civil litigation firm

EDUCATION

- Law School: University of Minnesota, J.D., Cum Laude, 1988
Minneapolis, Minnesota
Honors: Dean's List
Activities: Managing Director of ABA Moot Court, Moot Court Board,
Legal Writing Instructor, International Law Society, Minnesota Justice
Foundation
- Institute on International and Comparative Law, Summer 1986
Paris, France
International Law Classes
- Undergraduate: University of Minnesota, B.A. 1985
Minneapolis, Minnesota
Majors: Journalism and French Literature
Honors: Phi Beta Kappa, Phi Kappa Phi, Golden Key National Honor
Society
- Universite de Haute Bretagne, 1984
Rennes, France
French Classes

RELEVANT TRAINING

- Preventing, Assessing & Treating Child, Adolescent and Adult Trauma, Honolulu, HI, April 2009
- Ohana is Forever III: Working Together for Our Tomorrow, Honolulu, HI, March 2009
- Cultural Considerations in Child Sexual Abuse, September 2008
- 2008 Annual Child Welfare Law Update, Honolulu, HI, July 2008
- Adolescent Sexual Health and Well-Being, Maui, HI, September 2007
- Ohana is Forever: Ensuring Permanency and Family Connections for Hawaii's Keiki, July 2007
- Suicide and Self-Injury, Hilo, HI, May 2007
- Assessing and Treating Child and Adolescent Trauma, Maui, HI, April 2007
- Family Finding Workshop, Maui, HI, December 2006
- The Role of Childhood Loss and Trauma in Childhood Addiction, Maui, HI, December 2006
- Multidisciplinary Training on the Diagnosis and Treatment of Child Maltreatment, Honolulu, HI, September 2005
- Bullying and Violence in the Schools, Maui, HI, September 2005
- Legal Issues Facing Pregnant and Parenting Teens, September 2005
- Public Benefits Training, Honolulu, HI, December 2004
- Children's Advocacy Training, Honolulu, HI, September, 2004
- Public Interest Substantive Law Training (Administrative Benefits, Housing Law, Consumer Law and Family Law, Honolulu, HI, September, 2004
- Domestic Violence and Cultural Competency-Advocating for Pilipino Survivors of Domestic Abuse and Immigration Relief for Survivors of Domestic Violence, Maui, HI, May, 2004
- Dynamics of Stalking, Maui, HI, April, 2004
- Assessing and Treating Childhood Trauma, Maui, HI, April, 2004
- How To Work More Effectively With Immigrant Survivors, Honolulu, HI, March, 2004
- Serving Severe Emotional and Behavioral Disturbance (SEBD) Youth, Maui, HI, January, 2004
- Volunteer Guardian Ad Litem Training, Family Court of the Second Circuit, Maui, Wailuku, HI, October, 2003
- National Institute of Trial Advocacy (NITA), Legal Services Advocacy Program, Honolulu, HI, March 2003
- Hawaii State Bar Association Annual Bar Convention: Using Child Development Research to Craft Age-Appropriate Parenting Plans, Honolulu, HI, October 2002
- Victims & Children Exposed to Batterers, Honolulu, Hawaii, September, 2002

- Search and Seizure/Abuse of Family Household Member Seminar, Hilo, Hawaii, May, 2001
- APRI Cultural and Immigration Issues in Domestic Violence Workshop, San Antonio, Texas, April, 2001
- NDAA childPROOF: Advanced Trial Advocacy for Child Abuse Prosecutors, Columbia, South Carolina, July, 2000
- Comprehensive Family Violence Training, Saipan, June, 2000
- NDAA Rural Domestic Violence Issues, Trial Advocacy, Columbia, South Carolina, February, 2000
- APRI Cultural and Immigration Issues in Domestic Violence Workshop, Miami, Florida, October 1999
- Forensic Interviewing Training, Saipan, June 1999
- NCDA 8th Annual National Conference on Domestic Violence, Dallas, Texas, October 1998
- Child Abuse and Sexual Assault Conference, Saipan, September 1998
- Family Violence Workshop, Saipan, May 1998
- Full Faith and Credit Conference, Albuquerque, New Mexico, October 1997
- NCDA Career Prosecutor Course, Houston, Texas, June 1997
- NCDA 6th Annual National Conference on Domestic Violence, Atlanta, Georgia, October 1996

EMIKO L. MEYERS

2776 Kepa Street
Lihue, Hawaii 96766
(808) 639-2190
emmeyer@lashaw.org

EDUCATION

Seattle University School of Law, Seattle, WA

Juris Doctor, May 2003 – *Cum laude*; Criminal Law Focus
Public Interest Law Foundation Summer Grant Recipient - 2002
Law Practice Clinic - Youth Advocacy Project – Juvenile Justice/Special Education
Member Access to Justice – Immigrant Child Advocacy Program

University of San Diego School of Law, San Diego, CA

First Year, August 2000-May 2001
Member Criminal Law Society

Western Washington University, Bellingham, WA

BA in American Cultural Studies, June 1998

BAR MEMBERSHIP

Washington State Bar Association, Admitted November 2004

Hawaii State Bar Association, Admitted January 2005

PUBLICATION

Emiko L.T. Ryan, *Reaching Out to Hawaii's Homeless*, in *LAWYERS WORKING TO END HOMELESSNESS*, 219 (ABA Commission on Homelessness and Poverty 2006).

EXPERIENCE

Legal Aid Society of Hawaii, Lihue, HI

Managing Attorney, August 2006-Present

Provide direct civil legal services to indigent clients. Areas of experience: Family Law, Landlord/Tenant, Public Benefits, Guardian ad Litem and Special Education. Work closely with community stakeholders. Forge and maintain relationships with other social service providers and agencies. Develop new projects and funding sources through grant writing and management. Supervise staff and assign cases. Manage office operations, complete and maintain a budget, and ensure compliance with LSC and Legal Aid policies.

AmeriCorps Attorney, September 2004-August 2006

Represent low income persons in the areas of Public Benefits: State and Federal; and Family Law: Custody, Guardianships, Adoptions, and CSEA hearings. Develop Homeless Project: outreach and representation of the homeless population on Kauai. Prepare for administrative agency hearings and Family, District, and Circuit Court hearings through collaboration with colleagues, research, investigation, and client meetings. Supply basic legal information to the general public.

Legal Advocate, October 2003-August 2004

Provide assistance to indigent clientele in the areas of Public Benefits: General Assistance, Food Stamps, Medicaid, and Social Security Benefits. Represent clients at Fair Hearings and draft follow up memorandums. Maintain current records for each client. Initiate contact with treating physicians and psychiatrists. Assist with guardianships, adoptions, and landlord/tenant matters. Educational outreach to local agencies and service providers. Develop and present training material on Representing Teenagers for staff training.

Youth Advocacy Clinic, Seattle, WA

Rule 9 Legal Intern, January 2003-May 2003

Handled a juvenile defense case and a special education case through Seattle University School of Law. Attended IEP meetings and met with education and child psychology professionals to develop comprehensive plans to submit to the school district. Ensured that the district and school were in compliance with IDEA. Provided representation for a juvenile accused of committing a crime. Interviewed witnesses and police officers. Wrote a trial brief, compiled evidence and prepared for trial. Based on evidence we provided the case was dismissed.

EMIKO L. MEYERS

COMMUNITY INVOLVEMENT AND MEMBERSHIP

Young Women's Christian Association (YWCA), Lihue, HI
Vice President – Board of Directors, August 2007-present
Secretary - Board of Directors, March 2004-August 2007

Niumalu Canoe Club, Lihue, HI
Club Vice President, February 2006-present
Member, April 2004-present

Kauai Economic Opportunity, Inc., Lihue, HI
Mediation Advisory Board, Member 2006-present

Kauai Community Alliance, Lihue, HI
Chairperson, October 2007-Present

STACIA MARIE SILVA

2018 Keeaumoku Street
Honolulu, Hawaii 96822
(808) 232-6848

EDUCATION:

William S. Richardson School of Law, University of Hawaii at Manoa
Honolulu, Hawaii
J.D. May 1996

- Law Alumni/Friends Golf Tournament Scholarship Award

University of Hawaii at Manoa, Honolulu, Hawaii
B.A. in English, May 1993

- Golden Key Honor Society
- College of Arts and Sciences Dean's List
- Phi Eta Sigma Freshman Honor Society

WORK EXPERIENCE:

Legal Aid Society of Hawaii, Kaneohe, Hawaii

Managing Attorney

November 2006-Present

Practice family, public benefits, housing, and consumer law; advocate for children in foster care as a guardian ad litem, including advocacy for special education services for those children; supervise staff attorneys, paralegals, law clerks, and other personnel; daily management of a small legal office.

Legal Aid Society of Hawaii, Honolulu, Hawaii

Staff Attorney/Unit Head

January 1997 – October 2006

Practice Social Security disability law; supervise paralegals, law clerks and other personnel with regard to Social Security disability cases; manage all aspects of Advocacy Project.

Hawaii Lawyers Care, Honolulu, Hawaii

Clinic Volunteer

January 1996 – December 1996

Taught underprivileged clients how to prepare and file pro se divorce actions; advised individual clients regarding a variety of legal problems.

Legal Aid Society of Hawaii – Windward Branch, Kahaluu, Hawaii

Law Clerk

January 1995 – January 1996

Drafted memoranda, motions and conducted legal research; represented clients at Social Security disability and unemployment compensation administrative hearings (winning all cases); handled family, welfare, housing and consumer cases.

Office of Consumer Protection, State of Hawaii, Honolulu, Hawaii

Law Clerk

Summer, 1994

Drafted memoranda, motions and conducted legal research; organized an informational pamphlet and display educating consumers regarding deceptive trade practices by jewelry merchants.

Hawaii Review, University of Hawaii at Manoa, Honolulu, Hawaii

Managing Editor

May 1992 – May 1993

Handled journal subscriptions; managed journal distribution; organized literary readings;
Answered incoming correspondence.

Office of the Attorney General, State of Hawaii, Honolulu, Hawaii

Executive Intern

Summer 1992

Drafted a handbook for Commerce and Economic Development Division; conducted research for antitrust legislation addressing improper practices of the local petroleum industry.

ORGANIZATIONS & COMMUNITY SERVICE:

Advocates for Public Interest Law. *Board of Directors* 1995-1996, 2004 – 2006

Apil is the primary organization at the William S. Richardson School of Law devoted to the advancement of public interest law. The Board is the main governing body.

Hui Po`okela Mortar Board Honor Society, *Executive Board.* 1992 - 1993

Participated in various community service projects; organized annual alumni banquet.

House District 31

Senate District 14

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

Log No: 31-0

For Legislature's Use Only

Type of Grant or Subsidy Request:

GRANT REQUEST - OPERATING

GRANT REQUEST - CAPITAL

SUBSIDY REQUEST

"Grant" means an award of state funds by the legislature, by an appropriation to a specified recipient, to support the activities of the recipient and permit the community to benefit from those activities.

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

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

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

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:

Db/a: **MOANALUA GARDENS FOUNDATION**

Street Address: **1352 Pineapple Place
Honolulu, Hawaii 96819-1754**

Mailing Address: Same as above

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name PAULINE WORSHAM

Title Business Development & Marketing Consultant

Phone # 808.263.5544; Mobile 808.497.4084

Fax # 808.263.5544

e-mail pauline@pmwconsult.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:

HUAKA'I O KAMANANUI STEWARDSHIP PROJECT. THE PURPOSE OF THIS PROJECT IS TO PROVIDE FUNDING FOR MOANALUA GARDENS FOUNDATION'S HUAKA'I O KAMANANUI STEWARDSHIP PROJECT TO IMPROVE THE SIGNAGE, TRAILS AND ACCESS TO KAMANANUI (MOANALUA) VALLEY, THE LAST REMAINING UNDEVELOPED AHUPUA'A IN URBAN HONOLULU.

4. FEDERAL TAX ID #: 

5. STATE TAX ID #: 

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2010-2011 \$ 300,000.00

8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

- NEW SERVICE (PRESENTLY DOES NOT EXIST)
- EXISTING SERVICE (PRESENTLY IN OPERATION)

SPECIFY THE AMOUNT BY SOURCES OF FUNDS AVAILABLE AT THE TIME OF THIS REQUEST:

STATE \$ 0
 FEDERAL \$ 0
 COUNTY \$ 0
 PRIVATE/OTHER \$ 300,000

AUTHORIZED SIGNATURE

ALEXANDER ALIKA JAMILE, EXECUTIVE DIRECTOR AND PRESIDENT
NAME & TITLE

1/29/2010
DATE SIGNED

**Application For A Grant-In-Aid
To The Twenty-Fifth Legislature
STATE OF HAWAI'I
Moanalua Gardens Foundation
Huaka'i o Kamananui Stewardship Project**

If any item is not applicable to the request, the applicant should enter "not applicable".

I. Background and Summary

Moanalua Gardens Foundation (MGF)

Founded in 1970, Moanalua Gardens Foundation (MGF) has served as a vital link in preserving and protecting the environmental and cultural resources of Hawai'i. A non-profit 501(c)(3) organization, its mission is

"To preserve and perpetuate the native culture, environment and people of Hawai'i through education."

For the past 40 years, MGF has pioneered programs which help people understand and appreciate the unique environmental and cultural resources of our islands. This knowledge is essential to developing informed stewards who will protect and preserve our fragile and vulnerable 'āina.

This legacy of preservation began in the early 1900's with Samuel Mills Damon who set aside Kamananui Valley and Moanalua Gardens for use by the general public and earmarked a portion of the net income of his estate to maintain and protect this historic property. When these lands were threatened by the encroachment of the H-3 freeway, two granddaughters of Samuel Damon founded MGF to safeguard the Valley from the construction of the freeway effectively preserving in perpetuity over 3,700 acres of land for the recreation and enjoyment of the people of Hawaii.

Although MGF is one of the primary caretakers of the ahupua'a of Moanalua, MGF is not financially supported by, nor an entity of the beneficiaries of the Estate of Samuel Mills Damon. MGF is self-supporting.

In 1978, MGF introduced its first school-based program which grew into the award-winning *Partners in Education* program. MGF's *'Ōhi'a Project Curriculum*, developed through a grant from the MacArthur Foundation, is widely used in Hawai'i's elementary schools. *Partners in Education* became the forerunner of other environmental education programs being used by more recent environmental education organizations in Hawaii. Our *'Ōhi'a Project Curriculum* is the most widely used environmental education curriculum in our elementary schools today. Always on the leading edge of change, MGF is refocusing its efforts on experiential place based environmental education and

stewardship programs using Kamananui Valley and Moanalua Gardens as “living classrooms.”

Also in 1978, MGF launched the Prince Lot Hula Festival, which has grown to become the state’s oldest and largest non-competitive hula event. Named after Prince Lot, Kamehameha V, who once staged hula events in Moanalua, the festival honors his legacy and instills in both visitors and residents an appreciation for Hawaii’s unique host culture, traditions and history. Now in its 33rd year, tens of thousands of children, families and visitors have enjoyed this spectacular cultural event. Over the last 10 years, it is estimated that attendance has exceeded 90,000 persons.

Historical Significance

Kamananui Valley has great historical significance dating back to the 1600’s during the reign of Oahu’s King Kakuhihewa who established the ahupua`a of Moanalua as a center of hula and chanting. In 1795, Kamehameha is said to have rested by `Iemi spring after the battles of Nu`uanu and Kahauiki.

The entire ahupua`a of Moanalua – two valleys, from the Ko`olau peaks to the sea—were Kamehameha lands that passed through Bernice Pauahi Bishop in 1884 to her friend, Samuel Mills Damon, the business partner of her husband, Charles Reed Bishop. The property was the one-time home of Prince Lot Kapuāiwa, who reigned as King Kamehameha V from 1863 to 1872.

Damon set aside the makai lands, now known as Moanalua Gardens, one of Hawaii’s earliest public parks, “for public use and enjoyment.” These lush gardens have been open to the public for over a century. Kamananui (Moanalua) Valley has also been open to the public for “appropriate recreational and educational purposes.” Moanalua Gardens is spread over 23 acres and has “general preservation” zoning. Kamananui Valley spans 3,700 acres, is classified as “restricted preservation property,” and is scattered with cultural artifacts.

Kamananui Valley is also a sanctuary for several endangered and rare forest bird species, including the Elepaio, and was the site of the last observations of the Oahu creeper `i`iwi. In addition, at least 11 endangered plant species, 3 rare plant species and 2 endangered Oahu tree snail species are found in the area. The last known sighting of the threatened Hawaiian hoary bat was also in this valley.

Its location immediately adjacent to Tripler Army Medical Center serves as a defense buffer zone preventing encroachment by urban development.

When the Estate of Samuel Mills Damon was dissolved in 2006, Kamananui Valley was sold to the State of Hawai‘i and Moanalua Gardens was sold to Samuel Mills Damon’s great grandson, John Philip (JP) Damon.

Project Goals:

The purpose of this project is to provide funding for MGF's *Huaka`i o Kamananui Stewardship Project* to improve the signage, trails and access to Kamananui (Moanalua) Valley, the last remaining undeveloped ahupua`a in urban Honolulu.

Project goals include the following:

- To maintain, improve and enhance the cultural and historic sites located in Kamananui (Moanalua) Valley
- To enhance Hawai`i's tourism offerings by providing a new, enriching and unique experience for both visitors and residents
- To educate the public and tourists about the pristine ahupua`a of Kamananui, its history, cultural significance, unique ecosystems and endangered species
- To promote community involvement in environmental stewardship projects that contribute to healthy, sustainable island communities
- To increase collaboration among public and private agencies
- To protect and preserve the natural resources and native species found in Kamananui (Moanalua) Valley
- To continue MGF's educational and cultural programs in Kamananui (Moanalua) Valley

Project Objectives:

- To design, produce and install interpretive signage at key cultural and historic sites in Kamananui (Moanalua) Valley
- To construct and install a new, more secure entry gate
- To level, grade and lay gravel on Kamananui Valley Road, the valley's main access route
- To remove Hao brush and weeds
- To replant native trees and grasses
- To construct rest/picnic areas and shelters

Public Purpose and Community Need

As stated in HTA's strategic plan, there is a need in our community to preserve, protect and improve Hawai`i's natural and cultural resources. They are what set our beautiful island state apart from other visitor destinations, and along with our people, attract visitors from all over the globe. This broad-based initiative cannot be accomplished by any one agency or organization alone. It takes a whole community -- an informed and motivated community -- to accomplish this.

For 40 years, MGF has been a major community force in educating our people and guests about the urgent need to mālama our `āina, including the private and public parks, valleys, conservation and coastal areas that visitors and residents use and enjoy.

HTA's research shows that a successful, sustainable tourism industry in Hawai'i protects its unique natural environment; honors the host culture, its people and their history; and engages local communities. This project will accomplish all of the above objectives.

Once closed to the public for more than a century, the opening of Kamananui Valley and its two major trails have turned it into a popular recreational destination for both local residents and visitors. Currently it is estimated that an average of 250 visitors per month see and experience Kamananui Valley. Therefore DOFAW anticipates the target visitor usage to be approximately 3,000 individuals per year. Similarly the average number of residents visiting Kamananui Valley per month is estimated to be 600 per month for a total target resident usage of 7,200 per year.

MGF and the Division of Forestry and Wildlife (DOFAW) of the Department of Land and Natural Resources (DLNR) have recognized the need to provide more amenities in the valley to improve the visitor experience and resident enjoyment of this sacred ahupua'a. They have developed and prioritized a plan to address this need. Community organizations and the visitor industry have endorsed their efforts. This project will provide educational and cultural interpretive signage for key valley sites as well as a new security gate.

Our community not only needs, but is demanding, more improvements in our public recreational areas, some of which have deteriorated due to overuse, neglect, and/or lack of resources. They, like our visitors, want to learn more about Hawai'i's unique natural resources and be assured that they are protected, respected and perpetuated. This project will not only engage our community, but will increase collaboration among community stakeholders and government agencies.

Target Population

The target population to be served by this project are Hawai'i residents, students, and visitors to our islands. Additionally, with the improvements funded by this grant-in-aid, Kamananui (Moanalua) Valley will become a "living classroom" for students and teachers in our public and private schools as well as for community and environmental education groups. Furthermore, Kamananui is an ideal setting for Native Hawaiian students in Hawaiian-focused charter and immersion schools who will benefit from place based experiential learning.

A key target group is our visitors. Research shows that tourists who travel to Hawai'i are looking for experiences that connect them with our people, places and culture. With its rich history, important cultural sites, and proximity to Waikiki, O'ahu's tourism hub, Kamananui will become a popular destination for needed eco-tourism experiences.

Geographic Coverage

This project will include the entire state of Hawai'i and visitors to our islands. It will provide a new and exciting educational and cultural experience for our local population as well as for the thousands of tourists who come to Hawai'i looking for eco-tourism activities.

II. Service Summary and Outcomes

Scope of Work, Tasks and Responsibilities

LOCATION

Kamananui Valley Road and Kulana`ahane Trails are located in Kamananui Valley, in the Moanalua district of O'ahu. Part of the Honolulu Watershed Forest Reserve, they are owned by the State of Hawai'i and under the jurisdiction of the DLNR's Division of Forestry and Wildlife (DOFAW).

PROJECT DESCRIPTION

For over a hundred years, Kamananui Valley was under private ownership with limited public access. When the valley was sold to the State of Hawai'i and transferred to DOFAW in 2008, the valley was opened to the public for educational and recreational purposes. Since that time, DOFAW has seen a marked increase in usage of the valley's two major trails by local residents and visitors to our islands.

This has prompted MGF and DOFAW to develop a plan to improve the valley to make it more user friendly and secure. MGF and DOFAW have identified the following priorities for Kamananui Valley:

1. Design, production and installation of interpretive signage at key sites
2. Construction and installation of a new, more secure entry gate
3. Leveling, grading and laying gravel on Kamananui Valley Road, the valley's main access route
4. Hao brush removal and weed abatement
5. Replanting native trees and grasses, and
6. Construction of rest/picnic areas and shelters

These improvements will enhance the hiking experience for both kama'āina and malihini and add a measure of security for all users.

The work will be accomplished in phases. The first phase will address the first two priorities – interpretative signage and security gate. In cooperation with DOFAW, MGF will direct this phase.

Major Tasks

1. Research, design, construct and install 10 – 15 signs to replace old and missing signs and trail markers. The sign sites will follow MGF's

valley guidebook entitled “ A Walk Into The Past.” The signs will include cultural, historical and environmental information following the format used for interpretative signage for the Makiki Loop Trail.

2. Develop content, descriptions and images for signs to be installed at key cultural and historic sites in Kamananui. Some of the sites will include:
 - Keaniani and Doug Damon’s home
 - Trees – Hau, Koa, Kukui, ‘Ōhi‘a, Eucalyptus, etc.
 - ‘Ohe (Bamboo)
 - Kahuluomanu Picnic Grounds
 - Pōhakuahine
 - May Damon’s home
 - Native ferns and plants
 - Pu‘u Pueo
 - Shark Pond, and other sites
3. Design, construct and install a 12’ entry gate. MGF will work with DOFAW to ensure the gate meets their specifications

Projected Annual Workplan and Timetable

WORKPLAN

In order to implement this phase of the project, the following activities will be executed:

Interpretive Signs

1. Convene an advisory committee including DOFAW, O‘ahu Invasive Species Committee, U.S. Forest Service, Moanalua Community Associations, MGF, and designer to develop parameters for design, content, production and installation of the interpretive signs
2. Obtain required approvals
3. Prepare proposal for sign production
4. Select sign manufacturer/contractor
5. Recruit volunteers for site preparation, removal of old signs/markers, and sign installation
6. Develop project installation schedule
7. Make assignments and supervise project

Entry Gate

1. Meet with DOFAW representatives to develop gate requirements and design
2. Identify contractor(s) to construct gate
3. Obtain required approvals
4. Prepare proposal for gate construction
5. Select contractor
6. Recruit volunteers for site preparation, removal of old gate, and gate installation

7. Develop project installation schedule
8. Make assignments and supervise project

TIMELINE

- **Month One**
 - √Convene project committee and prepare project action plan
- **Months Two to Four**
 - √Convene advisory committee for interpretative signage project
 - √Develop meeting schedule and timeline
 - √Develop specifications and content for signs
 - √Meet with DOFAW to develop entry gate specifications
- **Months Five to Eight**
 - √Finalize design and content for signs
 - √Obtain necessary approvals for signage
 - √Develop proposal for sign production and obtain bids
 - √Select contractor
 - √Begin volunteer recruitment
 - √Finalize design and specifications for entry gate
 - √Obtain necessary approvals for entry gate
- **Months Nine to Ten**
 - √Produce and approve signs
 - √Complete volunteer selection; convene meeting
 - √Prepare volunteer assignments
 - √Hold meeting to review assignments, responsibilities and completion schedule
 - √Remove old signs/markers and begin site preparation
 - √Develop proposal for entry gate production and obtain bids
 - √Select entry gate contractor and construct gate
- **Months Eleven and Twelve**
 - √Install signs
 - √Remove old entry gate and install new entry gate
 - √Make adjustments as necessary
 - √Publicize valley improvements
 - √Evaluate project
 - √Prepare Year Two proposal for other priority list improvements

Benefits and Outcomes

As a result of this project, the visitor experience in Kamananui Valley will be enhanced by the addition of interpretive signage at key sites along the Kamananui Valley Road Trail. Also, the installation of a new, more secure entry gate will help prevent unwanted access and negative impacts to the valley.

The project will stimulate our visitors and residents to embrace responsible stewardship practices. They will be encouraged to appreciate our native culture, respect and mālama

our 'āina, thereby helping to preserve our parks, forests, wetlands, watersheds, native species and natural resources for future generations.

This project will also foster collaboration among key stakeholders, including educational, environmental, community, state, county, visitor industry and other organizations in Hawai'i.

Perhaps most importantly, this project will benefit our economy, our community and our environment – a triple bottom line return.

Expected Outcomes

1. **Public Education.** The interpretative signs will help educate the public and tourists about the pristine ahupua'a of Kamananui, its history, cultural significance, unique ecosystems and endangered species.
2. **Conservation.** By stressing the importance of having a healthy ahupua'a, the displays may encourage the public to take more responsibility in protecting and preserving our fragile environment and natural resources, and to incorporate best sustainability practices into their everyday lives.
3. **Improved facilities.** Through the installation of interpretive signs and construction of an entry gate, hikers, visitors, and school groups, both local and out-of-state, will enjoy an enhanced visitor experience and higher levels of satisfaction.
4. **Environmental Sustainability.** Whenever possible, this project will incorporate "green" practices by buying local, using recycled and environmentally friendly products, and minimizing waste production.
5. **Hawaiian Cultural Support.** The interpretive signs will include proper use of Hawaiian diacritical markings and will incorporate cultural and historical content to inform all visitors about Kamananui's rich history and cultural resources. A lineal descendant of the valley will be the cultural advisor on this project.

Quality Assurance and Evaluation Plans

MGF's Executive Director and Kamananui Stewardship Project Manager will ensure that appropriate qualitative and quantitative measures are used to monitor, evaluate and improve this project. Quality assurance standards will be built into the proposals for signage, entry gate and other work involved in the implementation of this project. This will ensure that quality materials are used and the work performed by experienced professionals.

Monitor

Under the direction of the Executive Director, the Project Manager will have primary oversight over the implementation of this project. The Project Coordinator will meet with the Executive Director on a regular basis to monitor progress and document completion of objectives. A written project status report will be submitted to the Executive Director for review on a quarterly basis.

The Executive Director is responsible for overall agency operations and management of grants and contracts. He also serves as President of MGF's Board of Directors, a ten-member board made up of members of the community. He is accountable to the board and responsible entities for achieving project objectives.

The Project Manager will report to the Executive Director and will be responsible for coordinating project activities with the Hawai'i Department of Land and Natural Resources (DLNR), and other organizations and agencies. The Project Coordinator will also communicate with community and government agencies on a regular basis. This will ensure that project activities are well coordinated to avoid duplication of efforts.

Evaluate

Evaluation data will be collected from project activities. It will consist of both process information and outcome information. For both, the emphasis will be on data that is objective and quantifiable. Status reports will be submitted to the Executive Director and used to monitor progress and identify concerns. The Project Coordinator and Executive Director will address unforeseen issues and make needed adjustments.

Improve

Data obtained from visitor and resident surveys will be analyzed, and summarized in a written report. Information will be transmitted to DLNR and used to improve services and activities. The data will also be used to guide the development of future programs, services and activities.

MEASURES OF EFFECTIVENESS

MGF and DOFAW have identified the following success indicators:

- Completion of all activities listed in the project workplan
- Periodic surveys by NAH volunteers
- Creation of meaningful and productive partnerships with the DOFAW, NAH, U.S. Forest Service, O'ahu Invasive Species Committee, HTA, HVCB, OVB, NaHHA, governmental, environmental and community organizations, and visitor industry partners
- Feedback from visitor service providers
- Feedback from community organizations
- Anecdotal observations by MGF and DOFAW personnel

III. Financial

Need for Financial Assistance

MGF is in a period of transition. The dissolution of the Samuel Mills Damon Estate Trust has given MGF the opportunity to review its past programs and accomplishments and to set a new direction to become financially sound and organizationally strong. Part of this new capacity-building effort will be to implement the goals set by our Board President, Alika Jamile, so that MGF can support its educational and cultural programs.

This year, President Jamile began the implementation of a phased Master Plan that will create a financially stable, more focused and more effective organization.

In order for MGF to meet its funding goal of \$587,900.00 per year, it is crucial that we apply for a Grant-in-Aid from the Hawaii Legislature. Over the years, MGF has served as a key resource to the HDOE providing the award-winning *Partners in Education Program* to thousands of public school students in grades 4-7 at no cost to the DOE or to the State. This program is now on hold because allocated GIA funds were withheld by the governor.

Additionally, each year MGF stages the spectacular Prince Lot Hula Festival with mostly private funds. These programs benefit the children, families and people of Hawai'i and help to attract more visitors to our beautiful islands.

MGF cannot continue to absorb program and operational costs not covered by external funding sources and has taken a proactive approach to raise needed funds. Agencies who benefit from MGF's educational and cultural programs will be asked to allocate some of their resources to support these essential programs.

Over the 40 years it has been in existence, MGF has utilized Kamananui Valley as a venue for its educational programs and field experiences. In order to protect these precious lands in perpetuity, MGF has been diligently working with members of the Legislature, DLNR, and other entities to ensure these lands will be preserved for all of the people of Hawai'i.

This grant-in-aid will enable MGF, in partnership with DLNR, to manage and maintain these legacy lands for Hawai'i's people and for needed educational, cultural, and eco-tourism programs. We ask that you give this proposal your serious consideration

Budget

Budget Narrative

Of the total project budget of \$587,900.00, MGF is requesting a grant-in-aid of \$300,000.00 to support the Kamananui Stewardship Project and associated costs. The

remaining \$287,900.00 will come from MGF's grant income, cash contributions, and corporate donations.

| | |
|-----------------------------------|----------------|
| Personnel Cost | 120,500 |
| Executive Director's Salary (50%) | 42,500 |
| Business Manager's Salary (50%) | 20,000 |
| Project Manager (100%) | 36,000 |
| Payroll Taxes & Assessments | 10,000 |
| Fringe Benefits | 12,000 |

Personnel costs include the percentage of time allocated by MGF's Executive Director and Business Manager for the implementation of this project, as well as the salary for the Project Manager. Also included are the payroll taxes and fringe benefits for the above staff.

| | |
|---------------------------------|----------------|
| Other Current Expenses | 179,500 |
| Insurance | 15,000 |
| Lease/Rental of Equipment | 5,000 |
| Supplies | 3,000 |
| Telecommunication | 2,500 |
| Utilities | 2,500 |
| Printing | 2,000 |
| Postage | 1,000 |
| Professional Fees | 84,000 |
| Interpretive Sign Production | 40,000 |
| Design/Imaging Fees | 10,000 |
| Entry Gate – 12' – Construction | 15,000 |

These expenses cover the costs associated with the administration and execution of the project, such as liability insurance, rental of construction and office equipment, construction supplies and small construction tools. Signage expenditures include research, design, layout, and production of 10 – 15 interpretive signs to be installed at key sites in Kamananui Valley as well as the design, production and f a new 12 foot entry gate for Kamananui Valley. Professional fees include contracts for a cultural consultant and a community/governmental liaison. The cultural consultant will assist MGF with the research for the interpretive signage, help develop the content and descriptions for the signage, advise on proper language usage and diacritical marks, and other cultural aspects of the project. The community/governmental liaison will work with all involved agencies, organizations, and the project manager to ensure smooth coordination of the project, communicate with community and participating entities and the media.

The time donated to remove old signs, markers, and entry gate, prepare the sites for the new signs and installing them is estimated to be \$40,000 (50 volunteers at \$15.00 per hour x 53 hours = \$39,750). The time donated to remove the old gate, prepare the site

and install the new gate is estimated to be \$9,900 (20 volunteers at \$15.00 per hour x 33 hours = \$9,900).

The following budget forms are attached:

1. Budget Request By Source Of Funds
2. Budget Justification – Personnel, Salaries and Wages
3. Listing of other sources of funding for FY 2010-2011

| Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | Total Grant |
|-----------|-----------|-----------|-----------|-------------|
| 150,000 | 75,000 | 40,000 | 35,000 | 300,000 |

IV. Experience and Capability

A. Necessary Skills and Experience

A non-profit organization, MGF is governed by a ten-member Board of Directors. The Executive Committee of the Board includes the officers of the board who set policy and oversee MGF's programs. The Executive Committee also ensures that the organization's By Laws are adhered to by the board and its staff.

MGF's purpose

An open membership organization, MGF exists "For the discovery and preservation of the culture, history and natural history of the Hawaiian islands, particularly as it pertains to the conservation of the ahupua'a of Moanalua and to provide educational and recreational facilities appropriate thereto for the enrichment and enjoyment of the people."

Currently MGF has over 1,000 members, drawing a large portion of its membership from the surrounding community of 24,000 residents who are dedicated to maintaining and preserving Kamananui Valley and Moanalua Gardens. Many of these residents remember playing, fishing, and exploring the gardens and the valley and have continued this special connection to Moanalua and MGF. Members also help strengthen our capacity by providing specialized services, serving as community advocates and by volunteering for MGF events.

For the past 40 years, MGF has pioneered programs which educate people to value the unique environmental and cultural resources of Kamananui (Moanalua) Valley and our islands, some of which are found nowhere else in the world. MGF believes that education as well as preservation activities are essential to protect and preserve our fragile and vulnerable 'aina.

MGF's long-term goals

1. To become a leader in experiential place-based education using the ahupua'a of Kamananui (Moanalua) Valley as "living classrooms" to teach Hawaiians how to malama 'aina by melding both contemporary and ancient stewardship practices
2. To provide a sustainability center for Native Hawaiians to learn and practice environmental stewardship in traditional and contemporary ways

Prior and current activities relevant to the proposed project

MGF has developed past programs that have been recognized and utilized not only on O'ahu, but throughout the state of Hawai'i. Our award winning educational programs include:

Partners in Education

A statewide, award-winning environmental education program with over 200 lessons covering a wide-range of issues, from Humans and the Environment, to Wetlands and Invasive Species and more, *Partners in Education* has been taught in elementary schools on O'ahu and Moloka'i for more than 25 years.

'Ōhi'a Project Curriculum

One of the most widely used environmental education curricula in Hawai'i, the *'Ōhi'a Curriculum* spans grades K-12 and contains lesson plans and teachers' guide books for classroom instruction. It is integrated with Hawaiian stewardship practices and aligned with the Department of Education's science standards.

These prior education programs are relevant to the proposed project and demonstrates MGF's proven track record in developing education materials that not only aid students in greater comprehension of the environmental impacts on our 'aina but they also give students a deeper understanding and appreciation for their Hawaiian culture as well.

Accomplishments and Related Projects

MGF's past accomplishments and projects related to this grant-in-aid request are listed below.

1. Development of *Partners in Education*, a statewide, award-winning environmental education program for elementary school students
2. Development of the *'Ōhi'a Project Curriculum*, one of the most widely used environmental curricula in Hawai'i's elementary schools
3. Development of *Exploring the Islands*, an award-winning distance learning program broadcast to public schools statewide
4. Creation of the annual Prince Lot Hula Festival, the state's largest non-competitive hula event presented at Moanalua Gardens
5. Development of *Huaka'i o Kamananui*, an experiential place based environmental education program

Projects Pertinent to this Request

1. HDOE contract for *Partners in Education* – FY 2007-2008
2. Marisla Foundation Grant for development of *Huaka`i o Kamananui* Program – CY 2009 and 2010
3. HTA Natural Resources Grant for development of Visitor Education Program – FY 2007-2008

These programs are relevant to this project as they demonstrate MGF's proven track record in providing high quality culturally-relevant environmental education and stewardship programs which have been successfully utilized to teach Hawai'i's children and adults. MGF's programs have not only helped them gain a greater understanding of the critical environmental issues affecting Hawai'i but has also taught them how to care for our 'āina.

This project will serve as a catalyst for educating thousands of our residents and visitors about their responsibility to become more involved in caring for our limited and endangered natural resources. Better informed and motivated individuals will in turn encourage and support responsible and sustainable environmental stewardship practices.

B. Facilities

Currently MGF's offices are housed in a converted home on the grounds of Moanalua Gardens. This serves as MGF's main headquarters and is where MGF staff is located. Some improvements to the aging office structure are planned to provide more room for the staff and to upgrade the infrastructure for safety purposes.

Future plans include the construction of a sustainability center where MGF and other organizations can offer needed environmental education and cultural programs for students and the community. This much needed center will be MGF's new home and will include classroom, meeting, research and other facilities for MGF's programs and activities.

The structure will be located either on the grounds of Moanalua Gardens or at the entrance to Kamananui Valley. Both the gardens and the valley, will serve as "living classrooms" for the programs that are taught at the center.

New facilities will be ADA compliant.

V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

The project team leaders will consist of the following individuals, all of whom are highly qualified and are considered to be very knowledgeable in their areas of expertise:

Alexander Alika Jamile – Financial consultant and retired Senior Vice President of Bank of Hawai‘i, Alika Jamile, serves as the Executive Director and President of Moanalua Gardens Foundation (MGF) – an unpaid position. With over 35 years of experience in the business sector, Mr. Jamile has worked in executive management positions with such companies as Alexander and Baldwin, Crowley Maritime, Young Brothers, Matson Navigation, Hawaiian Airlines and the Hawai‘i Employers Council. An expert in union negotiations, Mr. Jamile is well respected by union leaders in both the private and public sectors. He is experienced in managing, and supervising projects from simple to complex. A board member for ten years, Mr. Jamile is a dedicated leader, donating thousands of hours of his time to direct MGF. Working in collaboration with the state Department of Land and Natural Resources (DLNR), O‘ahu Division of Forestry and Wildlife (DOFAW), Mr. Jamile will oversee this project.

Roddy Kamawaelualani Kawehi Akau – The great, great, grandnephew of Namakahelu Kapahikauao Kamehameha, Roddy Akau is the kahu and konohiki of Kamananui valley. His lineage can be traced back to the original inhabitants of Kamananui. It is through Namakahelu and her descendants that ancient oli which originated in Kamananui, known as a place of spiritual renewal and hula traditions, have survived through the ages. A cultural practitioner, Kahu Akau’s knowledge of the mo‘olelo, history and cultural sites of the valley is unparalleled. A member of the NAH O‘ahu Advisory Council, Kahu Akau advises DOFAW on issues related to Kamananui Valley. He visits Kamananui on a regular basis to monitor cultural sites, assess stream flows, evaluate native and invasive species, help visitors and hikers, and perform basic maintenance work. A board member of MGF, Kahu Akau will serve as the cultural advisor for this project.

Charles M. Cooke, IV – A board member and past president of MGF, Charley Cooke is very knowledgeable about the foundation and the district of Moanalua. A descendant of missionaries Amos Star and Juliette Montague Cooke who ran the Royal School for Hawai‘i’s Ali‘i, he was immersed in Hawaiian traditions as a youngster. Fluent in Hawaiian, Mr. Cooke is very knowledgeable about Hawaiian cultural practices. A former realtor and trust officer, he is also well informed about the topography and cultural sites in Kamananui Valley. Mr. Cooke will assist as an advisor on this project.

Pauline Worsham – A small business owner and an experienced marketing professional, Pauline Worsham serves as MGF’s Business Development and Marketing Consultant. She has more than 30 years experience in marketing, public relations, fundraising, community relations, governmental affairs and special events. Ms. Worsham has worked with nonprofits for over 20 years,

assisting them with strategic planning, fundraising and development, special events, public relations and lobbying. Past positions include Special Events Director at Liberty House, Publicity Director at UCLA's College of Fine Arts, Vice President of Community and Governmental Affairs at Bank of Hawai'i and Public Relations Manager for Neiman Marcus. Under the direction of the Board of Directors, Ms. Worsham is responsible for MGF's marketing and business development programs. She also assists with the planning and administration of MGF's educational and cultural programs. Ms. Worsham will serve as the project coordinator and liaison between MGF, the community and DLNR.

Aaron Johnson Lowe -- The O'ahu Trails and Access Specialist for the last ten years, Aaron Lowe's duties include the management of all the public trails and access under the jurisdiction of the O'ahu Division of Forestry and Wildlife -- an area totaling thirty eight public trails or roughly 97.58 miles. Mr. Lowe was responsible for the creation of the Makiki Watershed Awareness Initiative (Makiki WAI) which involved restoring a segment of the Makiki sub-watershed or ahupua'a to resemble a more native Hawaiian forest. This restored segment of forest is currently being used as an educational tool for the public to learn more about their watershed and the history of Makiki valley. The Kamananui Valley Stewardship Project will be patterned after this model. Mr. Lowe will serve as the DLNR/DOFAW liaison for this project.

Project Manager -- Under the direction of the Executive Director, the Kamananui Stewardship Project Manager will be responsible for all of the planning, organization and coordination required to implement this project. His accountabilities will include:

1. Developing and executing the project plan and timetable
2. Overseeing the design, content development, production and installation of the interpretive signs
3. Overseeing the design, production, and installation of the Kamananui Valley entry gate
4. Obtaining the necessary permits and approvals for the signage and gate installation
5. Providing status reports on a timely basis
6. Providing expense reports and invoices
7. Recruiting, training and overseeing the project volunteers
8. Other duties as requested

B. Organization Chart

An organization chart reflecting the staffing for this project is attached.

VI. Other

A. Litigation

Currently MGF is not involved in any litigation regarding their programs, facilities, staff or operations.

B. Licensure or Accreditation

MGF's *'Ōhi'a Project Curriculum* is compliant with HDOE's Hawai'i Content and Performance Standards in fifty areas.

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

Applicant: Moanalua Gardens Foundation

| BUDGET CATEGORIES | Total State Funds Requested (a) | Grant Income (b) | Cash Contributions (c) | In-Kind Contributions (d) |
|-------------------------------------|--|--|-------------------------------|----------------------------------|
| A. PERSONNEL COST | | | | |
| 1. Salaries | 98,500 | 141,000 | | |
| 2. Payroll Taxes & Assessments | 10,000 | 15,000 | | |
| 3. Fringe Benefits | 12,000 | 16,000 | | |
| TOTAL PERSONNEL COST | 120,500 | 172,000 | | |
| B. OTHER CURRENT EXPENSES | | | | |
| 1. Airfare, Inter-Island | 0 | | | |
| 2. Insurance | 15,000 | | | |
| 3. Lease/Rental of Equipment | 5,000 | | | |
| 4. Lease/Rental of Space | | | | 36,000 |
| 5. Volunteer Training | | | | 5,000 |
| 6. Supplies | 3,000 | | | |
| 7. Telecommunication | 2,500 | | | |
| 8. Utilities | 2,000 | | | |
| 9. Printing | 2,000 | | | |
| 10. Postage | 1,000 | | 2,500 | |
| 11. Professional Fees | 84,000 | | | |
| 12. Real Property Tax | | | 2,500 | |
| 13. Equip/Office Maintenance | | | 10,000 | |
| 14. Audit/Accounting | | | 10,000 | |
| 15. Interpretive Signs - Production | 40,000 | | | |
| 16. Design/Imaging Fees | 10,000 | | | |
| 17. Entry Gate - 12' - Construction | 15,000 | | | 49,900 |
| 18. Volunteer time donated | | | | |
| 19 | | | | |
| 20 | | | | |
| TOTAL OTHER CURRENT EXPENSES | 179,500 | | 25,000 | 90,900 |
| C. EQUIPMENT PURCHASES | 0 | | | |
| D. MOTOR VEHICLE PURCHASES | 0 | | | |
| E. CAPITAL | 0 | | | |
| TOTAL (A+B+C+D+E) | 300,000 | 172,000 | 25,000 | 90,900 |
| SOURCES OF FUNDING | | Budget Prepared By: | | |
| (a) Total State Funds Requested | 300,000 | Alexander Arika Jamile 808.265.6374 | | |
| (b) | 172,000 | Name (Please type or print) | | |
| (c) | 25,000 | Signature of Authorized Official | | |
| (d) | 90,900 | Date | | |
| TOTAL BUDGET | 587,900 | Alexander Arika Jamile, Executive Director | | |
| | | Name and Title (Please type or print) | | |

BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: Moanalua Gardens Foundation

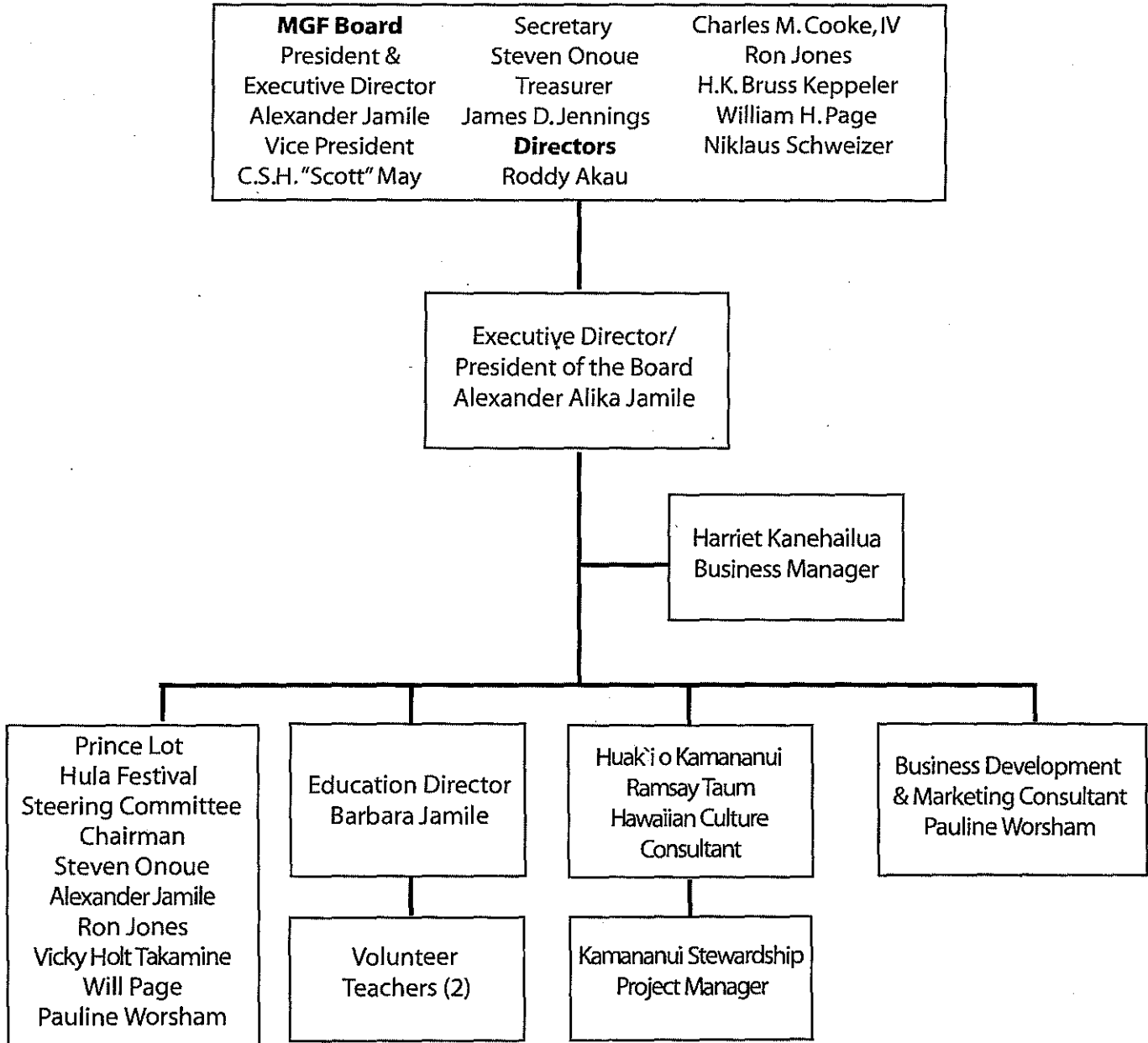
Period: July 1, 2010 to June 30, 2011

| POSITION TITLE | FULL TIME EQUIVALENT | ANNUAL SALARY A | % OF TIME ALLOCATED TO GRANT REQUEST B | TOTAL STATE FUNDS REQUESTED (A x B) |
|--------------------------------|----------------------|--------------------|---|--|
| Executive Director | 100 | \$85,000.00 | 50.00% | \$ 42,500.00 |
| Business Manager | 100 | \$40,000.00 | 50.00% | \$ 20,000.00 |
| Project Manager | 100 | \$36,000.00 | 100.00% | \$ 36,000.00 |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
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| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| TOTAL: | | | | 98,500.00 |
| JUSTIFICATION/COMMENTS: | | | | |

**LISTING OF ALL OTHER SOURCES OF FUNDING
FISCAL YEAR 2010-2011
MOANLAUA GARDENS FOUNDATION**

| <u>Funding Source</u> | <u>Amount Awarded</u> | <u>Program</u> |
|----------------------------------|------------------------------|---------------------------------------|
| Native Hawai'i Festivals Program | \$42,500 | Prince Lot Hula Festival |
| Natural Resources Program | \$45,000 (Pending) | Kamananui Valley Improvements |
| Marisla Foundation | \$25,000 | Huaka'i o Kamananui Education Program |
| Office of Hawaiian Affairs | \$100,000 | Huaka'i o Kamananui Education Program |
| Social Currency | \$50,000 | Kamananui Valley Improvements |
| Private Sources | \$250,000 | Operations |

Moanalua Gardens Foundation Organization Chart



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

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

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

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


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

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

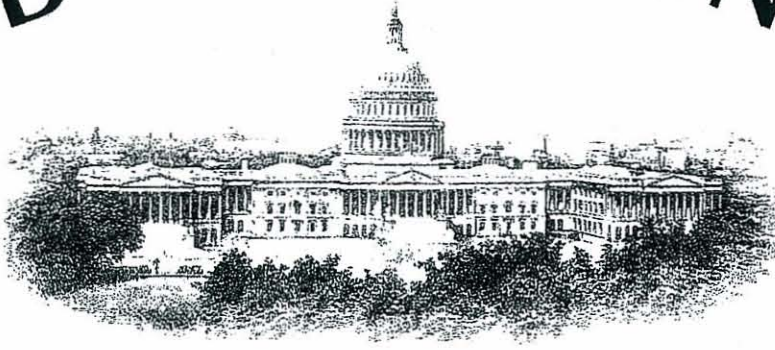
- (1) Has been determined and designated to be a non-profit organization by the Internal Revenue Service; and
- (2) Has a governing board whose members have no material conflict of interest and serve without compensation.

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

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

Moanalua Gardens Foundation
(Typed Name of Individual Representative)

(Signature) January 28, 2010
(Date)
Alexander Alike Jamile Executive Director and President
(Typed Name) (Title)

UNITED STATES CONGRESS



Message

U.S. Environmental Protection Agency
❖ **2006 Environmental Achievement Award** ❖
Moanalua Gardens Foundation

April 18, 2006

With much aloha, I would like to offer my sincere congratulations and best wishes to the board of directors, staff and volunteers at the Moanalua Gardens Foundation (MGF) upon being selected as a recipient of a “**2006 Environmental Achievement Award**” from the United States Environmental Protection Agency.

Since its inception in 1970, the Moanalua Gardens Foundation has been dedicated to safeguarding **Kamananui** (Moanalua Valley) and our islands natural resources. The MGF raises awareness about the importance of land conservation; protecting our ecosystem; and encourages re-appropriating plants and fauna indigenous to Hawaii.

The curriculum used by MGF in its “Partners in Education” Program is unique and appropriate to our island traditions because it infuses culture with service delivery and reflects core values and traditions passed on from one generation to another in Hawaii.

I would especially like to commend Mahealani Merryman and Pauline Worsham for their hard work, dedication and perseverance. Surely MGF’s receipt of this special recognition was a result of your combined efforts; both of you play a part in MGF’s success as an organization and as one of Hawaii’s best partners for conservation.

Again, congratulations to the Moanalua Gardens Foundation for receiving a “**2006 Environmental Achievement Award**” from United States Environmental Protection Agency. Mahalo for making a difference. I wish you continued success.



Congressman Neil Abercrombie
Hawaii-First Congressional District



Member of Congress

House District _____

Senate District _____

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

Log No: 32-0

For Legislature's Use Only

Type of Grant or Subsidy Request:

GRANT REQUEST - OPERATING

GRANT REQUEST - CAPITAL

SUBSIDY REQUEST

2010 JAN 29 A 11:57

"Grant" means an award of state funds by the legislature, by an appropriation to a specified recipient, to support the activities of the recipient and permit the community to benefit from those activities.

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

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

STATE DEPARTMENT OR AGENCY RELATED TO THIS REQUEST (LEAVE BLANK IF UNKNOWN): DEPT. OF HEALTH, EXECUTIVE OFFICE ON AGING

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:

Db: Moiliili Community Center

Street Address: 2535 South King Street
Honolulu, Hawaii 96826

Mailing Address:

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name JILL T. KITAMURA

Title Senior Program Director

Phone # 955-1555

Fax # 945-7033

e-mail moisrctr@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:

SENIOR CENTER PROGRAM PROVIDING ACTIVITIES AND SERVICES FOR AGE 60 AND OLDER LIVING IN CT 01 - 37.

4. FEDERAL TAX ID #: _____

5. STATE TAX ID #: _____

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2010-2011 \$ 50,000

8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

- NEW SERVICE (PRESENTLY DOES NOT EXIST)
- EXISTING SERVICE (PRESENTLY IN OPERATION)

SPECIFY THE AMOUNT BY SOURCES OF FUNDS AVAILABLE AT THE TIME OF THIS REQUEST:

STATE \$ _____
 FEDERAL \$ _____
 COUNTY \$ 106,278
 PRIVATE/OTHER \$ 80,000

TYPE

E. REBECCA RYAN, EXECUTIVE DIRECTOR
NAME & TITLE

DATE SIGNED

1/29/10

I. BACKGROUND AND SUMMARY

The Moiliili Community Center's Senior Center Program proposes to provide activities and services to the senior population, those 60 years and older living in census tracts 01 through 37, from Hawaii Kai to Ward Avenue. The primary objective is to help the older population to improve or maintain their quality of life, self-sufficiency and ability to remain in their home as long as possible, through activities and services that focus on their mental, social, and physical health.

Activities to be provided fall in the following categories of: recreation and leisure, education, physical fitness and exercise, health education, and promotion, health screening, and volunteer opportunities. Services are primarily ones that help the senior in accessing services through transportation, assisted transportation, escort, information and assistance, and language and literacy assistance. To help with social interaction and mental health, friendly visits, para-professional counseling and telephone reassurance will be provided.

We anticipate, as outlined in the proposal narrative, that over 50% of participants in each service area will be satisfied by the service received. They will be able to access the service or resource due to assistance. Their attendance in class will be tracked over a three month period to see if they continue their involvement.

The service area is in urban Honolulu, with a range of income levels, with subsidies available for those who request it.

Three staff members are bilingual in Japanese and English. There are a large percentage of participants who are non-English speaking needing assistance with letter reading and writing, making phone calls, and basic understanding. Volunteers will be asked to assist with other language needs.

The Senior Center program proposed to assist the seniors in their day-to-day lives, maintaining their mental, social, and physical health through services and activities. Attending a Senior Center provides a place to meet people, be involved, attain information, and get out into the community. Services and activities help to keep seniors from early institutionalization.

II. SERVICE SUMMARY AND OUTCOMES

With the projected increase of over 70 percent of the age 60+ age group in the State of Hawaii by the year 2010, Senior Centers will play a larger role as community-based social institutions capable of reaching large numbers of older persons. These individuals are living longer and have longer periods of time after retirement. Senior Centers provide a place where people can meet, learn new skills, become educated about different areas, have social interaction, learn about different resources to meet their needs (financial, personal, health), receive information and obtain needed services. The basic goal of the Senior Center is to keep the older adult active, informed, and involved, thus assisting them in improving or maintaining their wellness and independence longer, delaying the need for high cost institutionalization.

The Moiliili Senior Center primarily services those living in Census Tracts 1-37, the areas from Hawaii Kai to Ward Avenue. The area is very diverse; it includes single family homes to densely populated apartment/condominium areas, from very high income levels to low income State/subsidized housing areas. It includes very transient populations (surrounding the University) as well as old and stable neighborhoods. Included in these areas are innumerable Department of Parks and Recreation Senior Clubs and classes at Park facilities, Makua Alii Senior Center (DPR), several Lanakila Meals on Wheels (LMOW) group dining sites, and two other community Centers (Kapahulu and Waikiki).

With the establishment of 5 assisted living communities in the East Honolulu area (Arcadia, Kahala Nui, Hawaii Kai, One Kapiolani and The Plaza at Punchbowl), we have seen an out-flux of members who have moved into these facilities and participate in the activities offered there. These facilities, with the exception of The Plaza at Punchbowl reach the higher income senior citizens. Continual efforts are made by the Moiliili Senior Center to balance the different levels of senior needs and interests with the presentation of classes, seminars, and events that are affordable. This includes developing partnerships with organizations to jointly sponsor events/activities to reach a larger senior group, with presentations such as health screening and senior options in continuing education, employment, volunteering, and personal growth. Other efforts are on-going to reach out to the frail and homebound elderly, priority given to those with the greatest economic and social needs with special attention to low income, minority individuals.

Many of the seniors participate because of an affinity with a center in their neighborhood; a location where they feel welcome and know others who attend, and they participate in a variety of activities which provide social stimulation and enhances personal growth. Newly retired individuals are seeking activities in which to participate. Families are

seeking ways to maintain their once active senior in a supervised setting, involved with others, less costly, and a non-day care atmosphere.

Most participants attend activities held at the center or come in for assistance. The frail, homebound seniors are visited in the home. A potential client is provided information per their request or need -- a monthly newsletter "Kaleidoscope" showing activities & classes, a brochure outlining services, lunch program, and other information are discussed on initial contact. Once a decision is made to participate in the Senior Center Program, a registration form (SAMS Kupuna Care as developed by the City's Elderly Affairs Division) and a registration card for additional information is given for completion. Often, staff will sit with the applicant to complete the form, thus doing an assessment as well as registration. Program Income is discussed and so noted to enable the person to contribute toward the cost of the program.

Statistics are kept to monitor accomplishment of objectives and monthly reports made to the City & County of Honolulu, Elderly Affairs Division. These reports are based on the number of service hours per area. Regular on-site assessments are made by the Elderly Affairs Division to check on contractual compliance. Regular, internal review of the monthly statistical and budget reports shall be made to measure progress. A review by the Senior Advisory committee is conducted with regards to any changes that impact the objectives; and an analysis made to determine what course of action should be taken, if any. The Advisory Committee also conducts an annual survey, orally and/or written to assess the program.

The output measures and outcomes noted in the following service activities are what we consider viable for the present facilities and staff:

1.. ESCORT

Objective and Output Measures:

Escort services for **17 individuals** who are unable to utilize other existing systems due to functional disabilities and/or language barriers. A total of **115 hours** of service to individuals will be made.

Outcome:

95% of these individuals will be able to successfully access or utilize the resource safely, and with understanding.

2. HEALTH SCREENING

Objective and Output Measures:

100 screenings for 40 unduplicated individuals will be provided to help in detecting or preventing illnesses, in monitoring conditions, that will help them in maintaining their independent lifestyle.

Outcome:

90% of those screened will, through the screening, be able to have early detection of potential problems, have a record of their readings to be shared with their doctors for follow-up, and be able to maintain their independent lifestyle.

3. EXERCISE/PHYSICAL FITNESS

Objective and Output Measures:

550 sessions of exercise and physical fitness activities will be provided to **400 unduplicated individuals**. These include but are not limited to classes that improve their flexibility, strength, endurance, balance, and physical functioning.

Outcome:

Of the 400 individuals, at least 75% will experience renewed energy, 85% will see an improvement in their flexibility and endurance, and 90% will continue a form of exercise beyond 3 months due to some improvement in their physical functioning.

Attendance records are maintained to see the continuity rate in classes. Intermittent evaluations will be asked of members in the class.

4. HEALTH EDUCATION AND PROMOTION

Objective and Output Measures:

10 sessions of health education and promotional activities will be provided to **42 duplicated individuals**. These activities include but are not limited to seminars on various health issues such as high blood pressure, diabetes, alternative medicines and life styles.

Outcomes:

Of the 42 individuals participating in these activities, 65% will increase

their knowledge of health issues that will enable them to make intelligent choices when needed, or be aware of resources available for further information.

Participant will be asked to fill a brief evaluation form or asked orally if meaningful information was gained from the seminar.

5. RECREATION AND LEISURE

Objective and Output Measure:

A total of **700 sessions** of Recreation and leisure activities will be provided to **460 unduplicated individuals** so time is spent in wholesome, fulfilling and healthful ways. Activities will include but not limited to craft classes or workshops, games, music, dance, performing for others, and excursions.

Outcomes:

Of the 460 people served by this activity, 65% will maintain their social engagement and involvement or connectedness and sustain that involvement for at least 3 months; while 75% will gain mentally and physically through social involvement.

Ongoing classes are generally led by volunteers. Following enrollment in an activity, a follow-up will be made to see if individuals continue to attend. Cost factors for instructors, classes, or activities must be considered when developing an area to keep it reasonable for all income levels. Workshops, seminars, excursions, and special activities will be scheduled with information included in the monthly newsletter. Input on areas of interest, cultural activities and possible stimulating needs will be surveyed, and possible instructors, volunteer leaders recruited.

6. FRIENDLY VISITS

Objective and Output Measures:

150 visits will be made to **20 duplicated individuals** who are socially isolated to help reduce feelings of loneliness and isolation.

Outcomes:

75% of these individuals will feel less isolated, showing some form of social connectedness for the period of the visit.

Visits will be scheduled as requests are received and assessed by staff as to time available. Students and volunteers will be assigned per availability. Individuals can be socially isolated even while attending a class or being involved in an activity, ie. those who attend the meal site. Staff or leader observations are vital to see that some interactions take place.

7. TELEPHONE REASSURANCE

Objective and Output Measures:

Regularly scheduled telephone calls are made to **15 individuals** living alone, or are temporarily alone, to maintain contact regarding their daily status, to reassure their safety and well being. **1,300 calls** will be made.

Outcome:

100% of these individuals will feel less isolated and safer with a daily check on their well being. Annual reviews are made to determine service satisfaction and to update records.

8. LITERACY AND LANGUAGE ASSISTANCE

Objective and output Measures:

150 hours of assistance will be provided to **15 unduplicated individuals** needing help with understanding, reading or writing to apply or re-apply for entitlements, correspondence, or others due to language barriers or functional disability.

Outcome:

100% of these individuals will have a better understanding of their correspondence, are able to submit their applications for entitlements, or are able to access a service through this service intervention.

9. EDUCATION/TRAINING

Objective and Output Measure:

A total of **120 instructional sessions** and seminars will be offered to **240 unduplicated individuals** which will help them acquire knowledge and skills for vocational, personal, and social enrichment.

Outcomes:

Of the 240 people served by this program activity, 75% will gain new knowledge or skills, and 35% will better cope with life situations through knowledge they have gained. Ongoing classes, seminars, workshops and excursions will be scheduled and published in the monthly newsletter. Attendance sign-up will show the more popular and interesting topics. Participants are also asked for input into areas of interest. Staff members will keep up dated and be cognizant of resources available for presentation to the participants.

10. COUNSELING

Objective and Output Measures:

A total of **175 hours** of para-professional counseling services to **50 unduplicated individuals** will be provided, which includes listening to and discussing problems, assessment of situation to determine the information, referral or services needed, and assisting the individual in resolving a situation or a temporary relief of stress.

Outcome:

50% of these individuals will be linked to proper agencies or services, or provided information on available resources; 20% will have less need for counseling. Where appropriate, family members or other relatives would be contacted to work together to relieve the situation. Case records will be maintained.

11. TRANSPORTATION

Objective and Output Measures:

Transportation services to **200 individuals** via MCC vehicles and/or charter buses to and from special activities and service agencies for a total of **3,200 one-way passenger trips**.

Outcome:

Of the 200 individuals receiving this service, 90% of clients will be able to continue being involved with the community, activities and services.

MCC Driver primarily handles daily LMOW run. Driver/Program Assistant assists with special runs. Charter bus is utilized for excursions. All staff are involved in the planning, implementing, and coordinating of this area. Transportation requests are received and assessments are made as to capability to provide per need. Referrals are made for those we are unable to provide for or individuals are placed on a wait list.

7. ASSISTED TRANSPORTATION

Objective and Output Measures:

Door-to-door transit service with assistance, including escort, to **20 unduplicated individuals** who have physical and/or cognitive difficulties which prevent them from using regular transportation services. This service, utilizing MCC vehicles or personal staff vehicles, will provide a total of **400 one-way passenger trips**.

Outcome:

90% of clients will be able to access resources, attend, or become involved in activities, to maintain their health, to continue to live independently. Requests or referrals are received and assessments are made as to viability and capability of providing the service per time schedule. MCC vehicles are generally utilized for this service. Referrals are made when unable to provide.

13. INFORMATION AND ASSISTANCE

Objective and Output Measures:

A total of **650 contacts to 125 unduplicated individuals** (and many unknowns) will be provided primarily by phone or office visits, to give information on services in the community and/or to link or refer to other services.

Outcome:

Of the 125 individuals, 100% will receive information on services available at the Center, be aware of services in the community, other possible agencies to call, or have access to the Senior Helpline number for further inquiries.

14. VOLUNTEER SERVICE

Objective and Output Measures:

Opportunities for **120 individuals** to volunteer their time and expertise for a total of **9,900 hours** to assist program staff in the delivery of services, programs, and program development.

Outcomes:

75% of these volunteers will continue their commitment by volunteering more than once over a three month period, gaining personal satisfaction.

Volunteers will be asked for input on the project(s) that they have volunteered for to evaluate continuation of those projects. Volunteer instructors will be asked for feedback on needs and other areas that staff could assist with.

TIMELINE

All services are ongoing throughout the year. Completion of the service objectives will be the end of the contract year. Outcome objectives will be obtained at completion of service or on semi-annual basis for classes.

B. QUALITY ASSURANCE AND EVALUATION

An evaluation plan shall demonstrate that support systems, such as coordination and communication, are in place to conduct the program effectively and to ensure the viability of the program. The following measures will provide the necessary data and insights into how well the program is functioning, where the program is in relation to the outcome measurements and output goals, and how it will provide assistance in the planning of current and future programs/services.

1. Hold at least one general meeting a year to solicit input from seniors on changes, policies, types of activities, etc. The Meeting will be hosted by the Advisory Committee of the Senior Center Program as a means of getting honest and open comments without staff presence or pressure.
2. Periodically, survey the members for comments, opinions, suggestions regarding the kinds of activities, opportunities they enjoy or would like to

see at the Center. A formal, written survey will be taken semi-annually. For the past years, this survey was conducted annually by students. As many of our participants prefer not to read or write, having students assist in conducting the survey helps in getting a better percentage of returns. If students are not available, the Advisory Committee members are engaged to write and conduct the surveys. Doing this on a semi-annual basis will give a better picture of where we are in relation to our outcome measurements.

3. Obtain members' evaluation of particular classes, activities, excursions to determine what was gained or learned, and whether to continue or change the offering(s). For specific activities and/or workshops, an informal, oral evaluation or at times, a short, written evaluation requesting feedback and comments will assist in future planning of a similar activity. Also, the periodic use of a short request form in our monthly newsletter for suggestions for seminar topics, workshops, excursions, or classes assists in regular planning.
4. Periodically obtain volunteers feedback on the tasks performed and other opportunities they would like to have offered.
5. Regularly review how outreach needs are being met according to client situation and feedback, type or number of agency referrals, and resolution of problem. Case conferences by the Program Director and staff member involved provides continual follow-up. Sporadic talks with the clients also provides feedback of the services received.
6. Solicit Advisory Committee members' program suggestions.
7. Staff will view other Senior Programs to observe programs, classes, and compare and seek input.
8. Statistics will be kept and monthly reports made to the City & County of Honolulu, Elderly Affairs Division. These reports will be analyzed to see if objectives are being met.

III. FINANCIAL

A. BUDGET

1. Budget for FY 2011 -- **Attached**
2. Budget Justification - Personnel: Salaries & Wages--**Attached**
3. Budget Justification - Equipment and Motor Vehicle – **Not Applicable**
4. Budget Justification - Capital Project Details – **Not Applicable**

B. Anticipated quarterly funding requests for fiscal year 2011:

| Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | Total Grant |
|-----------|-----------|-----------|-----------|-------------|
| \$12,500 | \$12,500 | \$12,500 | \$12,500 | \$50,000 |

C. Other sources of funding for fiscal year 2011:

As noted in the attached budget sheets, we anticipate a State grant of \$106,278 contracted through the City and County of Honolulu Elderly Affairs Division, with the State Executive Office on Aging under the State Department of Health. Moiliili Community Center submitted a proposal for the Biennium of FY2010 and 2011. The contract for FY2010 was executed. We anticipate FY2011 to also be executed with no cutbacks in funding.

The program must raise over \$100,000 through donations, various fund raisers, and other means to remain viable.

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

Applicant: Moiliili Community Center

| BUDGET CATEGORIES | Total State Funds Requested (a) | Senior Program Budget (b) | (c) | (d) |
|--|--|---------------------------------------|------------|------------|
| A. PERSONNEL COST | | | | |
| 1. Salaries | 25,300 | 133,700 | | |
| 2. Payroll Taxes & Assessments | | 15,700 | | |
| 3. Fringe Benefits | | 35,300 | | |
| TOTAL PERSONNEL COST | 25,300 | 184,700 | | |
| B. OTHER CURRENT EXPENSES | | | | |
| 1. Airfare, Inter-Island | | | | |
| 2. Insurance | 3,220 | 11,400 | | |
| 3. Lease/Rental of Equipment | 1,250 | 1,250 | | |
| 4. Lease/Rental of Space | | | | |
| 5. Staff Training | | 200 | | |
| 6. Supplies | | 5,150 | | |
| 7. Telecommunication | 1,300 | 2,800 | | |
| 8. Utilities | 3,250 | 13,000 | | |
| 9. Transportation | | 15,500 | | |
| 10. Audit | 1,400 | 2,200 | | |
| 11. Professional fees-Payroll, Bank Fees | 5,300 | 6,600 | | |
| 12. Contractual service - Janitorial | 4,780 | 7,800 | | |
| 13. Contractual service - Security | 1,200 | 1,200 | | |
| 14. Postage | | 400 | | |
| 15. Repair and Maintenance | 3,000 | 7,400 | | |
| 16. Mileage | | 300 | | |
| 17. Printing | | 800 | | |
| 18. Other Expenses | | 100 | | |
| 19. | | | | |
| 20. | | | | |
| TOTAL OTHER CURRENT EXPENSES | 24,700 | 76,100 | | |
| C. EQUIPMENT PURCHASES | | | | |
| D. MOTOR VEHICLE PURCHASES | | | | |
| E. CAPITAL | | | | |
| TOTAL (A+B+C+D+E) | 50,000 | 260,800 | | |
| SOURCES OF FUNDING | | Budget Prepared By: | | |
| (a) Total State Funds Requested | 50,000 | Heidi Yamamoto | 955-1555 | |
| (b) County Funds | 106,278 | <i>[Signature]</i> | | |
| (c) Program Income | 80,000 | <i>[Signature]</i> | | |
| (d) In-Kind | 24,522 | <i>[Signature]</i> | | |
| TOTAL BUDGET | 260,800 | Signature of Authorized Official | Date | |
| | | E. Rebecca Ryan, Executive Director | | |
| | | Name and Title (Please type or print) | | |

BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: Moililli Community Center

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 | \$57,192.00 | 9.00% | \$ 5,147.28 |
| Accountant | 1 | \$41,772.00 | 20.00% | \$ 8,354.40 |
| Office Manager | 1 | \$35,052.00 | 10.00% | \$ 3,505.20 |
| Senior Account Clerk | 1 | \$26,688.00 | 5.00% | \$ 1,334.40 |
| Payroll Clerk | 0.48 | \$6,548.00 | 20.00% | \$ 1,309.60 |
| Accounting Clerk | 0.48 | \$8,040.00 | 15.00% | \$ 1,206.00 |
| Receptionist | 0.48 | \$6,936.00 | 15.00% | \$ 1,040.40 |
| Parking Attendant | 0.48 | \$6,790.00 | 50.00% | \$ 3,395.00 |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| TOTAL: | | | | 25,292.28 |
| JUSTIFICATION/COMMENTS: | | | | |

IV. EXPERIENCE AND CAPABILITY

A. NECESSARY SKILLS AND EXPERIENCE

Moiliili Community Center's Senior Center Program was established in 1971 with public and private funding, in collaboration with the then State Commission on Aging, Church of the Crossroads, and Moiliili Hongwanji Mission. From the findings of two UH graduate students, a place for senior citizens to congregate, socialize, and learn was needed. The Community Center was designated as the agency to provide this.

In 1976, a meal site was established at MCC through the then Honolulu Nutrition Program and continues today under the Lanakila Rehabilitation Center, Inc.'s Lanakila Meals on Wheels Program. The management of the Kapahulu Senior Center came under the Moiliili Community Center in 1988, when their State grant was transferred from the UH Manpower Training Program. In 1997, Kapahulu established their own private, non-profit agency and became independent of the Community Center following a one year transition period. This change was brought about because of the 50% cut in funding (due to a down turn in the economy) which MCC received from the State. The reduced appropriation did not meet the rent and personnel expenditures needed to run the program at two sites at the level the State desired. This change allowed the Kapahulu Center to fund raise without monies reverting back to the State or to our Center.

For the past 39 years MCC's Senior Center Program, through its contract with the City and County of Honolulu Elderly Affairs Division has provided classes, seminars, special events, workshops, transportation, assisted transportation, para-professional counseling services, telephone reassurance, volunteer opportunities, and information and referral to those living in Census Tracts 01 - 37 (Ward Avenue to Hawaii Kai). With the exception of Adult Basic Education classes (English and Citizenship) and one leisure class (Sumi-e) under Department of Education's Adult Education, all of the classes and groups are led by volunteers.

Through collaboration with the State Executive Office on Aging, MCC became the first intake site of the Sage Plus Program, providing meeting space, telephone, equipment usage, and staff time to do intake. All intake are presently done through the State Executive Office on Aging.

We continue to work very closely with various programs from the Universities

(UHM - Nursing, Family Resources, Outreach College, etc.; HPU) to provide a place where students may do their practicum internships, talk with seniors for specific projects, research questionnaires, observations, and seminars. Graduate students from Japan have also requested assistance with their projects and we have worked with them if we find it appropriate for our seniors and their project. Students doing research are asked to share their results with this program to assist us with our planning purposes, if applicable.

We also have established agreements with various groups from Japan.

- a. We work with a non-profit organization International Sports Education and Cultural Foundation, Japan (ISEC) based in Tokyo to host the Hawaiian Culture Academy a few times a year, where Japanese people come to learn hula and Hawaiiana, utilizing our facilities and volunteers, while earning some income for our program.
- c. Since 1998, we have worked with a non-profit and profit sector from Shizuoka, Japan called ZenNihon Kenkoh Ongaku Kenkyukai (All Japan Gymnastics for Health Study Association) to provide training and materials for an exercise program developed by a Professor from Shizuoka University. This program, Rhythm & Life, has grown to where we have over 285 seniors taking the classes (8 different classes), three trained instructors, and constant wait lists for the next beginners class. There is also a chair exercise program that is geared to our frailer seniors. The benefits from this program are very visible in the senior members, aside from the feedback received, it shows increased balance and flexibility, better posture, more energy, lower blood pressure, etc. Our groups go out to Parks & Recreation groups and to a Day Care group once a month. As the coordinator with the Japan group, we have brought this program to other Centers - at a senior housing in October '04, a class at Lanakila Multi-Purpose Senior Center in January '05, and a class at DPR Halawa Gym. Hilo began their class at the same time we did. We are constantly looking for potential instructors to train for Oahu and the other islands.

Our Center has initiated and is always willing to work with other programs to develop new areas of service, to benefit the older adult and the community.

B. FACILITIES

The Center is comprised of three buildings: a three-story main building with 18 rooms (8 of which are multi-purpose classrooms), the two-story Harry & Jeanette Weinberg Building, the Old Studio; gardens, and parking areas.

In the main building on the first floor, the largest multi-purpose room is utilized by the Lanakila Meals on Wheels Program which serves about 65 hot lunches daily to seniors. Two classrooms, and the Administrative offices are also on the first level. On the 2nd floor there are four classrooms which are utilized daily by seniors for a variety of activities in the mornings until 2:30 pm; in the afternoons all classrooms are utilized by children attending Japanese-language school and after school program. Program offices are maintained on the 2nd floor. Located on the 3rd floor room is a studio (with a wooden floor) designed and equipped (mirrors, fans, mats) for classes in dance as well as exercises such as tai chi and ki, a lounge, and three offices. Numerous service organizations use the various rooms for meetings and activities in the evenings or on the weekends.

The main building has stairs on both ends and an elevator, financed through CDBG funds (completed in September 2000). All men's and women's restrooms on the three floors are wheelchair accessible. Renovation of the second and third floor restrooms was completed in 2009 with CDBG funds to be ADA compliant.

The Community Center's Thrift Shop is housed on the first floor of the Weinberg building. The 2nd floor is also a studio with a wooden floor used for dance classes, exercise classes, martial arts groups, and meetings. An elevator services this building; bathrooms on the first floor are handicap accessible.

The Old Studio, the last remaining wooden structure from the old Moiliili Japanese School days, is a popular meeting place for dance, exercise, and yoga classes. It is wheelchair accessible via a ramp.

Parking on the premises is very limited although there are three areas designated for parking adjacent to the main building and next to the Thrift Shop. There are five designated handicap stalls, four close to the main building and one by the Thrift Shop. Limitation on parking is due to heavy usage of the rooms throughout the day by different groups: rentals, senior center program, adult leisure programs, lunch site, Thrift shop consumers, along with volunteer and employee

parking needs. Many participants walk to the Center, are dropped off, or utilize the bus. We are located very close to the major intersection of University Ave., South King Street, and South Beretania Street, accessible to many bus routes.

Vehicles:

The Community Center has three vehicles used by the different programs. A 29-passenger bus (purchased in 2000), a 19-passenger busette (purchased in 1999), and a 15 passenger van (a 2009 Chevrolet van). In addition, a City and County of Honolulu, Department of Community and Social Resources 1993 Dodge 15 passenger van is assigned to the Senior Program. In March 2007, a 15 passenger Chevrolet van was purchased with State funds to accommodate senior needs in transportation. Also assigned to the Senior Center program is a modified mini van (a 2001 Chevrolet Venture PT ActiVan delivered January 2001 with Federal Capital Assistance Funds) equipped with a ramp for wheelchair accessibility.

The Senior Center Program primarily utilizes the bus for daily transportation of frail seniors to and from the Center to attend the meals program as it is the most accessible to peoples' homes, and for seniors to get in and out of. The C & C van or the new State van is utilized for groups going to special activities, to entertain at different institutions, and as a back up for the bus or busette. The modified wheelchair accessible mini van is utilized daily for the many assisted transportation requests, especially for medical appointments.

In addition to the Center owned vehicles, personal cars may be used to provide services for the participants, especially for medical appointments, entitlement appointments, shopping and banking assistance, and other areas when the need is there.

V. PERSONNEL: PROJECT ORGANIZATION and STAFFING

A. PROPOSED STAFFING, STAFF QUALIFICATIONS, SUPERVISION and TRAINING

The Moiliili Senior Center staff follow the Moiliili Community Center's Personnel Policies. All staff must follow these standards, unless so noted per contractual requirements. Such exceptions include the inability to carry over any vacation days from one contractual year to another.

Presently, there are five staff members or a total position count of 4.00 under the Moiliili Senior Center program. These entail a Program Director (1.0), a Program Coordinator (1.0), a Program Worker (1.0), a Driver/Program Assistant (.63), and a Driver (.33). Based on position counts, this comes to a ratio of 1 paid staff to 250 clients. The program staff are assisted overall by the Community Center's paid administrative staff which include the Executive Director, the Accountant and fiscal staff, the clerical staff, and the receptionist, and a large core of volunteers. Without the Center's assistance, the program could not function alone, especially in the fiscal area. The contract requirements call for constant accountability; there is no flexibility in hiring for the administrative positions under the grant.

The Moiliili Senior Center staff handle their varied responsibilities in a professional and personal manner, maintaining individual rapport with the senior participants and often going the "extra mile" for them. Together all staff members work as a team, providing stability and depth to the program. Two of the staff members are bilingual in English and Japanese.

The **Program Director** (who has a Bachelor's Degree in Human Development, has been with this program for 30 years, 33 years total working with senior citizens) provides overall supervision, maintains channels of communication, and works to resolve any difficult situations. Working in both the servicing and activities area, her time is divided amongst all of the specified service outputs, working with groups as well as assisting specific clients, handling much of the basic information and referral inquiries, and emergency service needs assistance requiring much time on a short term basis. She is bilingual in English and Japanese and does the coordination with the Japanese groups.

The **Program Coordinator** (who has a Bachelor's Degree in Family Resources and over 21 years experience with the program) does the basic planning of classes, seminars, and activities, works with the volunteer instructors and group leaders, and coordinates the monthly newsletter. These activities are utilized by over 600 individuals monthly. Also with the team approach, she assists individuals monthly with other counseling services, such as change in transportation needs, or just listening.

The **Program Worker**, (a high school graduate with over 5 years with the program and innumerable years in customer service) is bilingual in English and Japanese, provides information and referral services, assistance with applications, assistance in transportation for appointments, and other services as requested or needed.

The **Driver/Program Assistant position** (P/T - .63, has a Bachelors in Family Resources, a clean driver's abstract, empathy for the older adult, ability to drive up to a 15 passenger van, and has been with the program over 1 year) provides back up for the regular driver when the regular driver is sick or on vacation, or drives for special requests when regular driver is on his run. This position also provides assistance with registration, class set up, receiving telephone reassurance calls or taking inquiries for participation in the program.

The **Driver** (.33 of full-time under MCC, has a CDL) is primarily responsible for the daily pick-up and return of frail elderly to attend the lunch site and other activities at the Center, an average of 10 individuals monthly; and to provide transportation for special requests. He is assisted by a volunteer when available.

The staff are supported by three dedicated office volunteers who assist with registration, record keeping, sign-ups, data inputs, etc. We also have over 245 volunteers who lead the various classes and groups, work in the Thrift Shop, assist group leaders in the classrooms, assist at special events, provide service at community events, and do craft work for other organizations and/or our program.

The quality team approach is used in administering the program with over 1,000 registered participants. Each position may have its responsibilities out lined, but all staff members are required to be aware of all areas and assist where needed. The agency schedules ongoing Staff training, program staff attend seminars, workshops, etc. scheduled by different agencies as applicable to their job positions or requirements. CPR and First Aid are required for all positions.

Job descriptions for all positions funded through the City & County contract are attached:

- Program Director, Senior Center
- Program Coordinator, Senior Center
- Program Worker, Senior Center
- Driver\Program Assistant, Senior Center
- Driver\Maintenance I, Community Center

Policies for volunteers working with proprietary information are discussed with the volunteer during orientation or on their first day of service. These volunteers are issued picture ID's. Training is provided for those working with the functionally impaired by the Program Director.

The Executive Director of the Community Center directly supervises all Program Directors, who oversee their respective programs and staff. All positions noted above with the exception of the Driver is under the Senior Program Director's direction. The Driver falls under the Community Center's Office Manager who oversees all of the maintenance, janitorial, and secretarial staff. The Senior Program Director is responsible for the training and development of Senior staff members and their recertification as necessary, and the volunteers that fall under this program.

All Community Center personnel on the budget sheet are noted on a percentage basis of service provided toward the Senior Center program.

B. Organization Chart

Attached are:

- Organization-Wide organization chart
- Program Organization chart
- Staff Job Descriptions

VI. OTHER (cont'd)

A. LITIGATION

This agency is not a party to any pending litigation, nor do we have any outstanding judgements.

B. LICENSURE OR ACCREDITATION

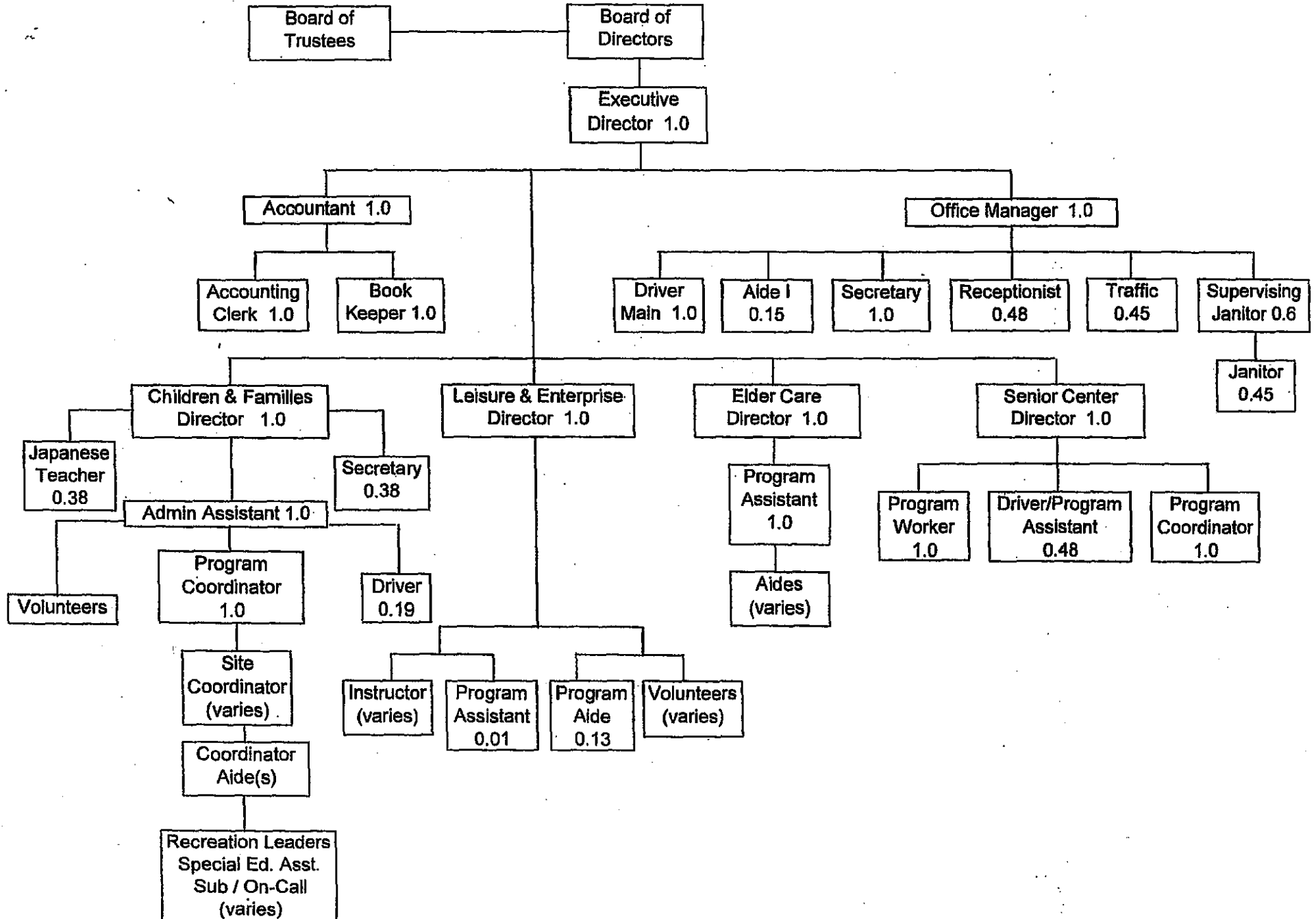
Not Applicable

D. Organization Chart

MOILIILI COMMUNITY CENTER

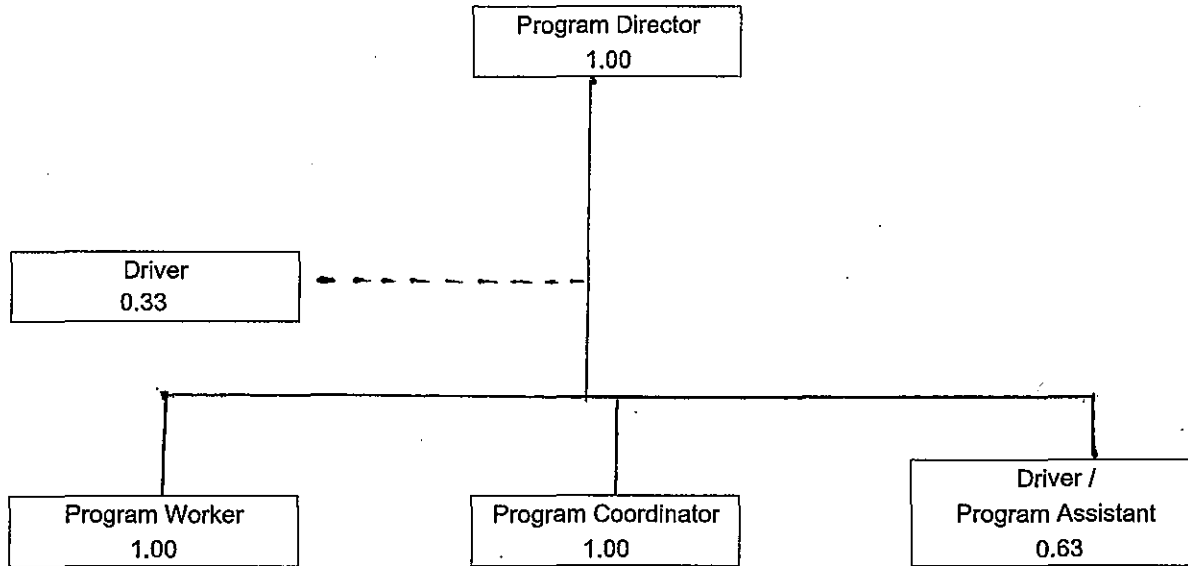
1. Organization - wide

Position Structure



B. Organization Charts (cont'd)

2. Senior Program FY 2010 - FY 2010



Moiliili Community Center
Position Description

POSITION: SENIOR CENTER PROGRAM DIRECTOR

POSITION DESCRIPTION:

This position is responsible for overseeing the Senior Center program, a comprehensive program designed to meet the needs of individuals 60 years or age and older. The incumbent exercises independent judgement in the day-to-day operations and receives direct supervision from the Executive Director.

MAJOR DUTIES AND RESPONSIBILITIES:

% of time

- | | | |
|----|---|-----|
| A. | <u>Program Development</u> | 30% |
| | 1. Identify problems and needs of seniors , develop appropriate program and activities in accordance with government contract and agency mission. | |
| | 2. Plan, monitor, and evaluate program services and activities; modify services and activities as necessary. | |
| | 3. Prepare program grant proposals, statistical, fiscal, and other reports in accordance with governmental regulations. | |
| | 4. Direct the implementation of program services and activities and coordinate senior center services, as necessary. | |
| | 5. Evaluate program effectiveness; develop methods of improving performance and increasing efficiency. | |
| | 6. Conduct research, need assessment and review current literature on subjects related to aging. | |
| B. | <u>Management and Supervision</u> | 30% |
| | 1. Develop program budget, exercise control of expenditures. | |
| | 2. Recruit and interview applicants for staff positions. | |
| | 3. Maintain system of communication and information sharing through supervisory meetings and written memoranda. | |
| | 4. Supervise staff and volunteers. | |
| | 5. Establish and conduct appropriate training for staff and volunteers. | |
| | 6. Assure staff and agency compliance with government grant regulations and agency policies and regulations. | |
| | 7. Maintain equipment inventory control. | |
| | 8. Work with Senior Advisory Committee in program planning, program policies, issues that affect program funding, and community relations. | |
| C. | <u>Marketing and Community Relations</u> | 30% |
| | 1. Direct and approve the development and distribution of program flyers, newsletter, and other program information. | |

2. Develop resources and maintain liaison with other similar public and private agencies.
3. Represent the Senior Center program at meetings, conferences, and workshops dealing with aging: provide information on senior services and activities.
4. Provide opportunities for meaningful volunteerism; recruit volunteers.

D. Other Duties

10%

1. Participate in in-service training sessions and staff meetings.
2. Perform other related tasks as assigned or as necessary.

QUALIFICATION REQUIREMENTS:

Master's Degree in the field of Human Services and two years of related work experiences of which one year must be in a supervisory capacity; or Bachelor's Degree in the field of Human Services and four years of related work experience of which two years must be in a supervisory capacity.

08/2007

Moiliili Community Center
Position Description

POSITION: SENIOR CENTER PROGRAM COORDINATOR

POSITION DESCRIPTION:

This position is located in the Moiliili Community Center's Senior Program, a comprehensive program designed to meet the needs of individuals 60 years of age and older. The incumbent performs duties under direct supervision of the Program Director.

MAJOR DUTIES AND RESPONSIBILITIES:

% of time

- | | | |
|----|--|-----|
| A. | <u>Program Activities</u> | 85% |
| | 1. Plans and schedules all special interest, recreational and educational classes and activities, recruiting or arranging for volunteer instructors. | |
| | 2. Plans and coordinates excursions and off-site activities. | |
| | 3. Maintains registration, attendance, and instructor records and prepares reports. | |
| | 4. Oversees publication of monthly activities newsletter and special flyers to announce and publicize these activities. | |
| | 5. Assists with the writing, duplication, and distribution of materials needed for classes or activities. | |
| | 6. Disperses pertinent information to Center's members. | |
| | 7. Oversees volunteer corps of instructors, assistants, with class needs. | |
| | 8. Recruits and oversees volunteers for special projects. | |
| B. | <u>Service Provision:</u> | 10% |
| | 1. Listens to and discusses with seniors their problems, concerns, and questions. | |
| | 2. Provides information and/or makes referrals for appropriate services. | |
| | 3. Recruits, assigns and oversees volunteers in planned activities. | |
| C. | <u>Other Duties:</u> | 5% |
| | Performs other related duties as assigned. | |

Minimum Qualifications Requirements

Graduation from an accredited college with Bachelor's Degree in the field of Human Service and 1 year related experience in working with elders, or three years experience of working with elders.

8/2007

Moiliili Community Center
Position Description

POSITION: SENIOR CENTER PROGRAM WORKER

POSITION DESCRIPTION:

This position is located in the Moiliili Community Center's Senior Program, a comprehensive program designed to meet the needs of individuals 60 years of age and older. The incumbent performs duties under direct supervision of the Program Director.

MAJOR DUTIES AND RESPONSIBILITIES:

% of time

- A. Outreach services: 95%
1. Follow up on information from individuals, agencies, or through personal observations to identify individual needs.
 2. Assess needs of clients (i.e. financial, food, medical attention, support from family members, etc.) and provide direct services as appropriate or make referrals to appropriate agencies.
 3. Maintain working knowledge of community services and resources.
 4. Conduct home visits or collateral contacts.
 5. Assists in the filling, filing, and follow-up of applications for individuals clients.
 6. Assist in providing transportation or escort services per individual client needs.
 7. Assist in providing marketing or shopping services per individual client needs.
 8. Prepare reports on activities or services per client; to include case records, monthly statistical reports.
- B. Other duties: 5%
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in a field of Human Services, or High School graduate with three years work or volunteer experience with the elderly. Empathy for the elderly. Access to a car. Bilingual (English/Japanese) capabilities preferred.

09/2007

Moiliili Community Center
Position Description

POSITION: SENIOR CENTER DRIVER/PROGRAM ASSISTANT

POSITION DESCRIPTION:

This position is located in the Moiliili Community Center's Senior Program, a comprehensive program designed to meet the needs of individuals 60 years of age and older. The incumbent performs duties under direct supervision of the Program Director.

MAJOR DUTIES AND RESPONSIBILITIES:

% of time

- | | | |
|----|--|-----|
| A. | Transportation Activities: | 50% |
| 1. | Assists regular driver when vehicle is over capacity. | |
| 2. | Substitute drive during vacation and sick leave periods of regular driver. | |
| 3. | Assist with the arrangement of other transportation as needed. | |
| 4. | Provide transportation services utilizing agency vehicle to senior groups to various venues to perform or participate in activities. | |
| 5. | Provide transportation/escort when needed to assure the safety of the client in reaching destination. | |
| 6. | Maintain vehicles as needed. | |
| B. | Program Activities: | 45% |
| 1. | Assist Program Coordinator with the implementation of group and/or class activities as needed. | |
| 2. | Assist in the planning and coordinating of activities, seminars, special events, excursions. | |
| 3. | Greet and assist visitors. | |
| 4. | Register new members for the Senior Center Program. | |
| 5. | Provide information and referral to seniors, family members, and others. | |
| 6. | Refer people in need of assistance to appropriate staff or agencies. | |
| C. | Other duties | 5% |
| 1. | Assist in the preparation and maintenance of statistical records of participants and the services they receive. | |
| 2. | Perform other related duties as assigned. | |

MINIMUM QUALIFICATIONS:

High School graduate. Clean Driver's abstract. Empathy for the older adult. Ability to drive up to a 15 passenger van; Commercial Driver's License not necessary. Able to be certified for Basic First Aid and CPR and PUC medical.

09/2007

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

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

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


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

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

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

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

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

Moiliili Community Center
Organization)

(Signature)
E. Rebecca Ryan
(Typed Name)

1/29/10
(Date)
Executive Director
(Title)

House District 20

Senate District 9

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

Log No: 33-0

For Legislature's Use Only

Type of Grant or Subsidy Request:

GRANT REQUEST - OPERATING

GRANT REQUEST - CAPITAL

SUBSIDY REQUEST

"Grant" means an award of state funds by the legislature, by an appropriation to a specified recipient, to support the activities of the recipient and permit the community to benefit from those activities.

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

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

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

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:

Db/a: **MUTUAL ASSISTANCE ASSOCIATIONS CENTER (MAAC)**

Street Address: **2007 PALOLO AVENUE
HONOLULU, HAWAII 96818**

Mailing Address: **SAME AS ABOVE**

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name PAULINE WORSHAM

Title BUSINESS DEVELOPMENT & MARKETING CONSULTANT

Phone # 808.263.5544; MOBILE 808.497.4084

Fax # 808.263.5544

e-mail pauline@pmwconsult.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:

GRANT-IN-AID FOR ADMINISTRATION AND OPERATION OF MAAC'S COMMUNITY TECHNOLOGY CENTER. THE PURPOSE OF THIS PROJECT IS TO PROVIDE PROGRAM SUPPORT FOR MAAC'S COMMUNITY TECHNOLOGY CENTER SO THAT IT CAN EXPAND ITS STAFF AND HOURS OF OPERATION TO SERVE MORE MARGINALIZED FAMILIES, AND PROVIDE AFTER-SCHOOL PROGRAMS, TECHNOLOGY AND MULTI-MEDIA TRAINING TO THE DISADVANTAGED YOUTH IN PALOLO VALLEY.

4. FEDERAL TAX ID #: 

5. STATE TAX ID #: 

7. AMOUNT OF STATE FUNDS REQUESTED:

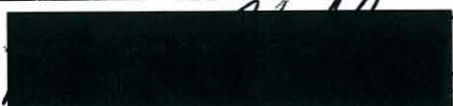
FY 2010-2011 \$ 308,256.00

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 \$ 30,000
 COUNTY \$ 0
 PRIVATE/OTHER \$ 0



MILTON HUTCHINSON, EXECUTIVE DIRECTOR

NAME & TITLE

1/29/2010
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

1. A brief description of MAAC Background

A non-profit 501(c)(3) organization founded in 1985, MAAC provides free technology training and computer-aided educational programs for both children and adults in Pālolo Valley. For 25 years, it has been an integral part of the Pālolo Valley community providing educational, social and technical services for underserved families who live in low-income Pālolo Homes (federally-administered public housing) and Pālolo Housing (state-administered public housing).

Originally created as a resource center to assist immigrant families, MAAC has evolved into a Community Technology Center (CTC) providing computer literacy and academic programs for Native Hawaiian, Pacific Island and other ethnic groups living in Pālolo Valley housing projects.

MAAC serves as a safe drug-free facility for Pālolo youth, many of whom have nowhere to go when school ends. Through its after-school program, MAAC assists children in needy families by providing positive youth development programs to help prevent future dependency on public assistance.

These programs include free computer training, tutorial assistance, as well as social and life skills preparation for many of the disadvantaged children who attend Pālolo Elementary and Jarrett Middle Schools.

MAAC also serves the adult population of Pālolo Homes and Pālolo Housing by promoting job preparation and work programs. Through a partnership with the Honolulu Community Action Program (HCAP), MAAC assists TANF eligible adults in Pālolo Valley with job searches, computer training, and job preparedness workshops.

These programs are part of MAAC's continuum of services offered to youth and adult residents in Pālolo's public housing projects to strengthen families, reduce their dependency on public assistance and move them towards self-sufficiency.

MAAC's Mission

MAAC's mission is to help people in low income families in Pālolo Valley to excel in school and prepare them for further success in life through the use of new technologies in our free after-school computer center. For the challenges ahead, we also fortify them with life skills training, experiential learning and operations of computer office tools. It is our belief that well-educated and better prepared individuals are the most valuable assets these families have to remove themselves from government assistance and to improve their quality of life in Hawai'i.

MAAC'S GOAL

MAAC's overriding goal is to help marginalized children succeed in life by providing positive youth development programs. This is accomplished by teaching them the tools they need to succeed. A key tool is technology. The others are reading, writing and math as well as life and social skills.

2. Project goals and objectives

The purpose of this project is to provide program support for MAAC's CTC, situated on the second floor of the Pālolo Valley District Park Gymnasium, so that it can expand its staff and hours of operation and serve more disadvantaged youth.

Project Goals

- Assist MAAC's students to meet Hawai'i's No Child Left Behind math and reading standards
- Assist them in learning confidence, courage, traditional values, and leadership skills
- Sharpen their computer skills and increase their knowledge of and use of office software tools
- Expand their understanding of technology and broaden their experiences and relationships by partnering or collaborating with other organizations
- Assist them in qualifying for college or other post-secondary program
- Empower parents to become active in helping their children achieve success

Project Objectives

- Enroll 300 children in MAAC's After-School Program
- Provide reading, math and writing programs/activities for 300 children
- Provide outreach services for 300 children
- Engage 200 children in MAAC's Virtues Life Skills Class
- Provide job preparedness workshops for 100 TANF eligible adults
- Provide job search services for 100 TANF eligible adults
- Assess youth and adult programs and align them with community needs
- Evaluate Center's performance and effectiveness in meeting project goals

3. Public Purpose and Community Need to be Served

Community Need

U.S. Census statistics show that Pālolo Valley residents are severely disadvantaged, more so than in any other community in Hawai'i. The data for Census Tract 11, Pālolo Valley, illustrate the following socio-economic problems rampant in Pālolo:

- 23.4% have not graduated from high school
- 81.6% are not college graduates
- 48.6% are unemployed
- 26.7% of families live under the U.S. poverty level
- 32.4% of individuals live under the U.S. poverty level
- 23.6% are disabled
- 37.6% are not fluent in English
- 55.1% live in a renter occupied home
- 16.9% are over 65 years of age
- 73% of the Pālolo population are Asian/Hawaiian/Pacific Islander minorities

There are approximately 1,300 residents living in Pālolo Homes and Pālolo Housing residential units which primarily include Pacific Islanders, Native Hawaiians and Asians.

Almost all the children in these projects attend Pālolo Elementary and Jarrett Middle Schools. Over 95% of the elementary students qualify for federally subsidized school lunches.

At Pālolo Elementary, 98% of third and fifth graders scored below the state averages in math and over 80% in reading in 2002. At Jarrett Middle, 85% and 76% of eighth graders scored below state averages in math and reading respectively.

Pālolo Elementary is classified under the No Child Left Behind Act as "Planning for Restructuring" while Jarrett Middle is listed for "Corrective Action." Pālolo Elementary is the only school in the Honolulu District targeted by the DOE as one of the 25 schools "in most need of urgent help."

Public Purpose

Research shows that low-income families without job skills are caught in a generational spiral that is self-perpetuating. There are families who have been subsisting in public housing on public assistance for at least three generations. This is destructive and must be curtailed before more generations are affected.

MAAC has been addressing this problem for 25 years. The CTC was established to provide essential job and life skills for low-income children and families in Pālolo Valley.

At the Center, disadvantaged youngsters are taught technology skills, how to socialize and acceptable group behavior. Approximately 50 children per day utilize the center; a total of about 11,000 visits per year. On an annual basis, it is estimated that MAAC serves 300 children aged 9 to 18.

MAAC also provides a unique service in the Pālolo Valley community because it not only functions as a Community Technology Center but also as a resource center for many community organizations such as HCAP, Pālolo Community Council, Pālolo Pride and First LAP (Life After Prison).

4. Target Population to be Served

The target population to be served by this project are the approximately 1,300 residents living in a total of 441 residential units in the Pālolo Homes and Pālolo Valley housing complexes. These low income units are located within a quarter-mile radius of MAAC. The resident population includes Native Hawaiians, Pacific Islanders, and other low income families.

There are an estimated 300 youth residing in these homes. They are the major target segment of MAAC's programs. Almost all of these children attend Pālolo Elementary and Jarrett Middle Schools which have been identified as deficient in reading and math standards under the No Child Left Behind Law. Many of them have no help at home and depend upon MAAC for assistance with their schoolwork. Their parents are either incapable or busy working or both. MAAC offers a stable and caring environment for these vulnerable youth.

5. Geographic Coverage

This project encompasses the entire Pālolo Valley and Pālolo areas as well as underserved parts of Kaimukī and Kapahulu.

II. Service Summary and Outcomes

1. Scope of Work, Tasks and Responsibilities

According to *Measuring Up 2004*, out of 100 ninth graders entering high school in Hawaii, only 65 graduate on time, 34 enter college, 22 return to their second year and 12 graduate higher education on time with a degree. Not enough learners are making it through the pipeline, and as a result, we do not have the human resources needed to empower our vulnerable communities to be successful and sustainable.

Only six out of ten children are ready to succeed in school and the majority of our elementary schools are not prepared to receive them.

In the Pālolo community, MAAC will help prepare vulnerable youth to be successful contributing members of society by developing community-based technology to:

1. Support academic and career success for Pālolo youth and build their aspirations for higher education

2. Support personal and career development for Pālolo's older adults

In order accomplish this goal, MAAC must first build its organizational capacity by adding needed staff and equipment. This is an essential first step in developing a solid organization that can address Pālolo's urgent community, educational, social and economic needs.

MAAC is currently staffed with volunteers with the exception of a non-paid full-time Executive Director. He is responsible for the entire operation and supervises the after-school program, providing the children an orderly, organized, drug free environment. He also serves as the Center's technology specialist.

The number of children attending is far greater than one employee can manage. While the Center is functioning, its true potential to assist the children of Pālolo Valley can only be achieved if additional funding is secured.

MAAC's CTC is fully equipped with state-of-the-art interactive educational programs, however, it lacks the staffing needed to assist the children in learning. These interactive programs are designed to help children learn independently to improve their reading comprehension and math skills.

Additionally, with only one employee, MAAC's hours of operation are limited to four hours a day, five days a week. With more staff, the Center can extend its hours and serve more students and adults.

MAAC's Operational Plan for 2010-2011 calls for an increase in staffing so that it can meet the needs of the children and adults of Pālolo Homes and Pālolo Housing. Projections call for the addition of two full-time program specialists and six part-time employees as follows:

- Chief Education Technician/Instructor (FT)
- Education Director/Instructor (FT)
- Executive Assistant (PT)
- Assistant Technician/Instructor (PT)
- Head Multi-Media Instructor (PT)
- Multi-Media Assistant/Instructor (PT)
- Food and Nutrition Instructor (PT)
- Instructor/Tutor (PT)

These much needed personnel will enable the Center to expand its after-school program, offer more interactive tutorials in reading and math, teach computer skills and provide assistance for adults in the evening. MAAC will also be able to provide a morning Kupuna (Senior) program and job training for adults.

The future of MAAC relies on hiring and retaining the staff needed to conduct its programs. Without these personnel, the Center will be reduced from an educational to a care-taking facility. This will be detrimental for all concerned but especially for the 300 children who would be deprived of the opportunities and training they so desperately need to succeed in school and in life.

2. Projected Annual Timeline for accomplishing project goals

The projected annual timeline for accomplishing MAAC's goal and objectives is as follows:

Year One

- Update MAAC's operational plan
- Identify top five priorities and develop strategies to accomplish them
- Develop action steps for hiring identified staff members
- Implement action steps and complete hiring process
- Increase Center's hours of operation
- Expand Center's technology programs for students and adults

Year Two

- Review, revise MAAC's operational plan
- Implement second year of plan
- Coordinate services with other agencies and organizations serving the Pālolo Valley area
- Assess youth and adult programs and align them with community, educational and social service goals for the Pālolo Valley area
- Evaluate Center's performance and effectiveness in reaching project goals

3. Quality Assurance and Evaluation plans for the project

MAAC's Executive Director and key staff will ensure that appropriate qualitative and quantitative measures are used to monitor, evaluate and improve this project. Quality assurance standards will be incorporated into student assessment tools.

Monitor

Under the direction of the Executive Director, the Chief Education Technician and Education Director will implement the Center's technology and education programs. They will meet on a regular basis to monitor progress and document completion of project goals. A written status report will be submitted to the Executive Director for review on a quarterly basis.

Evaluate

Evaluation data will be collected from project activities and student assessments. It will consist of both process and outcome information. For both, the emphasis will be on data that is objective and quantifiable. Status reports will be submitted to the Executive Director and used to monitor progress and identify concerns. The Chief Education Technician and Education Director will address unanticipated issues and make needed adjustments.

Improve

Data obtained from project activities and student assessments will be analyzed and summarized in a written report. Information will be used to improve services and programs. The data will also be used to guide the development of future programs, services and activities.

4. Measures of Effectiveness for the project

The success of this project is really dependant upon increasing MAAC's staffing. Only with additional personnel will MAAC be able to reach its full potential of giving hope, opportunity, training and self-confidence to the underserved keiki of Pālolo Valley.

The following criteria will be used to evaluate this project:

- Hiring a full-time Chief Education Technician/Instructor
- Hiring a full-time Education Director/Instructor
- Hiring a part-time Assistant Technician/Instructor
- Hiring a part-time Head Multi-Media Instructor
- Hiring a part-time Multi-Media Assistant/Instructor
- Hiring a part-time Food and Nutrition Instructor
- Hiring a part-time tutor/instructor
- Expanding MAAC's hours of operation to 6 hours per day
- Training 300 children a year to become more computer proficient
- Providing reading, math and writing programs for 100 children a year
- Providing outreach services for 300 children a year
- Providing job search services for 100 adults a year

III. Financial

Need for Financial Assistance

MAAC fills a real need for the low income youth and families who reside in Pālolo Valley and the valley's public housing projects. The Center not only provides a safety net for youth who have nowhere to go after school but it also prepares them for higher education and life. The Center's technology programs give these youngsters the training they need to be successful students and future workers. Multi-media programs train them

for future jobs. After-school programs provide homework tutoring and even provide the children with nutritious meals and snacks to fortify them for their studies. Values programs teach these often abused youth such values as respect, perseverance, loyalty, courtesy, responsibility, honesty and love. Job search and training services provide adults with needed resources to find living wage jobs. There is no other facility in Pālolo which offers such a diverse range of needed programs.

Over the 25 years it has been in existence, MAAC has faced continual financial challenges sustaining itself on small grants, donations from small businesses and the support of a few key patrons. In 2008, MAAC was successful in winning a contract from the Department of Human Services to support its programs. This enabled the Center to hire needed staff, purchase new, state-of-the-art equipment and expand its hours of operation. However, in 2009, the agency awarded the contract for these services to a for-profit business, leaving MAAC without funding to continue its programs. The Center laid off staff, reduced programs and once again used volunteers to assist.

This situation is disruptive and hurts the children and families who are the most vulnerable. MAAC is requesting \$308, 256.00 to re-start the Center's after-school, technology, multi-media, life skills, tutoring and job training programs for these low income families who have been devastated by Hawai'i's poor economy. We ask that you give this proposal your serious consideration.

Budget

Budget Narrative

Of the total project cost of \$503,256.00, MAAC is requesting a grant-in-aid of \$308, 256.00 to support its critical programs for the underserved youth and families who reside in Pālolo Valley. The remaining \$195,000.00 will come from cash donations, foundations and grants and in-kind contributions.

| | |
|--|----------------|
| Personnel Cost | 216,256 |
| Executive Director's Salary (100%) | 46,442 |
| Chief Education Technician/Instructor (100%) | 27,936 |
| Education Director/Instructor (100%) | 40,832 |
| Executive Assistant (50%) | 11,491 |
| Assistant Technician/Instructor (50%) | 11,491 |
| Head Multi-Media Instructor (50%) | 11,491 |
| Multi-Media Assistant/Instructor (50%) | 11,491 |
| Food and Nutrition Instructor (50%) | 11,491 |
| Instructor/Tutor (50%) | 11,491 |
| Payroll Taxes and Assessments | 25,000 |
| Fringe Benefits | 7,100 |

These costs cover the personnel expenses for full staffing of MAAC's Community Technology Center (CTC).

| | |
|-------------------------------|---------------|
| Other Current Expenses | 92,000 |
| Insurance | 5,000 |
| Supplies | 7,000 |
| Telecommunication | 5,000 |
| Professional Services | 75,000 |

These expenses cover the costs associated with the administration and implementation of MAAC's programs, such as liability insurance, instructional and office supplies, and phone, internet and technology services. Professional fees include services for a community outreach coordinator, project coordinator and governmental liaison to ensure the Center's programs are accessible to all in the community who need them, project management, and coordination between governmental, community, state, county and other entities.

The following budget forms are attached:

1. Budget Request By Source Of Funds
 2. Budget Justification – Personnel, Salaries and Wages
 3. Listing of other sources of funding for FY 2010-2011
1. 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 |
|-----------|-----------|-----------|-----------|-------------|
| \$154,128 | \$77,064 | \$38,532 | \$38,532 | \$308,256 |

IV. Experience and Capability

A. Necessary Skills and Experience

MAAC is governed by a Board of Directors who provide oversee the Center, its programs, Executive Director, and volunteer staff. They also assist in fundraising.

MAAC's board members all bring needed expertise and a deep commitment to the organization, its mission and goals. The board is led by businessman and community advocate Mel Aoki.

He is supported by a capable core of professionals from such fields as education, business, social services, and youth development. Advisors include leaders from the Native Hawaiian community and technology sector.

MAAC Staff

Executive Director, Milton Hutchison, is a lifelong Hawai'i resident with an A.A. degree in Forestry from Kings River Community College in Reedley, California. Hutchison is also a four-year veteran of the U.S. Army where he crewed M1A1 tanks. Prior to being named MAAC's Executive Director, he was a volunteer at the center for three years. Hutchison is a certified Microsoft Computer Recycling Specialist and very knowledgeable about the Pālolo Valley district. He is a key member of the Pālolo Community Council, MAAC Board of Directors, Pālolo Neighborhood Board, Mānoa Lions Club and the annual Pālolo Pride community celebration.

Hutchison has done an outstanding job in keeping the Center operational despite severe funding reductions. He has been single handedly supervising a volunteer staff who assist him in maintaining basic programs.

Experience

MAAC is the only Community Technology Center (CTC) in the Pālolo area which offers daily technology-based classes, homework tutoring, after-school activities, and life skills training for underprivileged youth as well as classes for disadvantaged adults and seniors.

These classes are focused on providing educational and training opportunities for low-income families to help them improve their economic conditions, remove them from a cycle of dependency and public assistance, and aid them in becoming self-supporting.

Accomplishments include:

- Establishment of the Community Technology Center (CTC) in 2003
- Establishment of the Computer Recycling Center
- Partnership with the City and County of Honolulu to provide an after-hours Computer Boot Camp for Summer Fun youth
- Conducting the SOS (Strategies for Older Students) computer training program
- Conducting the Virtues Life Skills Class teaching kindness, respect, responsibility, and other important values to Pālolo youth
- Managing, organizing and coordinating the annual Pālolo Pride community event

MAAC has clearly established a proven track record and demonstrated its ability to address the needs of the families of Pālolo Valley. With reliable funding from the Legislature, MAAC will continue these much needed services and expand them.

B. Facilities

Located in a 2,000 square foot area on the second floor of Palolo Valley Gymnasium, MAAC's CTC is equipped with 44 computers connected to a server. The facility is open five days a week, four hours a day, on a year long schedule compatible with the Department of Education's (DOE's) school calendar.

The City and County of Honolulu provides the space rent-free. All of the equipment in the Center is owned by MAAC. The Center also operates a Computer Recycling Facility which refurbishes donated computers. These are given to the children and their families as rewards for achievement.

The facility strives to be ADA compliant wherever possible. There is an elevator available for disabled persons to access the center.

V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

The project team leaders will consist of the following individuals, all of whom are highly qualified and very knowledgeable in their areas of expertise:

Milton Hutchison – MAAC's Executive Director for five years, Mr. Hutchison is a lifelong Hawaii resident with a degree from Reedley Community College and experience in the U.S. Army. He is also a certified Microsoft Computer Recycling Specialist and serves dual roles as MAAC's technical specialist and program manager. He supervises a cadre of capable volunteers who assist with teaching and computer recycling.

Robert K. Hutchison – Past Board President, Mr. Hutchison was instrumental in founding the CTC and has been contributing both time and money to the Center. A community volunteer for many years, Mr. Hutchison has dedicated the past eight years to building MAAC's organizational capacity. He brings extensive management experience to the board having served in property management and as a Lt. Colonel in the United States Air Force.

Joseph Yasutake – Past Director of Pālolo District Park, Mr. Yasutake currently serves as Vice President of MAAC's Board of Directors. Well known in the Pālolo community, Mr. Yasutake was instrumental in obtaining approval from the City and County of Honolulu to allocate 2,000 square feet of space in the Pālolo District Park Gymnasium for MAAC's CTC. A tireless fundraiser, Mr. Yasutake also provides valuable expertise in youth training and programs.

Richard Young -- A former nuclear submarine specialist, Mr. Young volunteers hundreds of hours of his time to supervising and training MAAC's volunteers, overseeing the Microsoft Computer Recycling Program and maintaining MAAC's computers and equipment.

Alex Alike Jamile – MAAC's business advisor, Mr. Jamile has extensive experience in leading non-profit organizations and improving their operations. A former Senior Vice President of Bank of Hawaii, Mr. Jamile has also served in management capacities at

Alexander and Baldwin, Matson, Young Brothers, Hawaiian Airlines and the Hawaii Employers Council.

Pauline Worsham – With over 30 years of experience in fund development, community building, public relations, marketing and strategic planning, Ms. Worsham specializes in the non-profit sector. A former Vice President at Bank of Hawaii, Ms. Worsham also served in key positions at Neiman Marcus - Ala Moana, the Queen's Medical Center, Liberty House, UCLA and the Hawaii Departments of Transportation and Health. She serves as MAAC's business development and marketing consultant.

Charles and Suzanne Nakoa – Well known Native Hawaiian community leaders, Charlie and Suzanne Nakoa have been assisting MAAC for many years. They have served as kupuna at the Center and as key advisors helping to shape MAAC's philosophy and programs.

What is most urgently needed is additional staffing so the Center can once again become fully operational. The need has been documented in the project narrative. Funding from the Legislature will enable MAAC to hire two full-time specialists and six part-time personnel so that MAAC can provide a full-range of services for the low income children and families in Pālolo Homes and Pālolo Housing.

Board skills will also be expanded as the Executive Director and Board President bring additional members into the organization to assist with finance, organizational management, and fundraising.

C. Organization Chart

An organization chart reflecting MAAC's proposed staffing and organizational structure is attached.

VI. Other

A. Litigation

Currently MAAC is not involved in any litigation regarding their programs, facilities, staff or operations.

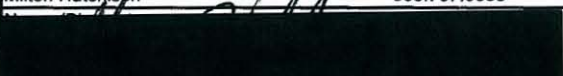
B. Licensure or Accreditation

MAAC is an accredited Microsoft Computer Recycling Center.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2010 to June 30, 2011

Applicant: Mutual Assistance Associations Center

| BUDGET CATEGORIES | Total State Funds Requested (a) | Cash Donations (b) | Foundations & Grants (c) | In-Kind Contributions (d) |
|-------------------------------------|------------------------------------|---|-----------------------------|------------------------------|
| A. PERSONNEL COST | | | | |
| 1. Salaries | 184,156 | | | |
| 2. Payroll Taxes & Assessments | 25,000 | | | |
| 3. Fringe Benefits | 7,100 | | | |
| TOTAL PERSONNEL COST | 216,256 | | | |
| B. OTHER CURRENT EXPENSES | | | | |
| 1. Airfare, Inter-Island | 0 | | | |
| 2. Insurance | 5,000 | | | |
| 3. Lease/Rental of Equipment | | | 5,000 | 15,000 |
| 4. Lease/Rental of Space | | | | 96,000 |
| 5. Staff Training | | | 5,000 | |
| 6. Supplies | 7,000 | 12,000 | | |
| 7. Telecommunication | 5,000 | | | |
| 8. Utilities | | | | 12,000 |
| 9. Professional Services | 75,000 | | | |
| 10. Snacks for children | | | | 20,000 |
| 11 | | | | |
| 12 | | | | |
| 13 | | | | |
| 14 | | | | |
| 15 | | | | |
| 16 | | | | |
| 17 | | | | |
| 18 | | | | |
| 19 | | | | |
| 20 | | | | |
| TOTAL OTHER CURRENT EXPENSES | 92,000 | 12,000 | 10,000 | 143,000 |
| C. EQUIPMENT PURCHASES | | | 30,000 | |
| D. MOTOR VEHICLE PURCHASES | 0 | | | |
| E. CAPITAL | 0 | | | |
| TOTAL (A+B+C+D+E) | 308,256 | 12,000 | 40,000 | 143,000 |
| SOURCES OF FUNDING | | Budget Prepared By: | | |
| (a) Total State Funds Requested | 308,256 | Milton Hutchison | 808.737.9633 | |
| (b) Cash Donations | 12,000 |  | | |
| (c) Foundations & Grants | 40,000 | | | |
| (d) In-Kind Donations | 143,000 | | | |
| TOTAL REVENUE | 503,256 | Signature of Authorized Official: Milton Hutchison, Executive Director Name and Title (Please type or print) | | |

BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: Mutual Assistance Associations Center

Period: July 1, 2010 to June 30, 2011

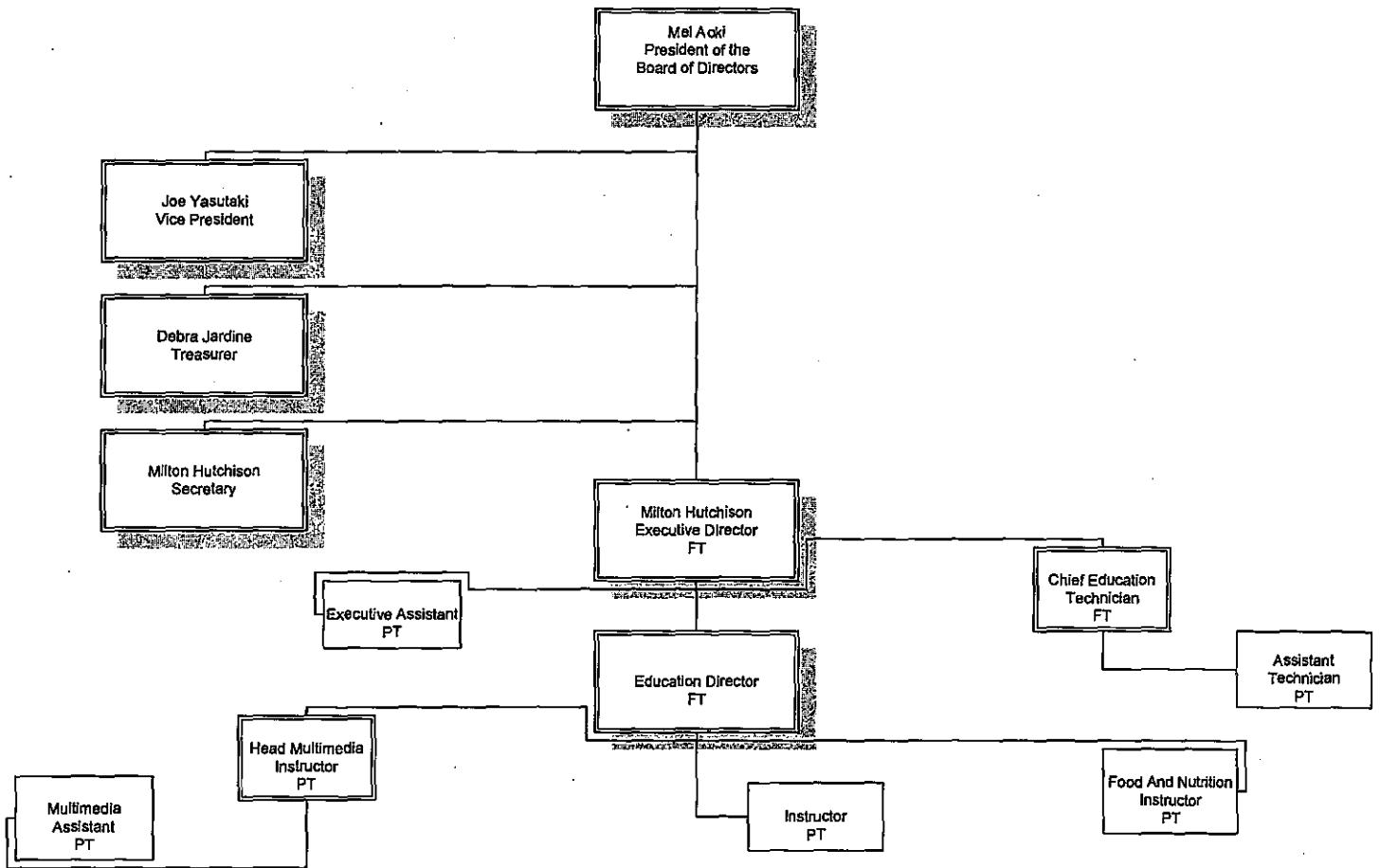
| POSITION TITLE | FULL TIME EQUIVALENT | ANNUAL SALARY A | % OF TIME BUDGETED TO REQUEST B | TOTAL SALARY BUDGETED IN REQUEST A x B |
|---------------------------------------|----------------------|--------------------|------------------------------------|---|
| Period July 1, 2010 to June 30, 2011 | | | | \$ - |
| Executive Director | FT | \$46,442.00 | 100.00% | \$ 46,442.00 |
| Executive Assistant | PT | \$22,982.00 | 50.00% | \$ 11,491.00 |
| Chief Education Technician/Instructor | FT | \$27,936.00 | 100.00% | \$ 27,936.00 |
| Assistant Technician/Instructor | PT | \$22,982.00 | 50.00% | \$ 11,491.00 |
| Education Director/Instructor | FT | \$40,832.00 | 100.00% | \$ 40,832.00 |
| Head Multimedia Instructor | PT | \$22,982.00 | 50.00% | \$ 11,491.00 |
| Mutimedia Assistant/Instructor | PT | \$22,982.00 | 50.00% | \$11,491.00 |
| Instructor | PT | \$22,982.00 | 50.00% | \$ 11,491.00 |
| Food and Nutrition Instructor | PT | \$22,982.00 | 50.00% | \$ 11,491.00 |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| TOTAL: | | | | 184,156.00 |
| JUSTIFICATION/COMMENTS: | | | | |

**LISTING OF ALL OTHER SOURCES OF FUNDING
FOR FISCAL YEAR 2010-2011
MUTUAL ASSISTANCE ASSOCIATIONS CENTER (MAAC)**

| <u>Funding Source</u> | <u>Amount</u> | <u>Program</u> |
|--|---------------|----------------------|
| Clarence T.C. Ching Foundation | \$90,000 | After-School Program |
| First Hawaiian Bank Foundation | \$25,000 | After-School Program |
| Community Development Block Grant (CDBG) | TBD | Programs |

Mutual Assistance Associations Center

1/27/10



**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.

Mutual Assistance Associations Center (MAAC)

 (Signature) 1/29/2010 (Date)

Milton Hutchison

(Typed Name)

Executive Director

(Title)

Council of the City and County of Honolulu

Certificate

**HONORING AND CONGRATULATING
THE MUTUAL ASSISTANCE ASSOCIATIONS CENTER
ON ITS YEARS OF SERVICE TO THE PALOLO COMMUNITY**

What began in 1985 as an outgrowth of Catholic Charities to assist immigrants and low-income families with life in Hawaii, the Mutual Assistance Associations Center (MAAC) has grown into a strong community foundation supported by parents, teachers volunteers and community leaders. For many years, this non-profit organization continues to serve as an after-school program for Jarrett Middle School students by providing education and recreation for many of the underprivileged and immigrant families in the area.

In 2003, the late Herman Hu, together with the Manoa Waioli Lions Club and the St. Louis Class of 1948 revitalized the Center by providing them with refurbished computers. Today, the program provides training to over 150 students housed in the Herman Hu Achievement Center and continues to receive the support of the Manoa Waioli Lions Club.

The Center utilizes over 20 computers to motivate students to learn how to use Microsoft Word, PowerPoint, typing and other programs through the use of games and the Internet. Students also have the opportunity to write, direct and produce their own Public Service Announcements in a partnership with Olelo broadcasting. The hope is that by exposing students to other use for the computer, they will be better prepared to enter a technology-based world.

The Center is located on the second floor above Palolo District Park Gym, across the street from Palolo Homes and Palolo Housing. The families from these homes come from a variety of ethnic backgrounds and most of the children attend Jarrett Intermediate or Palolo Elementary.

Not only does the Center help these students to sharpen and broaden their computer skills, but volunteers and teachers also encourage students to think beyond their high school education and attend college. They also help students build confidence and leadership skills, and assist parents in becoming active in helping their children achieve success.

Therefore on behalf of the City and County of Honolulu, the Council hereby honors the Mutual Assistance Associations Center on their many years of service and dedication to the students and families of Palolo Valley. The Council further extends its appreciation to the staff and many volunteers in helping these students reach their goals.

DATED: October 15, 2008

[Redacted Signature]

ANN H. KOBAYASHI, Introducer

[Redacted Signature]

BARBARA MARSHALL, Chair



"In toughening economic times, Palolo nonprofit delivers help to job seekers" Vol. 25, No. 11, p.6, November 2008, *Ka Wai Ola* [Official publication of the Office of Hawaiian Affairs]. By Liza Simon.

Often no more than the touch of a helping hand is needed to turn a life around. Cynics may disagree, but it's a creed put into daily action at the Mutual Assistance Association[sic] Center, a Palolo nonprofit whose flagship computer literacy programs – and newly added workshops for job seekers – unfold daily on the second floor of a modest cinder-block building next to the public swimming pool.

The space was once an informal community center, but MAAC staff obtained grants in 2002 to convert it into a bustling place of learning with a bank of 40 computers and a professional staff whose salaries are funded in part by OHA. Teachers include Jennifer Yasutake, who on one particular morning is prompting about two dozen students to wave their hands in response to her questions about coral reef protection – a prelude to one of many computer-based learning projects.

MAAC executive director Milton Hutchison watches the scene and notes that Yasutake's rapport with the students is just right for MAAC's focus on delivering technology skills to low-income Palolo Valley residents, including many Native Hawaiians. "Many people who come through our doors are from families with barely have[sic] enough money for food, let alone a personal computer," said Hutchison, adding that computer illiteracy is a primary barrier to escaping poverty. "Today even entry-level jobs such as cashiering require some knowledge of computers, so this is why MAAC has gone in this direction."

In the past few months, however, Hutchison said the agency has been besieged by a new type of request: "People are coping with lay-offs. Some haven't had to look for a job in decades. Some are just out of high school and they don't know what skills they need for the jobs they want."

As a result, MAAC has begun to offer a series of job-readiness classes, with grant support from OHA. (See Box). The free sessions teach job-interview etiquette, resume writing and other skills – all with a hefty component of computer training. One feature that Hutchison believes will be especially helpful to job seekers of all ages is a MAAC letter of recommendation, presented to anyone who completes the sessions.

Job-readiness workshops

Free workshops will cover dress, etiquette, resume preparation, completing a job application, employer expectations, and practice for job interviews. Refreshments will be served. For information of future workshops, call 737-9633, email paloloMAAC@live.com, or visit palolomaac.com.

Mon., Nov. 3, 10 and 17, 10 am – noon and 6:30 – 8:30 pm.

Mon., Nov. 24, 10 am – noon only

But even as state unemployment rates rise, Hutchison and staff remain unflaggingly optimistic. He praises teacher Jennifer Yasutake's enthusiasm for helping students, noting that she's licensed to teach in the public schools but evidently finds the MAAC mission a reward in itself. As for Hutchison, the helping-hand spirit runs in his family: his great uncle Ambrose Hutchison served Hansen's disease patients at Kalaupapa and documented his experiences in extensive memoirs. Perhaps not unlike his ancestor, Hutchison finds that the most rewarding part of his MAAC duties involves dispelling fears. "You have older people who have been out of the job market for decades and they've never touched a computer keyboard. It's a big step for many to come in here, sit down at this new computer. We tell them: 'Trust yourself. The computer is just a dumb machine, but you have the brain power to succeed.'"

House District Oahu

Senate District 1.2

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

Log No: 34-0

For Legislature's Use Only

Type of Grant or Subsidy Request:

2009 JAN 28 A 10:33

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: Nanakuli Housing Corporation

Dbas:

Street Address: 50 Sand Island Access Road Honolulu, HI 96819

Mailing Address: P. O. Box 17489 Honolulu, HI 96817-0489

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name PAIGE KAPIOLANI BARBER

Title Executive Director

Phone # (808) 842 0770

Fax # (808) 842 0780

e-mail alohakap@gmail.com

3. TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

POST HOMEOWNERSHIP AND FORECLOSURE PREVENTION

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2010-2011 \$ 264,536

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]

PAIGE KAPIOLANI BARBER
NAME & TITLE

JAN 28, 2010
DATE SIGNED

Application for Grants and Subsidies

I. Background and Summary

A. Organization Background.

Nānākuli Housing Corporation (NHC) was established in 1989 by the Nānākuli community under the name Nānākuli Neighborhood Housing Services. The impetus to create the organization came from a survey of homes in need of repair in the Nānākuli area. Between 1990 and 1996, NNHS delivered more than \$400,000 in low-interest home repair loans to residents of Nānākuli, started one of the first neighborhood "clean up" campaigns resulting in neighbors helping neighbors fix up homes, removed abandoned cars, and completed one of the first "visioning" ever held in the Waianae coast.

In 1998, NHC began exploring expansion of its core services to a wider audience beyond the Nānākuli area, and in 1999 with support from lenders, community organizations, government, and the Department of Hawaiian Home Lands (DHHL), implemented a successful pilot homeownership education program aimed at DHHL accelerated land awardees on the islands of Oahu, Hawaii, and Maui.

In 2002, the organization received certification as homeownership trainers as well as a Best Practice Award from the US Dept. of Housing and Urban Development (HUD). A year later, the organization left the Neighborhood Reinvestment network, established itself as a native Hawaiian nonprofit corporation with an all-native Hawaiian board of directors, and in 2003 changed its name to Nānākuli Housing Corporation.

NHC's services have grown from the technical assistance in providing Waianae coast families with a low interest home repair loan fund to a more comprehensive approach of helping native families statewide in achieving their goals of self-sufficiency and asset building through home ownership.

Our mission is that every native Hawaiian family, regardless of economic status, will build their assets through homeownership. Our integrated program offerings continue to revolve around the concept of homeownership and include:

- **Homeownership and Financial Literacy training and case management** helps families evaluate and work on credit issues, then work with a mortgage lender to qualify for a mortgage loan. NHC has trained close to 900 individuals since this program's inception. Families qualifying for a mortgage loan have increased from just 10% of those trained to nearly 40%. NHC is currently a partner in the State of Hawaii Department of Hawaiian Home Lands Home Ownership Assistance Program;
- **Self Help Home Repair training** assists families in maintaining that asset by learning how to do minor repairs and/or secure a contractor and financing to complete larger home projects. NHC has trained over 450 individuals,

representing 160 families since 2004 with 185 projects completed. In 2010 NHC will be training an additional 30 families in self help home repair funded by Native American Housing Assistance and Self Determination Act (NAHASDA);

- **Baseyard Hawaii** allows families to obtain some of the materials for their home improvement projects at little or no cost depending on their income levels. Our Baseyard program collects and distributes reusable, surplus construction materials to families, schools and nonprofit organizations at very low costs. Excess materials are made available to the public at discount and proceeds used to fund NHC program.
- **Home Replacement** assists low to moderate income families with affordable home replacement using packaged homes and the "sweat equity" of the family. To date NHC has assisted 23 families in their home replacement.
- **Our newest program is Affordable Homes** which is funded by a three year grant from the Administration for Native Americans. NHC is attempting to provide two families with a home design with green components and at least 10% below the current market price.

Our training is provided at no cost to low to moderate income families via federal and state funding.

B. The Goals and Objectives

The **goal** of this project is to expand NHC's self help home repair program to include more post homeownership issues such as foreclosure prevention and credit counseling, then to deliver the newly enhanced program to at least 40 low to moderate income families living on Oahu, principally the west side of the island where foreclosures have been an issue. In addition to foreclosure prevention and credit counseling, the training may include learning how to do minor home repairs, how to select a contractor and finance the larger renovations and/or total home replacement. Participating families will also be provided a shopping credit at our Baseyard to secure some of the materials needed for their repairs.

We envision participating low to moderate income families will be provided services better tailored for specific family needs. Case management services will be provided to support each family's efforts. Families will also be made aware of local community services available to assist them and will be referred as appropriate.

The following **objectives/milestones** have been identified to attain the project goal:

1. Research and develop additional resources and curriculum;
2. Secure participants for the project;

3. Orient participants, provide training and develop family work plans;
4. Secure resource for families as appropriate from building materials suppliers and/or service providers;
5. Implement and support family projects; and
6. Evaluate project.

C. The Public Purpose and Need To be Served.

According to the Honolulu Advertiser on January 14, 2010, foreclosures in Hawaii hit a new high in December with 1,534 filings statewide; nearly triple the 499 filings in December 2008. This made Hawaii 15th worst in the nation for percentage of properties in foreclosure – one in every 330 homes owned, the national average is one in every 366. Given the lag in our response to national trends, the market is unsure if we have hit a peak in foreclosures or if there is more on the way.

A summary of foreclosure filings done by Realtytrac.com, a California based real estate research firm, show the city of Honolulu having the lion's share of the foreclosures at 48%. Ewa Beach is ranked second with 11%, Waianae 7%, Kapolei and Waipahu 6%. These individual communities are among the highest in percentage of housing units with a mortgage¹ and highest monthly owner costs as a percentage of household income.

Since 2004, Nānākuli Housing Corporation has assisted low to moderate income families in self help home repairs. We have found in working with these families that while making minor home repairs is easy enough, larger repairs are often needed. And the larger repairs require financing that families are hard pressed to secure given their financial capacity and/or credit issues. The constraints of NHC's funding and the capacity of our staff has limited our ability to assist families with severe credit issues. We have referred such families to other agencies, but without the ongoing support, the families often opt to continue to live in unsafe and unhealthy environments.

NHC would like to increase the capacity of our organization to specifically address foreclosure prevention for low to moderate income families and provide these families with increased access to resources within their communities. This combined with our self help home repair training will not only increase the capacity of these homeowners, but hopefully, increase the value of a capital asset, their home.

¹ Geographic Area Statistics 2007, State of Hawaii Department of Business, Economic Development and Tourism, March 2009

D. The Target Population

The target population for this grant is low to moderate income homeowners on the island of Oahu starting with the highest at risk families in West Oahu, specially the communities of Waianae, Ewa Beach and Kapolei.

E. The Geographic Coverage

The geographic coverage will include the island of Oahu. Recruiting efforts will initially focus in on homeowners in West Oahu, specifically Ewa Beach, Kapolei and Waianae.

II. Service Summary and Outcomes:

A. The Scope of Work, Tasks and Responsibilities

The **goal** of this project is to expand NHC's self help home repair program to include more post homeownership issues such as foreclosure prevention and credit counseling, then to deliver the newly enhanced program to at least 40 low to moderate income families living on Oahu, principally the west side of the island where foreclosures have been an issue. The individual objectives to meet this goal include:

1. Research and develop additional resources and curriculum;
2. Secure participants for the project;
3. Orient participants, provide training and develop family work plans;
4. Secure resources for families as appropriate from building materials suppliers and/or service providers;
5. Implement and support family projects;
6. Evaluate project

Details on each of the activities and responsible staff are included in the work plan below.

| Objective 1: Research and develop additional resource and curriculum | | | |
|---|---|--------------------|------------------|
| Activities | Staffing (*Lead) | Time Period | |
| | | Begin Month | End Month |
| 1. Research partners and community resources | Executive Director (ED) *Program Director (PD), Planning/Compliance Director (PCD), Program Coordinators (PC), Case Manager (CM) | 1 | 2 |
| 2. Develop information materials on project | *ED, PD, PC | 1 | 1 |
| 3. Meet with identified community and business leaders/groups/resources to solicit partnerships | ED, *PD, PC | 2 | 3 |
| 4. Execute memorandums of understanding with each partner/resource as appropriate | *ED, *PD, PCD, PC, | 3 | 4 |

| Objective 2: Secure participants for the project. | | | |
|--|-------------------------|--------------------|------------------|
| Activities | Staffing (*Lead) | Time Period | |
| | | Begin Month | End Month |
| 1. Develop marketing plan to recruit families | ED, *PD, PCD, PC | 1 | 2 |
| 2. Develop curriculum, training materials and marketing collateral | *PD, PCD, PC | 2 | 4 |
| 3. Implement marketing plan to recruit families | ED, *PD, PCD, PC | 4 | 5 |

| Objective 3: Orient participants, provide training and develop family work plans | | | |
|--|---|--------------------|------------------|
| Activities | Staffing (*Lead) | Time Period | |
| | | Begin Month | End Month |
| 1. Hold orientation for interested participants, secure commitment to participate, qualify low to moderate income status | *ED, PD, PCD, Project Manager (PM), PC, CM | 4 | 4 |
| 2. Complete assessments for each family – home and financial | *PD, ED, PM, CS, PC | 4 | 6 |
| 3. Complete individual work plans for each family | *PD, PM, CS, PC, CM | 4 | 6 |
| 4. Schedule and implement training sessions/resources to meet family project needs | *PD, PC, CM, volunteer trainers | 6 | 8 |
| 5. Track efforts with family on work plans. | *PD, PM, CS, PC, CM | 7 | 12 |

| Objective 4: Secure resources for families as appropriate from building materials suppliers and/or service providers. | | | |
|--|--------------------------|--------------------|------------------|
| Activities | Staffing (*Lead) | Time Period | |
| | | Begin Month | End Month |
| 1. Contact partners to schedule family appointments or request resources as needed | *ED, PD, PCD, PM, CS, PC | 6 | 12 |
| 2. Take delivery on materials as required | *ED, PD, CS, PM, PC | 6 | 12 |
| 3. Monitor and track resources as secured and delivered. | *PD, PCD, PM, CS, PC | 7 | 12 |

| Objective 5: Implement and support family projects. | | | |
|---|-----------------------------|--------------------|------------------|
| Activities | Staffing (*Lead) | Time Period | |
| | | Begin Month | End Month |
| 1. Secure necessary materials and equipment for any additional workshops or services required | *PD, PM, PCD, CS, PC, CM | 7 | 12 |
| 2. Schedule and implement additional workshops, services | *PD, PM, PC, CS, Volunteers | 8 | 12 |
| 3. Assist families in maintaining and completing work plans | *PD, PM, CS, PC, CM | 9 | 12 |
| 4. Schedule and implement celebration of completion of family work plans | *PD, PM, PC | 12 | 12 |

| Objective 6: Evaluate project | | | |
|---|-------------------------|--------------------|------------------|
| Activities | Staffing (*Lead) | Time Period | |
| | | Begin Month | End Month |
| 1. Develop participant and partner evaluation instruments | *ED, PD, PCD | 4 | 6 |
| 2. Implement evaluations | *PD, PM, PC, CS | 6 | 12 |
| 3. Compile evaluations for final project report | *PD, PCD, PC | 12 | 13 |

B. The Annual Time Line

Objectives/Activities

| Month | | | | | | | | | | | |
|-------|---|---|---|---|---|---|---|---|----|----|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |

1 Research and develop additional resource and curriculum

- 1.1 Research partners and community resources
- 1.2 Develop information materials for project
- 1.3 Meet with identified community and business leaders/groups/resources to solicit partnerships
- 1.4 Execute memorandums of understanding with each partner/resource as appropriate

| | | | | | | | | | | | |
|---|---|---|---|--|--|--|--|--|--|--|--|
| █ | █ | | | | | | | | | | |
| █ | | | | | | | | | | | |
| | █ | █ | | | | | | | | | |
| | | █ | █ | | | | | | | | |

2 Secure participants for project

- 2.1 Develop marketing plan to recruit families
- 2.2 Develop curriculum, training materials and marketing collateral
- 2.3 Implement marketing plan to recruit families

| | | | | | | | | | | | |
|---|---|---|---|---|--|--|--|--|--|--|--|
| █ | █ | | | | | | | | | | |
| | | █ | █ | | | | | | | | |
| | | | █ | █ | | | | | | | |

3 Orient participants, provide training and develop family work plans.

- 3.1 Hold orientation for participants, secure commitment and qualify low to moderate income homeowners
- 3.2 Complete assessments for each family - home and financial
- 3.3 Complete individual work plans for each family
- 3.4 Schedule and implement training sessions/resources to meet family needs
- 3.5 Track efforts with families on work plans

| | | | | | | | | | | | |
|--|--|--|---|---|---|---|---|---|---|---|---|
| | | | █ | | | | | | | | |
| | | | █ | █ | █ | | | | | | |
| | | | █ | █ | █ | | | | | | |
| | | | | | █ | █ | █ | | | | |
| | | | | | | █ | █ | █ | █ | █ | █ |

4 Secure resources for families as appropriate from building material suppliers to service providers

- 4.1 Contact partners to schedule family appointments or request resources as needed
- 4.2 Take delivery on materials as required
- 4.3 Monitor and trace resources as secured and delivered

| | | | | | | | | | | | |
|--|--|--|--|--|---|---|---|---|---|---|---|
| | | | | | █ | █ | █ | █ | █ | █ | █ |
| | | | | | █ | █ | █ | █ | █ | █ | █ |
| | | | | | | █ | █ | █ | █ | █ | █ |

5 Implement and support family projects

- 5.1 Secure necessary materials and equipment for any additional workshops or services required
- 5.2 Schedule and implement additional workshops/services
- 5.3 Assist families in maintaining and completing work plans
- 5.4 Schedule and implement celebration of completion of family work plans

| | | | | | | | | | | | |
|--|--|--|--|--|--|---|---|---|---|---|---|
| | | | | | | █ | █ | █ | █ | █ | █ |
| | | | | | | | █ | █ | █ | █ | █ |
| | | | | | | | | █ | █ | █ | █ |
| | | | | | | | | | | | █ |

6 Evaluate project

- 6.1 Develop participant and partner evaluation instruments
- 6.2 Implement evaluations
- 6.3 Compile participant evaluation for final project report

| | | | | | | | | | | | |
|--|--|--|--|---|---|---|---|---|---|---|---|
| | | | | █ | █ | | | | | | |
| | | | | | | █ | █ | █ | █ | █ | █ |
| | | | | | | | | | | | █ |

C. Quality Assurance and Evaluation:

NHC ensures that all compliance issues and building codes are clearly understood, abided by and addressed over the course of family projects. A licensed contractor is on staff to assure that all work is done according to building code. Where appropriate, families will be required to use licensed contractors and subcontractors to complete their repairs/renovations.

Families are asked to evaluate their experience and satisfaction with the results of each program. Their input is used to further enhance our program but is also included in the financial and project progress reports made to our funders.

Successful completion of all NHC projects is at the front of all staff and volunteer efforts. Project efforts are monitored at weekly project staff meetings. Any issues are surfaced and every effort is made to resolve the issues. If the project is behind schedule or short on deliverables, additional staff or resources are assigned to assist in bringing the project back on schedule and assure its completion. There are been a few projects where if available, the organization has requested no cost extensions to assure that project terms are met. Over the last six years, NHC has successfully completed all its contracts.

D. Measures of Effectiveness

Our measures of the effectiveness of the project are:

1. At least 40 low to moderate income homeowners will participate in the enhanced program;
2. At least 75% of the families will complete their work plans;
3. At least 75% of pre-foreclosure families will be able to avert foreclosure proceedings.

III. Financial

BUDGET REQUEST BY SOURCE OF FUNDS

(Period: July 1, 2010 to June 30, 2011)

Applicant: Nānākuli Housing Corporation

| BUDGET CATEGORIES | | Total State Funds Requested | | | |
|---------------------------|--|------------------------------------|---|----------------|------------|
| | | (a) | (b) | (c) | (d) |
| A. | PERSONNEL COST | | | | |
| | 1. Salaries | 103,700 | | | |
| | 2. Payroll Taxes & Assessments | 10,422 | | | |
| | 3. Fringe Benefits | 18,614 | | | |
| | TOTAL PERSONNEL COST | 132,736 | | | |
| B. | OTHER CURRENT EXPENSES | | | | |
| | 1. Airfare, Inter-Island | | | | |
| | 2. Insurance | 4,000 | | | |
| | 3. Lease/Rental of Equipment | | | | |
| | 4. Lease/Rental of Space | 22,200 | | | |
| | 5. Staff Training | | | | |
| | 6. Supplies | 14,900 | | | |
| | 7. Telecommunication | 4,200 | | | |
| | 8. Utilities | 8,400 | | | |
| | 9 Professional Services - Accounting | 6,600 | | | |
| | 10 Mileage | 6,000 | | | |
| | 11 Solar Heating Systems (5 families) | 40,000 | | | |
| | 12 Credit Counseling (5 families) | 7,500 | | | |
| | 13 Media to recruit families | 6,000 | | | |
| | 14 Construction Materials for Families (40 families) | 12,000 | | | |
| | 15 | | | | |
| | 16 | | | | |
| | TOTAL OTHER CURRENT EXPENSES | 131,800 | | | |
| C. | EQUIPMENT PURCHASES | | | | |
| D. | MOTOR VEHICLE PURCHASES | | | | |
| E. | CAPITAL | | | | |
| TOTAL (A+B+C+D+E) | | 264,536 | | | |
| SOURCES OF FUNDING | | | Budget Prepared By: | | |
| | (a) Total State Funds Requested | 264,536 | Mary Shimizu | (808) 842 0770 | |
| | (b) | | | Phone | |
| | (c) | | | | |
| | (d) | | | | |
| TOTAL REVENUE | | 264,536 | Signature of Authorized Official: <u>Paige Kapiolani Barber, Executive Director</u> Date: <u>1/28/2010</u> | | |
| | | | Name and Title (Please type or print) | | |

Applicant: Nānākuli Housing Corporation

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 |
|---------------------------------|----------------------|--------------------|------------------------------------|---|
| Executive Director | 1 | \$60,000.00 | 20.00% | \$ 12,000.00 |
| Program Director | 1 | \$60,000.00 | 40.00% | \$ 24,000.00 |
| Planning and Compliance Officer | 1 | \$50,000.00 | 25.00% | \$ 12,500.00 |
| Project Manager | 1 | \$32,000.00 | 40.00% | \$ 12,800.00 |
| Program Coordinator | 1 | \$32,000.00 | 40.00% | \$ 12,800.00 |
| Case Manager | 1 | \$32,000.00 | 50.00% | \$ 16,000.00 |
| Construction Specialist | 1 | \$34,000.00 | 40.00% | \$ 13,600.00 |
| | | | | |
| | | | | |
| TOTAL: | | | | 103,700.00 |

JUSTIFICATION/COMMENTS: Time estimates for each position are based on the attached work plan and the required activities.

Applicant: Nānākuli Housing Corporation

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:

Applicant: Nānākuli Housing Corporation

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 | | | | | |
| LAND ACQUISITION | | | | | | |
| DESIGN | | | | | | |
| CONSTRUCTION | | | | | | |
| EQUIPMENT | | | | | | |
| TOTAL: | | | | | | |
| JUSTIFICATION/COMMENTS: NA to this request | | | | | | |

Anticipated quarterly funding requirements for the fiscal year 2010-2011 are:

| Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | Total Grant |
|-----------|-----------|-----------|-----------|-------------|
| 50,834 | 64,434 | 78,634 | 70,634 | 264,536 |

NHC has been awarded a contract through NAHASDA to provide self help home repair training to native Hawaiian families. The contract for \$234,000 has not been finalized.

In addition to this proposal, the following have been submitted but not word has been received as to the acceptance or refusal to fund the proposal:

1. Office of Hawaiian Affairs: \$99,000, for downpayment and credit counseling assistance for native Hawaiian families.
2. Friends of Hawaii Charities: \$35,000 to develop post homeownership curriculum and deliver to 10 families.

IV. Experience and Capability

A. Necessary Skills and Experience:

NHC has more than ten years experience in education and training of local families in homeownership and financial literacy. NHC has trained close to 900 individuals since this program's inception in 1999. Our success rate of qualifying families for a mortgage loan has increased from 10 to 40% through increased case management and caring volunteer lenders.

NHC has provided self help home repair training since 2004 through funding provided by the Administration for Native Americans (ANA), the Native American Housing Assistance and Self-Determination Act (NAHASDA) and Temporary Assistance for Needy Families (TANF). In total NHC has trained over 450 individuals, representing 160 families since 2004 with 185 projects completed.

NHC has partnerships with bankers/lenders who assist our participants in finding low-interest, affordable loans. Partners like HomeStreet Bank and Aloha Loan Network provide mortgage professionals who volunteer their time to train, work with families to address credit issues and work on a budget that enables the family to qualify for a mortgage or home repair loan.

NHC has built partnerships with contractors and contracting suppliers that have increased each year. NHC has been able to attract over \$300,000 in reusable construction materials. More than \$100,000 of materials has been distributed to low to moderate income families, other non profits, churches and schools.

NHC has created partnerships with other non profit organizations to deliver its services. Queen Liliuokalani Children's Center provides the cultural training portion of our curriculum. Papakolea Community Development Corporation and the Waianae Homestead Association have assisted NHC with family referrals.

Contracts awarded and completed over the last three years include:

| Grant | Award Date/Term | Amount | Purpose |
|--|--|-----------|--|
| Native American Housing and Self Determination Act (NAHASDA) | October, 2007 1 year | \$267,806 | To provide mobile self help home repair training to 40 low to moderate income native Hawaiian families |
| Grant in Aid/Temporary Assistance for Needy Families (State of Hawaii) | December, 2007 1 year | \$255,000 | To provide self help home repair/home replacement assistance to 40 TANF eligible families |
| Department of Hawaiian Home Lands Home Ownership Assistance Program (HOAP) | July 1, 2008 to December 31, 2009 | \$98,000 | To provide Home Ownership and Financial Literacy training and case management to DHHL beneficiaries |
| Native American Housing and Self Determination Act (NAHASDA) | October 1, 2008 1 year, recently extended to March 30, 2010 | \$200,000 | To provide self help home repair to 30 low to moderate income native Hawaiian families |
| Temporary Assistance for Needy Families | April 1, 2009 1 year | \$282,579 | To provide self help home repair/home replacement to 40 TANF qualified families |
| Administration for Native Americans | October 1, 2008 3 years | \$577,093 | To design and build at least 2 affordable homes at 10% below market price |

B. Facilities

Administrative offices and the construction material warehouse are located at 50 P Sand Island Access Road. This site is leased from the State of Hawaii Department of Transportation Harbors Division.

Training and meeting with the families takes place at our training center at Kalaeloa. The Kalaeloa training facility is leased from the Department of Hawaiian Home Lands and includes two buildings. One of these buildings was a former Navy training center and has been restored for use as program offices and classrooms. The second building has been renovated to provide a workshop space for families to use on a supervised basis.

NHC has made accommodations for physically challenged participants on an as needed basis. Once completely renovated, the Kalaeloa facility will meet ADA requirements.

Through a grant from the Administration for Native Americans, NHC has a mobile training/workshop van that is used for some of the self help home repair classes. The van is equipped to be used for training and "hands on" workshops for participating families in their own neighborhoods.

V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training:

The project staff includes:

Paige Kapiolani Barber, Executive Director, has been with Nanakuli Housing since February, 2005 and its Executive Director since September, 2005. While a great part of her professional career has been in the private sector, she has been very active in home remodeling and redecorating. She completed the Kapiolani Community College Non Profit Management Certification in August, 2005 and is a certified Homeownership and Financial Literacy trainer.

Marlene Among, Program Director, has been with NHC since May 2004 and has over 30 years of management and program experience in the private and nonprofit sector. During her tenure with NHC, Ms. Among enhanced the homeownership training program and increased participating families qualifying for mortgage loans from 10% to nearly 40%. She expanded NHC's program offering to include self-help home repair, home replacement and most recently affordable homes.

Mary Shimizu, Planning and Compliance Officer, has been with NHC as a staff member since June, 2003. She has implemented a grant administration system for NHC and continues to administer grants and assist with programs. Her background includes over 25 years in the financial services industry with assignments in finance, systems, and product management.

Eugene Kawelo, Project Manager, is a licensed contractor. Most of his professional career has been at Pearl Harbor Naval Shipyard as a manager in the maintenance area. He joined NHC in 2005 to assist with the self-help home repair program.

Wilbert Barber, Construction Specialist, has been a volunteer with NHC since its inception and its warehouse manager since 2000. He became a staff member in June, 2003. He retired from S&M Welding as vice president and is a skilled welder and mechanic.

Camille Laybon, Case Manager, has been with NHC since 2005. Her assignments have included project coordination for homeownership and financial literacy and case management for families in the homeownership, self-help home repair and home replacement programs. She has assisted in the development of NHC's case management database. She is a certified homeownership and financial literacy trainer.

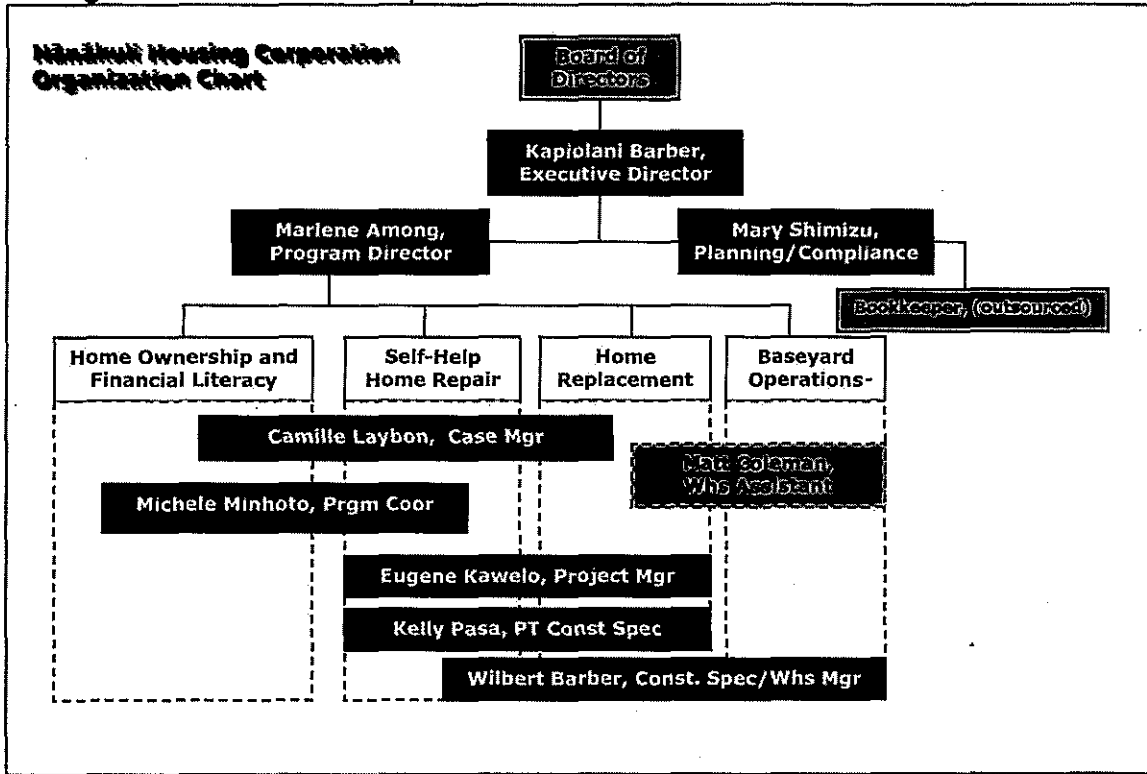
Michele Minhoto, Project Coordinator, is the newest member of the NHC staff, beginning in September, 2007. She provides program coordination and case management services for our homeownership and financial literacy program. Michele is also certified as a trainer for homeownership and financial literacy

Much of our training is provided by subject matter experts and licensed contractors. Our volunteers include Richard Bauske, Bendco Inc.; Cal Laumauna, Laumauna Plumbing; George Lingle, Lingle Flooring; Sharmaine Bishop, Territorial Savings Bank; and Lydia Okada, HomeStreet Bank.

Resumes will be made available upon request.

B. Organizational Chart

The organization structure is provided below.



VI. Other

A. Litigation

Not Applicable

B. Licensure or Accreditation

Licensed contractors are required and will be used for family projects. Eugene Kawelo, our Project Manager, is a licensed contractor and will assure that quality checks are done on each family project.

DECLARATION STATEMENT

**APPLICANTS FOR GRANTS AND SUBSIDIES
CHAPTER 42F, HAWAII REVISIED STATUTES**

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

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

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

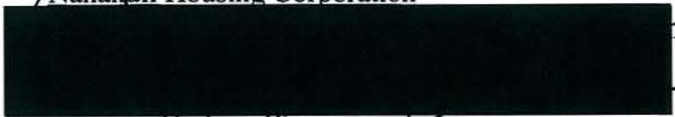
- (1) Is incorporated under the laws of the State; and
- (2) Has bylaws or policies that describe the manner in which the activities or services for which a grant or subsidy is awarded shall be conducted or provided.

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

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

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

Nanakuli Housing Corporation



(Signature)

January 28, 2010

(Date)

Paige Kapiolani Barber

(Typed Name)

Executive Director

(Title)

House District 46

Senate District 22

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

Log No: 36-0

For Legislature's Use Only

Type of Grant or Subsidy Request:

GRANT REQUEST - OPERATING

GRANT REQUEST - CAPITAL

SUBSIDY REQUEST

"Grant" means an award of state funds by the legislature, by an appropriation to a specified recipient, to support the activities of the recipient and permit the community to benefit from those activities.

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

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

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

OFFICE OF COMMUNITY SERVICES

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:
ORI Anuenue Hale Inc.

Dbas:

Street Address: 64-1488 Kamehameha Highway, Wahiawa, HI 96786

Mailing Address: 64-1488 Kamehameha Highway, Wahiawa, HI 96786

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name ANN K. HIGA

Title Chief Operating Officer

Phone # (808) 622-3929

Fax # (808) 621-8227

e-mail helemano808@hawaii.rr.com

3. TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

OPERATING FUNDS FOR ELDER CARE AND VOCATIONAL TRAINING SERVICES

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2010-2011 \$ 200,000

8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

- NEW SERVICE (PRESENTLY DOES NOT EXIST)
- EXISTING SERVICE (PRESENTLY IN OPERATION)

SPECIFY THE AMOUNT BY SOURCES OF FUNDS AVAILABLE AT THE TIME OF THIS REQUEST:

STATE \$ _____

FEDERAL \$ _____

COUNTY \$ 20,000

PRIVATE/OTHER \$ _____

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[REDACTED SIGNATURE]

AUTHORIZED SIGNATURE

ANN K. HIGA, CHIEF OPERATING OFFICER

NAME & TITLE

JANUARY 26, 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;

ORI Anuenue Hale was established in 1993 as a private, not-for-profit corporation located in Central Oahu. Its primary mission is to promote the general welfare of the elderly, the disabled and the economically disadvantaged. It assists in providing relief to the poor and needy by offering programs in education, and vocational training, which enables them to break through barriers inhibiting their potential for self-sufficiency.

ORI Anuenue Hale currently provides health and wellness programs, therapeutic and social activities, housing and supportive services for the elderly and the disabled. Education, job skills training, employment and supportive services are also offered to the economically and socially disadvantaged.

As of November 30, 2009, ORI Anuenue Hale received its license to operate an Adult Day Care program for seniors. Funds are being sought to assist with start-up of operations. The Adult Day Care is a program that provides therapeutic, social and health services to adults with physical or mental impairments in need of supervision. Its purpose is to restore or maintain, to the fullest extent possible, their capacity for remaining in the community.

This agency, founded by Susanna F. Cheung, is affiliated with sister organizations, ORI (Opportunities for the Retarded, Inc.) and Helemano Plantation, which has been in existence for nearly 30 years. ORI operates an adult day health program and provides housing for people with intellectual disabilities. Helemano Plantation provides employment and training opportunities for the disabled and the community while also generating income to support ORI's program services.

2. The goals and objectives related to the request;

The request for grant-in-aid is to help support ORI Anuenue Hale's Adult Day Care services for seniors, 60 years and over.

The **first goal** of this request is to obtain the funds necessary to start operations for an Adult Day Care program for seniors.

The **second goal** is to offer a coordinated and comprehensive system of services for the older adults on Oahu to help them maintain independent, meaningful and dignified lives in their own homes and communities for as long as possible.

The following are program measures which support these overall goals for older adults with special needs and their families:

- a. Prolong the time during which the care recipient can choose to remain in the community by assisting the family caregiver to secure help or obtain relief with caregiving tasks.
- b. Increase the level and quality of care and services for the elderly, an underserved, rapidly growing population in our community.
- c. Support the family caregiver's efforts in a way that improves their quality of life and that of their care recipient

In addition, by operating the Adult Day Care service, ORI Anuenue Hale will also provide job training and employment to the unemployed and underemployed people in the community.

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

The public purpose of this grant-in-aid request is to provide Adult Day Care and supportive services which includes day care services, health and wellness programs, health monitoring, therapeutic and social activities, outreach and caregiver training. An ancillary benefit to obtaining the grant would be the many job opportunities and vocational training it will provide to the unemployed or underemployed people in our community. Moreover, the provision of these services is part of a continuum of quality, integrated care for caregivers and care recipients with sufficient flexibility to be able to respond to their needs with appropriate individualized assistance.

According to a news article in the Honolulu Advertiser dated July 19, 2004, many employers are also now realizing that workers who care for elderly parents are struggling with practical and emotional issues that can affect their attendance,

increase their personal time spent on the phone dealing with these issues and reduce their focus/attention to their job.

Congress had reauthorized the Older Americans Act in November 2000 and acknowledged the need to "support family caregiving activities and services." "While family caregivers enhance the quality of life for their elderly family members, the costs to caregivers can be significant. Family caregiving can also be a source of considerable stress and subsequent detrimental results for both the caregiver and the care receiver." Therefore, service interventions that meet the caregiver's immediate needs can enhance the quality of life for care recipients as well as caregivers." This is according to recent reports on the needs of the aging population and family caregivers from the Elderly Affairs Division.

Needless to say, our economy is in a recession. Tourism is significantly sluggish. Many small and large businesses are downsizing or closing. Prices for basic necessities have gone up. There is a credit and mortgage-lending crisis. Many families are losing their homes. More and more people are being displaced and we are naturally worried about the future. Government funds are being cut. Despite the slowing economy and constrained finance market, services for the elderly and the disabled continue to be needed.

Currently, the elderly population is growing at a dramatic rate. Between the years 1990 to 2000, there was an increase of 28.5% in the population, aged 65 years and older, in Hawaii alone. According to the United States Administration on Aging (AOA), the rate of increase is anticipated to be higher between the years 2010 and 2030 when the baby boom generation reaches age 65.

By 2030, the 65 years and older group will be 20% of the population, which is more than double of what it was in 2000. Minorities will make up 25.4% of the elder population by 2030. Of the elderly population, approximately 7.4% will be below the poverty level.

According to the 2007-2011 Four Year Area Plan on Aging report by the City and County of Honolulu Elderly Affairs Division, only four (4) percent of the estimated existing need for adult day care/day health services are being met by the 35 existing service providers in our state. The report further estimates "48,635 need daytime personal care in a supervised, congregate setting" such as an adult day care / day health service (*reference: page 157*). In the same report, it was estimated that of the 66,690 seniors, 60 years or over with chronic illnesses and/or disability, only 25,007 or 37% of the estimated existing need is being met. The report further estimates an unmet need of 41,953 requiring health maintenance support services in the community. (*reference: page 157*)

4. Describe the target population to be served; and

The target population includes the elderly, 60 years and above, their families and their primary caregivers, people with disabilities, as well as the economically and socially disadvantaged in the community. Targeting strategies will focus on serving those with greatest social and economic need such as isolated low-income older family caregivers and care recipients, including those with disability, language barriers and living in rural areas.

5. Describe the geographic coverage.

It is anticipated that future utilization of the services will come primarily from residents in the facility's neighboring communities of Central Oahu and the North Shore, and possibly parts of the fastest growing community of Ewa (Campbell area). Nevertheless, the agency will not limit providing services to anyone eligible.

The agency's services will offer relief to families and primary caregivers by offering adult day care services and medical management support to the elderly or disabled care recipient. Moreover, the agency will offer training assistance to support family caregivers in continuing the quality of care for the elderly and disabled in the home.

The following are information obtained from the Center on the Family 2003 Community Profiles, which show the demographics of the agency's targeted areas of services.

| Target Areas to be Served | Total Population | Population Ages 21-64 with disabilities | % of persons 65 & older living in poverty | % of Persons 65 & older with disability | % of Persons 65 & older living alone |
|---------------------------|------------------|---|---|---|--------------------------------------|
| Leilehua (Wahiawa) | 41,608 | 16.6% | 9.9% | 47.2% | 28.9% |
| Waialua | 12,435 | 17.7% | 8% | 40.2% | 14.5% |
| Kahuku | 17,877 | 16.3% | 10.5% | 43.8% | 32.1% |
| Waipahu | 51,458 | 22.0% | 12.1% | 50.7% | 17.6% |
| Mililani | 45,123 | 10.3% | 3.2% | 41.5% | 25.9% |
| Campbell | 43,637 | 18.7% | 8.2% | 46.9% | 11.3% |

A demographic analysis of the areas likely to be served by the agency, indicates that their number of adults with disabilities tend to be higher than the state average or within a percent difference from the state average of 17.7%. The Honolulu county percentage of adults with disabilities is a percent less, at 16.8%. In comparison to the above numbers, with the exception of Mililani, there are a significant number of adults with disabilities in these areas.

There are also a significant number of seniors with disability and living alone in these areas. Historically, the communities surrounding ORI Anuenue Hale has had high percentages of persons falling below the federally defined poverty level.

II. Service Summary and Outcomes

The Service Summary shall include a detailed discussion of the applicant's approach to the request. The applicant shall clearly and concisely specify the results, outcomes, and measures of effectiveness from this request.

1. Describe the scope of work, tasks and responsibilities;

Scope of Work

Provision of Adult Day Care services for seniors

Tasks

- Prepare information and forms for application and operation of service
- Disseminate information regarding Adult Day care program services.
- Advertise for staffing
- Hire staff and provide orientation and training as necessary
- Review and decide on applications received for this service.
- Implement policies and procedures for the Adult Day Care program.

Responsibilities

- Ensure that participants receive quality care and supportive services.
- Ensure that activities enhance the quality of life of participants and those who may indirectly benefit from these activities.

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

Services will begin July 1, 2010, upon approval of funding.

| | |
|-----------------------------|--|
| July 2010 | Notice to Proceed is received |
| July 2010 | Program starts and any Subrecipient Agreements completed |
| August 2010 to June 2011 | Ongoing Program Implementation |

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

For quality assurance, the following are the three components of a program review:

a. **Executive Management Review**

Includes an administrative and programmatic evaluation by the two highest-ranking management positions in the agency. The president and CEO, Susanna F. Cheung has 38+ years of administrative and social service delivery experience and is highly qualified to evaluate the quality of the programs of ORI Anuenue Hale, Inc. Moreover, the Chief Operating Officer, Ann Higa, oversees the financial and administrative operation of the program. She has been with the agency for 28+ years and has just as many years of experience in grant administration.

b. **Internal Quality Assurance Team Review**

Led by the program director, this team helps to assure the quality of care and determine the service needs of program participants. This team will include health care professionals, the activity and service coordinators and direct care staff who will meet to assess program effectiveness, develop solutions to individual service challenges and address program deficiencies, if any.

c. **External Evaluation Review and Support**

Includes oversight from the licensing and/or funding administration agency and from independent financial audits. This will assure financial and licensing integrity and compliance. Evaluations from individuals served and their families also help to assure quality.

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

The following is a list of measures of effectiveness that will be reported to the state agency through which grant funds are appropriated.

2010-2011 Measures of Program Achievement

Provision of Adult Day Care Service: Minimum of 24 people served

Health and Wellness programs: 50 sessions per year

Outreach activities: 4 activities per year

III. Financial

Budget

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

Please see attached Budget. Request for funds will cover personnel costs, insurance, professional/contractual costs, audit fees, other ancillary costs such as utilities, security, postage, office consumable supplies and equipment rental.

- 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 |
|-----------|-----------|-----------|-----------|-------------|
| \$ 50,000 | \$ 50,000 | \$ 50,000 | \$ 50,000 | \$ 200,000 |

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

The agency currently has a contract with Elderly Affairs Division to provide family caregiver training support services. A proposal was also submitted to the city for CDBG (Community Development Block Grant) in order to obtain start-up operational funds. The result for our application is still not known.

ORI Anuenue Hale will continue with fundraising efforts and solicitations for funding from private and public sources including foundations

IV. Experience and Capability

A. Necessary Skills and Experience

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

projects or contracts for the most recent three years that are pertinent to the request.

ORI Anuenue Hale's experience includes over a decade of providing health and wellness programs, outreach services and recreational/social activities for the elderly. On average, 500+ seniors per year benefit from the various outreach and wellness programs offered by ORI Anuenue Hale, Inc.

Moreover, its management and program team has had nearly 30 years of experience providing quality care and services, health monitoring and medical management to an average of 100 individuals with special needs on a yearly basis.

In addition, it has had two decades of experience providing vocational training, employment and supportive services to people with intellectual disabilities and the economically disadvantaged, including the unemployed and underemployed.

Over 13,000 individuals benefited from the various program services offered by ORI Anuenue Hale since its inception in 1993.

The following pertinent contract experience and satisfactory provision of elder care services are listed below:

1. Elder Care and Vocational Training - July 1, 2007 to June 30, 2008
(Office of Community Services)
2. Elderly Affairs Division Caregiver Support – July 1, 2007 to June 30, 2011

B. Facilities

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the request. If facilities are not presently available, describe plans to secure facilities. Also describe how the facilities meet ADA requirements, as applicable.

ORI Anuenue Hale's new service site is located at 64-1488 Kamehameha Highway in Wahiawa, which is adjacent to Helemano Plantation. The facility is known as the Wellness Center and meets ADA requirements. Bathing and toilet services include grab bars and are wheelchair-accessible. Aisleways and doorways meet the physical requirements for accessibility. There are exterior ramps to enter the facility. The Wellness Center has met the Adult Day Care licensing requirements, which includes satisfactory inspection by the city and state for compliance with fire, building, sanitation, health and safety codes.

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 Adult Day Care licensed capacity of ORI Anuenue Hale's Wellness Center is for 50 seniors. Special outreach events within the facility's grounds such as in the parking lot or open grassy areas, could accommodate over 1,000+ people at any one time.

Staffing will include a Program Director, Recreation Activity Coordinator and Elder Care Aides. The program will need the services of professional consultants (i.e., nurse, dietician, social worker, physician, psychologist/ psychiatrist, etc.). Staff to patient ratio will be based on state licensing regulations, which is a ratio of 1 to 6.

Qualifications vary with the positions, but in general, college degrees are required for trainers and directors with accompanying levels of work experience in related fields.

Elder care aides and the recreation staff will receive training in CPR and First Aid as well as provision of appropriate care, personal assistance and supervision of adults with physical and mental challenges and chronic medical needs. They will receive training on safety and sanitation, appropriate and safe behavior intervention techniques as well as assuring patient rights and prevention of neglect and abuse. Staff involved with direct patient care need fingerprinting and criminal history clearances as well as abuse and neglect clearances. Physical exam and TB clearances are required. Staff with good interpersonal skills and the ability to work in a multi-cultural setting, are preferred.

Many of ORI Anuenue Hale's employees have been with the agency for several years and key employees have worked with the agency between 10 to 28 years. The management team is well trained under the leadership of its founder and current president and CEO, Susanna F. Cheung.

Mrs. Cheung's educational background includes a master's degree in Special Education at the University of Hawaii, a Certificate in Rehabilitation Administration from the University of San Francisco and a Certificate in Education from the Grantham Teacher Training College in Hong Kong. Her Bachelor's degree was in Home Economics.

She has received many commendations and awards over the last 38+ years of service in the community. She was named one of three laureates in 2009 for the prestigious award from the Junior Achievement Business Hall of Fame. In the same year, she was named a "Business Leader of the Year" finalist by the Pacific Business News. In 2005, the Hawaii Chinese Civic Association presented her with the "Mandarin Award" for her many contributions to the people of the State of Hawaii and for her leadership and success as a business woman, serving as a role model for the entire community. She was honored by KITV-4 in 1998 as one of Hawaii's Most Remarkable Women of the 20th Century for her work in providing employment opportunities for persons with developmental disabilities. In 1999, the Chinese Chamber of Commerce also named her Business Person of the Year.

Mrs. Cheung continues to provide the leadership to the staff and the company after nearly three decades since her founding of ORI Anuenue Hale's predecessors, ORI (Opportunities for the Retarded, Inc.) and Helemano Plantation. She directs overall program goals and objectives and oversees the agency management and programs with the assistance of her administrative team.

ORI Anuenue Hale's Chief Operating Officer is Ann Higa, who has over 28 years of experience in management and social service implementation. She is knowledgeable in government procurement requirements and procedures, federal/state/city funding sources, contract and project management. She is responsible for administrative management and procurement of contracts and grants. She also oversees the daily operations of all agency programs. Mrs. Higa has a Bachelor of Science degree from the University of Hawaii.

A key operational staff is the Program Director who is responsible for program planning, implementation and coordination of program staff and resources. The program director provides training to direct care staff as necessary and oversees daily operations of one or more agency programs. The program director assists with implementation of government and/or contract requirements. A Bachelor's degree, preferably in human services, is required for this position.

Professional consultants such as a nurse, dietician, social worker, physician, psychologist / psychiatrist are all licensed by the state and provide the medical expertise needed.

The Recreation Activity Coordinator will plan and implement social, therapeutic and recreational activities benefiting the seniors and adults with disabilities. Elder Care Staff are responsible for the direct care service to program participants.

B. Organization Chart

The applicant shall illustrate the position of each staff and line of responsibility/supervision. If the request is part of a large, multi-purpose organization, include an organizational chart that illustrates the placement of this request.

Please see attached chart, which includes the line of responsibility and supervision of key staff positions.

VI. Other

A. Litigation

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgement. If applicable, please explain.

There are no pending litigation.

B. Licensure or Accreditation

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

ORI Anuenue Hale has received its license from the Department of Human Services to operate an Adult Day Care program for seniors.

BUDGET REQUEST BY SOURCE OF FUNDS

(Period: July 1, 2010 to June 30, 2011)

Applicant: ORI Anuenue Hale Inc.

| BUDGET CATEGORIES | Total State Funds Requested (a) | (b) | (c) | (d) |
|-------------------------------------|------------------------------------|---|-----|-----|
| A. PERSONNEL COST | | | | |
| 1. Salaries | 96,000 | | | |
| 2. Payroll Taxes & Assessments | 10,848 | | | |
| 3. Fringe Benefits | 16,680 | | | |
| TOTAL PERSONNEL COST | 123,528 | | | |
| B. OTHER CURRENT EXPENSES | | | | |
| 1. Airfare, Inter-Island | 0 | | | |
| 2. Insurance | 7,000 | | | |
| 3. Lease/Rental of Equipment | 1,400 | | | |
| 4. Lease/Rental of Space | 0 | | | |
| 5. Staff Training | 0 | | | |
| 6. Supplies | 7,872 | | | |
| 7. Telecommunication | 600 | | | |
| 8. Utilities | 6,000 | | | |
| 9 Professional Consultants | 45,000 | | | |
| 10 Security Services | 6,000 | | | |
| 11 Postage | 600 | | | |
| 12 Audit | 2,000 | | | |
| 13 | | | | |
| 14 | | | | |
| 15 | | | | |
| 16 | | | | |
| 17 | | | | |
| 18 | | | | |
| 19 | | | | |
| 20 | | | | |
| TOTAL OTHER CURRENT EXPENSES | 76,472 | | | |
| C. EQUIPMENT PURCHASES | 0 | | | |
| D. MOTOR VEHICLE PURCHASES | 0 | | | |
| E. CAPITAL | 0 | | | |
| TOTAL (A+B+C+D+E) | 200,000 | | | |
| SOURCES OF FUNDING | | Budget Prepared By: | | |
| (a) Total State Funds Requested | 200,000 | Jane Valdez 622-3929 | | |
| (b) CDBG Funds Requested | 250,000 | Name (Please type or print) Phone | | |
| (c) City Elderly Affairs Requested | 20,000 | [REDACTED] | | |
| (d) | | Signature of Authorized Official Date | | |
| TOTAL BUDGET | 470,000 | Ann K. Higa, Chief Operating Officer Name and Title (Please type or print) | | |

BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: ORI Anuenue Hale Inc.

Period: July 1, 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) |
|--|----------------------|--------------------|---|--|
| Program Director | 1 | \$60,000.00 | 40.00% | \$ 24,000.00 |
| Recreation (Activity) Coordinator | 1 | \$36,000.00 | 50.00% | \$ 18,000.00 |
| Elder Care Aide | 1 | \$27,000.00 | 100.00% | \$ 27,000.00 |
| Elder Care Aide | 1 | \$27,000.00 | 100.00% | \$ 27,000.00 |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| TOTAL: | | | 2.50 | 96,000.00 |
| JUSTIFICATION/COMMENTS: Minimum staffing required for operation of elder care program. Staff to client ratio as listed is about 50% of licensed capacity. | | | | |
| Staff to client ratio is 1 staff to 6 clients. | | | | |

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: ORI Anuenue Hale, Inc.

Period: July 1, 2010 to June 30, 2011

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

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

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

ORI ANUENUE HALE INC.

(Typed Name of Individual or Organization)



(Signature)

1/26/2010

(Date)

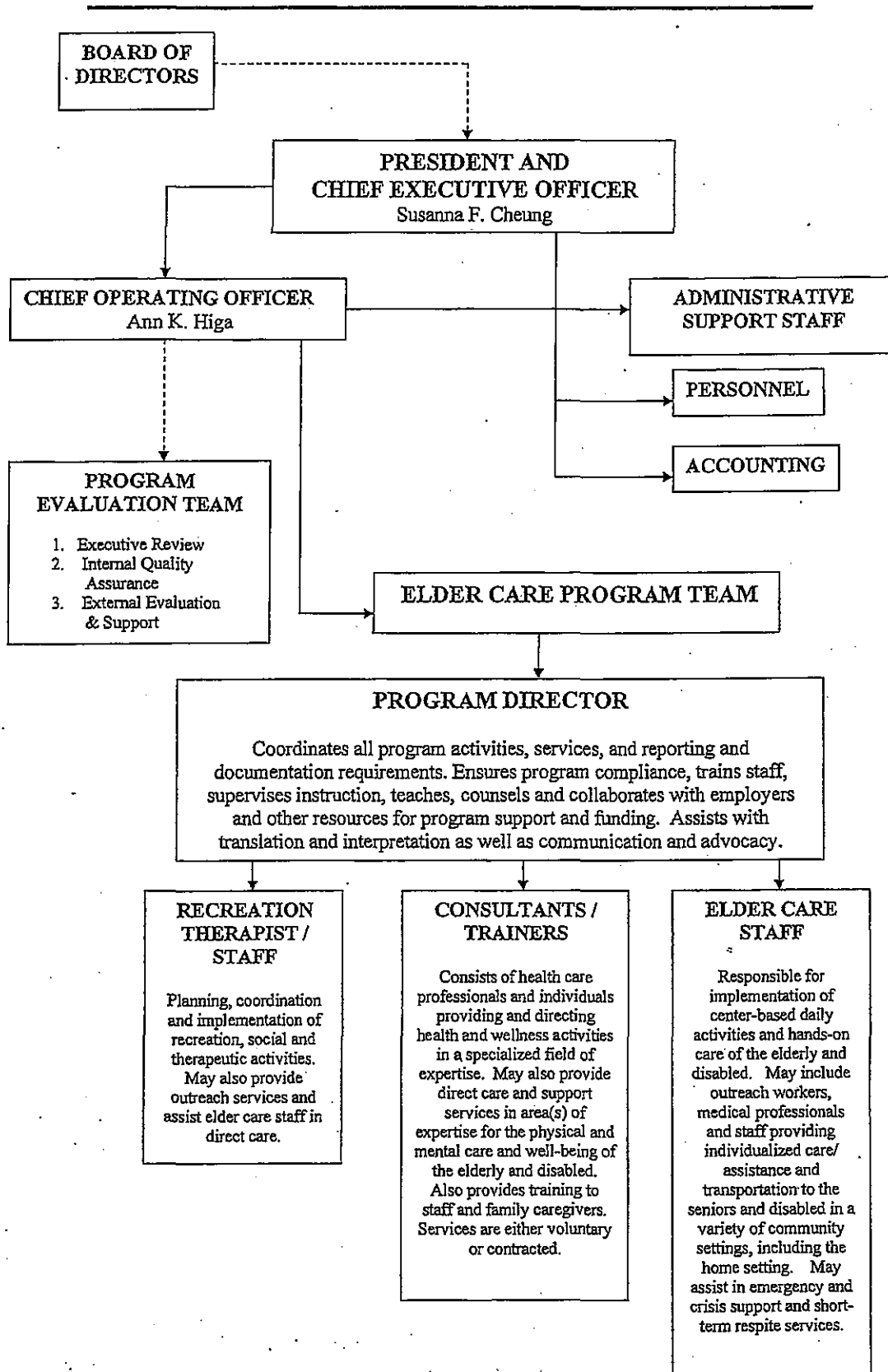
ANN K. HIGA

(Typed Name)

Chief Operating Officer

(Title)

**ORGANIZATION CHART
ORI ANUENUE HALE, INC.**



STATE OF HAWAII
SOCIAL SERVICES DIVISION
DEPARTMENT OF HUMAN SERVICES



ORI ANUENUE HALE INC. WELLNESS CENTER - 64-1488 Kamehameha Hwy., Wahiawa, HI 96786

is hereby granted a

Certificate of Approval

*to operate a day care center for elderly and disabled adults not to exceed ----50----
in number. This certificate is issued in accordance with Section 346-83, Hawaii Revised
Statutes, for the period beginning November 30, 2009 and ending November 29, 2010 ,
unless sooner revoked for cause.*

Lillian B. Koller
DIRECTOR

By [REDACTED]

DIVISION ADMINISTRATOR

House District 46
Senate District 22

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

Log No: 35-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:
ORI (Opportunities for the Retarded, Inc.)
Dba:

Street Address: 64-1510 Kamehameha Highway, Wahiawa, HI 96786

Mailing Address: 64-1510 Kamehameha Highway, Wahiawa, HI 96786

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name ANN K. HIGA

Title Chief Operating Officer

Phone # (808) 622-3929

Fax # (808) 621-8227

e-mail helemano808@hawaii.rr.com

3. TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

RENOVATION OF FOOD PREPARATION AND TRAINING FACILITY

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2010-2011 \$ 400,000

8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

- NEW SERVICE (PRESENTLY DOES NOT EXIST)
 EXISTING SERVICE (PRESENTLY IN OPERATION)

SPECIFY THE AMOUNT BY SOURCES OF FUNDS AVAILABLE AT THE TIME OF THIS REQUEST: NONE

STATE \$ _____

FEDERAL \$ _____

COUNTY \$ _____

PRIVATE/OTHER \$ _____

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[REDACTED]
AUTHORIZED SIGNATURE

ANN K. HIGA, CHIEF OPERATING OFFICER
NAME & TITLE

JANUARY 26, 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;

ORI (Opportunities for the Retarded, Inc.) is a private, non-profit agency founded in 1980 and based in Central Oahu. Its mission is to promote the general welfare of and provide training for persons with intellectual disabilities. ORI's programs provide day activity, education, training, employment opportunities, and housing thus providing a continuum of care and promoting quality of life to persons with varying levels of intellectual disabilities and needs.

The agency is one of the few major Central Oahu training facilities, which lies just two miles north of Wahiawa on an eight-acre parcel of land, known to many as Helemano Plantation. The agency's goals are to nurture and empower persons with special needs to develop themselves to their fullest capacity and to share their contributions to the community. It aims to provide equal educational opportunity to learn regardless of physical and mental challenges.

ORI has been serving individuals with disabilities and their families for nearly 30 years. Its food service support has been in existence for nearly 25 years and has successfully provided for the various food service needs of ORI's program participants in the day and residential program. This service is anticipated to double in number of people served due to the increasing number of elderly participants coming to the facility. The renovation of the existing food service support facility would be needed.

2. The goals and objectives related to the request;

The primary goal of this funding request is to upgrade the food service support facility, replacing older equipment with newer, more energy and labor-efficient equipment allowing it to expand its capacity to serve more meals to persons with special needs.

The second goal of the project is to provide a more updated venue for vocational training and education in food preparation and service, benefiting not only individuals with intellectual disabilities, but also the economically disadvantaged and their families.

In order to accomplish the project's goals and objectives, the following tasks are planned:

- (1) Advertise and procure a design and engineering proposal including any adjustments to the fire suppression system;
- (2) Obtain owner's approval of design and engineering;
- (3) Obtain any necessary permits;
- (4) Contingent upon the city's approval and notice to proceed, owner can advertise and procure a contractor to do the work;
- (5) Prepare a contingency plan when renovation/construction is taking place to ensure that other current food service commitments to serving the disabled continue;
- (6) Mobilize workers for the project and begin renovation/construction as planned;
- (7) Order/purchase the cooking, heating, refrigeration, baking, serving, dishwashing and storage equipment and supplies, as needed;
- (8) After renovation is completed, obtain the necessary approvals from the city and state inspectors (i.e., building, electrical, plumbing, food sanitation, fire, etc.)

ORI's project will not only offer excellent food service to more people with special needs but it will also create jobs and vocational training opportunities for the unemployed, poor and needy, particularly in the economically depressed areas of Central Oahu and the North Shore.

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

The food service support facility will allow ORI, a non-profit agency, and its non-profit affiliates, to provide for a service needed by their constituents, which are primarily people with special needs such as the elderly, people with intellectual disabilities, the poor and needy.

This increase is expected to come from the new Elder Day Care center, new recreational area (camping) and respite housing facilities adjoining and affiliated with ORI. The food service support facility at ORI is the closest, most conveniently located facility which has about 25 years of experience in accommodating the special dietary needs of persons with disabilities and the elderly.

Doubling as a training facility, ORI's food service support facility will enable the agency to also increase training and employment opportunities for individuals with intellectual disabilities and the unemployed in the community.

As an ancillary benefit, the food service support facility will generate some income to fill the gap from reduced government funding support.

4. Describe the target population to be served; and

The target group to be served by the food service support facility will include the disabled, the elderly, the poor and needy, with priority given to adults with the greatest economic need and social need. Particular attention will be on serving isolated, low-income adults, who are culturally or socially disadvantaged, including those with disabilities, language barriers and living in rural areas. The unemployed and underemployed will also be served by the project.

5. Describe the geographic coverage.

Information obtained from the Center on the Family 2003 Community Profiles show the following statistics with regards to ORI's targeted areas of services.

| Target Areas to be Served | Total Population | Population Ages 21-64 with disabilities | % of persons 65 & older living in poverty | % of Persons 65 & older with disability | % of Persons 65 & older living alone |
|---------------------------|------------------|---|---|---|--------------------------------------|
| Leilehua (Wahiawa) | 41,608 | 16.6% | 9.9% | 47.2% | 28.9% |
| Waialua | 12,435 | 17.7% | 8% | 40.2% | 14.5% |
| Kahuku | 17,877 | 16.3% | 10.5% | 43.8% | 32.1% |
| Waipahu | 51,458 | 22.0% | 12.1% | 50.7% | 17.6% |
| Mililani | 45,123 | 10.3% | 3.2% | 41.5% | 25.9% |
| Campbell | 43,637 | 18.7% | 8.2% | 46.9% | 11.3% |

A demographic analysis of these areas indicate that the number of adults with disabilities tend to be higher than the state average or within a percent difference from the state average of 17.7%. The Honolulu county percentage of adults with disabilities is a percent less, at 16.8%. In comparison to the above numbers, with the exception of Mililani, there are a significant number of adults with disabilities in these areas.

In addition, the elderly population is growing at a dramatic rate. Between the years 1990 to 2000, there was an increase of 28.5% in the population, aged 65 years and older, in Hawaii alone. According to the United States Administration

on Aging (AOA), the rate of increase is anticipated to be higher between the years 2010 and 2030 when the baby boom generation reaches age 65.

By 2030, the 65 years old + population will be 20% of the population, which is more than double of what it was in 2000. Minorities will make up 25.4% of the elder population by 2030. Of the elderly population, approximately 7.4% will be below the poverty level.

Historically, the communities surrounding ORI has had high percentages of persons falling below the federally defined poverty level. There are also a significant number of adults with disabilities and elderly with disabilities living alone in these targeted service areas.

It is anticipated that future utilization of the services will come primarily from residents in the facility's neighboring communities of Central Oahu and the North Shore, and possibly parts of the fastest growing community of Ewa (Campbell area). Nevertheless, the agency will not limit providing services to anyone eligible.

II. Service Summary and Outcomes

The Service Summary shall include a detailed discussion of the applicant's approach to the request. The applicant shall clearly and concisely specify the results, outcomes, and measures of effectiveness from this request.

1. Describe the scope of work, tasks and responsibilities;

In order to proceed with the project, funding commitment from a private or public source is needed. In-kind construction labor (i.e., military volunteers, construction trade school partnerships) will be sought to offset the costs of the renovation.

In order to accomplish the project's primary goals to renovate ORI's food service support facility, the following is a list of tasks and responsibilities:

- (1) Advertise and procure a design and engineering proposal including any adjustments to the fire suppression system;
- (2) Obtain owner's approval of design and engineering;
- (3) Obtain any necessary permits;
- (4) Contingent upon the city's approval and notice to proceed, owner can advertise and procure a contractor to do the work;
- (5) Prepare a contingency plan when renovation/construction is taking place to ensure that other current food service commitments to serving the disabled continue;

- (6) Mobilize workers for the project and begin renovation/construction as planned;
- (7) Order/purchase the cooking, heating, refrigeration, baking, serving, dishwashing and storage equipment and supplies, as needed;
- (8) After renovation is completed, obtain the necessary reviews from the city and state inspectors (i.e., building, electrical, plumbing, food sanitation, fire, etc.)

Due to the anticipated increase in numbers of the disabled and elderly to be served by ORI, the plumbing, drainage and electrical components of the facility will need to be upgraded in order to develop and appropriately equip a larger scale capacity food preparation and service facility.

With the expansion of program services by ORI and its affiliates, ORI will need to be able to provide at minimum, an additional 1400 meals per month than what it currently provides.

ORI's president and CEO Susanna F. Cheung and Chief Operating Officer Ann Higa had been involved directly with the development and construction of the existing food service support facility of ORI in the early 1980's. Since then, they've had more than a decades' worth of experience with the development of another project, an Elder Care/ Wellness Center and campground facilities benefiting the elderly, the disabled and the community

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

| | | |
|----------|---|--|
| Month 1 | - | Notice to Proceed Received |
| Month 2 | | Advertise to procure, design and obtain engineering proposal |
| Month 5 | | Owner's approval of design and engineering; submit for city permits |
| Month 7 | | City permits approved; advertise and procure contractor |
| Month 8 | | Planning and coordination to begin work on the project once a contractor is selected and approved. |
| Month 9 | | Mobilize workers for the project and begin renovation/construction. |
| Month 10 | | Begin ordering/purchasing equipment and supplies needed for the renovation / construction. |

Month 12 to 16 Completion of renovation/construction and obtain any necessary city and state inspection approvals.

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

Quality assurance and evaluation of the food preparation and training facility renovation project will be obtained through permitting approval and a satisfactory final inspection by the appropriate city and county departments.

Professional consultants with experience in construction will be sought. ORI's executive management has the experience necessary to coordinate the project to its satisfactory completion and is able to consult with others who have the professional expertise to guide the project through.

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

The measure of the project's achievement would be the completion of the renovation project and the ability of the food service support facility to provide for the expanded number of meals needed by ORI and its affiliates.

III. Financial

Budget

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

Please see attached budget.

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

| Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | Total Grant |
|------------|------------|------------|------------|-------------|
| \$ 100,000 | \$ 100,000 | \$ 100,000 | \$ 100,000 | \$ 400,000 |

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

ORI continues to seek funds from the City and grants from the state and private foundations. An application was submitted this year to the city under the Community Development Block Grant (CDBG) program. The decision from the city has not yet been received. Fundraising efforts to support ORI's various programs will continue. In-kind contributions to offset construction costs will also be sought.

IV. Experience and Capability

A. Necessary Skills and Experience

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

ORI (Opportunities for the Retarded, Inc.)'s experience in food service support spans over 25 years. It has been successfully providing congregate meals to an average of 100 to 200 people a day over the last 25 years. ORI's food service support facility continues to pass city and county department and state agency inspections. Those who have enjoyed their meals at the Helemano Plantation site or have tasted some of the baked or cooked products it produces, can attest to the quality of the facility's food service.

There is no other verifiable experience of related projects or contracts for the most recent three years as the agency provides for its own program participants with special needs and residential community.

B. Facilities

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the request. If facilities are not presently available, describe plans to secure facilities. Also describe how the facilities meet ADA requirements, as applicable.

ORI's food service support facility is 25 years old. Infrastructure, facility and equipment need upgrading. With the renovation of the facility, there will be at

minimum a 50% increase in space for the staff and foodservice job trainees to work. Cooking, baking, sanitation, refrigeration and storage equipment will be upgraded along with the infrastructure to ensure the facility meets the upgraded standards.

V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

The applicant shall describe the proposed staffing pattern and proposed service capacity appropriate for the viability of the request. The applicant shall provide the qualifications and experience of personnel for the request and shall describe its ability to supervise, train and provide administrative direction relative to the request.

Funds requested will primarily be for construction materials and labor costs. Project management and administration will be in-kind.

ORI's food service support facility is managed by an administration team under the leadership of its founder and current president and CEO, Susanna F. Cheung. The project will be carried out by a contractor whose work will be overseen by ORI's management and/or their designee.

Mrs. Cheung's educational background includes a master's degree in Special Education at the University of Hawaii, a Certificate in Rehabilitation Administration from the University of San Francisco and a Certificate in Education from the Grantham Teacher Training College in Hong Kong. Her Bachelor's degree was in Home Economics.

She has received many commendations and awards over the last 38+ years of service in the community. She was named one of three laureates in 2009 for the prestigious award from the Junior Achievement Business Hall of Fame. In the same year, she was also named "Business Leader of the Year" finalist by the Pacific Business News. In 2005, the Hawaii Chinese Civic Association presented her with the "Mandarin Award" for her many contributions to the people of the State of Hawaii and for her leadership and success as a business woman, serving as a role model for the entire community. She was honored by KITV-4 in 1998 as one of Hawaii's Most Remarkable Women of the 20th Century for her work in providing employment opportunities for persons with developmental disabilities. In 1999, the Chinese Chamber of Commerce also named her Business Person of the Year.

ORI's Chief Operating Officer is Ann Higa, who has over 28 years of experience in management and social service implementation. She is knowledgeable in

government procurement requirements and procedures, federal/state/city funding sources, contract and project management. She is responsible for administrative management and procurement of contracts and grants. She also oversees the daily operations of all agency programs, including but not limited to training and residential programs, government funding requirements, human resources management and fiscal management. Mrs. Higa has a Bachelor of Science degree from the University of Hawaii.

Mrs. Cheung and Mrs. Higa will oversee the renovation project of the food preparation and training facility in consultation with professionals in the field.

ORI has a maintenance crew with many years of experience in carpentry, plumbing, and electrical work. They can also provide advise and guidance with the work needed.

B. Organization Chart

The applicant shall illustrate the position of each staff and line of responsibility/supervision. If the request is part of a large, multi-purpose organization, include an organizational chart that illustrates the placement of this request.

Please see attached.

VI. Other

A. Litigation

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgement. If applicable, please explain.

None

B. Licensure or Accreditation

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

Not applicable. Required permit approvals will be obtained before the renovation will begin.

**BUDGET JUSTIFICATION
CAPITAL PROJECT DETAILS**

Applicant: ORI

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 | | | | |
| LAND ACQUISITION | 0 | 0 | | | | |
| DESIGN | 0 | 0 | | | | |
| CONSTRUCTION | 0 | 0 | 400000 | | | |
| EQUIPMENT | 0 | 0 | | | | |
| TOTAL: | 0 | 0 | 400,000 | | | |
| JUSTIFICATION/COMMENTS: | | | | | | |

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

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

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

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

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


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

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

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

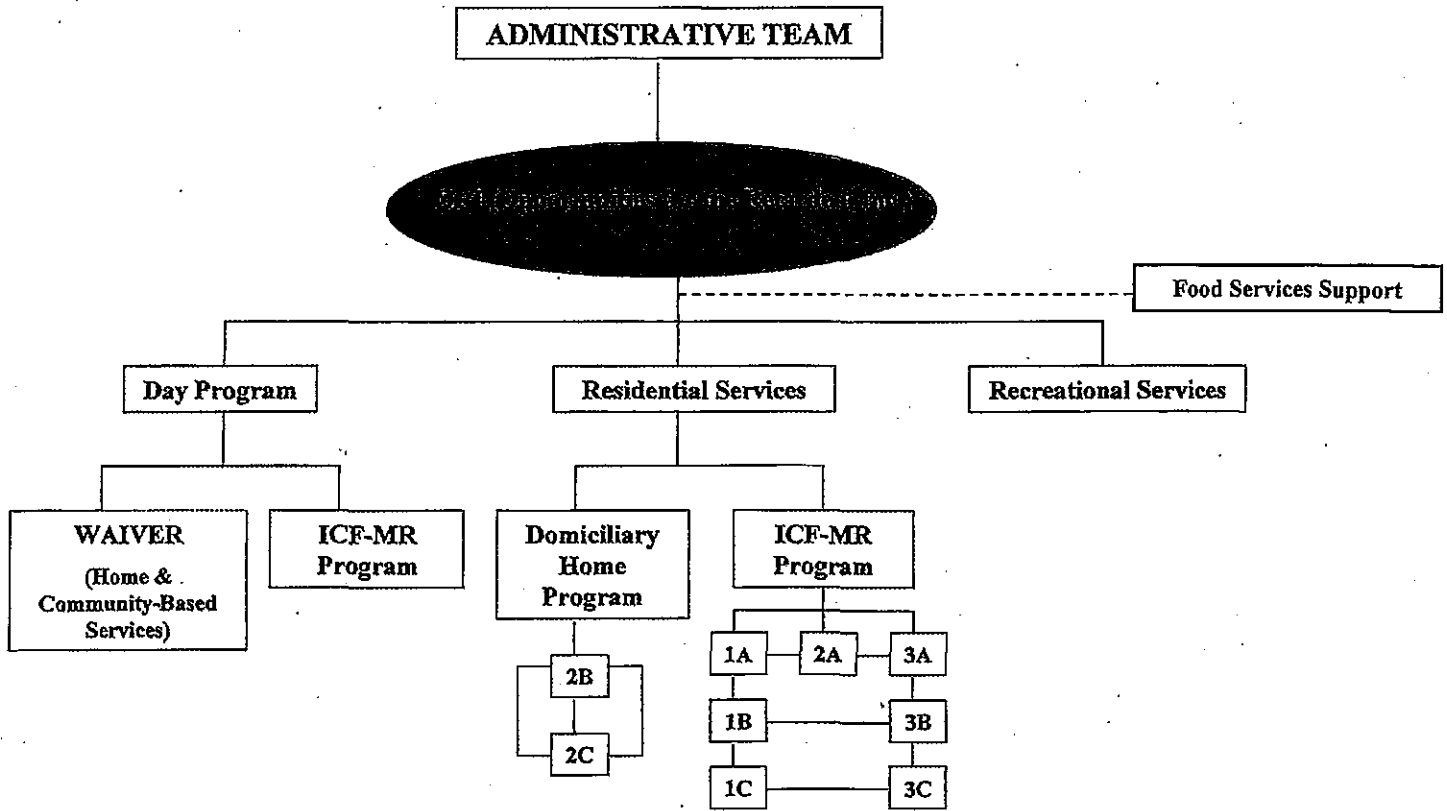
Further, the undersigned authorized representative certifies that this statement is true and correct to the best of the applicant's knowledge.

ORI (Opportunities for the Retarded, Inc.)
(Typed Name of Individual or Organization)

 (Signature) 1/26/10 (Date)

ANN K. HIGA (Typed Name) Chief Operating Officer (Title)

Organization Chart



House District _____

Senate District _____

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

Log No: 37-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: DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS
AND PROGRAM I.D. NO. : LBR 903

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:

Dbas: The Pacific Gateway Center (PGC)

Street Address: 720 N. King Street
Honolulu, Hawaii 96817

Mailing Address:
Same as Above

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name DR. TIN MYAING THEIN, PH.D.

Title Executive Director

Phone # 851-7010

Fax # 842-7019

e-mail pgcmyaing@hotmail.com

3. TYPE OF BUSINESS ENTITY:

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

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

6. SSN (IF AN INDIVIDUAL): _____

7. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:
SEE ATTACHED EXECUTIVE SUMMARY

(Maximum 300 Characters)

8. FISCAL YEARS AND AMOUNT OF STATE FUNDS REQUESTED:

FY 2007-2008 \$ 0
FY 2008-2009 \$ 3,000,000

9. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

- NEW SERVICE (PRESENTLY DOES NOT EXIST)
- EXISTING SERVICE (PRESENTLY IN OPERATION)

SPECIFY THE AMOUNT BY SOURCES OF FUNDS AVAILABLE AT THE TIME OF THIS REQUEST:

STATE \$ 3,000,000
FEDERAL \$ _____
COUNTY \$ 1,000,000
PRIVATE/OTHER \$ _____

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[REDACTED]
AUTHORIZED SIGNATURE


DR. TIN MYAING THEIN
NAME & TITLE

01/08/2010
DATE SIGNED

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

App

Pacific Gateway Center

| BUDGET CATEGORIES | Total State Funds Requested (a) | (b) | (c) | (d) |
|-------------------------------------|--|--|----------------|------------|
| A. PERSONNEL COST | | | | |
| 1. Salaries | 0 | | | |
| 2. Payroll Taxes & Assessments | 0 | | | |
| 3. Fringe Benefits | 0 | | | |
| TOTAL PERSONNEL COST | 0 | | | |
| B. OTHER CURRENT EXPENSES | | | | |
| 1. Airfare, Inter-Island | | 0 | | |
| 2. Insurance | | 0 | | |
| 3. Lease/Rental of Equipment | | 0 | | |
| 4. Lease/Rental of Space | | 0 | | |
| 5. Staff Training | | 0 | | |
| 6. Supplies | | | | |
| 7. Telecommunication | | 0 | | |
| 8. Utilities | | 0 | | |
| 9. Coastal Zone Mgmt | | 45,000 | | |
| 10. Environmental Assessment | | 45,000 | | |
| 11. Shoreline Variance/SMP | | 20,000 | | |
| 12. Consultants/Design Team | | 825,000 | | |
| 13. Soils Test | | 30,000 | | |
| 14. Site Survey | | 50,000 | | |
| 15. Grubbing/Demolition | | 25,000 | | |
| 16. Grading | | 90,000 | | |
| 17. Permits | | 70 | | |
| 18. Site Improvements | | 2,790,000 | | |
| 19 | | | | |
| 20 | | | | |
| TOTAL OTHER CURRENT EXPENSES | | 3,920,070 | | |
| C. EQUIPMENT PURCHASES | | | | |
| D. MOTOR VEHICLE PURCHASES | | | | |
| E. CAPITAL | | | | |
| TOTAL (A+B+C+D+E) | | 3,920,070 | | |
| SOURCES OF FUNDING | | Budget Prepared By: | | |
| (a) Total State Funds Requested | 3,000,000 | Cappy Fasi | 808 947-1111 | |
| (b) County | 1,000,000 | Name (Please type or print) | Phone | |
| (c) | |  | 1/08/10 39,416 | |
| (d) | | Signature of Authorized Official | Date | |
| TOTAL REVENUE | 4,000,000 | Dr. Tin Myaing Thein, Executive Director | | |
| | | Name and Title (Please type or print) | | |

BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Pacific Gateway Center

Period: July 1, 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 |
|--------------------------------|----------------------|--------------------|------------------------------------|---|
| Not Applicable | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| TOTAL: | | | | \$ - |
| JUSTIFICATION/COMMENTS: | | | | |

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Pacific Gateway Center

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**

Pacific Gateway Center

Period: July 1, 2010 to June 30, 2011

| FUNDING AMOUNT REQUESTED | | | | | | |
|--|---|---------------|-----------------------|--------------|--------------------------------------|--------------|
| TOTAL PROJECT COST | ANY OTHER SOURCE OF FUNDS RECEIVED IN PRIOR YEARS | | STATE FUNDS REQUESTED | | FUNDING REQUIRED IN SUCCEEDING YEARS | |
| | FY: 2005-2006 | FY: 2006-2007 | FY:2007-2008 | FY:2008-2009 | FY:2009-2010 | FY:2010-2011 |
| PLANS | | | | 110000 | | |
| SITE IMPROVEMENTS | | | | 2790000 | | |
| DESIGN | | | | 825000 | | |
| CONSTRUCTION-Soils Test, Site Survey, Grubbing/Demo, Grading | | | | 195070 | | |
| EQUIPMENT | | | | | | |
| TOTAL: | | | | 3920070 | | |
| JUSTIFICATION/COMMENT State funds will be used for the predevelopment of the 64,000SF Ke'ehi Community Resource Center. | | | | | | |

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

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

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

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

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

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

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

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

Pacific Gateway Center
(Typed Name Organization)


(Signature)

Dr. Tin Myaing Thein
(Typed Name)

January 8, 2010
(Date)

Executive Director
(Title)

Application for Grants and Subsidies

If any item is not applicable to the request, the applicant should enter "not applicable".

I. Background and Summary

This section shall clearly and concisely summarize and highlight the contents of the request in such a way as to provide the State Legislature with a broad understanding of the request. Include the following:

1. A brief description of the applicant's background

The Pacific Gateway Center (PGC, formerly the Immigrant Center) was founded in 1973, by the Palama Council of Churches in Hawaii in response to the dramatic increase in Asian and Pacific Islands immigrants to Hawaii and the continental United States. In 1984, PGC became a private nonprofit 501(c)3 corporation with its own governing board of directors. PGC offers a range of direct and support services to meet the needs of immigrants, refugees, and low-income Hawaiian residents. The four integral components of the Center are Social Services, Employment and Training Services, Community Building and Economic Development. PGC has three new project sites on O'ahu: the Culinary Business Incubator in Kalihi, the soon-to-be retail incubator in Chinatown and the business incubator in downtown Honolulu. The Pacific Gateway Center Staff provides multi-lingual services to their diverse clientele and provides information and programs in a culturally sensitive manner.

The purpose of Pacific Gateway Center is to help immigrants, refugees and low-income residents of Hawaii gain access to opportunities and services through the building of skills that lead to self-sufficiency while respecting the integrity of diverse cultural heritages. Pacific Gateway Center's values include: Food, Diversity, Spirit of Aloha, Humor, Creativity, Integrity, Mutual Respect, and Teamwork.

2. The goals and objectives related to the request

The Pacific Gateway Center is developing a 64,000 SF Ke'ehi Community Resource Center (KCRC) facility that will be located on 13.2 acres of vacant land at Ke'ehi Lagoon. This proposed facility will serve as a central community resource center for existing O'ahu community service agencies. The KCRC facility will provide office space for PGC, Early Childhood Education and comprehensive Childcare programs, workforce development training programs, food service facilities for childcare programs and a designated area for the Honolulu Police Department. Currently, these agencies are located and operated in different sites located throughout Honolulu. The KCRC center will bring these agencies together in one central location and will allow them to provide "one stop shop" services to the community. The advantages of consolidating programs in one central location include the ability to maximize program resources and expertise of staff, easier agency program collaborations and partnerships and facilitating the delivery of services to the community. This new "flag ship" community center will help services and programs respond more efficiently and quickly to the overlapping needs of the clients, e.g., PGC's multi-lingual capability can be shared and put to bigger use by the other agencies located in this center and the community is better served by offering participants a wider range of services available to them through enrollment into multiple programs all located in one center.

3. State the public purpose and need to be served

Since its founding in 1973, the PGC has expanded its programs to include a range of direct and support services to meet the needs of immigrants, refugees, and low-income Hawaiian residents. The four integral components are Social Services, Employment and Training Services, Community Building, and Economic Development.

Social services are the foundation of PGC involvement in the community. These programs provide case management services, counseling, job placement, and training to newly arrived immigrants, naturalized immigrants, and immigrant youth. Additionally, as part of the social service area, PGC offers interpretation and translation services in 33 different languages.

Programs that provide Early Childhood Education and affordable childcare serve the population of needy families that are seeking employment, working, and/or attending school. These programs assist families not only bettering their lives, but also giving children the skills necessary for success in their early years of education. Comprehensive Early Education programs deliver both part day and full day preschool services to income eligible families on the island of O'ahu. Operational guidelines and Program Performance Standards ensure the

implementation of high quality comprehensive services for children and families.

During a five year period, approximately 9,000 children and families will be served through the early education childcare program. Focuses will continue to be to provide quality early childhood services to low income families and assisting them in improving their quality of life, more to preschool services to both the growing Micronesian community and the island's homeless population, and continued emphasis in literacy for children and families.

O'ahu work force training programs serve Honolulu's youth and young adults through six consolidated programs that (1) address education and employment needs through a high school diploma course, occupational training, employment services, and wraparound case management services; (2) provide juvenile status offenders and first-time law violators with sanctions and services that prevent further involvement in the juvenile justice system through anger management classes, mediation and restorative justice program, substance abuse counseling and citizenship training; (3) provide WIA participants, ages 14-21 with comprehensive employment services through occupational skills training, alternative education and mentoring; (4) provide non-high school graduates, ages 16-24, with alternative education and job training services that includes a high school diploma program, vocational and hands on construction training and employment services; (5) offers adjudicated, non-high school graduates, ages 16-24, the opportunity to prepare for employment and avoid further involvement in the justice system through alternative education and job training activities. These activities include substance abuse counseling, hands on construction training, and employment services; and (6) provides young offenders and those at-risk for court and gang involvement, ages 16-24, with the opportunity to attain educational and employment goals and avoid further involvement in the court system. Services and activities include high school diploma course, occupational training, and therapeutic counseling.

The workforce development training programs serve Honolulu's diverse populations including low-income youth and adults, displaced workers, immigrants, offenders and other disadvantaged groups. Services include, but are not limited to, job readiness training, job and college placement services, vocational training, English as a Second Languages classes, basic computer skills, and alternative secondary education and remedial classes.

In the next five years, the Center will focus on expanding and strengthening its workforce services to assist populations under-represented in the labor force such as Marshallese and Micronesian immigrants, other immigrants with limited English proficiency, and homeless

individuals and families. Also, the Center will focus on preparing out-of-school youth to be a part of a new workforce "supply pipeline" to serve the local high growth/high demand industries (e.g. construction) through intensive alternative education and remedial services, occupational skills training, and employment services.

4. Describe the target population to be served

The target population that will be served by the Ke'ehi Community Resource Center (KCRC) includes Asian and Pacific Islands immigrants, refugees, and low-income Hawaiian residents, income-eligible families in the City and County of Honolulu with preschool age children, special needs children and youth and young adults from 14 to 24 years.

The proposed KCRC Center also supports the long-standing need for a meeting place that is both centrally located and easily accessible to the community, on the island of O'ahu. The Honolulu Police Department will have a dedicated work space area for use by patrol officers. The Center will add to the quality of social, educational and recreational services and programs that are available to immigrants, refugees, low-income Hawaiian families, preschool age children and at risk youth and young adults who reside on the island of O'ahu. The Center will benefit the local community with a larger, more modern facility for much-needed day care services.

5. Describe the geographic coverage

The KCRC Center is located on the island of O'ahu, in the Kalihi Kai area. The KCRC Center will be located on vacant land that is comprised of several adjacent parcels that total 13.2 acres. This vacant site is owned by the State of Hawaii and is overseen by Department of Land and Natural Resources Land Division. The site is located east of the Ke'ehi Lagoon Memorial park, and is bordered on three sides by water: Moanalua Stream on the west boundary, Ke'ehi Lagoon on the south boundary, a small tributary the empties into the Ke'ehi Lagoon on the east boundary and the H-1 Freeway (Airport Viaduct) and Nimitz Highway on the north boundary. A gas line easement is located on the site and runs parallel to Nimitz Highway,

The Center will be easily accessible to commuters who live in west O'ahu and commute to Sand Island, the airport industrial area, Mapunapuna, Fort Shafter, Kalihi, downtown, Waikiki, and east Oahu as well as residents who live in central O'ahu and travel over surface roads. Both the H-1 Freeway (Airport Viaduct) and Nimitz Highway run parallel to the site.

The project area is comprised of several adjoining parcels (TMK 1-1-3:03, 204, 205, 206, 207, 211, 212 and 138). The land use designations for the property are as follows:

- a. State Land Use District -- Urban
 - b. Development Plan Land Use Map – Preservation
 - c. Development Plan Public Facilities Map – No amendment required
 - d. Zoning – P-2 General Preservation
-
1. Describe how the request will, in the case of a grant, permit the community to benefit from those activities; or for a subsidy, reduce the costs incurred by the organization or individual in providing a service available to some or all members of the public.

The Ke'ehi Community Resource Center will provide a multitude of services, programs and work space areas in one centralized location, to a diverse cliental. Preschool Education and Childcare programs, O'ahu work force training programs, food service facilities for the preschool program, Hawaii Language Bank, Immigrant Youth Program, Employment Core Services for Immigrants, Refugee Resettlement & Matching Grant Program, Emergency Rental Assistance, Assistance for Victims of Trafficking, Small Business Management Training, English as Second Language Training, Kitchen Incubator Training, RED Manini Microloan Program, Employment Creation for Refugees, Immigrants, and Low-Income, Virtual Business Incubator for Refugees, PRIME, READ and a designated area for the Honolulu Police Department will be located in this Center. The community will benefit from this "one stop shop" campus facility by being able to access direct and support services that will address the needs of immigrants, refugees, low-income Hawaiian residents, income-eligible families with preschool age children, special needs children and youth and young adults from 14 to 24 years.

Comprehensive programs and services that will benefit the community include: education, health, and family support services; preschool and affordable childcare services; occupational training, employment services, anger management classes, a mediation and restorative justice program; substance abuse counseling and citizenship training; comprehensive employment services through occupational skills training, alternative education and mentoring for youth and

young adults; alternative education and job training services that includes a high school diploma program, vocational and hands on construction training and employment services.

In addition, the Center will benefit the local community with a larger, more modern facility for much-needed child day care services as well as providing information on enrolling preschool age children in other early childhood setting across O'ahu. The Center will also provide neighborhood meeting facilities for the Kalihi/Palama area.

II. Experience and Capability

A. Necessary Skills and Experience

While members of the Pacific Gateway Center staff are more than qualified to carry out certain components of the responsibilities, it is recognized that other skills at full-time capacity is required. It is therefore, the intent of PGC to utilize this funding request to contract to an individual, individuals or firm(s) to provide the necessary skills and experience to complete the pre-development and construction phase of this project and to assume project development oversight responsibilities.

The PGC will continue to provide existing services and programs and will contract with qualified service providers for all additional services and programs on an as needed basis.

B. Quality Assurance and Evaluation

PGC will contract with established service providers who will develop and manage the facility and programs. The criteria by which PGC will monitor and evaluate the service provider(s) include: 1) organization, management, qualifications; 2) proposed program activities; 3) quality improvement plan; 4) performance outcome measures and indicators; and 5) financial and budget resources.

All federal, state and city requirements, assurances and conditions will be met and reflected in licensing, certification, contracting and quality assurance processes. These assurances include: 1) assure the health and welfare of all clients by using only qualified providers; 2) assure that providers address the needs of the clients; 3) assure that providers of services are accountable in their financial practices in accordance with the standards of the State of Hawaii; 4) develop

and implement the program.

C. Facilities

The funds from this \$3 million grant request will be used for predevelopment of the 64,000 SF Ke'ehi Community Resource Center (KCRC) campus facility. This proposed project will include five (5) separate structures that will accommodate the Pacific Gateway Center, work force and youth services, childcare offices and classrooms, food services facilities, common reception area and meeting rooms.

The five (5) separate structures will create a campus like atmosphere with opportunities for private landscaped courtyards that affords each building excellent view planes, maximum potential for natural ventilation and ease of access/delivery to and from the parking areas.

Each building will have a natural rock clad base and the entries to each structure, with its Hawaiian *hale* roofs, will have a prominent "sculptural profile." A "campus atmosphere" will be purposefully expressed in a contemporary Hawaiian manner that will be shown by the proportions, massing and aesthetic slopes reminiscent of an ancient Hawaiian *hale*. The proposed facility will be landscaped by groves of coconut trees and native plants. This will be the constant vision for all to see – some on their first visit to Hawai'i – approaching the project as they leave the elevated freeway from the Honolulu International Airport and venture towards downtown Honolulu and Waikiki. Hopefully a "Hawaii – Tropical" look will be the first and lasting impression.

Basic materials anticipated to be utilized include:

1. Standing seamed matte zinc roofing
2. Natural rock bases/entry walls to each module
3. Blue tinted glass
4. Plastered base walls with random smooth coral chips

Notes of interest:

1. Adherence to LEED provisions for a Silver Certification will be respected and a constant from the conceptual design stage to make this project as GREEN as economically feasible.

2. The project will include state of the art technological features for tele communications, internet and distant learning.
3. Solar water heating and photovoltaic generation of some of the projects electrical needs are envisioned.
4. Certain modules will be hardened to serve as command centers for government use during a natural crisis or for government use.

All ADA requirements as required by the Title III of the Americans with Disabilities Act of 1990 (42 U.S.C. 12181), and child day care requirements made under Section 15 of the *Day Care Act* R.S.N.S. 1989, c. 120 O.I.C. 79-1556 (November 27, 1979), N.S. Reg. 195/79 as amended up to O.I.C. 2004-363 (September 8, 2004), N.S. Reg. 202/2004, will be complied with.

III. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

The proposed staffing, staff qualifications, supervision and training of personnel for the Ke'ehi Community Resource Center (KCRC) campus facility will be conducted by the Pacific Gateway Center.

B. Organization Chart

The staff and line of responsibility/supervision for the Ke'ehi Community Resource Center (KCRC) campus facility will be determined by the Pacific Gateway Center.

IV. Service Summary and Outcomes

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

The end result of this \$3 million request by the Pacific Gateway Center is the completion of all predevelopment planning and engineering documents and plans (P/E) for the construction of the 64,000 SF Ke'ehi Community Resource Center (KCRC) facility that will be located on 13.2 acres of vacant land at Ke'ehi Lagoon.

The Ke'ehi Community Resource Center will provide a multitude of services, programs and work space areas in one centralized location, to a diverse cliental. Preschool Education and Childcare programs, O'ahu work force training programs, food service facilities for the preschool program, Hawaii Language Bank, Immigrant Youth Program, Employment Core Services for Immigrants, Refugee Resettlement & Matching Grant Program, Emergency Rental Assistance, Assistance for Victims of Trafficking, Small Business Management Training, English as Second Language Training, Kitchen Incubator Training, RED Manini Microloan Program, Employment Creation for Refugees, Immigrants, and Low-Income, Virtual Business Incubator for Refugees, PRIME, READ and a designated area for the Honolulu Police Department will be located in this Center. The community will benefit from this "one stop shop" facility by being able to access direct and support services to meet the needs of immigrants, refugees, low-income Hawaiian residents, income-eligible families with preschool age children, special needs children and youth and young adults from 14 to 24 years.

Comprehensive programs and services that will benefit the community include: education, health, and family support services; preschool and affordable childcare services; occupational training, employment services, anger management classes, a mediation and restorative justice program; substance abuse counseling and citizenship training; comprehensive employment services through occupational skills training, alternative education and mentoring for youth and young adults; alternative education and job training services that includes a high school diploma program, vocational and hands on construction training and employment services.

In addition, the Center will benefit the local community with a larger, more modern facility for much-needed child day care services as well as providing information on enrolling preschool age children in other early childhood setting across O'ahu. The Center will also provide neighborhood meeting facilities for the Kalihi/Palama area.

See attached budget and construction timeline.

V. Financial

Budget

See attached budget form.

VI. Other

A. Litigation

Pacific Gateway Center has no pending litigation.

B. Licensure or Accreditation

All service provider(s) contracted to develop and maintain KCRC programs will be licensed and meet all program and personnel criteria as determined by the State of Hawaii, City and County of Honolulu and federal government.

House District 40

Senate District 19

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

Log No: 38-C

For Legislature's Use Only

2010 JAN 28 P 3:43

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: Special Olympics Hawaii, Inc.

Db: Special Olympics Hawaii

Street Address: 1833 Kalakaua Avenue Suite 100, Honolulu, HI 96815

Mailing Address: PO Box 3295, Honolulu, HI 96801

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name NANCY BOTTELO

Title President and CEO

Phone # 808-943-8808 ext 23

Fax # 808-943-8814

e-mail ceo@specialolympicshawaii.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: Special Olympics Hawaii is will build a sports and fitness complex on 2.5 acres of Hawaiian Homes lands in Kapolei, Oahu.

Ch 42 funding is for the planning, design, pricing, bidding, permitting and site preparation for Sports Complex. Site preparation includes mass grading of the site, mulching the site with 6" additional grade to allow for clearing and grubbing, extending the road way and water lines, building temporary septic system for wastewater.

[78 words]

One-third of SOHI participants are of Native Hawaiian ancestry. Surrounding public schools including Waianae record enrollments of students with Native Hawaiian ancestry from 25% to 95%, most well over 50%. Twenty-seven public schools in the Department of Education's Leeward District are Title I schools. [44 words]

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

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 \$ 0

FEDERAL \$ 0

COUNTY \$ 0 (COUNTY CDBG PENDING)

PRIVATE/OTHER \$ 1,085,000

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[REDACTED SIGNATURE]

NANCY BOTTELO, PRESIDENT AND 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:

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

Special Olympics Hawaii (herein after SOHI) is a 501 (c) (3) nonprofit organization founded in 1968. The mission of Special Olympics Hawaii is to provide year-round sports training and athletic competition in a variety of Olympic-type sports for children and adults with intellectual disabilities, giving them continuing opportunities to develop physical fitness, demonstrate courage, experience joy and participate in a sharing of gifts, skills, and friendship with their families, other Special Olympics athletes and the community. Our long-term goal is to create a world of inclusion for everyone through sport. SOHI is a training ground for the message of human dignity, bringing young people lessons and experiences that reinforces universal equality. SOHI is also a training ground for leaders in healthcare, who come to our Games to share the gift of health but who leave our Games having learned the urgency of overcoming discrimination and neglect in health-care training and services. With family leaders, athlete leaders and volunteers extending our message, Special Olympics is no longer just an event - we are a movement.

SOHI addresses this community's health needs with an array of quality, cost-effective programs. Specifically, Special Olympics Hawaii currently is able to serve 2,175 individuals with intellectual disabilities statewide on an annual basis. Any person eight (8) years of age and above who is identified by an agency or professional as having one of the following conditions: mental retardation, cognitive delays as measured by formal assessment, or significant learning or vocational problems due to cognitive delay that require or have required specially designed instruction is eligible to compete in Special Olympics, and additional programs are available for children 2-1/2 through 7 years of age (Y.A.P. – the Young Athletes Program for 2-1/2 – 5 years of age and Future Stars for those 6 and 7 years old).

Nearly one-third of SOHI participants are of Native Hawaiian ancestry. At least seventy-five percent of current persons served would qualify as low to moderate income under HUD guidelines. Specifically: "L/M Income Limited Clientele: The public service is limited to a specific group of people, at least 51 percent of who are L/M income persons. Services qualifying under this category serve a specific clientele, rather than providing service to all the persons in a geographic area."

Well over 60% of all SOHI participants are adults with intellectual disabilities and who meet the HUD definition of severely disabled. Each participant is required to fill out an individualized medical form, which contains confidential information on personal health and certification of disabilities. SOHI thus maintains individualized information on status and eligibility of all its athletes.

A large percentage of school age students (under 18) come from low and moderate income areas of Oahu, such as Waianae. Surrounding public schools record enrollments of students with Native Hawaiian ancestry from 25% to 95%, most well over 50%. Twenty-seven public schools in the Department of Education's Leeward District are Title I schools, with a minimum of 35% of all students qualifying for free or reduced lunch.

2. The goals and objectives related to the request;

SOHI is requesting a \$1,000,000 capital grant (10% of the total cost) from the State of Hawai'i to assist SOHI in the immediate implementation of planning, design, site preparation and initial construction of The Special Olympic Sports Complex in Kapolei, Oahu. SOHI is taking a bold leap forward in using sports and fitness activities as a vehicle for building inclusive, welcoming communities. Total estimated cost is \$10 million. The plan focuses on the creation of a multi-purpose sports, education, fitness and wellness facility in Kapolei, for use by the entire community of Hawaii, with an emphasis on providing accessible facilities to persons with intellectual disabilities to showcase their abilities. Although Special Olympics programs have always used existing sports and fitness facilities for their training and competitions, such programming is almost always conducted apart from the sports activities of other non-disabled athletes. Many times facilities are very difficult to find, as they are heavily used by existing sports groups. (such as AYSO, etc) The Special Olympics Hawaii Sports Complex would create, for the first time, an inclusive training and competition environment designed specifically to unite athletes of all abilities and train other service providers so they may bring these programs back to their communities. The Complex is envisioned as an expression of the highest and best reward of participating in sports activities; the recognition of the value of every human being.

The Special Olympics Hawaii Sports Complex will be built on two and a half acres in Kapolei, Oahu. It is located on a Department of Hawaiian Home Lands site and requires planning and site preparation before building the facility can begin. This is a shovel ready project. The Complex will provide extraordinary benefits, including:

* An Exercise and Wellness Center providing services specific to athletes with intellectual disabilities from throughout the state to include physical examinations, oral health screening, vision testing, sports skills assessments, expanding to other sport medicine disciplines to expand upon the relationships between SOHI and the University of Hawaii School of Nursing & Dental Hygiene, Department of Dental Hygiene Department, Hawaii State Department of Health – Dental Health Division, Hawaii State Department of Health - Children with Special Needs Branch, State Council on Developmental Disabilities Health and Home Committee, Lion's Club, The Queen's Medical Center – Dental General Practice Residency, The Queen's Medical Center – Dental Division, Kapiolani Community College of Dental Assisting Program , Hawaii Dental Education Center, Hawaii Optometric Association, and Kaiser Permanete.

* The creation of a world class Sports Education and Family Center to offer information on developmental disabilities as well as health, fitness and sport to families and the community at large.

* The ability to conduct sport training and competition for athletes within a reasonable geographic area Oahu-wide, with an emphasis on the Leeward community, where access to facilities and financial resources are the hardest. and where there are high numbers of Special Education students in public schools.

* **Hosting Leadership training for Board, Organizational Management, Sports and Event Management and more.**

* **The introduction and new and innovative programs for research in the areas of early childhood/preschool play activity and school inclusive programs to be field tested onsite and then expanded to communities throughout the state.**

* **Providing back-up facilities for competitions/reducing costs for facility rentals. SOHI utilizes facilities throughout the island and scheduling conflicts inevitably occur. With the Complex close to the world-class Kroc Center, we anticipate a partnership that will eliminate any need for duplication of facilities.**

* **Hosting Coach and Volunteer training. SOHI offers a comprehensive coach/volunteer training curriculum with multiple levels of certification in all sports offered. General coaches education courses and national governing body sport specific coach training is offered.**

* **Offering facilities and programs to the local community by providing a direct service to the community, youths and adults alike will meet and learn about our athletes, volunteerism, and join in the promotion of Special Olympics statewide. Being located near the new Middle and Elementary Schools, we will be able to bring school classes to the facility for health and SOfit training at the Fitness and Wellness Center.**

* **Continue to expand our reach into the Hawaiian community. The Department of Hawaiian Homelands has generously embraced this Complex. Over two and one half acres of land adjacent to the Kroc Center have been allocated for the Complex. By being located on the Leeward coast, SOHI will be close to the very athletes we most need to serve.**

* **Offering a place for families to gather and find ways to meet the challenges they face by having a child with an intellectual disability. The Special Olympics Hawaii Ohana Task Force provides summits for family members on housing, social security and Medicare, employment and job preparation, guardianship and trusts, etc.**

Special Olympics Hawaii will enter into a 30 year lease (with two additional 10 year options) with Hawaiian Home Lands which it will utilize to construct its new headquarters and facility. Specifically, SOHI's project will involve obtaining grading and building permits, coordinating final bid pricing and securing a construction contract. Site preparation work will include: a - Extension of Existing Road and Waterline; b - Grub and Clearing; c - Site grading; d - Site infrastructure; e - Parking & Driveways; f - Landscape & Irrigation.

Of further tangible benefit to this economically-challenging community will be the partial alleviation of the area's unemployment rate, initially through the renovation / relocation phase of this most worthy capital improvement project, and then with the creation of permanent, well-paid full-time and part-time professional positions with SOHI.

Opening of the SOHI Sports Complex would allow our organization alone to immediately create an estimated six (6) skilled jobs, with possibly more jobs provided by our partners.

The estimated total cost for the acquisition of the SOHI Sports Complex is approximately \$10 million. SOHI has already developed a detailed strategic fundraising and marketing plan, and is in the process of soliciting funds for completion of the entire project within a 24 month period.

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

People with intellectual disabilities have limited opportunities to be integrated into community wide activities that enrich and enhance their lives as well as develop social, intellectual, and emotional skills to live independent and productive lives. Special Olympics Hawaii is one of the few organizations dedicated to these purposes.

Currently, Special Olympics Hawaii currently is only able to serve approximately 2,175 individuals with intellectual disabilities statewide on an annual basis, out of an estimated statewide population of well over 15,000. Any person eight (8) years of age and above who is identified by an agency or professional as having one of the following conditions: mental retardation, cognitive delays as measured by formal assessment, or significant learning or vocational problems due to cognitive delay that require or have required specially designed instruction is eligible to compete in Special Olympics, and additional programs are available for children 2-1/2 through 7 years of age (Y.A.P. – the Young Athletes Program for 2-1/2 – 5 years of age and Future Stars for those 6 and 7 years old).

4. Describe the target population to be served; and

According to the Department of Health, there are 15,000 children and adults who meet the eligibility requirements for Special Olympics program in the State of Hawai'i; and 5,030 are between the ages of 6-21. Currently Special Olympics Hawaii is able to serve only 2,175, or about 14%. Of those currently served, 63% or more are adults with intellectual disabilities meeting the HUD definition of severely disabled.

Special Olympics Hawaii currently is currently serving approximately 2,200 individuals with intellectual disabilities statewide on an annual basis. Any person eight (8) years of age and above who is identified by an agency or professional as having one of the following conditions: mental retardation, cognitive delays as measured by formal assessment, or significant learning or vocational problems due to cognitive delay that require or have required specially designed instruction is eligible to compete in Special Olympics, and additional programs are available for children 2-1/2 through 7 years of age (Y.A.P. – the Young Athletes Program for 2-1/2 – 5 years of age and Future Stars for those 6 and 7 years old).

Nearly one-third of SOHI participants are of Native Hawaiian ancestry. At least seventy-five percent of current persons served would qualify as low to moderate income under HUD guidelines.

Well over 60% of all SOHI participants are adults with intellectual disabilities and who meet the HUD definition of severely disabled. Each participant is required to fill out an individualized medical form, which contains confidential information on personal health and certification of disabilities. SOHI thus maintains individualized information on status and eligibility of all its athletes.

A large percentage of school age students (under 18) come from low and moderate income areas of Oahu, such as Waianae. Surrounding public schools record enrollments of students with Native Hawaiian ancestry from 25% to 95%, most well over 50%. Twenty-seven public schools in the Department of Education's Leeward District are Title I schools, with a minimum of 35% of all students qualifying for free or reduced lunch.

With the construction of the this facility, Special Olympics Hawaii is expected to increase the number of individuals with intellectual disabilities participating in its programs to 4,000, nearly double the current capacity.

According to the Department of Health, there are a minimum 15,000 children and adults who meet the eligibility requirements for Special Olympics program in the State of Hawai'i; and 5,030 are between the ages of 6-21. Data from the State Department of Education indicate nearly 4,000 Special Education students in the surrounding school complexes Campbell/Kapolei, Nanakuli/Waianae and Pearl City Waipahu.

An Exercise and Wellness Center will provide services specific to athletes with intellectual disabilities from throughout the state to include physical examinations, oral health screening, vision testing, sports skills assessments, expanding to other sport medicine disciplines to expand upon the relationships between SOHI and the University of Hawaii School of Nursing & Dental Hygiene, Department of Dental Hygiene Department, Hawaii State Department of Health – Dental Health Division, Hawaii State Department of Health - Children with Special Needs Branch, State Council on Developmental Disabilities Health and Home Committee, Lion's Club, The Queen's Medical Center – Dental General Practice Residency, The Queen's Medical Center – Dental Division, Kapiolani Community College of Dental Assisting Program , Hawaii Dental Education Center, Hawaii Optometric Association, and Kaiser Permanente. Additional community partnerships include ARC Hawaii, and Lanakila's various programs.

5. Describe the geographic coverage.

SOHI is a statewide program. SOHI Athletes, their trainers, and their mentors will be able to utilize this facility throughout the year. Naturally, because of its location on the Island of Oahu, there will be more opportunities for utilization by this Island's residents, with a particular ability to serve families nearer to Kapolei, including the Waianae Coast.

The location of the proposed project was selected to be able to serve the large number of Special Olympics athletes residing in the Leeward district, which includes Kapolei, Waipau, Ewa Beach, and the Waianae Coast of Oahu. This area of Oahu also has enrolled in its public schools over 4,000 Special Education students, or 34% of all Special Education DOE students on Oahu. Consolidation of facilities and support services will create cost savings and enhance the ability of SOHI to extend more of its programs to a larger percentage of intellectually disabled adults and low to moderate income children with intellectual disabilities.

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;

Specifically, SOHI's project will involve obtaining grading and building permits, coordinating final bid pricing and securing a construction contract. Site preparation work will include: a - Extension of

Existing Road and Waterline; b - Grub and Clearing; c - Site grading; d - Site Infrastructure; e - Parking & Driveways; g - Landscape & Irrigation.

The Special Olympics Hawaii Sports Complex will include the following.

- *An indoor fitness center.
- * Classrooms. The creation of a world class Sports Education and Family Center to offer information on developmental disabilities as well as health, fitness and sport to families and the community at large. This will also include a Library and Resource Center.
- * Office facilities hosting Leadership training for Board, Organizational Management, Sports and Event Management, Volunteer Training and more.
- * A Storage Facility for equipment needed for SOHI events.
- * Outdoor Recreational Play Court and Hale.
- * A Volunteer Hospitality and Gathering Area.
- * Back-up soccer and bocce fields and sport-specific outdoor facilities for competitions/reducing costs for facility rentals. SOHI utilizes facilities throughout the island and scheduling conflicts inevitably occur. With the Complex close to the world-class Kroc Center, we anticipate a partnership that will eliminate any need for any duplication of facilities.

Objectives and tasks involved in the entire project are as follows:

- Objective 1: Planning & Design (11/1/09-8/5/10)
- Objective 2: Permitting & Final Pricing 8/6/10 – 4/14/11
 - 2a - Grading Permit
 - 2b - Building Permit
 - 2c - Coordinate Final Bid Pricing
 - 2d - Negotiate Construction Contract
- Objective 3: Site work 2/18/11 – 4/14/11
 - 3a - Extension of Existing Road and Waterline
 - 3b - Grub and Clearing
 - 3c - Site grading
 - 3d - Site Infrastructure
 - 3e- Parking & Driveways
 - 3f - Landscape & Irrigation

Objective 4: Building Construction 4/15/11–3/1/12
4a - Multipurpose Education & Program Coordination Center
4b - Athletic Fitness Center
4c - Healthy Athlete Distribution Center

Objective 5: Furnishing & Equipment
5a - Furnishings
5b - Equipment

Specifically, SOHI's project will involve obtaining grading and building permits, coordinating final bid pricing and securing a construction contract. Site preparation work will include: a - Extension of Existing Road and Waterline; b - Grub and Clearing; c - Site grading; d - Site infrastructure; e - Parking & Driveways; f - Landscape & Irrigation.

Contractor:

The licensed general contractor overseeing the project will be selected in the near future.

AS SOHI's planners & construction managers, Group 70, has therefore proposed the following scope of work for the SOHI project:

- Form a collaborative team of professionals to develop a preliminary budget and comprehensive master schedule.
 - Prepare project requests for proposal for public dissemination and bid.
 - Provide assistance in reviewing and analyzing all recipient bids from prospective sub-contractors.
 - Ensure that design is both aesthetically successful and duly responsive to project goals
 - Coordinate SOHI technology implementation strategy with construction plan optimum current and future performance.
 - Assure that all sub-contractors and other participants understand fully the project's design and purpose.
 - Monitor all progress to anticipate difficulties, resolve issues and ensure that project adheres to schedule.
 - Assure that work site meets all requisite OSHA and DLIR standards for a safe work environment.
 - Coordinate final stages of construction, including punch lists and certificate of occupancy.
2. The applicant shall provide a projected annual timeline for accomplishing the results or outcomes of the service;

See Attachment "Preliminary Schedule"

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

SOHI has a board task force headed by Serge Krivatsy from THM Partners LLC, and Alan Labbe from DR Horton who will review the proposals and make final recommendations to the board

regarding the selection of the contractors and to provide oversight of all phases and aspects of the project (see Subsections II.1 and II.2). SOHI executive staff will meet regularly with general contractor to keep abreast of progress, and ensure that any difficulties, both anticipated and unanticipated, will be resolved optimally to assure that project continues on schedule to a January 2012 opening.

The design team by contract will act as the owner's agent to 1) review the progress of construction, 2) review the quality of construction, 3) process clarification requests and product submittals, 4) approve contractor payment requests, 5) provide final inspection.

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

Success and achievement will be measured substantively by SOHI's ability to adhere to the prospective timeline regarding the fundraising, site preparation, and construction of the Special Olympics Hawaii Sports Complex. Included in the measure effectiveness goals are:

- a. No delays not caused by outside circumstances.
- b. Actual costs in line with estimated costs.
- c. Start dates for each discrete task met.
- d. Completion of tasks in accordance with timeline.
- e. No need to change basic design or plan.
- f. Continued cooperation with other partners, such as Hawaiian Home Lands.
- g. Ability to continue to raise additional funds for the completion 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.

Please see information provided on all attached pages, pursuant to legislative directive.

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

| Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | Total Grant |
|-----------|-----------|-----------|-----------|-------------|
| \$100,000 | \$200,000 | \$200,000 | \$500,000 | \$1,000,000 |

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

SOHI has recently commenced an ambitious but achievable capital campaign to raise funds for the Sports complex. Initial requests for capital grant funding will be made to the U.S. Dept. of Housing and Urban Development – Community Development Block Grant Program; the U.S. Dept. of Agriculture – Rural Development Program; Hawaii-based private foundations such as Cooke Foundation, Ltd., Atherton Family Foundation and the Harry & Jeanette Weinberg Foundation; corporate foundations such as Bank of Hawaii Foundation, First Hawaiian Bank Foundation and Thomas J. Long Foundation, and smaller family trusts and foundations which support community initiatives such as SOHI. In addition we will solicit individual gift, vest pocket foundation gifts, corporate solicitations and a planned giving initiative to build an endowment for the building.

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.

Special Olympics Hawaii realizes that funds are tight in the current economy and only the most important projects can be funded. We would like to answer this question in two ways; our programmatic experience, and our experience with capital projects.

PROGRAM:

Special Olympics Hawaii has coordinated with multiple venues and corporations to hold our various competitions. The first Summer Games was held in 1968. Totally run by volunteers until 1982, it has grown to be one of the most respected charities in Hawaii, being awarded the better Business Bureau Torch Award for ethics in business in 2008. (Small not for profit category – under 100 employees). A Ward research poll completed in 2003 showed that the 90% of the public was aware of Special Olympics Hawaii, and of that group SOHI had a 96% favorable rating (very favorable- 79%; somewhat favorable – 17%).

Special Olympics Hawaii is experienced in running year-round sports training and athletic competition to children and adults with intellectual disabilities. More than 2,100 athletes, from around the state, benefit from participation in the program.

We provide training and competition opportunities for every athlete, regardless of gender, age or ability. No matter what their ability level may be, we provide a program that benefits the athlete and their family.

Special Olympics Hawaii offers training and competition opportunities in 9 Official Olympic-type sports over 3 seasons. Official sports are offered statewide and include training, Area or Regional competition, and competition at one of the three state games which are the culmination of each season.

Special Olympics Hawaii is experienced in bringing the community together with people with disabilities, through our Unified Sports® events in Softball, Bocce, and Bowling. Unified® events allow athletes with and without intellectual disabilities to train & compete together. Our *Unified Sports®* program combines approximately equal numbers of Special Olympics athletes with non-disabled family members, friends and classmates on the same sports teams. *Unified Sports®* dramatically increases inclusion in the community by helping to break down barriers that have historically kept people with and without intellectual difficulties apart. Friends and family members of Special Olympics athletes are provided a valuable opportunity to participate as partners or coaches on the same team with their loved one with intellectual disabilities. Bonding and admiration deepens after hours of training and competing together.

Special Olympics Hawaii runs approximately 50 competitions yearly in the various sports offered throughout the year. The two largest are the Holiday Classic, held in early December, and the Summer Games, held Memorial Day weekend. Over 1,100 athletes and coaches, from Oahu, Maui, Molokai, Kauai, & the Big Island participate in each of these competitions. The State Summer Games has a budget of \$150,000 (not including approximately \$60,000 in airfare costs). While obviously a much smaller scale than the capital campaign, there needs to be complete coordination with many vendors for housing, meals, tents, transportation, facilities, volunteer groups, etc. The SOHI staff has a proven track record year after year of creating a seamless event that creates a welcoming environment for all athletes, families, and volunteers alike.

Special Olympics Hawaii highly experienced in recruiting and training over 6,000 volunteers yearly. Volunteers represent corporate sponsors, civic groups, military groups, or individuals. Volunteers serve in a variety of roles, from coaching to officiating, fundraising to Public Relations. Special Olympics Hawaii have jobs that take a 1-6 hour a week commitment to just coming out for the day.

Special Olympics Hawaii holds vision, dental, hearing, podiatry and fitness health screenings for our athletes at our Summer Games competitions in May, as well as routine screenings, including nutrition counseling throughout the year at our Medfest events. The screenings have shown how badly needed these services are, as statistics have proven that this population is one the most medically underserved populations.

In summary, SOHI is able to provide cost effective services to persons with intellectual disabilities through the experienced leadership in the organization, and the ability to coordinate great numbers of volunteers to reduce costs without hiring additional staff. Over 6,000 volunteers are used annually in the SOHI program. The most recent audit – 2008,

showed that the dollar value of the donated volunteer services for coaches and officials (not including any other of the many volunteer duties) was valued at \$542,234.

CAPITAL CAMPAIGN EXPERIENCE:

The CEO of Special Olympics Hawaii manages a staff and volunteer base of over 6,000 people in the state of Hawaii. The Chairman of the Special Olympics Hawaii Board of Directors, Luke Yeh, is a Senior Vice President of Bank of Hawaii, with over nineteen years of experience in commercial banking, including thirteen years of business development and client management experience in the large corporate market.

SOHI has a board task force headed by Serge Krivatsy from THM Partners LLC, and Alan Labbe from DR Horton who will review the proposals and make final recommendations to the board regarding the selection of the contractors and to provide oversight of all phases and aspects of the project. Both of these people are used to labor negotiations and managing projects of millions of dollars on a routine basis.

Also available to assist SOHI is Clint Churchill, past Campbell Estate Trustee who serve on our SOHI Emeritus Board, who has years of experience in land management.

SOHI has retained the services of a third party consultant, Group 70, with an extensive and successful record of Planning, and designing such projects. Established in 1971, Group 70 International, Inc. is an award-winning design firm of architects, planners, interior designers and asset managers. Its expertise covers master planning for major urban land holdings, conceptual design and development of resort communities and housing developments locally and abroad. In addition, Group 70's full service agency offers comprehensive support for commercial, educational and medical facilities.

Group 70 offers expertise in the planning and design of sustainable and culturally appropriate developments. Group 70s staff of 86 includes cultural specialists and a team of LEED (Leadership in Energy and Environmental Design) accredited professionals. Group 70s mission is to foresee a sustainable future now: to conceive, conduct, complete and continue the best-in-class projects that demonstrate leadership in the global sustainability theater. In addition, SOHI has retained the services of Myerberg Shain for marketing, branding, training and fundraising for this project.

B. Facilities

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the request. If facilities are not presently available, describe plans to secure facilities. Also describe how the facilities meet ADA requirements, as applicable.

The SOHI Headquarters is not currently in the new facility. The new sports complex will be located on 2.5 acres of land, which will be leased through the Department of Hawaiian Homelands.

The Special Olympics Hawaii Sports Complex will include the following.

- *An indoor fitness center.
- * Classrooms. The creation of a world class Sports Education and Family Center to offer information on developmental disabilities as well as health, fitness and sport to families and the community at large. This will also include a Library and Resource Center.
- * Office facilities hosting Leadership training for Board, Organizational Management, Sports and Event Management, Volunteer Training and more.
- * A Storage Facility for equipment needed for SOHI events.
- * Outdoor Recreational Play Court and Hale.
- * A Volunteer Hospitality and Gathering Area.

Back-up soccer and bocce fields and sport-specific outdoor facilities for competitions/reducing costs for facility rentals. SOHI utilizes facilities throughout the island and scheduling conflicts inevitably occur.

The Special Olympics Hawaii Complex will be located in a perfect area for partnering with our neighbor organizations. It will be located near the Malama Learning Facility, and will be adjacent to the world-class Kroc Center. Because of the Kroc Center proximity, we anticipate a partnership that will eliminate any need for any duplication of 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.

Special Olympics Hawaii is administered by a President and CEO, who presides over a management team that includes as the Vice President of Sports, a VP of Area Services a Director of Volunteers, and other support staff. The CEO is reviewed and monitored annually by a governing Board of Directors comprised of thirty members, all highly respected and recognized persons within the community, who are responsible both for the direction and vision of the organization, and for the development and establishment of organizational policy and objectives. (Please see attached Board of Director listing)

Executive Director:

Nancy Bottelo, President and CEO will be responsible for ensuring that the project is built and operating in accordance with guidelines and timelines established by the Board of Directors. Article VI of the SOHI Bylaws states:

"The President and Chief Executive Officer shall be the official adviser to and executive agent of the Board of Directors and its Executive Committee. The President/CEO shall, as administrative head of the organization, exercise a general superintendence over all the affairs of SOHI, and bring such matters to the attention of the Board as are appropriate to keep it fully informed in meeting its policy-making responsibilities. Furthermore, the President/CEO shall have power, on behalf of the Board, to perform all acts and execute all documents to make effective the actions of the Board or its Executive Committee, and except as otherwise provided in these by-laws, shall be ex officio a member of all committees of the Board without power to vote. "

A Building Committee has been established. Nancy Bottelo, the President and CEO has been with Special Olympics Hawaii since 1983, first serving on its board of directors, and as the CEO since 1987. Since 1983 the organization has grown from an annual budget of \$300,000 to over \$2 million in 2009. The two Vice Presidents of the organization have been with our organization for 16 and 13 years each. In total, the entire SOHI staff (state and Area 6 full-time and 12 part-time staff) have over 150 years combined years of employment with Special Olympics Hawaii.

Chief Financial Officer:

Special Olympics Hawaii outsources the monthly financial reconciliation to the firm of the CPA agency of Carr Gouveia and Associates. Carr, Gouveia + Associates, Cpas, Inc is a private company located in Honolulu, HI. This company has an annual revenue of \$1,200,000 and employs a staff of approximately 12. All monthly financial statements are then reviewed by the Treasurer of the board of directors (from the firm of Deloitte and Touche), approved by the executive committee of the board, and then sent to the entire board for approval. The Special Olympics Hawaii audit is done by an independent firm, Akamine Oyadomori and Kosaki.

V.P. of Sports: Oversees Games and manages all aspects of sports competition. Mr. Epstein is in charge of all coaches' education and training, Area and State-wide competitions, and training of the Games Competitions Committee volunteers. Mr. Epstein completed an internship in Sports Management and Promotion at the University of Virginia. He has been on staff as Special Olympics Hawai'i Sports Director for 16 years, and is certified as a Special Olympics Trainer in Games Management by Special Olympics Inc. Dan has been selected to serve as the Team USA Aquatics sports venue director for the 2011 World Games in Greece. He also serves on the International Sports Rules Advisor Council, and serves as an Asian Pacific Regional Trainer for Special Olympics Inc.

VP of Area Services: Nip Ho coordinates Area Programs and oversees Area Management Teams. Ms. Ho assists the Area with their fundraising efforts, strategic planning, and overall fiscal responsibility of the area and volunteers. Ms. Ho taught as a Special Education teacher for 6 years and is certified for Special Education Birth-12th Grade regular Elementary Education and Physical Education. She also was instrumental in creating the first national Area Management Training Program, and the very first Toastmasters Club for Special Olympics athletes in the US.

B. Organization Chart

The applicant shall illustrate the position of each staff and line of responsibility/supervision. If the request is part of a large, multi-purpose organization, include an organizational chart that illustrates the placement of this request.

Please see attachment

VI. Other

A. Litigation

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgement. If applicable, please explain.

There is no litigation pending. Special Olympics Hawaii has never been involved in any litigation since its inception in 1968.

B. Licensure or Accreditation

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

SOHI is fully authorized and accredited by Special Olympics Inc (SOI), located in Washington DC. Accreditation is done every two years, and includes both written documentation as well as a formal visitation from SOI. SOHI must maintain an extremely high standard to receive the Level I accreditation, and has done so every year since the current CEO has been with the organization.

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

Applicant: _____ Special Olympics Hawaii, Inc.

| BUDGET CATEGORIES | Total State Funds Requested (a) | (b) | (c) | (d) |
|-------------------------------------|--|---------------------------------------|------------|------------|
| A. PERSONNEL COST | | | | |
| 1. Salaries | | | | |
| 2. Payroll Taxes & Assessments | | | | |
| 3. Fringe Benefits | | | | |
| TOTAL PERSONNEL COST | | | | |
| B. OTHER CURRENT EXPENSES | | | | |
| 1. Airfare, Inter-Island | | | | |
| 2. Insurance | | | | |
| 3. Lease/Rental of Equipment | | | | |
| 4. Lease/Rental of Space | | | | |
| 5. Staff Training | | | | |
| 6. Supplies | | | | |
| 7. Telecommunication | | | | |
| 8. Utilities | | | | |
| 9 | | | | |
| 10 | | | | |
| 11 | | | | |
| 12 | | | | |
| 13 | | | | |
| 14 | | | | |
| 15 | | | | |
| 16 | | | | |
| 17 | | | | |
| 18 | | | | |
| 19 | | | | |
| 20 | | | | |
| TOTAL OTHER CURRENT EXPENSES | | | | |
| C. EQUIPMENT PURCHASES | | | | |
| D. MOTOR VEHICLE PURCHASES | | | | |
| E. CAPITAL | 1,000,000 | | | |
| TOTAL (A+B+C+D+E) | 1,000,000 | | | |
| SOURCES OF FUNDING | | Budget Prepared By: | | |
| (a) Total State Funds Requested | 1,000,000 | Nancy Bottelo 808-943-8808 ext 22 | | |
| (b) CDBG Funds | 1,000,000 | Name (Please type or print) Phone | | |
| (c) Private Institutions | 3,600,000 | 1/25/2010 | | |
| (d) Individual Gifts | 4,400,000 | Signature of Authorized Official Date | | |
| TOTAL BUDGET | 10,000,000 | Nancy Bottelo, President and CEO | | |
| | 10,000,000 | Name and Title (Please type or print) | | |

BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: Special Olympics Hawaii, 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) |
|--------------------------------|----------------------|--------------------|---|--|
| | | | | \$ - |
| Not Applicable | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
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| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| TOTAL: | | | | |
| JUSTIFICATION/COMMENTS: | | | | |

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: _____ Special Olympics Hawaii, inc. 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: Special Olympics Hawaii, 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 | | | 100,000 | | | |
| LAND ACQUISITION | | | | | | |
| DESIGN | | | 400,000 | | | |
| CONSTRUCTION | | | 500,000 | | | |
| EQUIPMENT | | | | | | |
| TOTAL: | | | 1,000,000 | | | |

JUSTIFICATION/COMMENTS:

Planing (\$100,000) includes translation of the general concept into specific planning, permitting and pricing. Design (\$400,000) includes detailed design of buildings' exteriors and interiors. Shovel ready construction (\$400,000) includes initial construction costs for the Multipurpose Education and Coordination building.

**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:

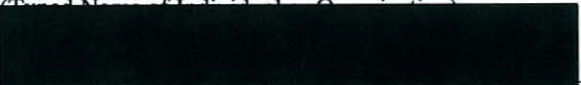
- (1) Is incorporated under the laws of the State; and
- (2) Has bylaws or policies that describe the manner in which the activities or services for which a grant or subsidy is awarded shall be conducted or provided.

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.

Special Olympics Hawaii, Inc.
(Typed Name of Individual or Organization)
 January 28, 2010
(Signature) (Date)
Nancy Bottelo President and CEO
(Typed Name) (Title)

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

Applicant: _____ Special Olympics Hawaii, Inc.

| BUDGET CATEGORIES | Total State Funds Requested (a) | (b) | (c) | (d) |
|-------------------------------------|--|---------------------------------------|------------|------------|
| A. PERSONNEL COST | | | | |
| 1. Salaries | | | | |
| 2. Payroll Taxes & Assessments | | | | |
| 3. Fringe Benefits | | | | |
| TOTAL PERSONNEL COST | | | | |
| B. OTHER CURRENT EXPENSES | | | | |
| 1. Airfare, Inter-Island | | | | |
| 2. Insurance | | | | |
| 3. Lease/Rental of Equipment | | | | |
| 4. Lease/Rental of Space | | | | |
| 5. Staff Training | | | | |
| 6. Supplies | | | | |
| 7. Telecommunication | | | | |
| 8. Utilities | | | | |
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| 15 | | | | |
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| 17 | | | | |
| 18 | | | | |
| 19 | | | | |
| 20 | | | | |
| TOTAL OTHER CURRENT EXPENSES | | | | |
| C. EQUIPMENT PURCHASES | | | | |
| D. MOTOR VEHICLE PURCHASES | | | | |
| E. CAPITAL | 1,000,000 | | | |
| TOTAL (A+B+C+D+E) | 1,000,000 | | | |
| SOURCES OF FUNDING | | Budget Prepared By: | | |
| (a) Total State Funds Requested | 1,000,000 | Nancy Bottelo 808-943-8808 ext 22 | | |
| (b) CDBG Funds | 1,000,000 | Name (Please type or print) Phone | | |
| (c) Private Institutions | 3,600,000 | 1/25/2010 | | |
| (d) Individual Gifts | 4,400,000 | Signature of Authorized Official Date | | |
| TOTAL BUDGET | 10,000,000 | Nancy Bottelo, President and CEO | | |
| | 10,000,000 | Name and Title (Please type or print) | | |

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: _____ Special Olympics Hawaii, inc. 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: Special Olympics Hawaii, 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 | | | 100,000 | | | |
| LAND ACQUISITION | | | | | | |
| DESIGN | | | 400,000 | | | |
| CONSTRUCTION | | | 500,000 | | | |
| EQUIPMENT | | | | | | |
| TOTAL: | | | 1,000,000 | | | |

JUSTIFICATION/COMMENTS:

Planing (\$100,000) includes translation of the general concept into specific planning, permitting and pricing. Design (\$400,000) includes detailed design of buildings' exteriors and interiors. Shovel ready construction (\$400,000) includes initial construction costs for the Multipurpose Education and Coordination building.

**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.

Special Olympics Hawaii, Inc.
(Typed Name of Individual or Organization)



(Signature)

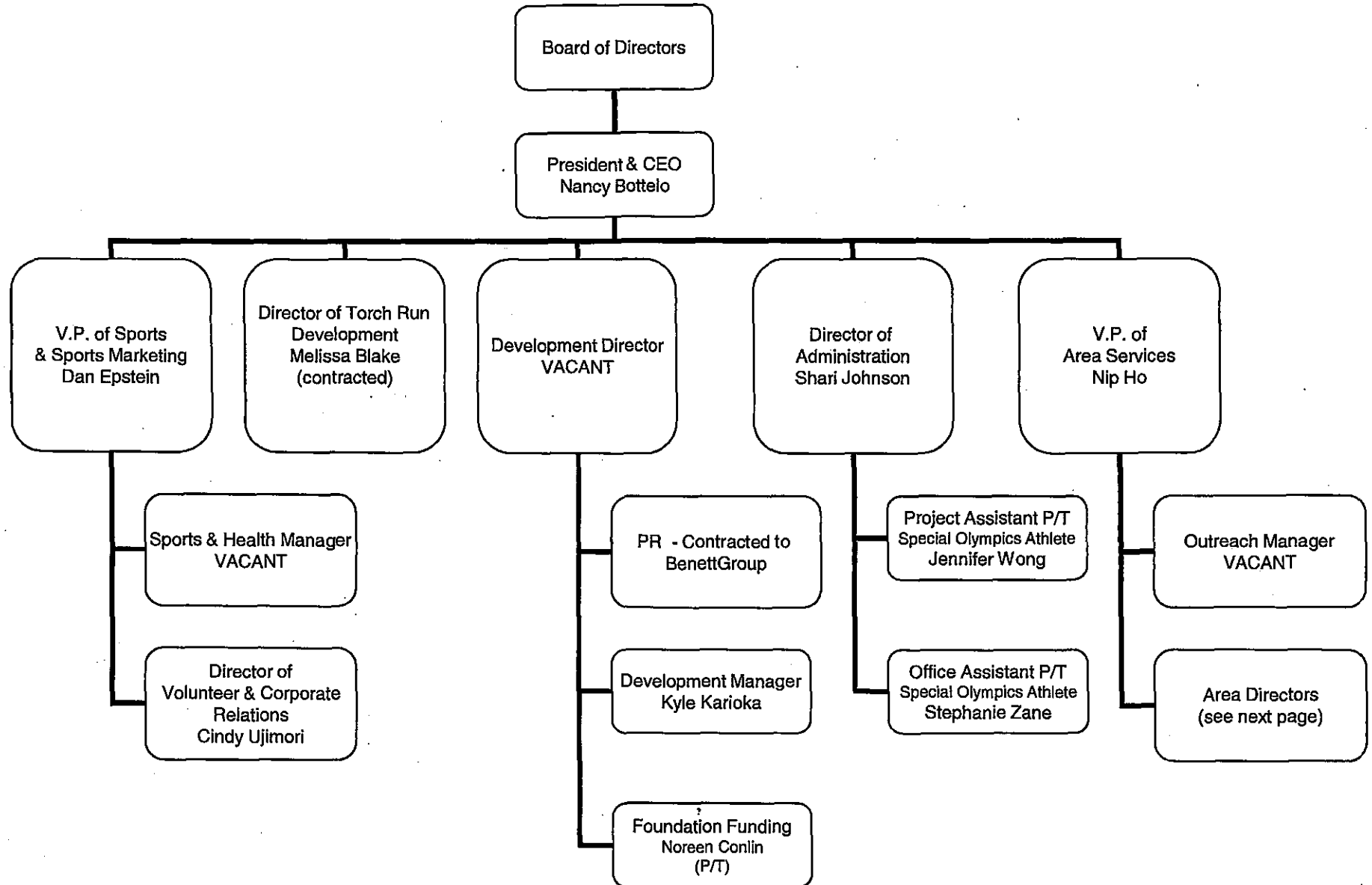
January 28, 2010

(Date)

Nancy Bottelo
(Typed Name)

President and CEO
(Title)

Special Olympics Hawaii Organizational Chart



SOHI Area Directors

V.P. of Area Services
Nip Ho

County of Maui
Regional Director
Adrienne Laurion
(P/T)

Kauai Area Director
Jocelyn Barriga
(P/T)

West Hawaii
Area Director
David Ross
(P/T)

Oahu
Area Directors

Molokai
Area Assistant
Rita Kalahiki
(P/T)

Island of Lanai
Area Assistant
VACANT

East Hawaii
Area Director
Carey Uchida
(P/T)

Leeward Oahu
Olga Goo
(P/T)

Windward Oahu
Mark Sterlacci
(P/T)

Honolulu/Central
Cara Iverson

Special Olympics Hawaii 2010 Board of Directors

Officers of the Board:

Chair: Luke Yeh – Bank of Hawaii
Vice Chairs: Chris Dey – BERICH
Todd Apó – Honolulu City Council
Secretary: Kelvin Shigemura – Armstrong Produce
Treasurer: Garrett Taira – Deloitte and Touche
Past Chair: Barry Whitfield - Tesoro

Members of the Board:

Bruce Bachle - Servco
Carolyn Berry
Patrick Hartnett – AIG Hawaii
Jeff Higashi – First Hawaiian Bank
Peter Ho – Bank of Hawaii
Richard Ing
Howard Karr – UH Board of Regents
BGen Dwight Kealoha – Better Business Bureau Hawaii
Serge Krivatsy - THM Partners LLC
Cory Kubota – Accuity LLP
Alan Labbe – DR Horton
Peter Luke – Insurance Investments
Assistant Chief Randy Macadangdang – Honolulu Police Department
Dr. Edison Miyawaki – Physician
John Robinette – Matson Navigation
Homelani Schaedel - Malu'ohai Resident's Association
Martha Smith – Kapiolani Medical Center
Dr. Susan Stewart – Parent – Physician
Michael Stollar – HMSA
Stephen Street – Parent – Attorney
Bob Sumitomo – City and County of Honolulu
Shirley Swinney - Malu'ohai Resident's Association
Dr. Lawrence Tseu – Dentist
Buzz Wo – Merrill Lynch

Emeritus Board:

Clint Churchill – The Estate of James Campbell
Sandy Hartley – Parent – The Hartley Foundation
Rodney Shinkawa – Hawaii Banker's Association
Allan Yasue – PricewaterhouseCoopers, retired

Special Olympics Hawaii

Preliminary Schedule

| ID | Task Name | Duration | Start | Finish | 2010 | | | | | | | | | | | | 2011 | | | | 2012 | | | | | | | |
|----|-----------------------------------|-----------------|-----------------|-----------------|------|---|----|-----|---|-----|-----|---|---|-----|---|---|------|---|----|-----|------|-----|-----|---|---|-----|---|---|
| | | | | | Jan | e | Ma | Apr | a | Jun | Jul | u | e | Oct | o | e | Jan | e | Ma | Apr | a | Jun | Jul | u | e | Oct | o | e |
| 1 | Initial Design | 63 days | 2/15/10 | 5/13/10 | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | Notice to proceed | 0 days | 2/15/10 | 2/15/10 | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | Program Development | 10 days | 2/16/10 | 2/27/10 | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | Schematic Design | 30 days | 3/2/10 | 4/10/10 | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | SOH review & approval | 3 days | 4/13/10 | 4/15/10 | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | 50% Design Development | 20 days | 4/16/10 | 5/13/10 | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 | RFP process | 50 days | 4/13/10 | 6/19/10 | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | Determine Contractor Shortlist | 10 days | 4/13/10 | 4/24/10 | | | | | | | | | | | | | | | | | | | | | | | | |
| 9 | Develop RFP | 10 days | 4/30/10 | 5/13/10 | | | | | | | | | | | | | | | | | | | | | | | | |
| 10 | Issue RFP | 0 days | 5/13/10 | 5/13/10 | | | | | | | | | | | | | | | | | | | | | | | | |
| 11 | Response Period | 20 days | 5/14/10 | 6/10/10 | | | | | | | | | | | | | | | | | | | | | | | | |
| 12 | RFP submission | 0 days | 6/10/10 | 6/10/10 | | | | | | | | | | | | | | | | | | | | | | | | |
| 13 | RFP evaluation | 5 days | 6/11/10 | 6/17/10 | | | | | | | | | | | | | | | | | | | | | | | | |
| 14 | Interview finalists | 2 days | 6/18/10 | 6/19/10 | | | | | | | | | | | | | | | | | | | | | | | | |
| 15 | Contractor Selection | 0 days | 6/19/10 | 6/19/10 | | | | | | | | | | | | | | | | | | | | | | | | |
| 16 | Design Refinement | 33 days | 6/22/10 | 8/5/10 | | | | | | | | | | | | | | | | | | | | | | | | |
| 17 | Evaluation of VE ideas | 10 days// | 6/22/10 | 7/3/10 | | | | | | | | | | | | | | | | | | | | | | | | |
| 18 | Adjust Design Documents | 15 days | 7/6/10 | 7/24/10 | | | | | | | | | | | | | | | | | | | | | | | | |
| 19 | Confirm Cost | 5 days | 7/27/10 | 7/31/10 | | | | | | | | | | | | | | | | | | | | | | | | |
| 20 | SOH review & approval | 3 days | 8/3/10 | 8/5/10 | | | | | | | | | | | | | | | | | | | | | | | | |
| 21 | Construction Documentation | 100 days | 8/6/10 | 12/23/10 | | | | | | | | | | | | | | | | | | | | | | | | |
| 22 | Develop Permit set | 80 days | 8/6/10 | 11/25/10 | | | | | | | | | | | | | | | | | | | | | | | | |
| 23 | Develop Final CD set | 20 days | 11/26/10 | 12/23/10 | | | | | | | | | | | | | | | | | | | | | | | | |
| 24 | Permitting | 100 days | 11/26/10 | 4/14/11 | | | | | | | | | | | | | | | | | | | | | | | | |
| 25 | Grading Permit | 60 days | 11/26/10 | 2/17/11 | | | | | | | | | | | | | | | | | | | | | | | | |
| 26 | Building Permit | 100 days | 11/26/10 | 4/14/11 | | | | | | | | | | | | | | | | | | | | | | | | |
| 27 | Construction | 310 days | 12/24/10 | 3/2/12 | | | | | | | | | | | | | | | | | | | | | | | | |
| 28 | Final Pricing | 15 days | 12/24/10 | 1/13/11 | | | | | | | | | | | | | | | | | | | | | | | | |
| 29 | Negotiate Construction Contract | 5 days | 1/14/11 | 1/20/11 | | | | | | | | | | | | | | | | | | | | | | | | |
| 30 | Order Long Lead Items | 20 days | 1/21/11 | 2/17/11 | | | | | | | | | | | | | | | | | | | | | | | | |
| 31 | Site work | 40 days | 2/18/11 | 4/14/11 | | | | | | | | | | | | | | | | | | | | | | | | |
| 32 | Building construction | 220 days | 4/15/11 | 2/16/12 | | | | | | | | | | | | | | | | | | | | | | | | |
| 33 | FFE/Move in | 10 days | 2/17/12 | 3/2/12 | | | | | | | | | | | | | | | | | | | | | | | | |

House District 42nd

Senate District 20th

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

Log No: 39-C

For Legislature's Use Only

2010 JAN 29 P 1:26

Type of Grant or Subsidy Request:

GRANT REQUEST - OPERATING

GRANT REQUEST - CAPITAL

SUBSIDY REQUEST

"Grant" means an award of state funds by the legislature, by an appropriation to a specified recipient, to support the activities of the recipient and permit the community to benefit from those activities.

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

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

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

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:
Sutter Health Pacific

Db: Kāhi Mōhala

Street Address: 91-2301 Old Fort Weaver Road, Ewa Beach, HI 96706

Mailing Address: same

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name: Leonard Ličina

Title: Chief Executive Officer

Phone: # 677-2503

Fax: # 677-2570

e-mail: licinal@kahi.org

TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

Renovation of existing *Lokelani* inpatient unit on campus for our acute and continuing treatment inpatient population.

4. FEDERAL TAX ID #: _____

5. STATE TAX ID #: _____

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2010-2011 \$100,000

8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

- NEW SERVICE (PRESENTLY DOES NOT EXIST)
- EXISTING SERVICE (PRESENTLY IN OPERATION)

SPECIFY THE AMOUNT BY SOURCES OF FUNDS AVAILABLE AT THE TIME OF THIS REQUEST:

STATE \$ _____

FEDERAL \$ _____

COUNTY \$ _____

PRIVATE/OTHER \$100,000

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

AUTHORIZED SIGNATURE

Leonard Ličina, Chief Executive Officer
NAME & TITLE

1-29-10

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

Established in 1983, Kāhi Mōhala's campus style 88-bed facility remains Hawai'i's only freestanding, **not-for-profit** psychiatric hospital. Located in a park-like setting in Ewa Beach, the buildings and grounds offer a complete therapeutic environment with an emphasis on patient safety and security. For the past 26 years, Kāhi Mōhala has provided the residents of Hawai'i and referrals from around the Pacific Rim, with quality behavioral health care. If it were not for the presence of Kāhi Mōhala, children, adolescents and adults with mental health challenges would not receive the specialized health care they need in their own community.

Kāhi Mōhala provides therapeutic inpatient programs for children, adolescents and adults who are in need of acute care, as well as for those who require case management for a longer period of time. Annually the hospital serves approximately 750 patients from O'ahu and those referred from the Neighbor Islands, including Maui County, Kaua'i and the Big Island, where behavioral health care services are practically nonexistent.

Kāhi Mōhala is dedicated to caring for people in need by providing innovative, quality and effective behavioral health services. The heart of Kāhi Mōhala's philosophy of care is to improve the overall quality of life for our patients. Comprehensive treatment programs incorporate cognitive-behavioral techniques that include individual, group and family-centered approaches to therapy. Ultimately, this will mean greater accessibility to enhanced behavioral health care services in our community.

2. The goals and objectives related to the request

Kāhi Mōhala Behavioral Health seeks the Legislature's commitment to improving our hospital's vital services for children and adolescents with a one-year Grant-in-Aid Request for \$100,000. This critical funding will ensure that the hospital can repair and renovate inpatient facilities at *Lokelani*, our residential 32-bed acute care unit for young patients.

Kāhi Mōhala has an outstanding comprehensive therapeutic inpatient care program specifically for children (ages 3-12) and teens (ages 13-17) who receive acute treatment at the hospital and when necessary, for an extended period of time. Kāhi Mōhala staff work closely with youthful patients and their families to support personal growth and behavioral change so that individuals can reach their full potential and successfully integrate into home and school.

The inpatient and partial hospitalization program (PHP) strives to teach children and adolescents developmental skills for containing anxiety and coping with adversity. As part of the therapeutic process, patients receive nurturing group experiences to promote their personal growth. Our goal is to find the least restrictive environment for our patients, where they can grow, learn, thrive and contribute to society to the best of their ability, independent of institutionalized constraints.

However, successful experiential therapy for our young patients is dependent upon access to an environment safe enough to precipitate behavioral change.

The environmental quality of the physical operating plant is inextricably linked to the ability to provide quality health care services for our patients. Over the past several years the hospital buildings and units have fallen into significant disrepair. As a not-for-profit organization, net operating revenue over the last few years has been marginal to non-existent, precluding sufficient resources for renovations to the inpatient units and other campus programming areas. Kāhi Mōhala has invested most of its limited capital in roofing, flooring and security doors in common areas that directly address the most basic safety and security issues.

Without well- maintained child, adolescent and adult treatment facilities on campus, which comply with state and national hospital accreditation standards, the hospital could be unable to deliver the level of care for our patients, consistent with our program service goals.

The *Lokelani* capital renovation project will significantly improve the safety, efficiency and environmental quality of this busy treatment unit on campus for our child and adolescent acute care, continuing inpatient and PHP populations. The renovation will enhance treatment options for our inpatients and alleviate concerns about patient security and privacy. The long term project goal is an improved therapeutic environment at the hospital that increases the options for recovery, empowers young mentally ill patients to self-manage their lives, and decreases the need for costly chronic institutionalization.

3. State the public purpose and need to be served

Kāhi Mōhala plays a critical role in the statewide safety net by caring for patients when they become so dangerous to themselves and threatening to others that acute care is required.

Kāhi Mōhala provides effective behavioral health care to stabilize patients and graduate them to transitional programs that support mainstream independent living in the community.

In the process, Kāhi Mōhala's health care services and programs save taxpayers hundreds of thousands of dollars in lessening the need for chronic institutionalization.

Kāhi Mōhala has a proud history of working with the State Department of Health (DOH) to ensure that the state has the capacity to serve its most seriously mentally ill patients. Kāhi Mōhala has been instrumental in providing alternative placement in a safe facility with effective and innovative behavioral health care programming.

Kāhi Mōhala currently has a contract with the State Department of Health Adult Mental Health Division (AMHD), which helps alleviate overcrowding at the Hawai'i State Hospital in Kaneohe, and other facilities on other islands. Our hospital also collaborates with the Child and Adolescent Mental Health Division (CAMHD) programs to provide cost efficient services for acute, residential, and partial care patients.

Statistically, nearly one in ten adults experience some type of mental illness. It is estimated that more than 20 percent of those under the age of 18 nationally suffer from mental health issues, with even greater prevalence in Hawai'i due to methamphetamine co-morbidity.

Adolescents who have emotional or mental health problems, such as depression, are at increased health risk because even casual use of potent substances such as heroin, cocaine or methamphetamine can cause severe medical problems including overdose or brain damage. Mental illness compounded by substance abuse can increase risk-taking behaviors with serious consequences. Alcohol and drug abuse is a leading cause of teen death or injury related to car accidents, suicides, and other forms of violence. Adolescent substance abuse can also have a negative impact on self-esteem, relationship skills, physical and emotional independence, or even the ability to hold a job.

The recent State Department of Health survey confirms that compared with students nationally, Hawai'i's youth are at greater risk for suicide. Suicides are the leading cause of all injury deaths in Hawai'i, with an average of 120 a year from 2003 to 2007. Of these, 75% had a history of mental illness.

The impact of mental health disorders on the community and the workforce is significant:

- ◆ Major depression is equivalent to the burden of blindness or paraplegia and ranks second only to ischemic heart disease in the magnitude of disease burden.
- ◆ The burden of mental illness on our society is second only to cardiovascular conditions in terms of Disability Adjusted Life Years.

(DALYs are calculated the years of life lost to premature death and years lived with a disability).

- ◆ Psychosis is equivalent to the burden of quadriplegia.
- ◆ The combined indirect and direct costs of mental illness, including costs of lost productivity, lost earnings due to illness, and social costs are estimated to total at least \$113 billion annually.
- ◆ Clinical depression alone costs the U.S. \$43.7 billion annually, including workplace costs for absenteeism and lost productivity (\$23.8 billion), direct costs for treatment and rehabilitation (\$12.4 billion), and lost earning due to depression-induced suicides (\$7.5 billion).
- ◆ Healthcare costs of untreated persons who suffer from alcoholic and drug addiction are 100 percent higher than those who receive treatment.

Our therapeutic staff is painstaking in their efforts to support our patient population in taking responsibility for behavioral health issues that require active management on their part instead of full dependence on others. Treatment at Kāhi Mōhala is predicated on the concept of “recovery” from mental illness. By teaching our patients skills to become adept in examining how their personal choices affect their quality of life, and in learning to minimize the effects of self-defeating behaviors such as substance abuse, hospital patients learn to improve the quality of their own lives.

Community Benefits

Kāhi Mōhala provides community benefit services for the poor and underserved including health care services for persons who cannot afford health care because of inadequate resources and who are uninsured or underinsured. In addition, Kāhi Mōhala bears the unpaid costs of the gaps in reimbursement of public health care programs by treating QUEST (Hawai‘i), Medicare, Medicaid and indigent beneficiaries. At Kāhi Mōhala, treatment programs are responsive to compelling needs in the community and our door is always open to everyone, regardless of race, religion or socio-economic status.

Benefits for the broader community include unpaid costs of providing the following direct and indirect health care services: treating the elderly, health screenings and other health-related services, training health professionals, educating the community with various seminars and classes, the cost of performing medical research and the costs associated with providing free clinics and community services. Also included are contributions Kāhi Mōhala makes to community agencies by providing meeting space and support for charitable activities.

In the Hawaiian Islands, the demand for quality inpatient services for seriously mental ill and dually diagnosed forensically involved inpatients continues to grow.

Hawai'i State Hospital has made tremendous gains in the past few years in providing individualized programming so that patients can "graduate" from institutionalized care to community-based services.

Nonetheless, the numbers of patients continues to overwhelm mental health bed availability in the community, creating a backlog of patients who cannot access the appropriate hospital-based services and often wind up homeless or languishing in correctional institutions. As a result, forensic patients are not getting the treatment and rehabilitation necessary for release from the state hospital. Both lawmakers and mental-health workers have questioned whether the community had adequate facilities and services to meet the needs of the state hospital's patients.

Over the years Kāhi Mōhala has accepted many patients from Hawai'i State Hospital. Where concern over providing adequate levels of support for those who leave the state hospital is an issue, Kāhi Mōhala is uniquely suited to match appropriate services with the patient in a therapeutic care setting. Where payment for care is an issue, Medicare coverage is available and most of the state's Quest health care program patients would be eligible.

Quantifiable Community Benefits

As an affiliate of the Sutter Health system, Kāhi Mōhala is connected to one of the nation's leading not-for-profit systems of community-based health care networks. We are dedicated to the not-for-profit model of health care and believe it represents the best approach for assisting the people we serve.

Health care insurance providers compute reimbursement in health care cost based on actual cost to provide hospital services in relation the level of reimbursement of charges. It also includes the cost of other services for indigent populations, and cash donations on behalf of the poor and needy.

We believe in partnerships within the local community, unlike investor-owned, health systems that have a financial disincentive to avoid caring for uninsured and underinsured clients, and hard-to-serve populations including "undesirable" geographic areas.

We share our expertise and resources to advance quality of care. Our local volunteer board members are actively involved in the community to help provide us with the best guidance to meet changing needs of the communities we serve.

Total Quantifiable Community Benefits provided by Kāhi Mōhala Behavioral (in thousands) are as follows:

FY2004 - \$494 K
FY2005 - \$500 K
FY2006 - \$402 K
FY2007 - \$942 K
FY2008 - \$528 K

Five year Total \$2.866 M (averaging \$573 K annually)

4. Describe the target population to be served

Kāhi Mōhala provides specialized care and behavioral health treatment for children (ages 3-12), adolescents (ages 13-17), and adults (18+) with psychiatric disorders, including those compounded by substance abuse.

Funding from this Grant-in-Aid will renovate facilities that serve between 350– 500 children and adolescents annually who are referred to the hospital on an inpatient and PHP basis. With 32 child and adolescent beds in the *Lokelani* unit and partial programs in place, at any given time, there are 16 – 20 child and adolescent inpatients in acute and continuing treatment on campus.

Although the majority of our youthful patients suffer from depression or bipolar disorder, we also treat patients for anxiety, suicidal episodes, psychotic disorders, eating disorders, Post Traumatic Stress Disorder (PTSD), Attention Deficit Hyperactivity Disorder (ADD/ADHD) and dual diagnosis mental disorders. These patients frequently exhibit multiple needs that impair family relations, education and social functioning to such a degree that they cannot be effectively treated at a lower level of care.

During treatment, children and adolescents remain connected to their families. Family therapy is an essential component of inpatient treatment, and every effort is made to facilitate this for both O‘ahu and Neighbor Island families. The program provides quality behavioral therapies and transition planning to ensure seamless re-integration back to the community, in the least restrictive setting at the earliest opportunity, for home and school success.

5. Describe the geographic coverage

For the past 26 years, Kāhi Mōhala has served the residents of Hawai‘i, and referrals from around the Pacific Rim, with quality behavioral healthcare. Our highly skilled behavioral health practitioners work closely with the courts and other mental health caregivers. Cooperative referrals insure that residents of the Neighbor Islands are effectively treated and presented with the option of returning home as quickly as possible.

If it were not for the presence of Kāhi Mōhala in West O‘ahu, many children, adolescents and adults with behavioral health disorders would not receive the specialized health care they need in their own community. It is very likely that patients would be required to seek health care services at a distant location on the mainland, or be inappropriately incarcerated in the public safety or juvenile justice systems.

The geographic distribution of our patients closely matches the demographics of the general population of the state.

II. Service Summary and Outcomes

1. Describe the scope of work, tasks and responsibilities;

The scope of work to the *Lokelani* building includes extensive renovations in the common areas, which are in constant use 24/7 by patients and staff, the 16 patient bedrooms, and four shared patient bathrooms.

The renovations will be grouped and prioritized to assure timely response to any regulatory compliance recommendations and patient safety related renovations first.

The facilities management staff at Kāhi Mōhala has identified the scope of work as follows:

Common areas

Nursing Station and Day Area custom built-in cabinets

Day area Flooring

Ohana Room upgrades (3 rooms - flooring, furnishings)

Unit Kitchens (2 units – cabinets, doors, laundry, lighting)

Unit Entry Lobby (2 units – cabinets, flooring)

Medication Room (cabinets, flooring, lighting)

Creation of outside recreation and therapy area with security fencing and gate

Patient bedrooms/bathrooms

Bathroom Renovations (4)

Patient Room upgrades (16 rooms - flooring, beds, desk/wall units, windows, safety lighting)

All of the renovation work will be supervised by Kāhi Mōhala facilities management staff and subcontracted to local vendors for specific project areas. By lining up project vendors, sub-contractors and cost estimates well in advance, and by creating a timeline for project benchmarks and completion dates, the project manager will be able to accomplish the most vital repairs and maximize economies of scale with the least disruption to the patients.

2. Projected annual timeline for accomplishing the results or outcomes of the service

The common area renovations can likely be accomplished within a one-year time frame from the date initial funding is received. The patient bedroom/bathrooms will require additional funding in FY2011 (or until all funds are raised) and an additional 12 months to complete from the date initial funding is received.

Estimated project bidding and purchasing: July – September 2010.

Project construction and completion: September 2010 – July 2011.

3. Quality assurance and evaluation plans for the request

The Board of Trustees of Kāhi Mōhala Behavioral Health is ultimately responsible for quality assurance and evaluation. In addition, the facilities manager for the hospital will oversee all aspects of the renovation projects with periodic review in consultation with the CEO and the administrative leadership team.

Project plans with timelines and designated responsible individuals will be developed, monitored and evaluated by the CEO and the administrative leadership team on a monthly basis, with corrective actions as needed to ensure compliance.

4. Measure(s) of effectiveness

This project's effectiveness will be measured for timeliness, cost effectiveness and quality of renovation work.

III. Financial

Budget

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

The estimated cost of the *Lokelani* A and B unit renovations is \$492,000. In 2009, Kāhi Mōhala began the fundraising effort for this CIP. As of this grant submission date, \$100,000 in capital has been secured for the *Lokelani* renovation to leverage this request for GIA support. Additional fundraising will continue in 2010 and until the entire \$492,000 budget funds are secured.

Please see Attachment A for the detailed cost of this \$100,000 request (4 budget pages).

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 |
|-----------|-----------|-----------|-----------|-------------|
| \$0 | \$0 | \$50,000 | \$50,000 | \$100,000 |

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

Please see Attachment B for the listing of all other potential funding sources for fiscal year 2010-2011.

IV. Experience and Capability

A. Necessary Skills and Experience

For more than a generation, Kāhi Mōhala Behavioral Health has provided specialized care and treatment for children, adolescents and adults statewide. Kāhi Mōhala is a certified Medicare provider and certified by Tricare for child and adolescent residential treatment and partial hospitalization.

Kāhi Mōhala is the first hospital-based center for psychiatry in Hawai'i to provide services for the military in the Pacific Rim. In addition, Kāhi Mōhala is fully accredited by The Joint Commission (formerly JCAHO, the Joint Commission on Accreditation of Healthcare Organizations), certified by the Center for Medicare Services (CMS), and licensed by the State of Hawai'i.

Kāhi Mōhala is the only freestanding, not-for-profit psychiatry hospital in Hawai'i specializing exclusively in behavioral health care. Kāhi Mōhala specializes in comprehensive treatment programs for children (ages 3-12), adolescents (ages 13-17), and adults (age 18+) offering specialized treatment plans for:

- ◆ Depression, Bipolar and other Mood Disorders
- ◆ Eating Disorders
- ◆ Anxiety Disorders
- ◆ Suicidal Ideation
- ◆ Post Traumatic Stress Disorder (PTSD)
- ◆ Psychotic Disorders
- ◆ Substance-related Disorders
- ◆ Oppositional Defiant Disorders
- ◆ Attention Deficit Hyperactivity Disorder (ADD/ADHD)

Kāhi Mōhala's medical team of behavioral health care experts specializes in clinical assessments, psychological testing, individualized evaluation, substance abuse recovery, cognitive-behavioral therapies, individual, group and family-centered therapy programs, and psychiatric medical evaluation and management. Comprehensive treatment is available that may combine a range of options from supervised inpatient care and medical treatment to educational programs.

Once referred and deemed appropriate for hospital-based care, patients are placed on an acute or continuing inpatient unit based on acuity and risk of harm. Patients requiring this level of care often have issues and persistent patterns of behavior that cannot be successfully treated in community-based outpatient programs or in partial hospitalization.

Related projects or contracts for the most recent three years that are pertinent to the request:

Within the past 3 years, close to \$1 million in capital improvements have been completed at Kāhi Mōhala under the supervision of the facilities management staff.

In 2007 Phase I renovations to the *Lokelani* unit were completed with \$90,000 in capital funding provided by five Hawai'i private family foundations and the Kāhi Mōhala Board of Trustees. The project included installation of one nursing station with custom cabinetwork and new flooring for safety and efficiency; partial tile work and basic repairs to boys' and girls' showers and bathrooms; acquisition and installation of appropriate dayroom furniture in common areas in the unit; and repair and replacement of lanai screen doors in the courtyard of the residence.

In 2008 Phase I renovations to the *Mokihana* acute adult inpatient care unit were completed with capital funding from the Legislature's \$150,000 CIP 07-113 appropriation. The project included construction of two secured nursing stations with built-in cabinets, new lighting, carpeting, electrical and IT wiring; window tinting behind the new nursing stations; new carpeting to the common day areas and hallways; and complete replacement of the window screen wall and framework between the patient units and the lanais.

In 2009 a new ADA-compliant bathroom for the *Lehua A* adult unit was completed with \$25,000 in capital funding from the G.N. Wilcox Trust.

B. Facilities

Kāhi Mōhala is located on 14.5 acres in Ewa Beach consisting of five buildings and one modular building for a total of 64,000 square feet. Built in 1982, the facility has been in continuous use for 26 years providing inpatient and outpatient services for the people of Hawai'i. The buildings and grounds offer a complete therapeutic environment with an emphasis on patient safety and security. The facilities have ADA access. Inpatient treatment units on campus are designated as follows:

| Children (age 3-12) and Adolescents (age 13-17) | Adults (18+) |
|--|--|
| <u><i>Lokelani A Unit</i></u> 16 Inpatients - Child & Adolescent Acute Treatment Program | <u><i>Lehua A Unit</i></u> 16 Inpatients - Adult Forensic Long Term Program (AMHD Contract) |
| <u><i>Lokelani B Unit</i></u> 16 Inpatients - Child & Adolescent Continued Treatment Program | <u><i>Mokihana A Unit</i></u> 16 Inpatients - Adult Acute Program |
| <u><i>Lehua B Unit</i></u> 8 Inpatients - Children under age 12 with significant aggressive behaviors. This multipurpose unit's use is based on patient population needs. | <u><i>Mokihana B Unit</i></u> 16 Inpatients - Adult Acute Program |

V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

The on-site facilities manager will oversee and assure quality of construction, code compliance, and Interim Life Safety Measures (ILSM) when applicable for the projected duration of these capital renovations to the *Lokelani* inpatient units on campus. Contractors will provide all necessary labor and personnel under the supervision of Kāhi Mōhala's project manager. All workers on site will complete Kāhi Mōhala's "Vendor Orientation Packet" prior to start of work. Contractors and vendors will be chosen based on professional qualifications, competencies and referrals, and will be subject to a competitive bidding process.

B. Organization Chart

Please see Attachment C.

VI. Other

A. Litigation

There is no litigation or any outstanding judgments against Kāhi Mōhala Behavioral Health.

B. Licensure or Accreditation

Kāhi Mōhala Behavioral Health operates 88 acute inpatient beds that are licensed by the State of Hawai'i, Department of Health. Kāhi Mōhala is fully accredited by The Joint Commission (formerly the Joint Commission Accreditation of Healthcare Organizations – JCAHO) under two sets of standards: The Hospital Standards Manual and the Behavioral Health Care Manual. Kāhi Mōhala is the first hospital-based center for psychiatry in Hawai'i to provide services for the military in the Pacific Rim. As such, Kāhi Mōhala is a certified provider by TriCare for inpatient, residential and partial hospitalization services.

In addition, Kāhi Mōhala is certified by the Center for Medicare and Medicaid Services (CMS) with fully certified child and adolescent inpatient treatment and partial hospitalization programs. Kāhi Mōhala is also a member in good standing of the Hawai'i Association of Health Care (HAH) and the American Hospital Association (AHA).

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

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

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

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

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

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

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

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

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

Sutter Health Pacific dba: Kāhi Mōhala

(Signature)

1-29-10

(Date)

Leonard Ličina

Chief Executive Officer

ATTACHMENTS

- ATTACHMENT A – CAPITAL PROJECT BUDGET JUSTIFICATION (4 pages)
- ATTACHMENT B – ALL OTHER POTENTIAL FUNDING SOURCES LISTING FOR FY2010-2011.
- ATTACHMENT C – KĀHI MŌHALA ORGANIZATION CHART
- KĀHI MŌHALA BOARD OF DIRECTORS
- KĀHI MŌHALA SERVICES OVERVIEW
- KĀHI MŌHALA HISTORICAL MILESTONES
- IRS 501 (c)(3) NON-PROFIT DETERMINATION LETTER
- KĀHI MŌHALA CAMPUS MAP AND PHOTOGRAPHS

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

Applicant: Sutter Health Pacific dba: Kāhi Mōhala

| BUDGET CATEGORIES | Total State Funds Requested (a) | Private Funding (b) | (c) | (d) |
|-------------------------------------|--|---|------------|------------|
| A. PERSONNEL COST | | | | |
| 1. Salaries | | | | |
| 2. Payroll Taxes & Assessments | | | | |
| 3. Fringe Benefits | | | | |
| TOTAL PERSONNEL COST | 0 | | | |
| B. OTHER CURRENT EXPENSES | | | | |
| 1. Airfare, Inter-Island | | | | |
| 2. Insurance | | | | |
| 3. Lease/Rental of Equipment | | | | |
| 4. Lease/Rental of Space | | | | |
| 5. Staff Training | | | | |
| 6. Supplies | | | | |
| 7. Telecommunication | | | | |
| 8. Utilities | | | | |
| 9 | | | | |
| 10 | | | | |
| 11 | | | | |
| 12 | | | | |
| 13 | | | | |
| 14 | | | | |
| 15 | | | | |
| 16 | | | | |
| 17 | | | | |
| 18 | | | | |
| 19 | | | | |
| 20 | | | | |
| TOTAL OTHER CURRENT EXPENSES | 0 | | | |
| C. EQUIPMENT PURCHASES | 0 | | | |
| D. MOTOR VEHICLE PURCHASES | 0 | | | |
| E. CAPITAL | 100,000 | 392,000 | | |
| TOTAL (A+B+C+D+E) | 492,000 | | | |
| SOURCES OF FUNDING | | Budget Prepared By: | | |
| (a) Total State Funds Requested | 100,000 | Rose Choy, CFO 671-8511 x2508 | | |
| (b) Private Funding | 392,000 | [Redacted Signature] | | |
| (c) | | Signature of Authorized Official | | |
| (d) | | Date | | |
| TOTAL BUDGET | 492,000 | Leonard Ličina, Chief Executive Officer | | |

BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: Sutter Health Pacific dba Kāhi Mōhala

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

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Sutter Health Pacific dba Kāhi Mōhala

Period: July 1, 2010 to June 30, 2011

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

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

**BUDGET JUSTIFICATION
CAPITAL PROJECT DETAILS**

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 | | | | | | |
| LAND ACQUISITION | | | | | | |
| DESIGN | | | | | | |
| CONSTRUCTION | | 100000 | 100000 | | 292000 | |
| EQUIPMENT | | | | | | |
| TOTAL: | | 100000 | 100,000 | | 292,000 | |
| JUSTIFICATION/COMMENTS: Private funds raised in FY09 by Kahi Mohala. | | | | | | |

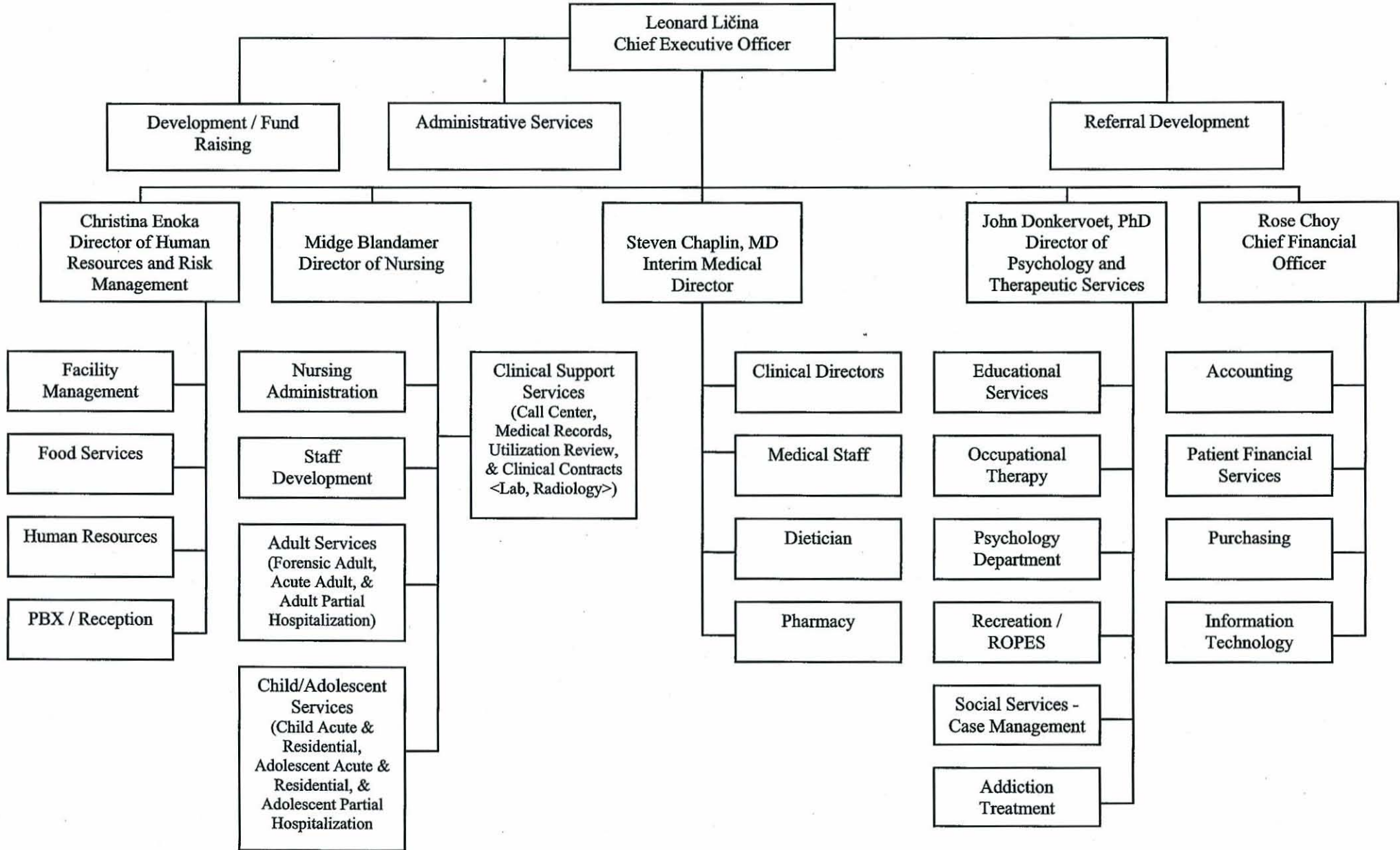
ATTACHMENT B

| Kāhi Mōhala Behavioral Health | | |
|--|--|-------------------|
| Lokelani Renovation Project | | |
| All Other Potential Funding Sources | | |
| INCOME | | |
| | Private Funding Raised to Date | \$ 100,000 |
| | Private Foundations | \$ 40,000 |
| | Individuals and Businesses | \$ 10,000 |
| | Sutter Matching Challenge Grant | \$ 50,000 |
| | Legislative Grant in Aid | \$ 100,000 |
| | Other Public and Private Resources (FY2011-2012) | \$ 192,000 |
| | TOTAL INCOME | \$ 492,000 |
| EXPENSES | | |
| COMMON AREAS (Phase II) | | |
| | Nursing Station and Day Area cabinets | \$ 80,000 |
| | Unit Kitchens (2 units – cabinets, doors, laundry, lighting) | \$ 46,000 |
| | Outdoor recreation area and security fence | \$ 40,000 |
| | Unit Entry Lobby (2 units - cabinets, flooring) | \$ 20,000 |
| | Ohana Room upgrades (3 rooms - flooring, furnishings) | \$ 18,000 |
| | Day Area Flooring | \$ 12,000 |
| | Medication Room (cabinets, flooring, lighting) | \$ 10,000 |
| PATIENT ROOMS AND BATHROOMS (Phase III) | | |
| | Patient bedroom upgrades (16 rooms) | \$ 176,000 |
| | Flooring, beds, desk/wall units, windows, safety lighting | |
| | Bathroom Renovations (4) | \$ 90,000 |
| | TOTAL EXPENSE | \$ 492,000 |

KĀHI MŌHALA ORGANIZATION CHART

Reviewed and Approved:
Date: 5/1/2009

Leonard Ličina
Chief Executive Officer





Kāhi Mōhala
Behavioral Health

A Sutter Health Affiliate

Sutter Health Pacific dba Kāhi Mōhala
Board of Trustees
2010

91-2301 Old Fort Weaver Road
Ewa Beach, Hawaii 96706
(808) 671-8511
(808) 677-2570 Fax

| | |
|--|--|
| <p>Barbra Pleadwell (Chair) Partner Hastings & Pleadwell 1109 Bethel St., Ste. 410 Honolulu, HI 96813 Ph: (808) 538-0797 email: bap@hastingsandpleadwell.com</p> | <p>Diane Stewart (Vice Chair) 124 Boxford Square Folsom, California 95630 Ph: (916) 832-2602 email: stewardg@sutterhealth.org</p> |
| <p>Sarah Krevans (Board Secretary) Sr. Vice President and Regional Executive Director Sutter Health 2200 River Plaza Drive, Suite 263 Sacramento, CA 95816 Ph: (916) 286-6712 email: krevans@sutterhealth.org</p> | |
| <p>Robert A. Alm Executive Vice President Hawaiian Electric Company, Inc. 900 Richards St., #403 Honolulu, HI 96813 Ph: (808) 543-7650 email: robbie.alm@heco.com</p> | <p>J. Kuhio Asam, M.D. Retired Physician 1288 Ala Moana Boulevard #13-A Honolulu, HI 96814 Ph: (808) 591-0011 Email: kuhio@myhokua.com</p> |
| <p>Dianne W. Brookins Shareholder and Director Alston, Hunt, Floyd & Ing, Attorneys 1001 Bishop Street 1800 (ASB) Tower Honolulu, HI 96813 Ph: (808) 524-1800 email: dbrookins@ahfi.com</p> | <p>Steven Chaplin, M.D. Medical Director Kāhi Mōhala 91-2301 Old Fort Weaver Rd. Ewa Beach, HI 96706 Ph: (808) 671-8511 email: chaplinl@kahi.org</p> |



Kāhi Mōhala
Behavioral Health

A Sutter Health Affiliate

Sutter Health Pacific dba Kāhi Mōhala
Board of Trustees
2010

91-2301 Old Fort Weaver Road
Ewa Beach, Hawaii 96706
(808) 671-8511
(808) 677-2570 Fax

| | |
|---|--|
| <p>David Hudson (Finance Chair) Sr. Vice President and Division Manager Central Pacific Bank P.O. Box 3590 Honolulu, HI 96811 Ph: (808) 544-0500 x3699 email: david.hudson@centralpacificbank.com</p> | <p>Leonard Licina. Chief Executive Officer Kāhi Mōhala 91-2301 Old Fort Weaver Road Ewa Beach, HI 96706 Ph: (808) 677-2511 email: licinal@kahi.org</p> |
| <p>Nancy E. Pace, M.D., MSPH. (Development Committee Chair) Physician 4615 Aukai Ave. Honolulu, HI 96816 Ph: (808) 256-3333 email: pacely@aol.com</p> | <p>Judge Allene R. Suemori Retired Judge 841 Bishop Street, Suite 801 Honolulu, HI 96813 Ph: (808) 532-1714 email: lauele@aol.com</p> |
| <p>Shelley J. Wilson President Wilson Homecare 1221 Kapiolani Blvd., Ste. 940 Honolulu, HI 96814 Ph: (808) 596-4486 email: shelley@wilsonhomecare.net</p> | <p>Sharon Woo Community Volunteer 2240 Lyon Street San Francisco, CA 94115 Ph: (415) 929-0650 email: sywoo2@pacbell.net</p> |



Services Overview

Kāhi Mōhala Behavioral Health is a center of excellence for behavioral health care services. Kāhi Mōhala is dedicated to caring for people in need by providing a continuum of innovative, high quality and effective treatment services. Individualized and diverse treatment programs offer the maximum opportunity for personal growth. An interdisciplinary health care team coordinates patient care. This team provides the behavioral health care and education that our patients need.

Program Profile

Comprehensive Behavioral Health Services

- ◆ Male and Female, ages 4 – Adult
- ◆ Acute Treatment Programs
- ◆ Residential Treatment Programs

Admissions Overview

Kāhi Mōhala offers a full continuum of behavioral health care services for patients experiencing emotional or behavioral problems that interfere with daily functioning in work, family, school and social settings. The individual may be experiencing difficulty with:

- ◆ Alcohol and Drug Abuse
- ◆ Anxiety
- ◆ Depression
- ◆ Eating Disorders
- ◆ Psychotic Disorders
- ◆ Emotional Disturbances
- ◆ Affect Disorders
- ◆ Post Traumatic Stress Disorder (PTSD)
- ◆ Cognitive Disorders
- ◆ Conduct Disorders
- ◆ Oppositional Defiant Disorders
- ◆ Attention Deficit Hyperactivity Disorder (ADD/ADHD)

Treatment Services

- ◆ Evaluation and Referral
- ◆ Acute Treatment Programs
 - Adult, ages 18 and older*
 - Adolescent, ages 13 - 17*
 - Child, ages 4 -12*
- ◆ Residential Treatment Programs
 - Adolescent, ages 13 - 17*
 - Child, ages 4 -12*
- ◆ Partial Hospitalization
 - Adolescent, ages 13 -18*

Specialty Treatment Services

- ◆ Rehabilitative Services
 - Occupational Therapy*
 - Art Therapy*
 - Recreational Therapy*
- ◆ Educational Program
- ◆ Reality-Oriented Physical Experiential Services (ROPES)



Kāhi Mōhala Historical Milestones

- 1983 – Kāhi Mōhala opens as Hawaii's first and only private, free-standing psychiatric hospital.
- 1992 – Kāhi Mōhala is acquired by Sutter Health and takes on a not-for-profit behavioral health center status allowing full focus to be placed on patient care.
- 1999 – Kāhi Mōhala expands by introducing a child and adolescent partial hospitalization program.
- 2000 – Following the success of the child and adolescent partial hospitalization program, Kāhi Mōhala operates the first TRICARE certified partial hospitalization program for children and adolescents.
- 2001 – Kāhi Mōhala incorporates innovative cognitive behavior therapy into treatment programs. In addition, the center introduces a new treatment system emphasizing a positive behavioral approach by creating learning opportunities and setting clear behavioral expectations. The program provides supportive instruction that permits children to develop abilities and internalize controls, minimize interference, and attain educational skill, all while learning life objectives.
- 2003 – Kāhi Mōhala introduces Kahua Ho`okele, an adolescent treatment system featuring a positive behavioral approach based on traditional nautical elements of Hawaii's past.
- 2003 – Twenty years after first opening, Kāhi Mōhala is still Hawaii's only center for psychiatry exclusively dedicated to behavioral health. It continues to maintain its reputation as a leading provider of treatment programs in psychotic disorders, conduct disorder, depression, anxiety, eating disorders, substance abuse, suicide prevention, and rehabilitative empowerment programs.

Internal Revenue Service

Date: March 21, 2005

**SUTTER HEALTH PACIFIC
KAHI MOHALA HOSPITAL
% LEONARD LICINA
91 2301 FORT WEAVER RD
EWA BEACH HI 96706**

**Department of the Treasury
P. O. Box 2508
Cincinnati, OH 45201**

Person to Contact:

**John C. Crawford 31-08343
Customer Service Representative**

Toll Free Telephone Number:

**8:30 a.m. to 5:30 p.m. ET
877-829-5500**

Fax Number:

513-263-3756

Federal Identification Number:

Dear Sir or Madam:

This is in response to your request of March 21, 2005, regarding your organization's tax-exempt status.

In January 1995 we issued a determination letter that recognized your organization as exempt from federal income tax. Our records indicate that your organization is currently exempt under section 501(c)(3) of the Internal Revenue Code.

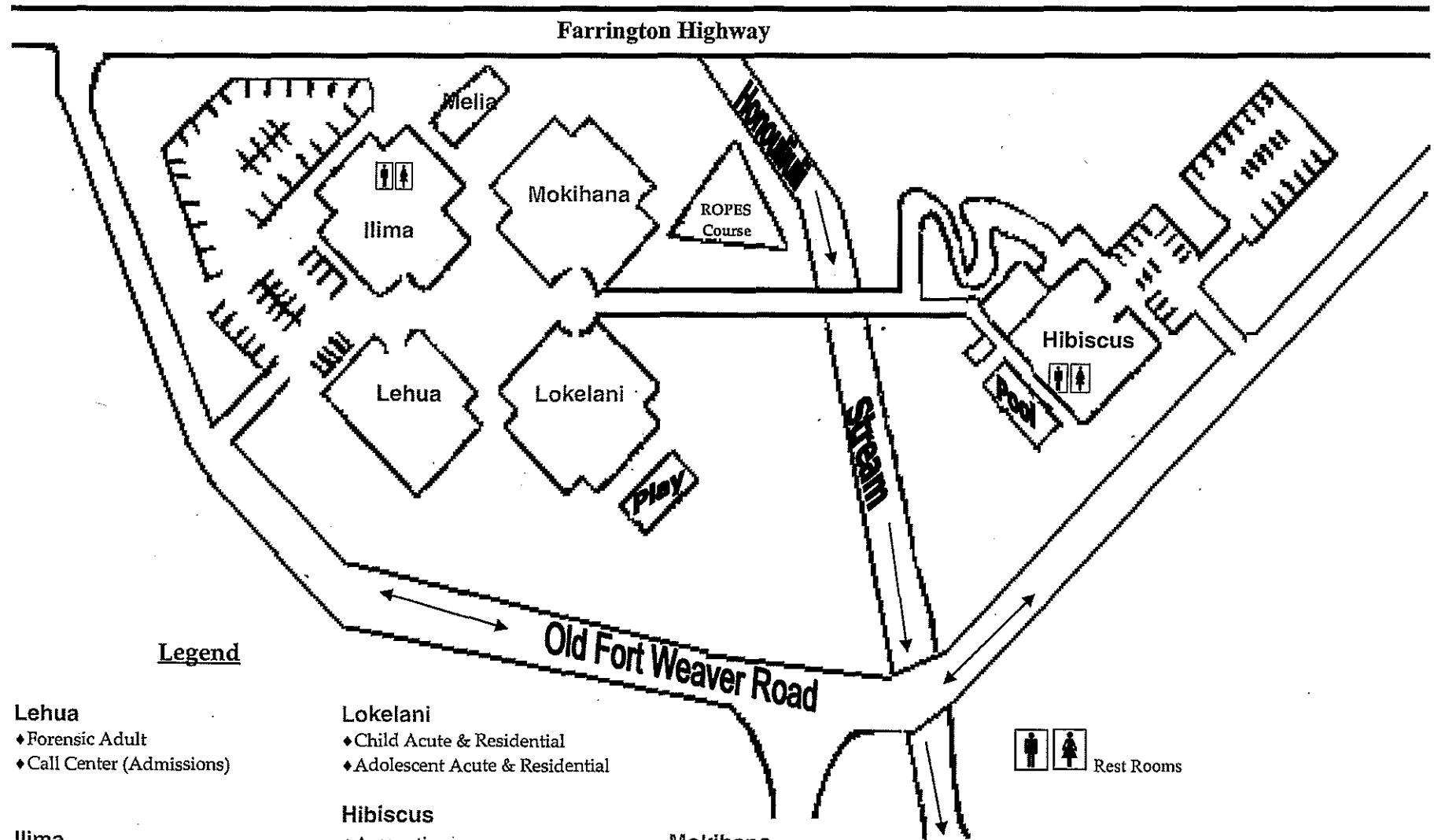
Our records indicate that your organization is also classified as a hospital under sections 509(a)(1) and 170(b)(1)(A)(iii) of the Internal Revenue Code.

Our records indicate that contributions to your organization are deductible under section 170 of the Code, and that you are qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Internal Revenue Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,

**Janna K. Skufca, Director, TE/GE
Customer Account Services**



Legend

Lehua

- ◆ Forensic Adult
- ◆ Call Center (Admissions)

Ilima

- ◆ Food Services
- ◆ Facilities
- ◆ OT, RT, Education
- ◆ ECT Services (suspended)

Lokelani

- ◆ Child Acute & Residential
- ◆ Adolescent Acute & Residential

Hibiscus

- ◆ Accounting
- ◆ Administration
- ◆ Community Relations
- ◆ Human Resources
- ◆ Information Technology
- ◆ Patient Financial Services
- ◆ Purchasing

Mokihana

- ◆ Acute Adult

Melia

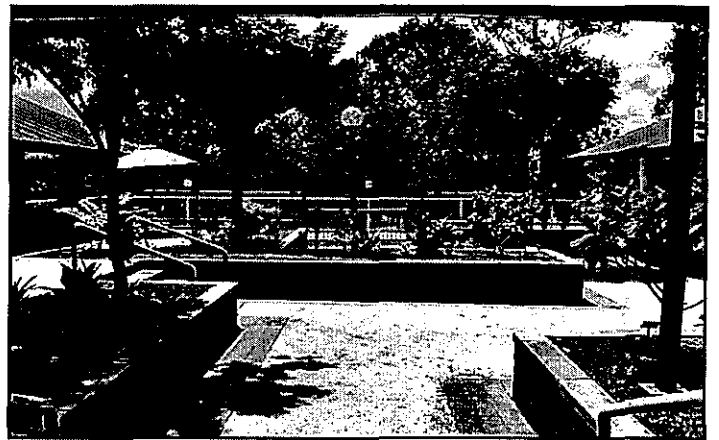
- ◆ Adolescent Partial Hospital Program



Rest Rooms



Administration Building



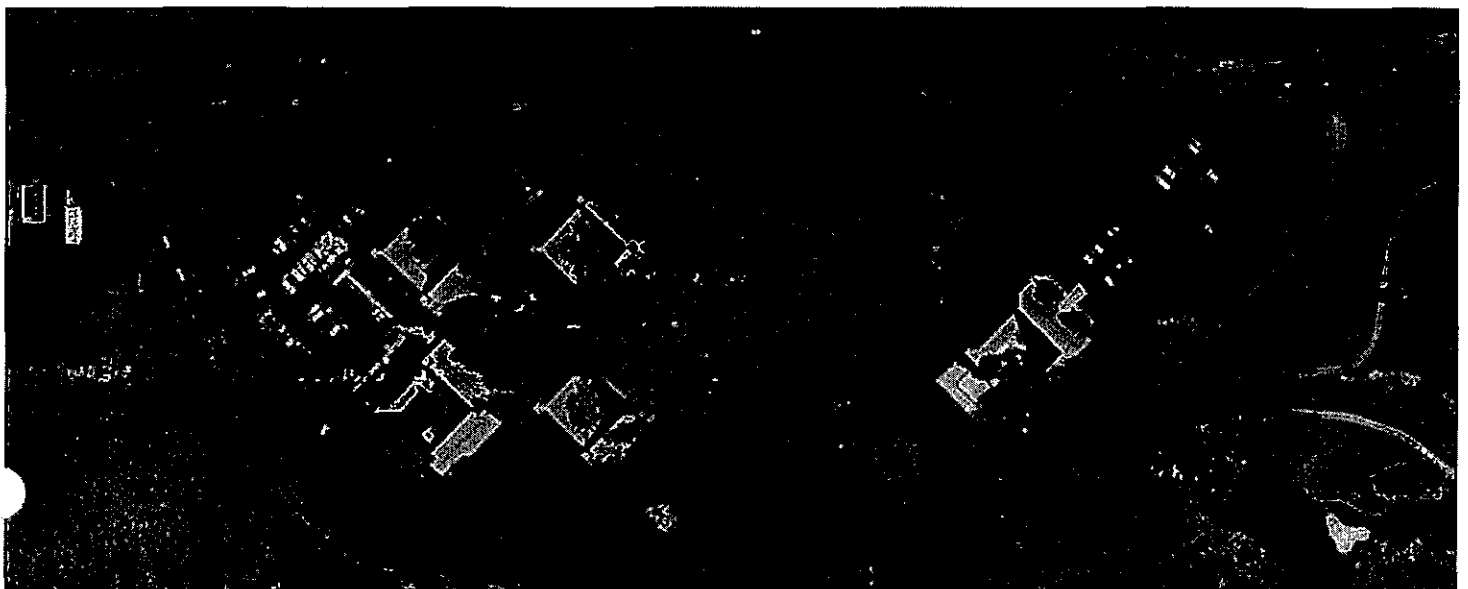
Courtyard

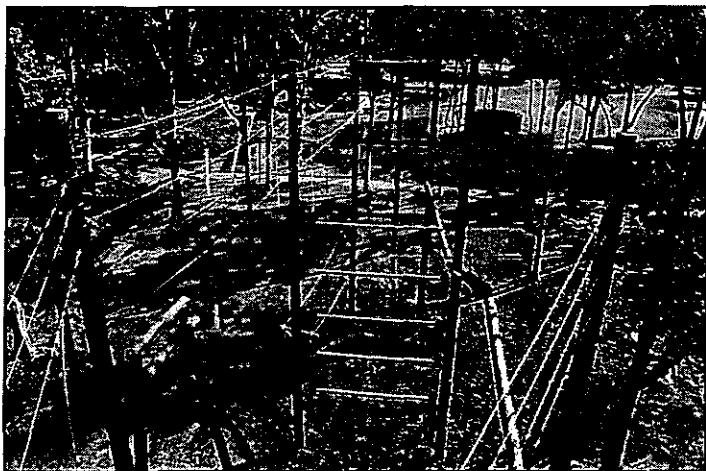


Walking Trail

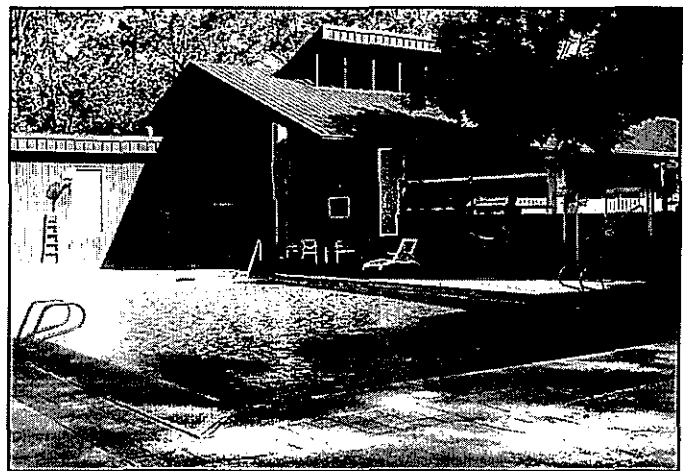


Amphitheater





ROPES Course



Swimming Pool



Occupational Therapy



Nurses' Station





Our Mission...

Kāhi Mōhala is dedicated to caring for people in need by providing innovative, quality and effective behavioral health services.

Our Philosophy...

Improving the quality of life for the people we serve is at the heart of Kāhi Mōhala's philosophy of care.

Entrusted with delivering the highest standards of care to the people we serve, Kāhi Mōhala specializes in the leading approaches in behavioral health, delivering the best possible treatment outcomes.

House District 51

Senate District 25

2009 JAN 13 A 10:12
2009 JAN 13 A 10:12
THE TWENTY-FIFTH LEGISLATURE
HAWAI'I STATE LEGISLATURE
APPLICATION FOR GRANTS & SUBSIDIES
CHAPTER 42F, HAWAI'I REVISED STATUTES

Log No: 42-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: Boys & Girls Club of Hawaii

Dba: Boys & Girls Club of Hawaii

Street Address: 1523 Kalakaua Avenue #202

Mailing Address: 1523 Kalakaua Ave. #202, Hon., HI 96826

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name DAVID NAKADA

Title Executive Director

Phone # 949-4203

Fax # 955-4496

e-mail david@bgch.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:

REQUEST FOR BOYS & GIRLS CLUB OF HAWAII/KAILUA INTERMEDIATE SCHOOL CAPITAL IMPROVEMENT PROJECT: RETROFIT LOCKER SHOWER FACILITIES & SOLAR ENERGY INSTALL.

4. FEDERAL TAX ID #: _____

5. STATE TAX ID #: _____

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2009-2010 \$ 1,500,000

8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

- NEW SERVICE (PRESENTLY DOES NOT EXIST)
- EXISTING SERVICE (PRESENTLY IN OPERATION)

SPECIFY THE AMOUNT BY SOURCES OF FUNDS AVAILABLE AT THE TIME OF THIS REQUEST:

STATE \$-0-
FEDERAL \$-0-
COUNTY \$-0-
PRIVATE/OTHER \$ 3,500,000

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

AUTHORIZED SIGNATURE

DAVID NAKADA - EXECUTIVE DIRECTOR
NAME & TITLE

1/2/10
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;
Boys & Girls Club of Hawaii, a 501-c-3 eleemosynary organization, has been a registered business in Hawaii since 1975. The Boys & Girls Club of Hawaii offers affordable primary prevention, youth development programs to young people ages 7 – 17. Membership is \$1.00 per year in programs that operate primarily during after school (2:30 – 8:00 m-f, Sat. 10-3 pm), inter-session, and holidays. There are six locations on Oahu and three on Kauai.
2. The goals and objectives related to the request;
The goal of the CIP would be to renovate an existing wing of the Kailua Intermediate School physical education facility in an attempt to upgrade it for eventual joint usage by the school (during school hours) and Boys & Girls Club of Hawaii (aforementioned hour of operation). The objective would be to produce a more functional joint use space and to free up another wing of the physical education complex for Boys & Girls Club of Hawaii to renovate to house a multi-media tech studio and other program space, for joint use by the school and Boys & Girls Club. Primary use of the CIP funds would be to renovate the locker/shower facility and possibly install solar units (for the operation). Renovation of the other wing mentioned (multi-media studio), and other improvements and additions are being done with private source funds.
3. State the public purpose and need to be served;
The renovation of the locker/shower element in the overall plan addresses the need by the school to continue to have that needed space available to the students of the school. Existing locker shower spaces in the two separate wings are extremely large for the current capacity and are extremely antiquated. Renovation of the one wing to accommodate the new locker/shower facility would create a functional space for the students, while the renovation of the other space would provide the school with use of a new multi-media studio and no cost to the State. The renovation to the total existing space would make more functional current facilities that, as mentioned are inefficient. The partnership between the school

and the Boys & Girls Club at the Kailua Intermediate School would help to support the social-emotional, education of the young people enrolled at the school.

4. Describe the target population to be served; and
The population being targeted are primarily students at Kailua Intermediate School.
5. Describe the geographic coverage.
Kailua, Kalaheo, Enchanted Lakes, Waimanalo, Aikahi, Keolu, Maunawili.

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 response is dependent upon outcome of the request and if approval is granted, the release of funds.

The project would go to bid immediately following the release of the funds. The first phase of the overall construction project would be the renovation of the locker/shower facility: the expenditure of the \$1.5 million GIA/CIP. The commencement of the project would coincide with the summer break following consultation with the school principal and DOE facilities personnel. If at all possible, the desirable outcome would be to have the least disruption to the school.

2. The applicant shall provide a projected annual timeline for accomplishing the results or outcomes of the service;
Please see attached timeline.
3. The applicant shall describe its quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate, and improve their results; and
The construction manager would monitor all work by contractor in consultation with owner and architect. Adherence to the agreed upon timeline with a minimal number of change orders is optimal in determining a successful outcome.
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.

Payment for work completed to the level of satisfaction of construction manager and owner. All necessary, approved paperwork would be processed with copies forwarded to the expending agency for approval of payment.

Monitors from expending agency are invited to all, on site construction meetings.

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. The reason for the front loading of funds for this CIP request is due to the fact that we would want to minimize the disruption to KIS programs by initiating the construction of the locker/shower facility during the summer break.

| Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | Total Grant |
|-----------|-----------|-----------|-----------|-------------|
| \$750,000 | \$750,000 | -0- | -0- | \$1,500,000 |

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

IV. Experience and Capability

A. Necessary Skills and Experience

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

The Boys & Girls Club of Hawaii has completed the construction of the new NFL YET-Hawaii facility, on DHHL, land, in Nanakuli adjacent to the Nanaikapono Elementary School campus. A portion of the construction costs came from a GIA/CIP, NFL, C&C community development block grant, HUD-EDI and local private companies and foundations.

Boys & Girls Club of Hawaii has erected facilities in McCully (1975), Waianae (1988) and Ewa Beach (1998). The McCully underwent major renovation, in 1986.

B. Facilities

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the request. If facilities are not presently available, describe plans to secure facilities. Also describe how the facilities meet ADA requirements, as applicable.

The project is for capital improvements. The overall plan covers the following:

- a. \$1.5 Million CIP toward the renovation of an existing wing of the Kailua Intermediate School athletic facility to incorporate a new, approved design locker/shower facility for the boys and girls physical education classes.
- b. \$4.75 Million private funds and in-kind donations to:
 - i. Renovate the other existing wing of the Kailua Intermediate School athletic facility. The area will be a multi-media tech center for use by the school during the school day for planned programs and after school by the Boys & Girls Club of Hawaii. The renovation of the entire room would also call for other program activities.
 - ii. Cover a portion of the existing basketball courts.
 - iii. Erect an additional building adjacent to the multi-media wing to house a social recreational facility.
- c. All facilities would be ADA accessible.

V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

The applicant shall describe the proposed staffing pattern and proposed service capacity appropriate for the viability of the request. The applicant shall provide the qualifications and experience of personnel for the request and shall describe its ability to supervise, train and provide administrative direction relative to the request.

The project will hire qualified contractors to erect the facility.

B. Organization Chart

The applicant shall illustrate the position of each staff and line of responsibility/supervision. If the request is part of a large, multi-purpose organization, include an organizational chart that illustrates the placement of this request. See attachment.

VI. Other

A. Litigation

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgement. If applicable, please explain. There are none.

B. Licensure or Accreditation

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

BUDGET REQUEST BY SOURCE OF FUNDS

(Period: July 1, 2010 to June 30, 2011)

Applicant: Boys & Girls Club of Hawaii

| BUDGET CATEGORIES | Total State Funds Requested (a) | (b) | (c) | (d) |
|-------------------------------------|---------------------------------|---------------------------------------|----------|-----|
| A. PERSONNEL COST | | | | |
| 1. Salaries | | | | |
| 2. Payroll Taxes & Assessments | | | | |
| 3. Fringe Benefits | | | | |
| TOTAL PERSONNEL COST | | | | |
| B. OTHER CURRENT EXPENSES | | | | |
| 1. Airfare, Inter-Island | | | | |
| 2. Insurance | | | | |
| 3. Lease/Rental of Equipment | | | | |
| 4. Lease/Rental of Space | | | | |
| 5. Staff Training | | | | |
| 6. Supplies | | | | |
| 7. Telecommunication | | | | |
| 8. Utilities | | | | |
| 9 | | | | |
| 10 | | | | |
| 11 | | | | |
| 12 | | | | |
| 13 | | | | |
| 14 | | | | |
| 15 | | | | |
| 16 | | | | |
| 17 | | | | |
| 18 | | | | |
| 19 | | | | |
| 20 | | | | |
| TOTAL OTHER CURRENT EXPENSES | | | | |
| C. EQUIPMENT PURCHASES | | | | |
| D. MOTOR VEHICLE PURCHASES | | | | |
| E. CAPITAL | 1,500,000 | 3,500,000 | | |
| TOTAL (A+B+C+D+E) | 1,500,000 | 3,500,000 | | |
| SOURCES OF FUNDING | | Budget Prepared By: | | |
| (a) Total State Funds Requested | 1,500,000 | David Nakada | 949-4203 | |
| (b) Private Sources | 3,500,000 | Name (Please type or print) | Phone | |
| (c) | | | j.12.10 | |
| (d) | | Signature of Authorized Official | Date | |
| TOTAL BUDGET | 5,000,000 | David Nakada, Executive Director | | |
| | | Name and Title (Please type or print) | | |

BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: Boys & Girls Club of Hawaii

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) |
|--|----------------------|--------------------|---|--|
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| TOTAL: | | | | 0.00 |
| JUSTIFICATION/COMMENTS: All funds being requested would be directed at design and construction. | | | | |

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Boys & Girls Club of Hawaii

Period: July 1, 2010 to June 30, 2011

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

| DESCRIPTION OF MOTOR VEHICLE | NO. OF VEHICLES | COST PER VEHICLE | TOTAL COST | TOTAL BUDGETED |
|--|--------------------|---------------------|---------------|-------------------|
| | | | \$ - | |
| | | | \$ - | |
| | | | \$ - | |
| | | | \$ - | |
| | | | \$ - | |
| TOTAL: | | | | 0 |
| JUSTIFICATION/COMMENTS: All CIP funds request are designated for design and construction costs. | | | | |

**BUDGET JUSTIFICATION
CAPITAL PROJECT DETAILS**

Applicant: Boys & Girls Club of Hawaii

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 | 85000 | | | 0 | 0 | 0 |
| LAND ACQUISITION | 0 | | | 0 | 0 | 0 |
| DESIGN | 300000 | | 80000 | 0 | 0 | 0 |
| CONSTRUCTION | 3115000 | | 1420000 | 0 | 0 | 0 |
| EQUIPMENT | 0 | | | 0 | 0 | 0 |
| TOTAL: | 3500000 | | 1,500,000 | | | |
| JUSTIFICATION/COMMENTS: The total funds secured, donor restricted for either capital or endowment purposes for this project in pledges an cash, is \$5,356,517, all from private sources. Of this total \$3.3 million is designated toward the capital portion of the project. The rest is for endowment. There is still additional endowment dollars being raised to complete this capital/endowment project. | | | | | | |

**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.

Boys & Girls Club of Hawaii
(Typed Name of Individual or Organization)



(Signature)

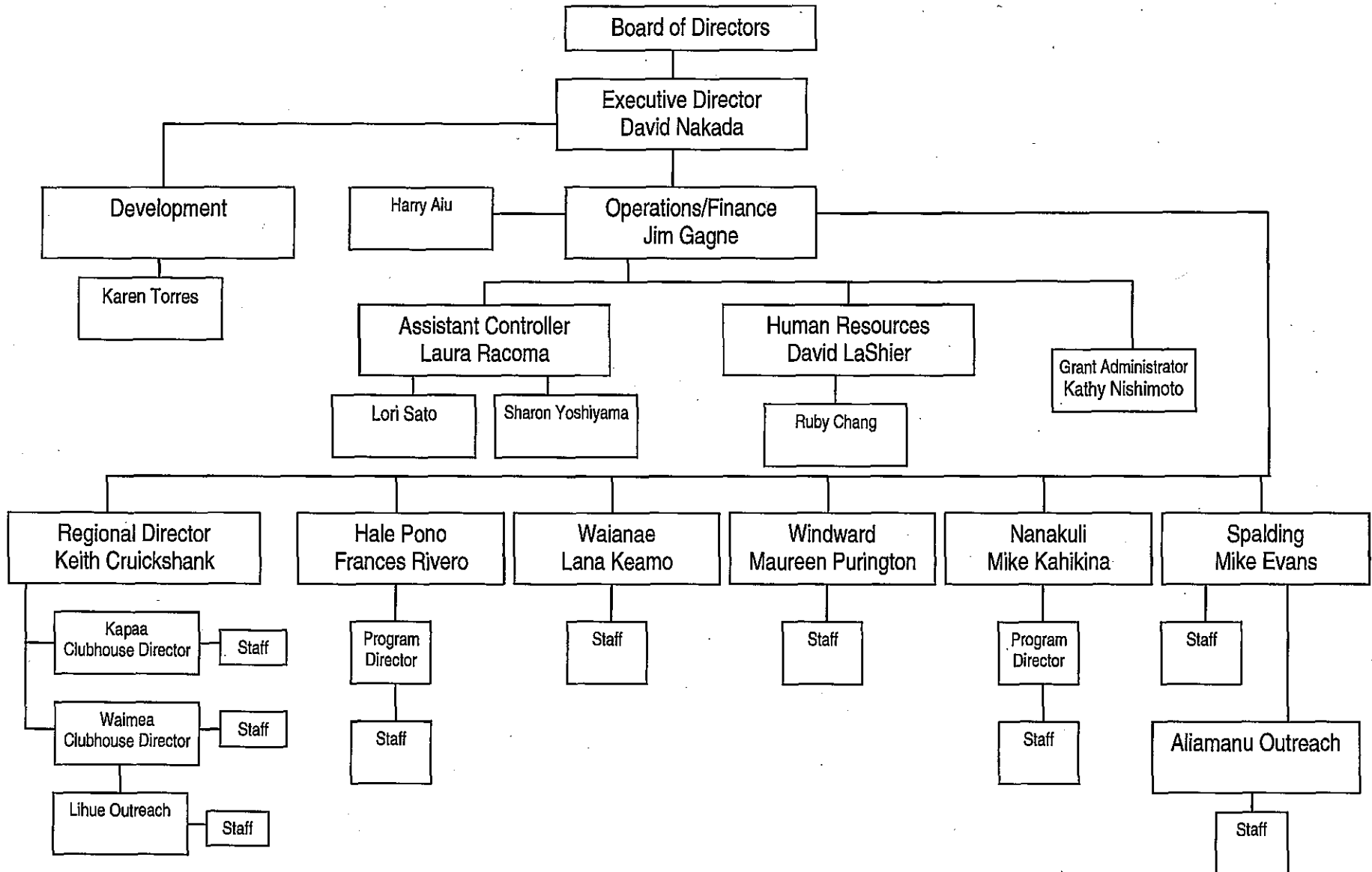
1.12.10

(Date)

David Nakada
(Typed Name)

Executive Director
(Title)

Boys & Girls Club of Hawaii Organizational Chart FY 2010



Windward Capital Campaign Gift Detail & Summary Report

Updated 1/12/2009

| Constituent Name | Date | Gift Subtype |
|---------------------|---|------------------------------|
| Alexander | Alexander & Baldwin Foundation | 11/14/2006 Foundation Giving |
| Alston | Paul & Tanya Alston | 12/31/2008 Individual Giving |
| Atherton | Atherton Family Foundation | 11/14/2006 Foundation Giving |
| Baker | Steven G. Baker | 6/21/2006 Individual Giving |
| Bank of Hawaii | Bank of Hawaii Charitable Foundation | 8/21/2006 Foundation Giving |
| Barahal | James Barahal | 6/21/2006 Individual Giving |
| Barbata | Brian Barbata | 6/23/2009 Individual Giving |
| Becker | James E. Becker | 6/19/2007 Individual Giving |
| Bennet | Bennet Group Strategic Communications | 12/30/2005 Board Giving |
| Benton | Pam Benton | 10/17/2006 Individual Giving |
| Borges | Skip Borges | Individual Giving |
| Broderick | Michael F. Broderick | 4/19/2006 Board Giving |
| Brossier | Catherine A. Brossier | 11/21/2006 Individual Giving |
| Brownlie | Brownlie and Lee | 6/6/2007 Corporate Giving |
| Campaniano | Robin Campaniano | 6/19/2006 Individual Giving |
| Casauria Foundation | Castaglione A. Casauria Foundation | Foundation Giving |
| Castle , Harold | Harold K. L. Castle Foundation | 6/21/2006 Foundation Giving |
| Castle Medical | Castle Medical Center | 3/4/2008 Corporate Giving |
| Castle, Samuel | Samuel N. and Mary Castle Foundation | 12/30/2005 Foundation Giving |
| Catmull | Edwin Catmull | 12/14/2006 Individual Giving |
| Central | Central Pacific Bank | 5/4/2007 Corporate Giving |
| Century | Century Computers, Inc. | 4/12/2006 Corporate Giving |
| Churchill | Suzanne S. Churchill | 3/31/2006 Board Giving |
| Ciletti | Monica C. Ciletti | 10/17/2006 Individual Giving |
| Cole | Cole Family Foundation | 4/19/2006 Foundation Giving |
| Coluccio | Frank Coluccio Construction Company | 8/6/2008 Corporate Giving |
| Cooke | Cooke Foundation, Limited | 12/12/2006 Foundation Giving |
| Cooke Samuel | Samuel A. Cooke | 5/8/2006 Individual Giving |
| Davis | Lee Davis | 11/3/2006 Individual Giving |
| Dinsmore | Jeffrey C. Dinsmore | 6/19/2006 Individual Giving |
| D'Olier | H. M. D'Olier | 2/23/2006 Individual Giving |
| Earles | David R. Earles | 6/21/2006 Individual Giving |
| Eccleshall | Malulani Eccleshall | 5/30/2007 Individual Giving |
| Elias | Carol Elias | 10/16/2006 Individual Giving |
| Emmett | Emmett R. Quady Foundation | 11/3/2006 Foundation Giving |
| Fasi | Kanekapolei S. Fasi | 4/7/2006 Board Giving |
| First | First Hawaiian Foundation | 6/21/2006 Foundation Giving |
| Frear | Frear Eleemosynary Trust | 1/25/2008 Foundation Giving |
| Fujie | Lloyd Fujie | 6/19/2006 Individual Giving |
| Fujioka, Robert | Robert T. Fujioka | 12/28/2006 Board Giving |
| Fujioka, Roberta | Roberta T. Fujioka | 10/17/2006 Individual Giving |
| Gannett | Gannett Foundation | 8/1/2007 Foundation Giving |
| George | Cathy George | 1/31/2006 Board Giving |
| German | German Benevolent Society of Honolulu, Inc. | 5/12/2006 Corporate Giving |
| Gheen | William M. Gheen | 12/15/2006 Individual Giving |
| Grace | Grace Pacific Corporation | 6/1/2007 Corporate Giving |
| Group | Group 70 International, Inc. | 8/7/2007 Foundation Giving |

| | | |
|---------------|--------------------------------|------------------------------|
| Hallin | Paul W. Hallin | 4/7/2006 Board Giving |
| Hammond | Gordon E. Hammond | 4/12/2006 Board Giving |
| Ho | Peter S. Ho | 5/12/2006 Individual Giving |
| Home | Home Quest, Realtors | 8/8/2006 Corporate Giving |
| Hudson | David W. Hudson | 4/7/2006 Board Giving |
| Humphreys | Richard L. Humphreys | 8/24/2006 Individual Giving |
| Jones | Michael T. Jones | 6/21/2006 Board Giving |
| Kalama | Corbett Kalama | Individual Giving |
| Kaneohe | Kaneohe Ranch Company, Limited | 1/31/2007 Corporate Giving |
| Keppel | Kevin Keppel | 7/11/2006 Individual Giving |
| Kobayashi | Bert A. Kobayashi | 6/19/2006 Individual Giving |
| Komeiji | John T. Komeiji | 1/3/2007 Board Giving |
| Kosasa | Kosasa Foundation | 6/29/2006 Foundation Giving |
| Kosasa | Kosasa Foundation | 6/26/2009 Foundation Giving |
| Lagareta | Kitty Lagareta | Individual Giving |
| Langley | Larry Langley | 6/19/2006 Individual Giving |
| Lee | Cynthia S. Lee | 3/30/2006 Board Giving |
| Lewis | Mary Lou Lewis | 1/10/2006 Board Giving |
| Lighter | Kent & Muriel Lighter | 2/4/2008 Individual Giving |
| Lim | Steven Lim | 8/21/2006 Individual Giving |
| Long | The J. M. Long Foundation | 10/25/2007 Foundation Giving |
| Luke | Stanley C. Luke | 6/21/2006 Individual Giving |
| Lum | Kerry Lum | 6/26/2008 Individual Giving |
| MacDonald | Thomas J. MacDonald | 6/7/2006 Individual Giving |
| Maryl | Maryl Group, Inc. | 12/30/2005 Corporate Giving |
| Mattoch | Ian L. Mattoch | 12/20/2006 Individual Giving |
| Maughan | Heather Maughan | 12/29/2006 Board Giving |
| Mazzola | James Mazzola | 6/21/2006 Individual Giving |
| Mendes | Francine Mendes | 1/21/2009 Individual Giving |
| Mendes | Francine P. Mendes | 7/17/2006 Individual Giving |
| Moo | James C. Moo | 4/28/2006 Board Giving |
| Morgan | Paul R. Morgan | 5/31/2006 Individual Giving |
| Mortgage | Mortgage Masters, Inc. | 10/3/2006 Corporate Giving |
| Nakada | David M. Nakada | 6/19/2006 Individual Giving |
| Oda | Caroline Oda | 6/19/2006 Individual Giving |
| O'Neill | Michael E. O'Neill | 12/15/2006 Individual Giving |
| Pettus | Pettus Foundation | 10/23/2007 Foundation Giving |
| Pietsch | James W. Pietsch | 8/21/2006 Individual Giving |
| Pillori | Mark Pillori | 10/17/2006 Individual Giving |
| Preus | Melisa G. Preus | 8/24/2006 Individual Giving |
| Quicksilver | Quicksilver Foundation | 4/16/2007 Foundation Giving |
| Reilly | Patricia Reilly | 1/12/2007 Individual Giving |
| Reyna | Shraddah D. Reyna | 10/17/2006 Individual Giving |
| Riegels | Richard B. Riegels | 10/25/2007 Individual Giving |
| Roberts | Kevin Roberts | 12/24/2008 Individual Giving |
| Rose, Crystal | Crystal K. Rose | 5/8/2006 Board Giving |
| Rosen | Bruce M. Rosen | 3/28/2006 Board Giving |
| Roth | Randall W. Roth | 6/19/2006 Individual Giving |
| Royal | Royal Contracting Co., Ltd. | 5/7/2007 Corporate Giving |
| Ruotola | Curtis M. Ruotola | 6/21/2006 Individual Giving |
| Saunders | Harry A. Saunders | 12/31/2007 Individual Giving |
| Scherman | Dr. and Mrs. Bernard Scherman | Individual Giving |
| Schmicker | Michael Schmicker | 6/19/2006 Individual Giving |
| Schuler | The Schuler Family Foundation | 11/21/2006 Foundation Giving |
| Schuman | Kerry Schuman | 6/22/2006 Individual Giving |

| | | |
|--------------|----------------------------|------------------------------|
| Servco | Servco Foundation | 8/5/2008 Foundation Giving |
| Sexton | Glenn O. Sexton | 11/22/2006 Board Giving |
| Shaunnessy | Karyn Shaunnessy | 10/17/2006 Individual Giving |
| Sneidar | Tiare Sneidar | 10/17/2006 Individual Giving |
| Stott | Mike Stott | 8/21/2006 Individual Giving |
| Strong | Strong Foundation | 5/15/2006 Foundation Giving |
| Sumida | Susan L. Sumida | 6/19/2006 Individual Giving |
| Sunrise | Sunrise Construction, Inc. | 7/23/2008 Corporate Giving |
| Title | Title Guaranty of HI, Inc. | 8/21/2006 Corporate Giving |
| Town | Michael A. Town | 4/17/2006 Board Giving |
| Tsakamoto | Kent K. Tsakamoto | 6/19/2006 Individual Giving |
| Turner | Anthony M. Turner | 6/21/2006 Individual Giving |
| Ushijima | Arthur A. Ushijima | 2/26/2008 Individual Giving |
| Vincent | Peter N. Vincent | 6/21/2006 Individual Giving |
| Wang | Charles B. Wang Foundation | 8/8/2006 Foundation Giving |
| Watumull | J. D. Watumull | 6/20/2006 Individual Giving |
| Whitcomb | Bradford P. Whitcomb | 6/21/2006 Individual Giving |
| Williams | Mason Williams | 6/29/2006 Individual Giving |
| Wilson | William J. Wilson | 6/19/2006 Individual Giving |
| Wolfe | Jack Wolfe Insurance, Inc. | 5/12/2006 Corporate Giving |
| Wood | Michael B. Wood | 5/30/2007 Individual Giving |
| Worm | Jim A. Worm | 6/21/2006 Individual Giving |
| Yee, August | August Yee | 4/24/2006 Individual Giving |
| Yee, Michael | Michael Y. Yee | 11/3/2006 Individual Giving |
| Yogi | Yogi Kwong Engineers, LLC | 6/22/2006 Corporate Giving |
| Yoshimura | Robin C. Yoshimura | 4/19/2006 Board Giving |
| Zimmerman | Tom C. Zimmerman | 8/7/2006 Individual Giving |

House District 28

Senate District 12

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

Log No: 43-0

For Legislature's Use Only

Type of Grant or Subsidy Request:

GRANT REQUEST - OPERATING

GRANT REQUEST - CAPITAL

SUBSIDY REQUEST

2010 JAN 29 P 1:37

"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 SERVICE

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:
The Children's Alliance of Hawaii, Inc.

Dba:

Street Address: 1100 Alakea Street, Suite 400
Honolulu, Hawaii 96813

Mailing Address: 1100 Alakea Street, Suite 400
Honolulu, Hawaii 96813

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name ALFRED HERRERA

Title President

Phone # (808)599-2955 x 215

Fax # (808) 599-5909

e-mail Herrera@cahawaii.org

3. TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

PROGRAMS AND SERVICES FOR SEXUALLY ABUSED CHILDREN AND YOUTH

4. FEDERAL TAX ID #: _____

5. STATE TAX ID #: _____

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2010-2011 \$ 320,000.00

8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

- NEW SERVICE (PRESENTLY DOES NOT EXIST)
- EXISTING SERVICE (PRESENTLY IN OPERATION)

SPECIFY THE AMOUNT BY SOURCES OF FUNDS AVAILABLE AT THE TIME OF THIS REQUEST:

STATE \$ 0
 FEDERAL \$ 0
 COUNTY \$ 0
 PRIVATE/OTHER \$ 60,000

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

AUTHORIZED SIGNATURE

ALFRED HERRERA, PRESIDENT
NAME & TITLE

01/29/2010
DATE SIGNED

Application for Grants and Subsidies

I. Background and Summary

1. Organization Background

The Children's Alliance of Hawaii, Inc. is a 501 (c) (3) non-profit organization incorporated in 1987. *Our mission is to provide care and support for sexually abused children, offering hope for the future.* We are located in Honolulu, Hawaii, and serve the islands of Oahu and Kauai.

We fulfill our mission by providing a unique and innovative continuum of supportive, complimentary and therapeutic programs. Our programs are "child-friendly" and honor the complex lives of our victims and their supportive caretakers. Our services are offered on Saturdays, during school breaks, and after school to ensure that they are readily accessible. We reinforce our commitment to program availability by offering transportation service when needed, and in some instances, taking the program to the client. Our programs are "open" so our clients may participate for as long as the service is needed and available, and should they require it at a later date, clients can return for more assistance when needed. With a minimal staff and a dedicated group of volunteers we help nearly **700 children** through our direct services and programs.

As the non-profit partner for the Children's Justice Center of Oahu, we provide support to the children and families who unfortunately must visit it. The investigation experience is highly traumatic, often leading to dramatic life-altering changes affecting all concerned. During that time we provide emergency food and clothing provisions, to approximately **600 children and their families**, offering comfort and stress relief. We also contribute equipment, multidisciplinary training, and supplies to aid the Children's Justice Center and its staff, ensuring that a fair and unbiased opportunity for justice is presented for each case.

This past year due to the challenging economy we have had need to decrease our expenses and our staff in order to continue operating. This reduction has not had a negative impact on our programs and has challenged us to be more creative to fulfill the needs of our children.

2. Goals and Objectives

The Children's Alliance of Hawaii is requesting an Operations Grant-in-Aid of \$320,000 for fiscal year 2010-2011. A grant from the Hawaii Legislature will allow us to continue our important work and fulfill our mission to assist our most vulnerable population of child victims and their families.

We are truly grateful for the funding we have received from the Hawaii Legislature, and have done our best to maximize each and every dollar. We will avidly continue our efforts to make the best use of and leverage our funding to its greatest potential in order to best serve the greatest number of children possible.

We are keenly aware of the financial challenges facing all of our citizens and businesses, and will appreciate any funding we receive.

3. Public Purpose and Need to be Served

Child sexual abuse is a serious problem in our community. The Children's Justice Center of Oahu reports facilitating between 600 to 1200 child sex assault interviews each year. That figure breaks down to approximately 2 or 3 new cases a day. National statistics confirm that one out of four females and one out of six males have been sexually abused before the age of 18 years.

Sexually abused children are vulnerable to many social problems that have mental, physical and spiritual repercussions for the child, family and our community. Left untreated, they are at very highly at-risk for serious and sometimes life-threatening social problems, including substance abuse, low educational achievement, mental health disorders, early pregnancy, homelessness, unemployment, suicide, and criminal activities. The after affect can lead to an enormous burden and cost to the public at large. Consider these statistics:

Sexually abused children are at a threefold risk for substance abuse, (*Childhood Sexual Abuse: Impact on a community's mental health status, 1992, K.D. Scott*)

Approximately 31% of women in prison report that they were sexually abused children, (*US Department of Justice, 1991*)

74% of women who had intercourse before age 14 report a history of forced sexual intercourse, (*Alan Guttmacher Institute, 1994*)

62% of pregnant and parenting adolescents had experienced molestation or rape prior to their first pregnancy, (*Boyer & Fine, 1993*)

Approximately 95% of teenage prostitutes have been sexually abused, (*CT Center for Prevention of Child Abuse, 1992*).

4. Target Population to be Served

The target population for our programs is sexually abused children and youth, and their families. We assist sexually abused children and youth from infancy through age twenty-one. The vast majority of the children we serve come from low to very low income homes, or are in foster care, or are living in residential group homes.

Many of the children we serve are referred by State agencies including the Children's Justice Center, Department of Human Services, Department of Health, Department of Education, Family Court and Juvenile Judiciary Services. We also receive referrals from Child & Family Services, Sex Abuse Treatment Center, Catholic Charities, Tripler Medical Center and private therapists. We also receive referrals from the primary care-giver of sexually abused children.

5. Geographic Coverage.

The Children's Alliance of Hawaii is located in Honolulu, Hawaii, and serves the island of Oahu and the island of Kauai.

II. Service Summary and Outcomes

1. Scope of Work, Tasks and Responsibilities

The Children's Alliance of Hawaii, Inc. offers unique programs that provide a continuum of service. The collective goals for this continuum are:

- 1) Assist the sexual abuse victim regain the joy of their lost childhood
- 2) Help create or maintain a stable living environment
- 3) Improve their self-esteem
- 4) Let them know they are not alone in their struggle
- 5) Increase their capacity to express their feelings and emotions
- 6) Develop caring relationships
- 7) Empower them to create a strategic plan for their life.

Our three primary programs are as follows:

Enhancements - designed to "enhance" the lives of these children by providing goods and direct services that will help them become stable, enrich their development, and restore the special experiences of childhood that may have been lost. This program focuses on the child's individual needs, offering support for school related functions, summer programs, music, dance, art lessons, and sports activities. Sexually abused children and their families who are experiencing financial hardship and are struggling to meet their basic needs can obtain assistance with clothing and food vouchers, and transportation and basic utility services. Sexually abused children who are placed into foster care can receive a special "care package" from the organization ensuring that they have the basic necessities of new clothing, new toiletry items, and a backpack with new school supplies to help them with their transition. The Children's Alliance of Hawaii believes celebrating birthdays, life milestones, and holidays is very important in order for the child to create new positive memories to offset the bad ones. We support this belief by providing all of our eligible children with special birthday, milestone and Christmas presents; and opportunities to celebrate them with those who are closest to them. For youth with severe or problematic behaviors (i.e. running away, truancy, or aggression), the Enhancements services are being used repeatedly, over time, to positively reinforce the youth when they have demonstrated control over a specific targeted behavior.

Through our Enhancements Program 600-700 unduplicated sexually abused children and their affected siblings will be served. The Enhancements "goods and services" program is dependent on the generosity of the community at large. This outcome is dependent on the receipt of available funding. The degree of the on-going need of each child served determines the overall capacity for this program. On average, we serve 20 children a month, many of whom receive on-going services throughout the year.

H.E.A.R.T. (Healing Emotions with Art and Recreation Together) - an evidence based, gender specific six month program targeting elementary age children and adolescents. It offers four six-week group sessions, each consisting of art therapy, expressive movement, outdoor adventure, and therapeutic horseback riding. These four therapeutic components have linkages to a variety of theoretical orientations for clinical intervention, including the psycho-social realm, symbolic imagery, body awareness, mastery and control, skill building, and practical problem solving. H.E.A.R.T. was conceived to provide experiences that address the social emotional needs of sex abuse victims based on the premise that these children can be "reached" through a hands-on experiential approach to intervention. Children who have been sexually abused often experience obstacles to normal social emotional development as a result of their abuse history. H.E.A.R.T. is based on the premise that discharging feelings can reduce some of the intensity and

overwhelming effects on behavior. The overarching goals of this program include increasing self esteem, developing a group that understands they are not alone in their struggle, and increase the youth's ability to express their feelings and emotions.

The H.E.A.R.T. program has the capacity to serve 40 - 48 children over a one year period ranging in age from 9 to 18 years old, all of whom have been sexually abused. This proposal outlines four 6 month sessions, one for young boys and one for young girls, (ages 9-12) and one for adolescent boys and one for adolescent girls (ages 13-18). Each group is designed to run with approximately 10 - 12 children or adolescents who participate in the activities, Each component is concentrated, for about 6 weeks, with all four components running a six month course.

Ho'omaka Teen-Teaming - is an individualized teaming program, based on "best practices" and resiliency theory, designed to assist young adults and adolescents who are struggling with direction and life circumstances. The objective of this program is to provide an avenue by which sexually abused youth can build caring relationships, learn to navigate the system, maintain a positive trajectory, and attain a dignified independence. This program utilizes the specially created "Charting Your Goals: Life-Planning Guide For Teens" workbook by Dan Dahl and Randolph Sykes as a therapeutic tool to help the youth pinpoint their life goals. The youth take in-depth looks into their past, present and future in order to create a strategic plan for their life, concentrating in five areas: health, relationships, personal growth, finances and career. We use volunteers and experts in the community to collaborate as a "team" to provide the practical guidance needed to achieve the goals; and act as the support network that is customarily present in stable families. This approach is fashioned on the belief that positive outcomes for young adults who have experienced abuse are influenced by having healthy interactions with adults. These interactions will provide experiences that instill self-worth, reinforce a sense of achievement, encourage healthy attachments, and offer a sense of belonging to counteract abuse symptoms of loneliness and depression.

Hoomaka Teen Teaming is a customized and individualized program with the capacity to serve approximately 20 - 25 youth in a one year period. Each youth will participate in a minimum of two teaming meetings, and is given individual support and guidance on an unlimited as needed basis. Through the course of their work they will have a written action plan designed to meet their specific goals. Youth with more challenging obstacles will participate in as many teaming meetings as is necessary to attain success. All youth will receive follow-up contact by the Children's Alliance, approximately 8 weeks after the final teaming meeting, to ascertain if additional assistance is needed.

H.E.A.R.T. - Protective Parent/Guardian Support Groups – in 2008 we realized that often times "protective" parents and foster parents taking care of their sexually abused child or children need a venue to discuss and process the challenges they experience. As a new addition to our H.E.A.R.T. program we offer parent/guardian support groups at the same time as the HEART groups, making it convenient for both the child and parent to participate and receive help at the same time.

These Parent/Guardian Support Groups can assist between 20-40 adults in a one year period.

It is our goal to offer a continuum of programs and services for each child. Our quantitative data reflects our philosophy to encourage referring sources to access as many programs as necessary for each child. Therefore, cumulative output numbers of children served will include duplication. Unduplicated numbers of children served can be quantified for each program.

2. Projected annual timeline for achieving results or outcomes

Hoomaka Teen Teaming - provide teaming services to 20 - 25 sexually abused youth in a 12 month period.

H.E.A.R.T. – provide 40-48 sexually abused youth with the activity based therapeutic group programs in a 12 month period.

Enhancements – Provide a total of 600-700 sexually abused children with “enhancing” or necessary goods and services in a 12 month period.

Parent/Guardian Support Group – Provide 10 – 20 adult parents/guardians of sexually abused youth with support group services in a 12 month period.

3. Quality Assurance and Evaluation

We believe that program evaluation is critical to overall effectiveness. Quality assurance, using both standardized and anecdotal measurements, is incorporated into each of our various programs.

Hoomaka Teen Teaming - Outcomes will be determined on an individual basis by the accomplishment of the Team's action plan. Specific steps will be tracked at each Team meeting. Overall success will be based on the youth reaching their self identified life goals. The Rochester Evaluation of Asset Development for Youth, (READY) will be given at the completion of the program. These outcomes include an evaluation of basic social skills that have changed since program onset including self-control, empathy, communication, and decision making capacity. The youth's perception of their relationships with the adults who facilitate the program and the overall program effectiveness will also be measured.

H.E.A.R.T. Program - The Rosenberg Self-Esteem Scale will be used at the point of Intake and then to measure outcomes after 6 months at the close of each of the program groups. The referring sources will identify behavioral challenges on the Intake Application and target one specific behavior for change. The referring source's perception of behavior change will be assessed by them at the end of the program. The Rochester Evaluation of Asset Development for Youth, (READY) a youth outcomes measure, will be given at the completion of each program component, every 6 weeks.

Enhancements Program – Quality assurance is measured by the delivery of the necessary goods and services requested by the referring case workers and therapists. Intermittent follow-up is made with the referring sources to track the timely supply of the service or goods and each

individual child's progress. We also receive letters from the recipient children informing us of the powerful impact of the "Enhancement" provided.

On an organization level, we have completed a strategic planning process and use the plan as a guide to stay focused on our goals and objectives, and ensure that we are able to complete our mission.

4. Measures of Effectiveness

The Children's Alliance of Hawaii utilizes the above mentioned quantitative program goals as well as continued and or sustained improvement levels within the standardized measurement tools to measure effectiveness. The most important measure of effectiveness is the manner in which an experience with our programs positively impacts and improves child's life. This measure is anecdotal and observational. As we work with a client we can observe how they become more engaged with and potentially improve their life. We share these stories of progress in a narrative form included in our grant reports.

III. Financial

1. Budget

See attached budget form.

2. Quarterly Funding Request

| Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | Total Grant |
|-----------|-----------|-----------|-----------|-------------|
| \$80,000 | \$80,000 | \$80,000 | \$80,000 | \$320,000 |

3. List of Other Funding Sources

Federal Program Grants (if available)

Private Corporations/Foundations

Wal-Mart

Costco

Bank of Hawaii

Friends of Hawaii Charities/Sony Open

Hawaii Community Foundation Managed Grants

Individual Donor Contributions

IV. Experience and Capability

A. Necessary Skills and Experience

The Children's Alliance of Hawaii has been providing supportive programs for sexually abused children for twenty one years. We are a small organization with an inherent ability for a quick turn around and effective response to the needs of these most vulnerable children. We have a

dedicated Board of Directors, a highly competent and experienced staff, and a strong pool of both Master's level interns and concerned community member volunteers. Our Program Committee is chaired by a Psychiatrist who works directly with the staff to ensure the highest standards are maintained.

Over our twenty years of community service, we have built an extensive volunteer program and a strong community partnership network. Community Partners (such as Marimed, Therapeutic Horsemanship of Hawaii, Hawaii Family Programs, Girl Scouts) and volunteers (from First Presbyterian Church, Hawaii Pacific University, Argosy University, University of Hawaii, Chaminade University, private and public schools, and other community organizations) enable us to provide necessary goods and services, and offer our programs for sexually abused children on Oahu.

The following is a list of contracts, both private and public, which support our ability to perform this work:

Department of Health – CAMHD – Small POS – HEART Program #06-032
Department of Health – CAMHD – Small POS – Hoomaka Program #08-017
Hawaii Legislature – Judiciary – Operations Grant-in-Aid- J07103
Hawaii Legislature – Judiciary – Operations Grant-in-Aid- J08127
Hawaii Legislature – Judiciary – Operations Grant-in-Aid- J09039
Hawaii Community Foundation - Geist Foundation – PIN Grant/ Enhancements: 2007, 2008, 2009, 2010
Bank of Hawaii - Teresa Hughes Trust – PIN Grant/Enhancements: 2007, 2008, 2009, 2010
Consuelo Foundation – HEART Program – 2005, 2006

B. Facilities

Our office facility is located on the 4th floor at 1100 Alakea Street, in downtown Honolulu. Our facilities meet ADA standards. The space is ample and allows us to operate our programs and projects effectively. We are conveniently located, and offer our clients and volunteers a unique, confidential and secure environment. This is especially important to those we serve, as they have issues concerning trust and personal safety.

V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

Our program team is headed by our Clinical Director, Caroline Thomas, LCSW, who has dual Master's Degrees in Social Work and Organizational Psychology. She has 13 years of experience providing services to children and maintains a Hawaii licensed for therapy. She works with the organization's President, Alfred Herrera, who has a Bachelor's degree and over 19 years of non-profit management and human services experience. Together, they are responsible for the design and implementation of our programs. They are supported by a dedicated group of Master's level interns from Chaminade University, the University of Hawaii. They are also supported by a subcommittee of the Board of Directors, which includes members with Doctorate degrees. Cristine Reeves ensures that the Enhancements requests from Oahu and Kauai are coordinated

and delivered on a timely manner, and helps ensure that the community projects are running smoothly. She also participates in outreach and education efforts for the organization to ensure that the widest reach possible is made to as many eligible children as possible.

Our H.E.A.R.T. and Hoomaka programs uses the services of experienced specialized contract professionals. These professionals have significant professional experience, appropriate credentials and licenses when needed. All of our staff, contract professionals and interns must pass local and national background checks.

B. Organization Chart

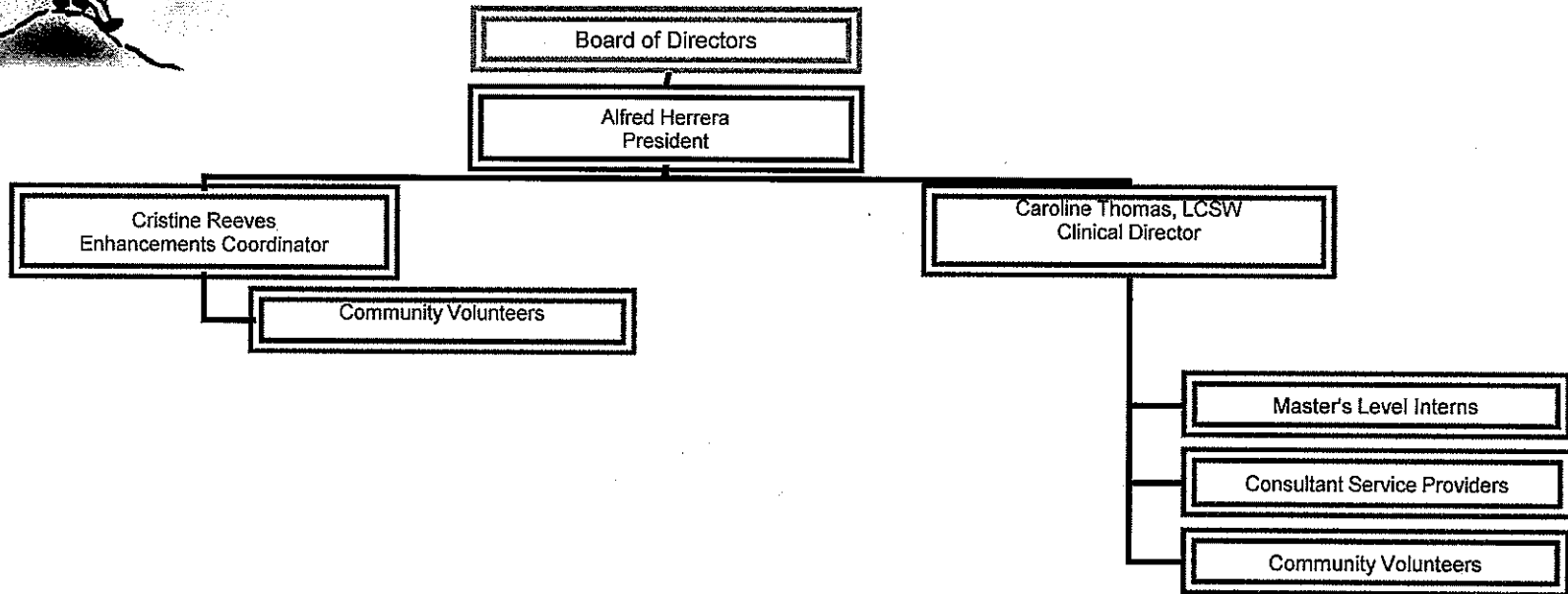
See Attached

VI. Other

- A. Litigation – Not Applicable**
- B. Licensure or Accreditation – Not Applicable**



The Children's Alliance of Hawaii, Inc Organization Chart



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

Applicant: The Children's Alliance of Hawaii

| BUDGET CATEGORIES | Total State Funds Requested (a) | (b) | (c) | (d) |
|-------------------------------------|---------------------------------|----------------------------------|----------------|--------------|
| A. PERSONNEL COST | | | | |
| 1. Salaries | 150500 | 70000 | 20500 | |
| 2. Payroll Taxes & Assessments | 15000 | 7050 | 2050 | |
| 3. Benefits | 3000 | 2000 | | |
| TOTAL PERSONNEL COST | 168500 | 79050 | 22550 | 0 |
| B. OTHER CURRENT EXPENSES | | | | |
| 1. Accounting & Audit Fees | 20000 | 10000 | | |
| 2. Board of Directors Expenses | | 3000 | | |
| 3. Contract Services (program) | 10000 | 10000 | 5000 | |
| 4. "Enhancement" Goods/Services | 5000 | | 140000 | 50000 |
| 5. Equipment Lease/Maintenance | 2000 | | | |
| 6. Info Technology | 6500 | | | |
| 7. Insurance | 6000 | 6000 | | |
| 8. Interest Expenses | | 4000 | | |
| 9. Legal Fees/Consultation | | 1000 | | |
| 10. Maintenance - Facility | 62500 | | | |
| 11. Mortgage Payments | | 40000 | | |
| 12. Office Supplies | 5000 | | | |
| 13. Outreach Expenses/Newsletter | 10000 | 3000 | | |
| 14. Postage | 500 | 3000 | | |
| 15. Program Supplies | 14000 | | 2000 | |
| 16. Special Event Expenses | | 64500 | | |
| 17. Staff Training Expenses | 3000 | | | |
| 18. Telephone / Utilities | 5000 | | | |
| 19. Volunteer Support | 2000 | | | |
| TOTAL OTHER CURRENT EXPENSES | 151500 | 144500 | 147000 | 50000 |
| C. EQUIPMENT PURCHASES | 0 | 0 | 0 | 0 |
| D. MOTOR VEHICLE PURCHASES | 0 | 0 | 0 | 0 |
| E. CAPITAL | 0 | 0 | 0 | 0 |
| TOTAL (A+B+C+D+E) | 320000 | 223550 | 169550 | 50000 |
| SOURCES OF FUNDING | | Budget Prepared By: | | |
| (a) Total State Funds Requested | 320000 | Alfred Herrera | 599-2955 x 215 | |
| (b) Organization Fundraising | 223550 | | Phone | |
| (c) Private Foundations | 169550 | | 1/29/2009 | |
| (d) In-kind Contributions | 50000 | Signature of Authorized Official | | |
| | | Date | | |
| TOTAL REVENUE | 763100 | Alfred Herrera, President | | |
| | | Name and Title | | |

BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: The Children's Alliance of Hawaii

Period: July 1, 2010 to June 30, 2011

| POSITION TITLE | FULL TIME EQUIVALENT | ANNUAL SALARY A | % OF TIME ALLOCATED TO GRANT REQUEST B | TOTAL STATE FUNDS REQUESTED (A x B) |
|---|-------------------------|--------------------|---|--|
| Director of Programs | 1 | \$52,500.00 | 100.00% | \$ 52,500 |
| President | 1 | \$90,000.00 | 70.00% | \$ 63,000 |
| Enhancement Program Coordinator | 1 | \$35,000.00 | 100.00% | \$ 35,000 |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| TOTAL: | | | | 150,500.00 |
| JUSTIFICATION/COMMENTS: These three positions are crucial to the execution and implementation of the programs. | | | | |

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: The Children's Alliance of Hawaii, Inc. Period: July 1, 2010 to June 30, 2011

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

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

**BUDGET JUSTIFICATION
CAPITAL PROJECT DETAILS**

Applicant: The Children's Alliance of Hawaii

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/COMMENT | N/A | | | | | |

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

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

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

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

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

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

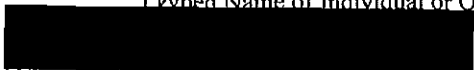
- (1) Has been determined and designated to be a non-profit organization by the Internal Revenue Service; and
- (2) Has a governing board whose members have no material conflict of interest and serve without compensation.

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

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

The Children's Alliance of Hawaii, Inc.

(Typed Name of Individual or Organization)



01/29/2010

(Signature)

(Date)

Alfred Herrera

President

(Typed Name)

(Title)

House District _____

Senate District _____

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

Log No: 44-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:
Hawley K. Manwarring

Street Address: 2849 Pali Hwy., Honolulu, HI 96817

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name MRS. HAWLEY MANWARRING

Title Owner

Phone # (808) 753-1066

Fax # n/a

e-mail _____

3. TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

THOMAS ALEXANDER BURNINGHAM RESIDENCE

4. FEDERAL TAX ID #: _____

5. STATE TAX ID #: _____

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2010-2011 \$ 80,000

8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

- NEW SERVICE (PRESENTLY DOES NOT EXIST)
- EXISTING SERVICE (PRESENTLY IN OPERATION)

SPECIFY THE AMOUNT BY SOURCES OF FUNDS AVAILABLE AT THE TIME OF THIS REQUEST:

STATE \$ _____

FEDERAL \$ _____

COUNTY \$ _____

PRIVATE/OTHER \$ _____

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[Redacted Signature]

MRS. HAWLEY K. MANWARRING - OWNER
NAME & TITLE

1/28/2010
DATE SIGNED

Thomas Alexander Burningham Residence

I. Background and Summary

The Thomas Alexander Burningham Residence was constructed in 1910 and is architecturally significant as a good example of a house built in the bungalow style in Hawaii. It is typical of the earlier bungalows with its hipped, rather than gable, roof, and use of stone and stucco siding, which differentiate it from most of the 1920s examples.

The house is one of the more substantial models of this style for its period and exhibits a high level of craftsmanship and attention to detail. It displays a strong arts and crafts character with its use of natural materials, not only the lava rock in the foundation and battered piers, but also in the use of lava rocks to texture the stucco. Other arts and crafts feature displaying high attention to materials and craftsmanship include the parquetry, built-in furniture, glazed brick fireplace, and leaded stained glass windows. In addition, the central vacuum system is consistent with the attitude of convenient living that was associated with the bungalow.

The Thomas Alexander Burningham Residence was designed by Thomas Gil who practiced architecture in Hawaii from 1899 to 1941. His was primarily a residential practice and his career has not been well documented to date. Born in Brooklyn in 1870, he studied at Brooklyn Polytechnic and Pratt Institute. In 1892, he commenced his architectural career in the office of Walbridge & Walbridge of Brooklyn. He also practiced in Bellingham, Washington before arriving in Honolulu on December 9, 1898 at the conclusion of a world tour. In Honolulu, he first worked in the office of H.L. Kerr, and established his own office in 1903. He designed the Oahu Country Club, of which he was a founding member.

The Thomas Alexander Burningham Residence is listed on the National Register of Historic Places (Ref. 93001029) and is approximately 100 years old. It is a single story, three-bedroom bungalow with a flaired-hipped roof of composition shingle. The rectangular shaped house is situated on a landscaped lot immediately adjacent to and overlooking the Pali Highway. Prior to the construction of Pali Highway in the 1950s, the State of Hawaii condemned a large portion of the Thomas Alexander Burningham Residence property in order to develop a highway.

In 1845, the first road was built over the Nu'uuanu Pali to connect Winward O'ahu with Honolulu. In 1898, this road was developed into a highway and later replaced by the Pali Highway and the Nu'uuanu Pali Tunnel in 1959, which is the route used today.

GOALS AND OBJECTIVES

Structural Engineer Tom Tanimura (Tanimura & Associates, Inc.) was hired as a consultant to provide an assessment of damages and needed repairs for the Thomas Alexander Burningham Residence. According to Mr. Tanimura's findings, traffic-induced vibrations to this historic home that is already in weak condition.

(see attachment "A")

According to a study conducted by Osama Hunaidi on the Measurement and analysis of traffic-induced vibrations:

*"...traffic vibrations can be characterized by a source-path-receiver scenario. Vehicle contact with irregularities in the road surface (e.g., potholes, cracks and uneven manhole covers) induces dynamic loads on the pavement. These loads generate stress waves, which propagate in the soil, eventually reaching the foundations...and causing them to vibrate. Traffic vibrations are mainly caused by heavy vehicles such as buses and trucks. If the natural frequencies of the soil coincide with any of the natural frequencies of the building structure or its components, resonance occurs and vibrations will be amplified."*¹

First and foremost this plan is guided by maintaining the historic and cultural integrity of the Thomas Alexander Burningham Residence – meaning the physical appearance of the home will not change radically at all. The major concerns to the residence are the roof deficiencies and the chimney vibration that appear to be the primary cause of the rook leaks.

The overall plan is to approach the renovation with these goals and objectives:

1. Preserve and repair the residences' historic infrastructure as needed.
 - chimney
 - rafters
 - ceiling joists
 - framing lumbar
 - wood framing
2. Expand public access to and enjoyment of the grounds and residence.

Goal 1 – Preserve and repair the residences' historic infrastructure as needed.

Objectives

- To ensure the conservation of the residence, seeking advice and expertise as appropriate when undertaking and alteration, repairs or changes to the residence.

¹ Hunaidi, O., Rainer, J.H. and Pernica, G Measurement and analysis of traffic-induced vibrations. *Proceedings of 2nd International Symposium on Transport Noise and Vibration*, St. Petersburg, Russia, 1994, pp. 103-108.

- To safeguard and protect for present and future generations one of Oahu's most valuable and significant historic residential property.

Goal 2 – Expand public access to and enjoyment of the grounds and residence.

Objectives

- To educate and present to future generations of the value of the site through on-site and off-site programming.
- To ensure continued and expanded access to the residence for the general public.
- To ensure that there is reasonable visitor convenience for residents and others using the property.

II. Service Summary and Outcomes

Scope of Work

Chimney – There are two chimneys, one attached to the kitchen and one in the middle of the house for the living room fireplace. The latter is said to vibrate and cause the house to shake when large trucks pass along Pali Highway. While this is somewhat alarming in itself, the chimney vibration appears also to have caused the roof to leak where it connects to the chimney. The chimney resonates with the ground vibration caused by heavy trucks on the highway. Possible ways of changing the resonant frequency of the chimney, so it is not “in tune” with the passing trucks, are to reduce its height or change it to a different material.

- a) repair and stabilize chimneys
- b) add a structural concrete grade beam footing around the existing chimneys utilizing dowels of 5/8” rebar (*see Attachment “B”*)

Estimated time of completion is 14 days in the month of August 2010.

Roof – The roof consists mostly of 2x rafters and ceiling joists that form pseudo trusses 1x spaced sheathing nailed to the top of the rafters serve as nailers for the roofing. The wood framing is sub-standard and the spaced sheathing does not provide an adequate diaphragm to distribute lateral forces due to high winds and earthquake forces. Also, there were no hurricane clips installed to resist wind uplift.

- a) repair and reinforce the framing members and secure with braces and metal connectors. (*see Attachment “B”*)
- b) tear off complete existing fiberglass shingles and haul away.
- c) install new pre-painted metal flashings at roof perimeter.
- d) install new lead pipe jacks.
- e) Install new 30lb. ASTM felt underlayment throughout all prepared surfaces.

- f) Install new architect 80 Algae Resistant asphalt shingles according to manufacturers recommendations using hot dipped galvanized coil nails.
- g) Install new hip and ridge caps.
- h) Clean and haul away all rubbish from premises as a result or re-roofing.
- i) All work shall be supervised and performed in a professional manner.
- j) Limited lifetime manufacturers warranty on Architect 80 Shingles.

Estimated time of completion is, at the most, 30 days in the month of September 2010.

III. Financial

Budget

Anticipated quarterly funding request for the fiscal year 2010-2011. No other funding sources will be utilized at this time. Please refer to the budget sheet for more information

| Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | Total Grant |
|-----------|-----------|-----------|-----------|-------------|
| \$60,000 | \$20,000 | | | \$80,000 |

IV. Experience and Capability

A. Necessary Skills and Experience

“not applicable”

B. Facilities

“not applicable”

V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

“not applicable”

B. Organization Chart

“not applicable”

VI. Other

A. Litigation

“not applicable”

B. Licensure or Accreditation

“not applicable”

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

Applicant: _____ Mrs. Hawley Manwarring

| BUDGET CATEGORIES | Total State Funds Requested (a) | (b) | (c) | (d) |
|-------------------------------------|--|---------------------------------------|------------|------------|
| A. PERSONNEL COST | | | | |
| 1. Salaries | 0 | | | |
| 2. Payroll Taxes & Assessments | 0 | | | |
| 3. Fringe Benefits | 0 | | | |
| TOTAL PERSONNEL COST | 0 | | | |
| B. OTHER CURRENT EXPENSES | | | | |
| 1. Airfare, Inter-Island | 0 | | | |
| 2. Insurance | 0 | | | |
| 3. Lease/Rental of Equipment | 0 | | | |
| 4. Lease/Rental of Space | 0 | | | |
| 5. Staff Training | 0 | | | |
| 6. Supplies | 0 | | | |
| 7. Telecommunication | 0 | | | |
| 8. Utilities | 0 | | | |
| 9. Contracted Services | 80,000 | | | |
| 10 | | | | |
| 11 | | | | |
| 12 | | | | |
| 13 | | | | |
| 14 | | | | |
| 15 | | | | |
| 16 | | | | |
| 17 | | | | |
| 18 | | | | |
| 19 | | | | |
| 20 | | | | |
| TOTAL OTHER CURRENT EXPENSES | 80,000 | | | |
| C. EQUIPMENT PURCHASES | | | | |
| D. MOTOR VEHICLE PURCHASES | | | | |
| E. CAPITAL | | | | |
| TOTAL (A+B+C+D+E) | 80,000 | | | |
| SOURCES OF FUNDING | | Budget Prepared By: | | |
| (a) Total State Funds Requested | 80,000 | Hawley Manwarring (808) 753-1066 | | |
| (b) | | Name (Please type or print) Phone | | |
| (c) | | [Redacted Signature] | | |
| (d) | | Signature of Authorized Official Date | | |
| TOTAL BUDGET | 80,000 | Hawley Manwarring Owner | | |
| | | Name and Title (Please type or print) | | |

BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: Mrs. Hawley Manwarring

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) |
|--------------------------------|----------------------|--------------------|---|--|
| "not applicable" | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| TOTAL: | | | | |
| JUSTIFICATION/COMMENTS: | | | | |

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Mrs. Hawley Manwarring

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: Mrs. Hawley Manwarring

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 | | | | | | |
| LAND ACQUISITION | | | | | | |
| DESIGN | | | | | | |
| CONSTRUCTION | 0 | 0 | 80000 | 0 | 0 | 0 |
| EQUIPMENT | | | | | | |
| TOTAL: | | | 80,000 | | | |
| JUSTIFICATION/COMMENTS: | | | | | | |

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

Mrs. Hawley K. Manwarring
(Typed Name of Individual or Organization)


(Signature)

1/28/2010
(Date)

Mrs. Hawley K. Manwarring
(Typed Name)

Owner
(Title)

Attachments "A" & "B"

TANIMURA & ASSOCIATES, INC.

Consulting Structural Engineers

925 Bethel Street Suite 309 Honolulu, Hawaii 96813

Telephone (808) 536-7692 Fax (808) 537-9022

STRUCTURAL ASSESSMENT

Project: 2849 Pali Highway

Date of Visit: January 14, 2009

Reported by: Tom Tanimura, P.E. 

Purpose: Assess the structural condition of the existing house.

Scope: A visual walkthrough was conducted on the date above.

Description: This one-and-a-half-story residence is located in Nuuanu just below the Queen Emma Summer Palace. The house is on the historic registry and is around 120 years old. The roof and floors are wood framed. The perimeter of the house is founded on rock piers although interior support is provided by wood posts.

Areas of Concern:

- Chimney – There are two chimneys, one attached to the kitchen and one in the middle of the house for the living room fire place. The latter is said to vibrate and cause the house to shake when large trucks pass along Pali Highway. While this is somewhat alarming in itself, the chimney vibration appears also to have caused the roof to leak where it connects to the chimney. The chimney apparently resonates with the ground vibration caused by heavy trucks on the highway. Possible ways of changing the resonant frequency of the chimney so it is not “in tune” with the passing trucks are to reduce its height or change it to a different material.
- Roof – The roof consists mostly of 2x rafters and ceiling joists which form pseudo trusses. 1x spaced sheathing nailed to the top of the rafters serve as nailers for the roofing. There was also a noticeable layer of termite droppings on the ceiling, although there was no attempt to determine the extent of termite damage at the time. A few of the framing members are of a different vintage than the original lumber, suggesting that at some point damage was considered significant enough to require the addition of new framing members. In general, the wood framing is sub-standard and the spaced sheathing does not provide an adequate diaphragm to distribute lateral forces due to high winds and earthquake forces. Also, it is doubtful that any hurricane clips were installed to resist wind uplift.

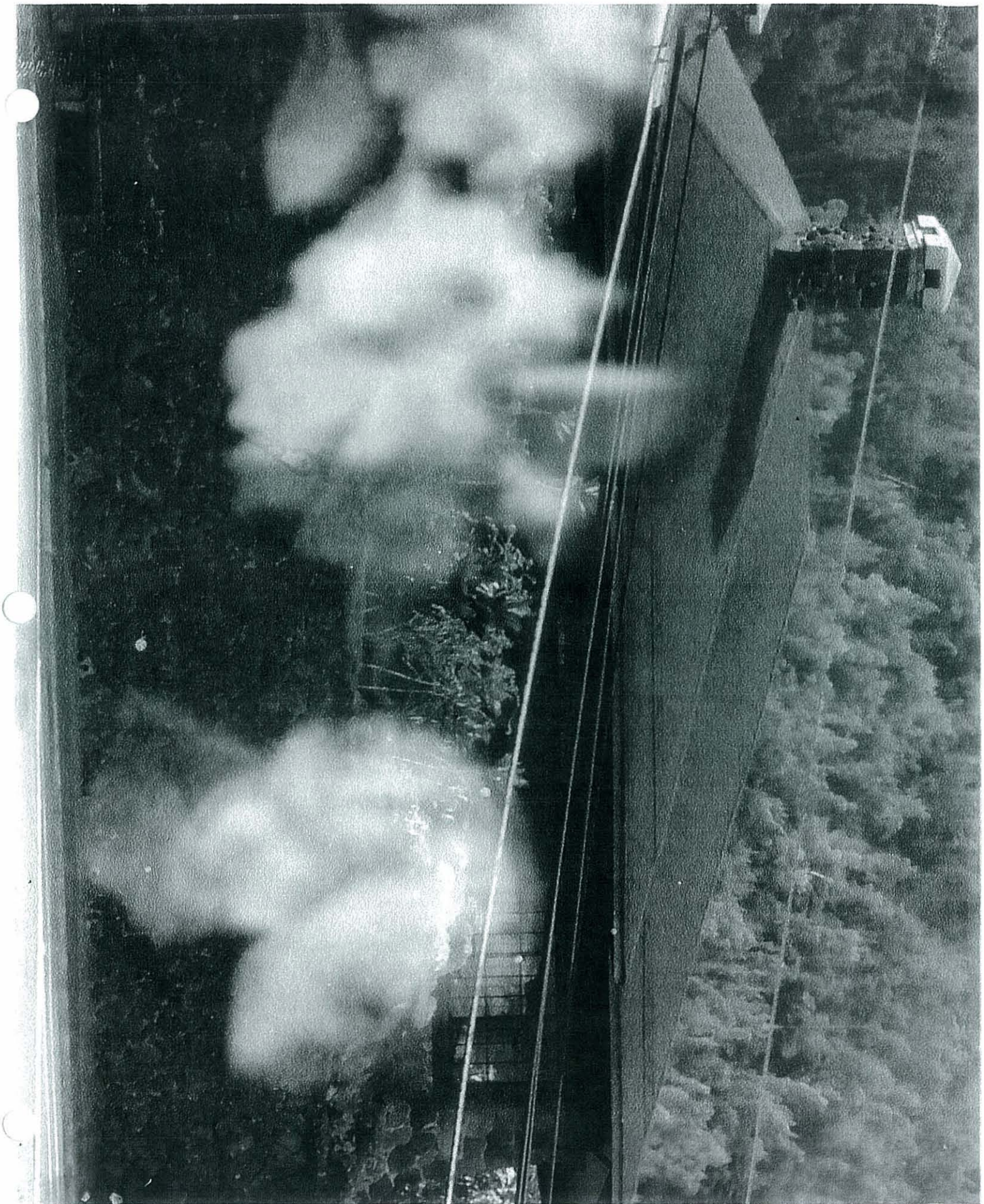
Conclusion: In general, the house is well kept and in good condition considering the age of the house. The major concerns are the roof deficiencies and the chimney vibration which appear to be the primary cause of the roof leaks.

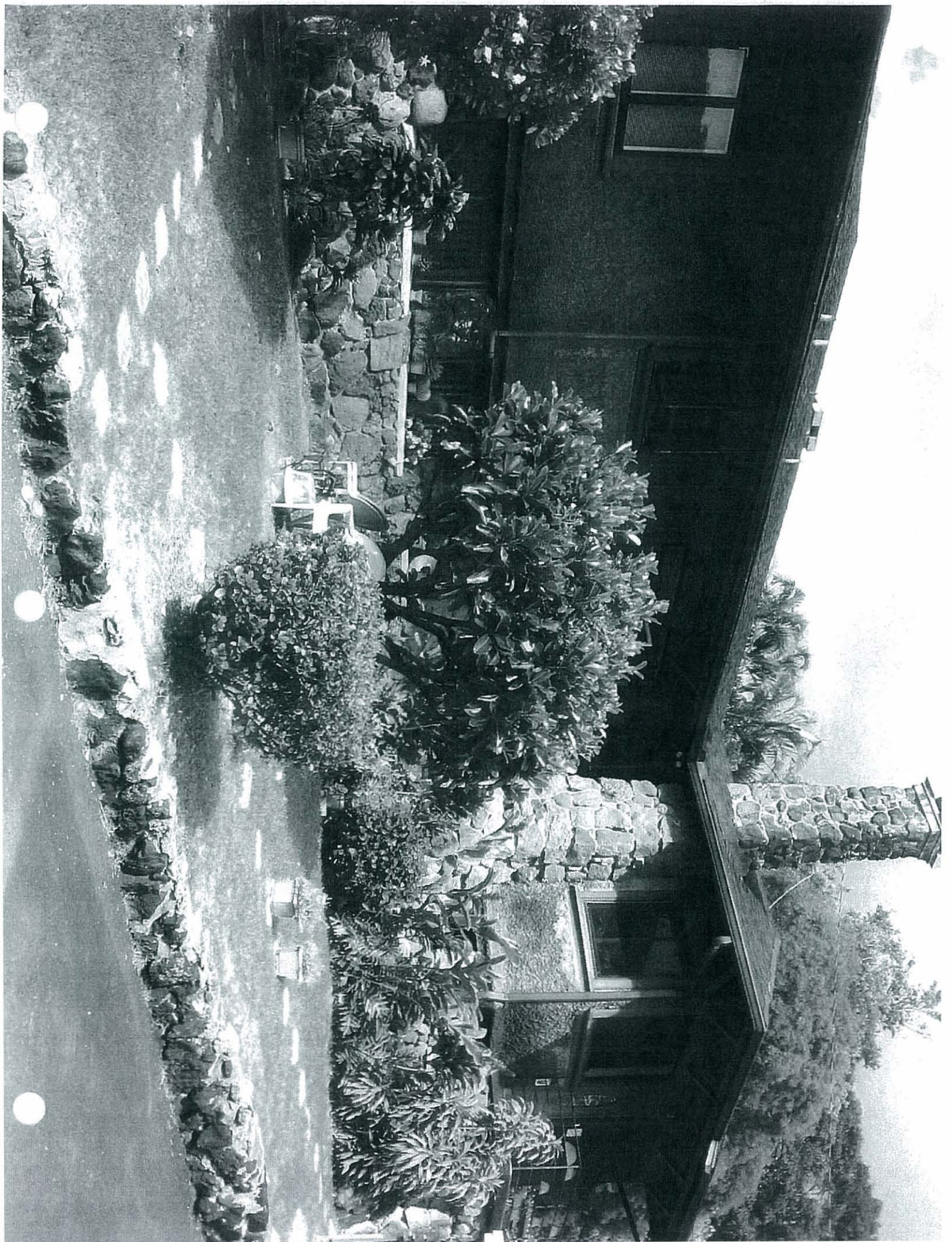
Disclaimer: The opinions stated in this report are based on limited visual observations only. No physical testing was performed and no calculations have been made to determine the adequacy of the structural system or its compliance with accepted building code requirements.



FOUR BASEMENT ATTENTION TO BOTTOM OF HOME

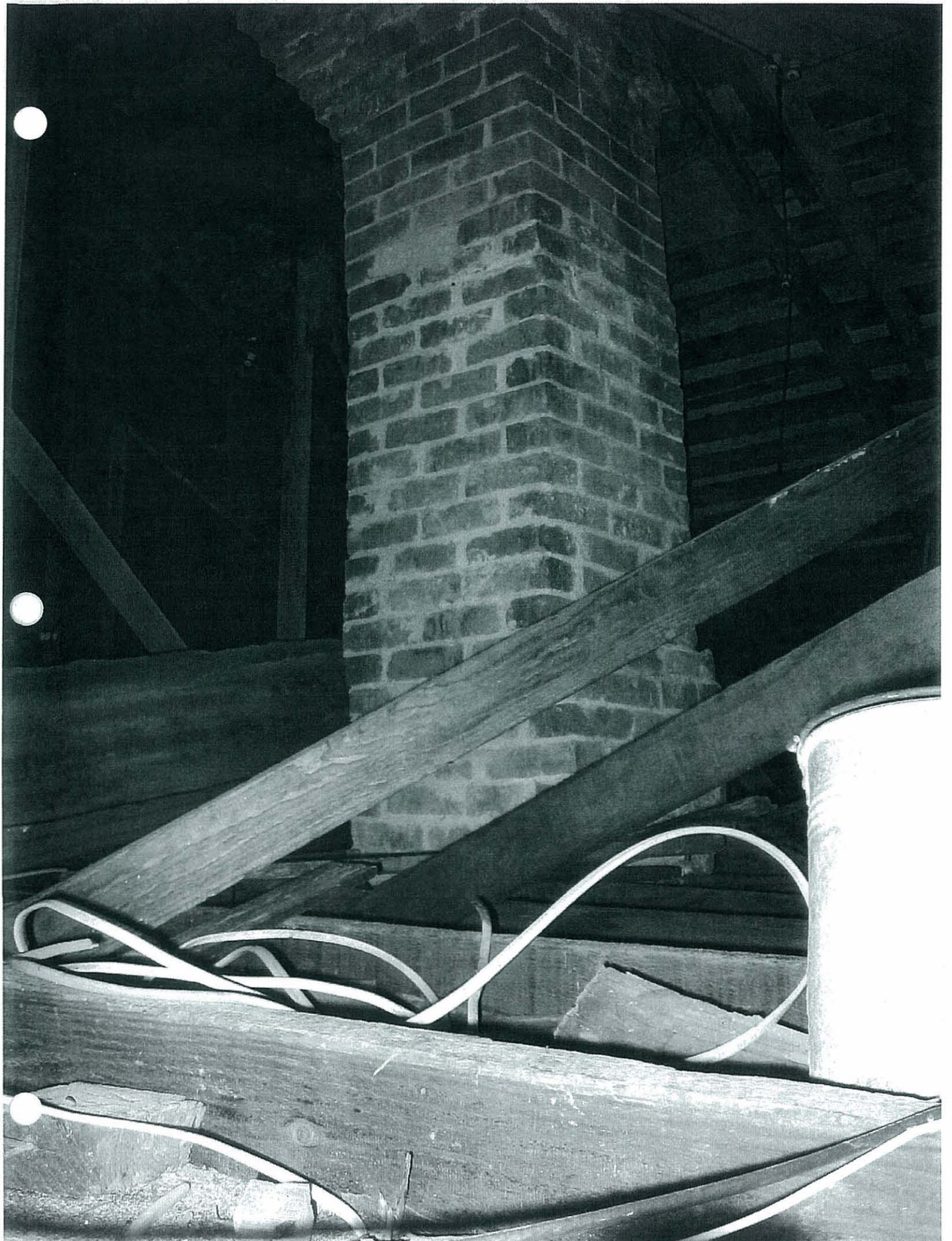




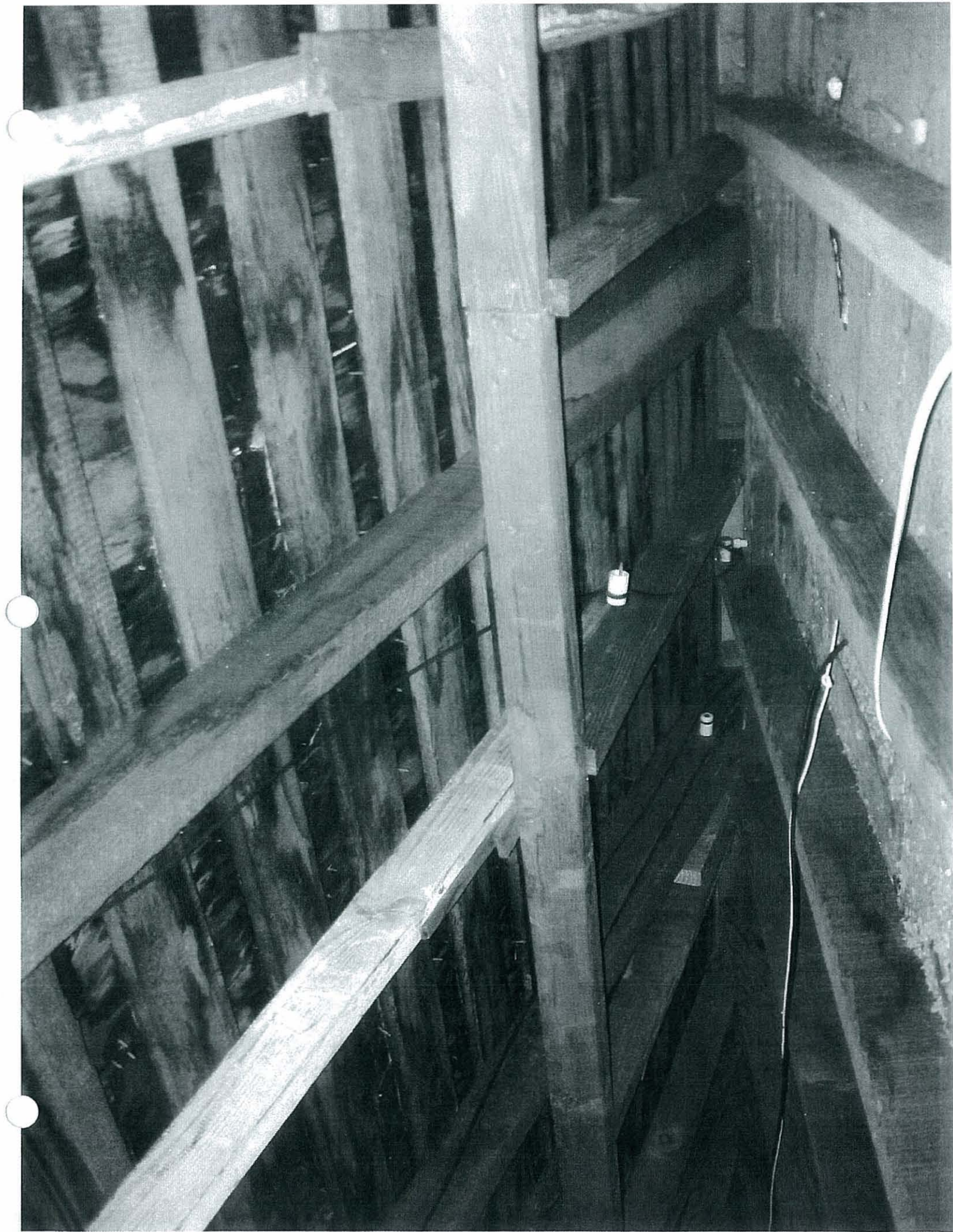
















House District 32

Senate District 15

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

Log No: 46-C

For Legislature's Use Only

Type of Grant or Subsidy Request:

2010 JAN 29 P 2:17

GRANT REQUEST – OPERATING

GRANT REQUEST – CAPITAL

SUBSIDY REQUEST

"Grant" means an award of state funds by the legislature, by an appropriation to a specified recipient, to support the activities of the recipient and permit the community to benefit from those activities.

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

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

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

DEPARTMENT OF DEFENSE

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:

Db: USS Missouri Memorial Association, Inc.

Street Address: 63 Cowpens Street, Honolulu, HI 96818

Mailing Address: P.O Box 879, Aiea, HI 96701-0879

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name MICHAEL CARR

Title President & COO

Phone # 808.455.1600 x 244

Fax # 808.455.1598

e-mail mikec@ussmissouri.org

3. TYPE OF BUSINESS ENTITY:

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

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

6. SSN (IF AN INDIVIDUAL): _____

**7. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:
BATTLESHIP MISSOURI: AIR CONDITIONER REPLACEMENT**

(Maximum 300 Characters)

8. FISCAL YEARS AND AMOUNT OF STATE FUNDS REQUESTED:

FY 2010- 2011 \$60,000

9. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

- NEW SERVICE (PRESENTLY DOES NOT EXIST)
- EXISTING SERVICE (PRESENTLY IN OPERATION)

SPECIFY THE AMOUNT BY SOURCES OF FUNDS AVAILABLE AT THE TIME OF THIS REQUEST:

STATE \$ _____

FEDERAL \$ _____

COUNTY \$ _____

PRIVATE/OTHER \$ _____

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[REDACTED SIGNATURE]

AUTHORIZED SIGNATURE

MICHAEL CARR, PRESIDENT & CHIEF OPERATING OFFICER
NAME & TITLE

1/29/2010

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

1. Description of the applicant's background.

The mission of the Battleship Missouri is to create and maintain a fitting memorial to the people and historic events that reflect our nation's legacy of duty, honor, strength, sacrifice, and resolve. Representing the end of WWII with the signing of the surrender documents on the Mighty Mo, the Secretary of the Navy in 1996 approved the transfer of the Battleship to the stewardship of the USS Missouri Memorial Association (UMMA). The ship itself is a historic artifact placed on the National Register of Historic Places. Over 15,000 students in school groups throughout Hawaii and the US mainland and more than 400,000 visitors arrive annually to experience history. UMMA has been recognized with multiple awards, both locally and nationally, including national trust for Historic Preservation Honor Award, and Award of Merit for Group Achievement by the Secretary of the Navy – particularly noteworthy as the Battleship Missouri is not part of the Navy, federally funded, nor government sponsored.

The battleship U.S.S. MISSOURI (BB-63) is a signature vessel in the annals of the U.S. Navy; she signifies all of the design experience and material culture that both the U.S. Navy and the American people brought to bear in a very tenuous period of our country's history. Her design parameters were vigorously discussed, modified and expanded upon in the late 1930s into the time this class of ship was on the building ways in the early 1940s. Battleship Division and Fleet Commanders, the Bureaus of Ordinance and Engineering, and, most importantly, the Bureau of Construction and Repair (the precursor of the Bureau of Ships and later Naval Sea Systems Command) and the General Board all had important input to the final design.

2. The goals and objectives related to the request.

On January 7, 2010 the Battleship Missouri returned from a three-month \$18 million drydocking – it's first since 1992. The 887-foot "Mighty Mo," America's last battleship, returned to pier Foxtrot 5 at Ford Island with a new look, a new rate structure, a new entrance, a new enclosure for events on the fantail, new onboard restrooms, mooring chains instead of ropes, greater access on the second deck and a new enclosed entryway. Despite all of the drydock repairs and renovations, the air conditioning units which are used to cool the interior of the ship were not replaced. With many unexpected discoveries, dry docking funds were used to ensure that priority areas in need of urgent repairs were addressed. At this time, we are requesting consideration of funding support of \$60,000 for the replacement of two air conditioning units that will be used to cool the entire ship. The currently equipment is 10 years old and without replacement in the near future, the ship is at risk of being unable to serve the public. The cooling systems ensure that there is sufficient ventilation for the safety, welfare and comfort of both visitors and staff.

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

This funding request will provide the necessary replacement of two air conditioning units that ensure the safety and welfare of the public. The Battleship Missouri is an economic engine providing a memorial venue that attracts more than 400,000 visitors each year. Recognized as one of the top 10 attractions that brings visitors to Hawaii, it employs more than 125 full and part time staff. Locally the ship is a collaborative educational venue that engages Pearl Harbor partners such as USS Arizona, Pacific Aviation Museum, and the USS Bowfin Memorial. Although the ship is a venue that seasonally records more than 500-1800 visitors per day, the education department is scaling the "Mighty Mo Campus" outreach programs to neighbor islands and school visits. Without the necessary replacement of the air conditioning units, adequate ventilation of the ship for visitors and staff will be compromised.

4 & 5. Describe the target population to be served and the geographic coverage.

Preservation of the ship is critical to serve future target populations. Our target population is two fold: future visitors over the next 15 years (an estimated 7 million people) and local kamaaina who have invested in the past 10 years in financial and volunteer service support (more than 100,000 people). By providing industrial funding, the integrity of the ship will be saved as well as the previous local investment of volunteer time and donation effort. Target segments include:

- 55,000 Volunteers
- More than 400,000 annual visitors, 500-1800 daily visitors during seasonal cycles
- 125 full and part time staff
- Thousands of local, national and international veterans
- More than 2000 living crew members who served on the ship
- More than 5000 military services personal through free daily outreach services for from re-enlistment to retirement ceremonies

II. Service Summary and Outcomes

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

Scope of work: Replacement of two air conditioning units that provide ventilation for the interior of the ship. The Missouri will appoint its Vice President and Chief of Engineering, Ron Chavez, to oversee the project. He will identify, retain and work with a qualified Navy renovation firm to purchase the equipment, remove the old units and install the new replacement units.

2. Projected Annual Timeline

| Phase 1 Jul – Aug 2010 | Phase 2 Sept 2010 | Phase 3 Oct 2010 – Dec 2010 |
|--|------------------------------|--|
| Identify and retain qualified Navy renovation firm | Purchase equipment | Remove and install new units |

3. Describe the quality assurance and evaluation plans for the request. Specify how you plan to monitor, evaluate, and improve their results.

Monitoring the program will be the responsibility of the President & Chief Operating Officer and the Vice President and Chief of Engineering, Ron Chavez. The US Navy standards and professional shipping industry evaluation methods of work will be applied.

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

Our measure of achievement and accomplishment is reported to our state agency sponsor, the Department of Defense. The measure of effectiveness will be quantified by the ability the Missouri staff is able to deliver the project on-time and on-budget. It will also be measured by the effectiveness and efficiency of the new equipment, as well as its durability, reliability and life expectancy.

III. Financial

Budget

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

Please see attached budget.

2. The applicant shall provide its anticipated quarterly funding requirements for the fiscal year 2009-2010, 2010-2012.

| Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | Total Grant |
|-----------|-----------|-----------|-----------|-------------|
| \$15,000 | \$15,000 | \$15,000 | \$15,000 | \$60,000 |

IV. Experience and Capability

A. Necessary Skills and Experience

The USS Missouri Memorial Association operates the Battleship Missouri after being designated by the Secretary of the Navy. While employing more than 125 full & part-time staff, the Battleship Missouri repaid the first business seed loan of \$5 million. The Battleship Missouri has been recognized locally and nationally with multiple honors including National Trust for Historic Preservation *Preservation Honor Award*, Hawaii's *Governors Preservation Honor Award*, and an Award of Merit for Group Achievement by the Secretary of the Navy.

With an \$18 million dry docking completed, the board and management of the Association have the necessary skills and experience to oversee large repair and renovation projects.

B. Facilities

The Battleship Missouri is moored at Ford Island Pearl Harbor, Pier 5. The facilities include first aid stations, flight simulator, onboard staterooms, mess decks, operations locations, and training rooms that have been EPA approved for use. For educational purposes, the venue offers authentic living and "laboratories" for radio/communications, computer/robotics (in development), WWII collections with oral history archives, a teacher resource library/database and two training rooms to deliver lessons in a classroom and experiential educational setting. We own and operate vans and shuttle services for transportation as needed.

Our partner settings (USS Bowfin Submarine Memorial, USS Arizona Memorial, Pacific Aviation Museum, and Bishop Museum) provide additional learning environments including video theaters, displays, Hawaiian artifacts from Pearl Harbor, and audio tours.

V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

The following are key management, program and operations staff and their qualifications:

President & Chief Operating Officer. Michael Carr. More than 30 years experience in business, administration and operations with both local and national corporations. Previous executive and management experience includes General Manager of Polynesian Adventure Tours, one of the largest visitor industry transportation companies in Hawaii.

Vice President and Chief of Engineering. Ronald S. Chavez. Retired U.S. Navy officer with more than 28 years of experience in ship maintenance and repair. has been named the memorial's chief engineer and repair officer. His experience in the U.S. Navy, includes service in Operations Desert Shield and Desert Storm in the Persian Gulf and Operation Allied Force in Kosovo. He also served as the project superintendent for Surface Ship Repair at the Pearl Harbor Naval Shipyard and Industrial Maintenance Facility, where he was responsible for repair and

modernization of surface ships. This included coordinating and leading ship superintendents, port engineers, shop managers, cost advocates, suppliers, planners, quality assurance inspectors, safety managers and contracted personnel. Chavez also previously served as a quality assurance and electrical officer for Seal Delivery Vehicle Team One – Pearl Harbor, and as a hull and mechanical repair officer at the Shore Intermediate Maintenance Activity in San Diego, and the damage control assistant onboard USS Simon Lake.

Chavez retired in Jan. 2008, after 28 years in the U.S. Navy, including service in Operations Desert Shield and Desert Storm in the Persian Gulf and Operation Allied Force in Kosovo. Most recently, he served as the project superintendent for Surface Ship Repair at the Pearl Harbor Naval Shipyard and Industrial Maintenance Facility, where he was responsible for repair and modernization of surface ships. This included coordinating and leading ship superintendents, port engineers, shop managers, cost advocates, suppliers, planners, quality assurance inspectors, safety managers and contracted personnel. Chavez also previously served as a quality assurance and electrical officer for Seal Delivery Vehicle Team One – Pearl Harbor, and as a hull and mechanical repair officer at the Shore Intermediate Maintenance Activity in San Diego, and the damage control assistant onboard USS Simon Lake.

He has his journeyman certification in sheet metal, and hull structural manufacturing and repair, and is certified as a high-pressure plate and piping systems welder. Chavez attended the Naval War College's surface warfare officer pipeline training for steam engineering systems and damage control assistants.

Vice President of Finance & Administration. Tom Manuel, CPA. Over 30 years of finance, accounting and business administration. Oversees the organization's finances and provides oversight of administrative functions. He is one of two employees that have been with the organization since its inception.

Vice President of Development. Sarah Tenney, CFRE and EMBA. More than 10 years of business, consulting and fundraising experience in the local and national non-profit industry. Recognized author and educator on professional fundraising techniques and methods. Previous business owner and specialist in nonprofit donation and accounting database administration.

VI. Other

A. Litigation

No pending litigation. The Battleship Missouri Hawaii state business registration and our federal 501 (c)(3) tax exempt status is in good standing.

B. Licensure or Accreditation

The Battleship Missouri holds some special qualifications that are relevant to this request and help us insure the highest standards of operation:

- Registered National Historic Site. We have are a National Trust for Historic Preservation site.
- Annual Navy Standards review for battleships. Even though we are a decommissioned ship, we invite the Navy to review our operation for recommendations and suggestions.
- Financial Policy Standards. We solicit and process donations in accordance with the International Association of Fundraising Professionals Standards of Ethics and adhere to the “Donor Bill of Rights”.
- Security Guidelines. Our security department manages operations in accordance with American Society of Industrial Security – Museum Security guidelines.

BUDGET REQUEST BY SOURCE OF FUNDS

(Period: July 1, 2010 to June 30, 2011)

Applicant: USS Missouri Memorial Association

| BUDGET CATEGORIES | Total State Funds Requested (a) | (b) | (c) | (d) |
|-------------------------------------|---------------------------------|---------------------------------------|----------|-----------|
| A. PERSONNEL COST | | | | |
| 1. Salaries | | | | |
| 2. Payroll Taxes & Assessments | | | | |
| 3. Fringe Benefits | | | | |
| TOTAL PERSONNEL COST | | | | |
| B. OTHER CURRENT EXPENSES | | | | |
| 1. Two Air Conditioning Units | 60,000 | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |
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| 18 | | | | |
| 19 | | | | |
| 20 | | | | |
| TOTAL OTHER CURRENT EXPENSES | 60,000 | | | |
| C. EQUIPMENT PURCHASES | | | | |
| D. MOTOR VEHICLE PURCHASES | | | | |
| E. CAPITAL | | | | |
| TOTAL (A+B+C+D+E) | 60,000 | | | |
| SOURCES OF FUNDING | | Budget Prepared By: | | |
| (a) Total State Funds Requested | 60,000 | Michael Carr | 455-1600 | |
| (b) | | [REDACTED] | | Phone |
| (c) | | | | 1/29/2010 |
| (d) | | Signature of Authorized Official | | Date |
| TOTAL BUDGET | 60,000 | Michael Carr, President and COO | | |
| | | Name and Title (Please type or print) | | |

BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: USS Missouri Memorial Association

Period: July 1, 2010 to June 30, 2011

| POSITION TITLE | FULL TIME EQUIVALENT | ANNUAL SALARY A | % OF TIME ALLOCATED TO GRANT REQUEST B | TOTAL STATE FUNDS REQUESTED (A x B) |
|--------------------------------|----------------------|--------------------|---|--|
| N/A | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
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| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| TOTAL: | | | | |
| JUSTIFICATION/COMMENTS: | | | | |

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: USS Missouri Memorial Association

Period: July 1, 2010 to June 30, 2011

| DESCRIPTION EQUIPMENT | NO. OF ITEMS | COST PER ITEM | TOTAL COST | TOTAL BUDGETED |
|--------------------------|-----------------|------------------|---------------------|-------------------|
| Air conditioning Units | 2.00 | \$30,000.00 | \$ 60,000.00 | |
| | | | \$ - | |
| | | | \$ - | |
| | | | \$ - | |
| | | | \$ - | |
| TOTAL: | 2 | | \$ 60,000.00 | |

JUSTIFICATION/COMMENTS:

Funding will be used to purchase, remove and install two new air conditioning units

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

JUSTIFICATION/COMMENTS:

BUDGET JUSTIFICATION CAPITAL PROJECT DETAILS

Applicant: USS Missouri Memorial Association

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:2013-2014 | FY:2011-2012 |
| PLANS | | | | | | |
| LAND ACQUISITION | | | | | | |
| DESIGN | | | | | | |
| CONSTRUCTION | | | | | | |
| EQUIPMENT | 250000 | | 60000 | | | |
| TOTAL: | 250000 | | 60,000 | | | |
| JUSTIFICATION/COMMENTS: N/A | | | | | | |
| Funds received in FY2008-09, were for preparing the Battleship for dry docking. Funds requested are for two new air conditioning units. | | | | | | |

**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.

USS Missouri Memorial Association

(Organization)


(Signature)

1/29/2010

(Date)

Michael Carr

(Typed Name)

President & COO

(Title)

House District 32

Senate District 15

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

Log No: 45-0

For Legislature's Use Only

Type of Grant or Subsidy Request:

2010 JAN 29 P 2:17

GRANT REQUEST – OPERATING

GRANT REQUEST – CAPITAL

SUBSIDY REQUEST

"Grant" means an award of state funds by the legislature, by an appropriation to a specified recipient, to support the activities of the recipient and permit the community to benefit from those activities.

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

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

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

DEPARTMENT OF DEFENSE

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:

DbA: USS Missouri Memorial Association, Inc.

Street Address: 63 Cowpens Street, Honolulu, HI 96818

Mailing Address: P.O Box 879, Aiea, HI 96701-0879

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name MICHAEL CARR

Title President & COO

Phone # 808.455.1600 x 244

Fax # 808.455.1598

e-mail mikec@ussmissouri.org

3. TYPE OF BUSINESS ENTITY:

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

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

6. SSN (IF AN INDIVIDUAL): _____

**7. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:
BATTLESHIP MISSOURI: SCHOOL VISIT PROGRAM**

(Maximum 300 Characters)

8. FISCAL YEARS AND AMOUNT OF STATE FUNDS REQUESTED:

FY 2010- 2011 \$50,500

9. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

- NEW SERVICE (PRESENTLY DOES NOT EXIST)
- EXISTING SERVICE (PRESENTLY IN OPERATION)

SPECIFY THE AMOUNT BY SOURCES OF FUNDS AVAILABLE AT THE TIME OF THIS REQUEST:

STATE \$ _____

FEDERAL \$ _____

COUNTY \$ _____

PRIVATE/OTHER \$ 165,050

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[REDACTED SIGNATURE]

MICHAEL CARR, PRESIDENT & CHIEF OPERATING OFFICER
NAME & TITLE

1/29/2010

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

1. Description of the applicant's background.

The USS Missouri's pivotal role as the site of Imperial Japan's formal surrender – the end of World War II – forged an enduring icon of unbending will, unsurpassed courage and terrible sacrifices of an entire generation. At a singular, astonishing moment on September 2, 1945, a lone and mighty battleship became a symbol of peace. The mission of the Battleship Missouri is to create and maintain a fitting memorial to the people and historic events that reflect our nation's legacy of duty, honor, strength, sacrifice, and resolve. With wartime technology, equipment and technical innovation, the ship also offers a unique role in experiencing combined science, technology, engineering, history, and math while learning the global triumphs and challenges of WWII. Efforts continue to offer reflection and intergenerational discussion and promise of lessons learned for future generations.

2. The goals and objectives related to the request.

On January 7, 2010, the USS Battleship Missouri returned from its first dry dock in 18 years. Her repairs included a brand new look, a new rate structure, a new enclosure for events on the fantail, new onboard restrooms, new mooring chains, greater access on the second deck and a new enclosed entryway.

Although there are more than 55,000 volunteers and 3.5 million visitors from the continental United States and international locations that have experienced the ship's story, there is a waiting list of students from Hawaii, particularly those on neighbor islands and Title I communities that have expressed an interest in the Battleship Missouri education programs. Unfortunately like many programs, lack of funding is the primary barrier to participation.

The goals related to this request

Educators in Hawaii desire memorable venues to share learning objectives, involve community perspectives, and provide age related exposure to foundational concepts that meet federal and state requirements. The Battleship Missouri's School Visit Program served approximately 43 schools, 3,200 students and about 80 teachers in FY 2009. Of that total, about 20 are public schools with 17 classified Title I. **It is the goal of the Battleship Missouri to provide more public schools, especially Title I and those on the neighbor islands, with the opportunity to participate in the School Visit Program.** In FY 2010, the Battleship Missouri estimates that it will serve a total of 75 public and private schools, 5,000 students and 125 teachers. Of that total, it anticipates that 60 will be public schools with 30 classified as Title I. This would amount to 4,400

public school students and 110 teachers. At the moment, it is estimated that only 12 schools will be from the neighbor islands.

The Battleship Missouri is requesting \$50,500 for its "School Visit Program" for FY 2010. Funding will assist with subsidizing the admission cost of \$5.00. The state support will be matched with \$165,050 in in-kind and cash donations. Of that total, \$20,000 is available for 320 round trip tickets and ground transportation for neighbor island students through in-kind donations from Hawaiian Airlines and The Honolulu Advertiser.

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

Growing interest in youth educational visits from K-12 schools, colleges, Boy and Girl Scouts, US Navel Sea Cadets, JROTC and other community organizations are driving expansion efforts onboard the Battleship Missouri, one of the most unique classrooms in the world. During the past 10 years, more than 160,000 students have visited, and more than 150 student bands/choirs have performed on her decks and connected with her history. In Hawaii alone, there is a waiting list of 35 Title I schools (identified as having at least 35% of the student population in the schools attendance from low-income families) with a need for partial support.

The Battleship Missouri Memorial offers an environment of hands-on, real world projects to help students discover knowledge for themselves. Students become engaged and inspired as they learn how their classroom skills can be applied to everyday life. This inquiry-based learning approach has shown an increase in student motivation, cooperative learning skills and critical thinking.

National Trends

According to the Science, Technology, Engineering and Mathematics (STEM) Education Coalition, advances in science and engineering are essential for ensuring America's economic growth and national security. In the next decade, demand for scientists and engineers in the United States is expected to quadruple versus all other occupations. But overall, today's students are not performing well in math and science, and fewer of them are pursuing degrees in technical fields.

Local Statistics and Need for Enhancement Educational Programs

In comparison to declining national trends in STEM education, Hawaii's education ratings fall in the bottom tiers. Hawaii assesses students in grades 3, 5, 8 and 10 for mathematics and grades 5, 7 and 11 for science. Hawaii placed 46th in the nation on the 2005 NAEP scores for math. Of Hawaii's 285 public schools, 185 (64.5%) were deemed to be "Making Adequate Yearly Progress" in 2006-07 while 74 schools were "In Need of Improvement" and 55 schools were in "Restructuring" according to the Consolidated State Performance Report, 2006-07 issued by the U.S. Department of Education.

Providing access to high-level and rigorous coursework earlier in a student's academic career is the key to increase their ability to succeed in STEM fields. However, due to the

state's continuing budget cuts, the complexity of educating a student requires resources beyond what is provided by the Department of Education.

Support of Department of Education Hawaii Performance Standards

The Battleship Missouri Memorial's youth educational programming provides innovative tools and resources for STEM curriculum. Part of its strategic plan is to develop programs and partnerships to encourage and enable youth to seek lifetime careers in STEM, and increase their exposure to world history and historic events surrounding the Battleship.

The Battleship Missouri partners with Hawaii's public and charter schools experiencing the increasing need for educational support and funding. Educational programs are designed for K-12 students, however, programming mostly address student requirements in grade 5.

Each year, more than 4,000 students in Hawaii's public and charter schools benefit from the Battleships educational programs, historical tours, hands-on STEM lessons, and overnight encampments where they develop leadership and team-building skills. The Battleship's goals include serving at least 10% more or 4,400 Hawaii students in FY 2010.

The Battleship Missouri provides a comprehensive location to learn and experience history as well as science/technology/engineering and math objectives from educators with a hands-on approach that align with the Hawaii DOE standards based curriculum. The primary goal of the School Visit Program is to supplement the State Department of Education's formal education curriculum. The Battleship's exhibits and programs address the Hawaii State performance standards for primary and secondary education with an emphasis on STEM curriculum, as well as social studies.

4. Target Population.

Battleship Missouri's School Programs target students in the public education system statewide. Currently there are approximately 285 public schools in the statewide that provide classroom education for 181,355 students. Funding support from the State will apply to 4,400 public school students, with preference given to neighbor island and Title I schools.

*Hawaii DOE website: <http://doe.k12.hi.us/nclb/index.htm>
Title I 2006-2007 Summary: <http://doe.k12.hi.us/nclb/parents/NCLBTitleISchools2006-2007/20062007TitleISchoolsSummary.pdf>

5. Geographic coverage

The Battleship Missouri's School Visit Program services the State of Hawaii. School groups and teachers from each of the major islands come to the Battleship Missouri annually.

II. Service Summary and Outcomes

The Board of Directors and executive management of the Battleship Missouri have dedicated operational efforts to invest in the School Visit Program for neighbor island public schools. Hiring an Education Director, identifying locations for laboratory development, and directing fundraising efforts toward education program development are a priority to the overall strategic plan. The State support is critical to securing logistical and financial support for neighbor island schools to visit the Battleship.

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

For the past five years, the Battleship Missouri staff has developed relationships with principals and educators that aim for: increased participation and retention of key learning objectives for students/educators, 2) facilitated partnerships and community building and 3) provided expertise as resources to assist schools.

The Battleship Missouri anticipates that it will serve a total of 75 public and private schools, 5,000 students and 125 teachers. Of that total, it will serve 60 public schools or 4,400 students, of which 12 public schools and 320 students will come from the neighbor islands. It will market the School Visit Program, take reservations, develop and provide teachers with curriculum material, guide the students through the on-board lessons and ensure quality of the program through teacher evaluations. For neighbor island schools, it will also coordinate airfare and ground transportation with the teachers. In addition, it will also ensure that funding support for airfare and ground transportation is available for neighbor island schools through private donations.

2. Projected Annual Timeline

The operations of the School Visit Program required for this initiative have been in place for more than four years. A formal reservation system, training of internal staff, educational materials and tour guides are part of ensuring smooth operations of school field trip experiences. The following is a timeline for the FY 2009 and 2010 funding period.

The School Visit Program is implemented on a school calendar as follows:

| | |
|--|--------------------------|
| Market School Visit Program to neighbor island schools | August – June |
| Secure private funding for airfare and ground transportation | August – June |
| Take reservations and coordinate school visits | Year Round |
| School visits by students | Year Round |
| Evaluation program by teachers | Upon completion of visit |

- 3. Describe the quality assurance and evaluation plans for the request. Specify how you plan to monitor, evaluate, and improve their results.**

The School Visit Program as it relates to neighbor island schools will be evaluated and updated annually based on research and teacher feedback. At the end of each visit, teachers will be asked to complete a form that will be used to evaluate and improve the programs, as well as coordination efforts.

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

Our measure of achievement and accomplishment is reported to our state agency sponsor, the Department of Defense - Office of General Lee and our stakeholders via quarterly reports, and our online e-newsletter.

We will measure results, outcomes, and measures of effectiveness with participation metrics like the following:

- Total number of public schools, students, teachers served
- Total number of neighbor island schools, students, teachers served
- Total number of Title I public schools, students, teachers served
- Total number of Title I neighbor island schools, students, teachers served
- Financial support provided for both admission and transportation per school and per student
- The effectiveness of the educational materials
- The effectiveness of marketing materials and efforts to increase neighbor island school participation
- Teacher evaluations – ratings that will consist of excellent, above average, average, below average, poor.

III. Financial

Budget

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

Please see attached budget.

- 2. The applicant shall provide its anticipated quarterly funding requirements for the fiscal year 2009-2010, 2010-2012.**

| Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | Total Grant |
|-----------|-----------|-----------|-----------|-------------|
| \$12,625 | \$12,625 | \$12,625 | \$12,625 | \$50,500 |

IV. Experience and Capability

A. Necessary Skills and Experience

The US Secretary of the Navy designated the USS Missouri Memorial Association to operate the Battleship Missouri. Programs have been refined after more than 55,000 volunteers and 3.5 million visitors devoted their time to experience education, renovation, and outreach programs. The Battleship Missouri has been recognized locally and nationally with multiple honors including National Trust for Historic Preservation *Preservation Honor Award*, Hawaii's *Governors Preservation Honor Award*, and an Award of Merit for Group Achievement by the Secretary of the Navy. These achievements have been without recurring funding from federal or state resources. Funding for the Battleship Missouri is earned through annual program and donation revenue. While employing more than 125 full and part-time staff, the Battleship Missouri repaid the first business seed loan of \$5 million.

B. Facilities

The Battleship Missouri is moored at Ford Island Pearl Harbor, Pier 5. The facilities include first aid stations, flight simulator, onboard staterooms, mess decks, operations locations, and training rooms that have been EPA approved for use. For educational purposes, the venue offers authentic living and "laboratories" for radio/communications, computer/robotics (in development), WWII collections with oral history archives, a teacher resource library/database and two training rooms to deliver lessons in a classroom and experiential educational setting. It owns and operates vans and shuttle services for transportation as needed.

Our partner settings (USS Bowfin Submarine Memorial, USS Arizona Memorial, Pacific Aviation Museum and Bishop Museum) provide additional learning environments including video theaters, displays, Hawaiian artifacts from Pearl Harbor and audio tours.

V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

The following are key management, program and operations staff and their qualifications:

President & Chief Operating Officer. Michael Carr. More than 30 years experience in business, administration and operations with both local and national corporations. Previous executive and management experience includes General Manager of Polynesian Adventure Tours, one of the largest visitor industry transportation companies in Hawaii.

Vice President of Finance & Administration. Tom Manuel, CPA. Over 30 years of finance, accounting and business administration. Oversees the organization's finances and provides oversight of administrative functions. He is one of two employees that have been with the organization since its inception.

Vice President of Development. Sarah Tenney, CFRE and EMBA. More than 10 years of business, consulting and fundraising experience in the local and national non-profit industry. Recognized author and educator on professional fundraising techniques and methods. Previous business owner and specialist in nonprofit donation and accounting database administration.

Director of Education. Dan Parsons. Over 21 years of service and a veteran with U.S. Navy. Retired in May 1999 and received a Bachelor of Arts degree in Elementary Education from the University of Hawaii. Experience includes three years of six grade teaching at Pearl Harbor Kai Elementary School. Responsible for the planning, implementation and ongoing development of lesson plans and activities designed to work in conjunction with state and private school curriculum.

Education Assistant and Encampment Coordinator. Neil Yamamoto. Held the position of Missouri Tours Supervisor prior to his appointment as Education Assistant and Encampment Coordinator. Holds a Bachelor's of Arts degree in history from the University of Northern Colorado. Responsible for assisting the Director of Education in developing and implementing educational programs. Plans, coordinates and implements the overnight encampment program.

Director of Volunteers. Kevin Williamson. Manages more than 100 volunteers and projects monthly to ensure the maintenance of the ship, delivery of ship tours and other operational activities.

B. Organization Chart

Please see chart attached.

VI. Other

A. Litigation

No pending litigation. The Battleship Missouri's Hawaii state business registration and federal 501 (c)(3) tax exempt status are in good standing.

B. Licensure or Accreditation

The Battleship Missouri holds some special qualifications that are relevant to this request and helps us insure the highest standards of operation:

- Registered National Historic Site. It is a National Trust for Historic Preservation site.
- Annual Navy Standards review for battleships. Even though it is a decommissioned ship, we invite the Navy to review our operations for recommendations and suggestions.
- Financial Policy Standards. It solicits and processes donations in accordance with the International Association of Fundraising Professionals Standards of Ethics and adhere to the "Donor Bill of Rights."
- Security Guidelines. Its security department manages operations in accordance with American Society of Industrial Security – Museum Security guidelines.

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

Applicant: USS Missouri Memorial Association

| BUDGET CATEGORIES | Total State Funds Requested (a) | (b) | (c) | (d) |
|---------------------------------------|--|---------------------------------------|------------|------------|
| A. PERSONNEL COST | | | | |
| 1. Salaries | | 85,000 | | |
| 2. Payroll Taxes & Assessments | | 11,900 | | |
| 3. Fringe Benefits | | 16,150 | | |
| TOTAL PERSONNEL COST | | 113,050 | | |
| B. OTHER CURRENT EXPENSES | | | | |
| 1. Cost of Admission for Students | 22,000 | | | |
| 2. Cost of Admission for Ground Trans | 23,600 | | | |
| 3. Cost of Airfare | | 20,000 | | |
| 4. Design | | 2,000 | | |
| 5. Printing | | 10,000 | | |
| 6. School Visit Excursion Materials | | 20,000 | | |
| 7. Administrative Fee | 4,900 | | | |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |
| 11 | | | | |
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| 17 | | | | |
| 18 | | | | |
| 19 | | | | |
| 20 | | | | |
| TOTAL OTHER CURRENT EXPENSES | 50,500 | 52,000 | | |
| C. EQUIPMENT PURCHASES | | | | |
| D. MOTOR VEHICLE PURCHASES | | | | |
| E. CAPITAL | | | | |
| TOTAL (A+B+C+D+E) | 50,500 | 165,050 | | |
| SOURCES OF FUNDING | | Budget Prepared By: | | |
| (a) Total State Funds Requested | 50,500 | Michael Carr | 455-1600 | |
| (b) Matching (USS Missouri) | 165,050 | | | Phone |
| (c) | | | | 1/29/2010 |
| (d) | | Signature of Authorized Official | | |
| | | Date | | |
| TOTAL BUDGET | 215,550 | Michael Carr, President and COO | | |
| | | Name and Title (Please type or print) | | |

BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: USS Missouri Memorial Association

Period: July 1, 2010 to June 30, 2011

| POSITION TITLE | FULL TIME EQUIVALENT | ANNUAL SALARY A | % OF TIME ALLOCATED TO GRANT REQUEST B | TOTAL STATE FUNDS REQUESTED (A x B) |
|---|----------------------|--------------------|---|--|
| Director of Education | 1 | \$55,000.00 | 100.00% | In-Kind Match |
| Education Assistant and Encampment Coordinator | 1 | \$30,000.00 | 100.00% | In-Kind Match |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
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| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| TOTAL: | | | | 85,000.00 |
| JUSTIFICATION/COMMENTS: | | | | |
| Personnel expenses associated with the School Visit program will be used as a match toward the State's GIA. | | | | |

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: USS Missouri Memorial Association Period: July 1, 2010 to June 30, 2011

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

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

**BUDGET JUSTIFICATION
CAPITAL PROJECT DETAILS**

Applicant: USS Missouri Memorial Association

Period: July 1, 2009 to June 30, 2010

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

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

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

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

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

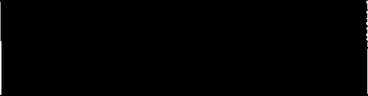
- (1) Is incorporated under the laws of the State; and
- (2) Has bylaws or policies that describe the manner in which the activities or services for which a grant or subsidy is awarded shall be conducted or provided.

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

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

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

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

| | |
|--|--|
| <u>USS Missouri Memorial Association</u>  (Signature) | <u>Organization)</u> <u>1/29/2010</u> (Date) |
| <u>Michael Carr</u> (Typed Name) | <u>President & COO</u> (Title) |

House District 44/45

Senate District 21

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

Log No: 47-C

For Legislature's Use Only

2010 JAN 28 P 3: 20

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):

I. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual: Waianae District Comprehensive Health and Hospital Board, Incorporated

Dba: Waianae Coast Comprehensive Health Center

Street Address: 86-260 Farrington Hwy.
Waianae, HI 96792

Mailing Address: same

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name: RICHARD P. BETTINI

Title: Chief Executive Officer

Phone # 697-3457

Fax # 697-3687

e-mail: wcchc@wcchc.com

TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

CONSTRUCTION OF EMERGENCY SERVICES AND ADULT MEDICINE CLINIC AT WAIANAE COAST COMPREHENSIVE HEALTH CENTER

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2010-2011 \$ 2,500,000

8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

- NEW SERVICE (PRESENTLY DOES NOT EXIST)
- EXISTING SERVICE (PRESENTLY IN OPERATION)

SPECIFY THE AMOUNT BY SOURCES OF FUNDS AVAILABLE AT THE TIME OF THIS REQUEST:

STATE \$5,150,000
 FEDERAL \$ _____
 COUNTY \$2,733,366
 PRIVATE/OTHER \$ _____

[REDACTED SIGNATURE]

AUTHORIZED SIGNATURE

RICHARD P. BETTINI, MPH, MS, CHIEF EXECUTIVE OFFICER
NAME & TITLE

1/25/2010
DATE SIGNED

APPLICATION FOR GRANTS AND SUBSIDIES

I. Background and Summary

Applicant's Background

Founded in 1972, the Waianae Coast Comprehensive Health Center serves the federally designated medically underserved communities on the Waianae Coast and surrounding communities in the Leeward and Central regions on the island of Oahu.

In 2008, the Health Center provided services to 27,002 individuals through 143,816 encounters. Sixty-four percent (64%) of users were below 100% of the federal poverty level; 14% were uninsured; and Medicaid/QUEST covered 51%. Seventy-six percent (76%) were Asian/Pacific Islanders, of which 51% were Native Hawaiian.

Services are provided through five clinic sites located on the Waianae Coast, and in Kapolei and Waipahu. The range of services provided by the Health Center include: Primary care (family practice, pediatrics, women's health and internal medicine); Emergency care (24 hrs); Laboratory (24 hrs); Radiology (24 hrs); Specialty care (orthopedics, podiatry, dermatology, OB-GYN, nephrology, general surgery, pain management); Dental; Pharmacy; Preventive health/health education; Medical nutrition therapy; WIC; Case management; Homeless outreach; Chronic disease management; Native Hawaiian healing; Integrative/Alternative medicine; Adult day care at 2 sites; Behavioral health (mental health and substance abuse treatment); Transportation; Health career training; and Health professional training.

Programs/services have been designed around an integrated model of care in which the Health Center serves as a patient's health care home. Services are governed by a Board of Directors comprised of elected consumers and appointed business and community leaders. The Health Center is not only the largest safety-net healthcare provider in Leeward Oahu, it is also one of the area's top five private employers.

Goals and Objectives of Request

Several years ago, an internal assessment of existing clinic space showed that the Health Center has a critical need to expand its facilities. Providers and medical teams are operating in crowded clinic spaces, facilities are 30+ years old and require numerous and costly repairs, patient waiting areas are often uncomfortably filled to capacity, and the annual patient visit count increases substantially.

To address the dire need for expanded and new facilities, the Health Center identified several phases for capital improvement.

The first phase was the building of a new 3-story medical building. This building was completed and has been occupied since April 2009. It houses pediatrics, women's health services, medical training activities and a command center for use in times of disasters and other emergencies.

The current phase, for which funding is being requested, is a 2-story building that will house emergency services on the first floor and outpatient/adult medicine services on the second floor. The project will cost \$10,578,494.

Funding of \$7,883,366 has been secured from legislative CIP allocations (\$5,150,000) and the City and County/CDBG (\$2,733,366).

The Health Center is requesting \$2,500,000 from the state. NOTE: \$1,000,000 was approved for the project by the 2007 Legislature but the Health Center was recently notified that the state would not be releasing any contracts for CIP. The Health Center's \$2,500,000 request includes the \$1,000,000 that we lost.

A balance of \$195,128 is currently being fundraised through private sources.

Without the funding, the Health Center will need to seek support from other resources, which will delay achieving the long range outcome to improve medical care and increase economic development opportunities for the community.

The anticipated completion date of the project is May 2012.

The table below shows the state funding awards, from FY 2005/2006 and FY 2006/2007, allocated for outpatient/adult medicine and emergency services. The intent, at the time funding was approved, was to construct/renovate the areas currently occupied by outpatient/adult medicine and emergency services. Since then, a 2-story design was determined to be more economical and an efficient use of space, and with the majority of funding in place, would address the urgency to complete the project. The building will be constructed at the site of the current emergency services department.

| | STATE CIP FUNDING APPROPRIATIONS FOR OUTPATIENT/ADULT MEDICINE AND EMERGENCY SERVICES | | | |
|---------------------|--|-----------------------------|--|--|
| | FY 05/06 (for outpatient CIP) | | FY 06/07 (for emergency services CIP) | FY 07/08 (appropriated for outpatient CIP but will not be released) |
| | <i>Total award</i> | <i>*Remaining funds</i> | | |
| Design | \$446,000 | \$446,000 | \$300,000 | |
| Construction | 2,500,000 | 954,000 | 3,450,000 | \$1,000,000 |
| Total | \$2,946,000 | \$1,400,000 | \$3,750,000 | \$1,000,000 |

*\$1,546,000 of the \$2,946,000 was used for costs related to the construction of the Command Center within the recently completed outpatient 3-story medical building and an Emergency Generator and installation of Security cameras, all in response to Safety and Security Improvements.

The following table shows the current funding received from all sources, and the balance needed for the project:

| | TOTAL PROJECT FUNDING: OUTPATIENT/ADULT MEDICINE AND EMERGENCY SERVICES | | | | |
|--------------|--|------------------------------------|---------------------------------------|-----------------------------------|-----------------------------|
| | Total Project Cost | Non-State Funding Available | State Appropriations Available | 2010/2011 Request to State | Balance To Be Raised |
| Total | \$10,578,494 | \$2,733,366 | \$5,150,000 | \$2,500,000 | \$195,128 |

The last phase of construction will include expansion of pharmacy services, patient assistant services (case management, financial assistance, etc.), ancillary services and additional space for outpatient services. A capital campaign is being developed for this phase of development.

The Health Center's capital improvement projects serve the following overall purpose:

- Upgrade and expand family medicine
- Develop and modernize emergency medical services
- Build teaching and training facilities for Waianae economic development purposes

Public Purpose and Need to Be Served

The Health Center's mission is "to make available to all residents of the Waianae District complete comprehensive health and related human services". The Health Center achieves its mission by not only serving patients who seek services, but also by incorporating the goal of improving the overall health status of the community it serves.

The Health Center is challenged with serving an increasing number of patients, many who are uninsured and homeless, many who present with multiple chronic conditions, and many who find themselves under severe stress due to economic conditions and/or family problems. In 2008, the Health Center provided services to 27,002 individuals through 143,816 encounters.

The Health Center is committed to creating an environment that integrates primary health care with job training and economic development for the Waianae Coast. It is the Health Center's belief that improving the economic conditions of individuals/families has a direct correlation to improving their personal health.

In addition to building clinical facilities in response to growing needs on Leeward Oahu, the Health Center has made significant progress in attracting educational institutions to the Waianae Coast. This factor will enhance the potential for economic development and job growth for Waianae residents.

The necessity for 24-hour emergency medical services on the Waianae Coast has never diminished. Numerous episodes covered by the media in the past few years, in particular those that closed off access into and out of Waianae, as well as potential threats related to homeland security, bioterrorism and pandemics, demonstrate how crucial a role the Health Center plays by having 24-hour emergency medical services available in Waianae.

The Health Center is the only medical facility available, and equipped, to handle emergency medical care in the community. The Health Center is rated as a Type II facility for Hospital Capability for Readiness in time of a disaster/security situation and is designated as a Trauma Support Clinic by the State Emergency Medical System.

The emergency room is one of the most heavily utilized on Oahu. For the period July 1, 2008 – June 30, 2009, 9,755 patients were seen through a total of 14,803 visits. The majority of emergency room visits are for conditions related to asthma, upper respiratory infection, complications from insulin-dependent diabetes, cardiovascular conditions such as chest pains and heart attacks, threatened labor, and injuries and wounds, many which are violence related. Time is crucial in many of these situations.

Target Population

The Waianae Coast community structure is largely multi-generational Native Hawaiian and other Pacific Islander families. The population, as of the Census 2000, is 42,323. With the rapid development of additional Hawaiian Homestead lots, low-income housing units and private development, the population continues to grow. The State estimates that the population of the Waianae Coast will soar to 51,000 by the year 2030.

In 2008, the Health Center provided services to 27,002 individuals through 143,816 encounters. Sixty-four percent (64%) of users were below 100% of the federal poverty level; 14% were uninsured; and Medicaid/QUEST covered 51%. Seventy-six percent (76%) of Health Center users were Asian/Pacific Islanders, of which 51% were Native Hawaiian.

The Waianae Coast continues to rank as an area in dire need of health, economic, and social services support. Based on the 2009 State of Hawaii Primary Care Needs Assessment Data Book, which compares 28 primary care service areas throughout the state, the Waianae Coast is:

- Highest for the percentage of households with state financial assistance/food stamps;
- Highest for the prevalence of adults with diabetes;
- Highest for the percentage of obese adults;
- Highest for adults with high blood pressure;
- Highest for adults with no physical activity, and
- Highest for cancer mortality and chronic heart disease mortality rates.

The following describes the Socio-Economic, Health and Population demographics for the Waianae Coast compared to Honolulu County and service areas statewide:

| SOCIO-ECONOMIC STATUS | Waianae Coast Service Area | Waianae Coast Ranking Compared to Service Areas Statewide | Waianae Coast Ranking Compared to Honolulu County Service Areas |
|--|-----------------------------------|--|--|
| Per Capita Income | \$13,672 | 6 th lowest | Lowest |
| Percentage of Population Below 200% of Federal Poverty Level | 44.1% | 3 rd highest | Highest |
| Percentage of Population Below 100% of Federal Poverty Level | 21.9% | 3 rd highest | Highest |
| Unemployment Rate | 8.8% | 2 nd highest | Highest |
| Percentage of Population 18 Years & Over With No High School Diploma | 21.7% | 6 th highest | 2 nd highest |
| Percentage of Households Receiving Financial Aid | 10.4% | Highest | Highest |
| Percentage of Households Receiving Food Stamps | 42.0% | Highest | Highest |
| HEALTH STATUS | Waianae Coast Service Area | Waianae Coast Ranking Compared to Service Areas Statewide | Waianae Coast Ranking Compared to Honolulu County Service Areas |
| Percentage of Teen Births | 5.8% | 2 nd highest | Highest |
| Adult Diabetes Prevalence | 16.4% | Highest | Highest |
| Percentage of Obese Adults | 39.6% | Highest | Highest |
| Percentage of Adult Smokers | 27.0% | Highest | Highest |
| Stroke Mortality Rate (per 100,000) | 68.3 | 7 th highest | Highest |
| Chronic Heart Disease Mortality Rate (per 100,000) | 370.7 | Highest | Highest |
| Adults With High Blood Pressure | 27.8% | 9 th highest | 3 rd highest |
| Adults With No Physical Activity | 24.3% | Highest | Highest |
| Cancer Mortality Rate | 272.1 | Highest | Highest |
| POPULATION STATUS | Waianae Coast Service Area | Waianae Coast Ranking Compared to Service Areas Statewide | Waianae Coast Ranking Compared to Honolulu County Service Areas |
| Percentage of Population Age 65 years & over | 8.1% | 2 nd lowest | 2 nd lowest |
| Percentage of Population Age 17 & Below | 34.6% | Highest | Highest |
| Birth Rate of Women Age 18 to 44 years (per 1,000 women) | 108.3 | 2 nd highest | Highest |
| Resident Population by Service Area | 42,259 | 7 th highest | 5 th highest |
| Native Hawaiian Population by Service Area | 23,543 | 4 th highest | 4 th highest |
| Percentage of Native Hawaiians by Service Area | 55.7% | 3 rd highest | Highest |

Geographic Coverage

The Health Center's geographic coverage includes Leeward and Central Oahu with the majority of those served residing on the Waianae Coast.

II. Service Summary and Outcomes

Scope of Work, Tasks and Responsibilities

The Health Center is requesting \$2,500,000 in state capital improvement project funding to complete the financing needed to construct a **2-story building that will house emergency services on the first floor and outpatient/adult medicine services on the second floor.**

The 2-story emergency services and adult medicine clinic will improve efficiency in servicing clients, will address the severe lack of space for clinical services and patient waiting areas, will allow the Health Center to conform to ADA requirements established subsequent to construction of the building, and will respond to the physical plant needs with the adoption of new technology into the delivery of health care over the past 30 years. Renovations will also address needed roofing repairs, replacement of original AC ducts and redesign of the clinic layout.

The state allocated funding in FY 2005/2006 and FY 2006/2007 for outpatient/adult medicine and emergency services. The intent, at the time funding was approved, was to construct/renovate the current (separate) areas occupied by outpatient/adult medicine and emergency services. Since then, a 2-story design was determined to be more economical and an efficient use of space, and with the majority of funding in place, would address the urgency to complete the project.

Projected Timeline

As indicated in the table below, the project is underway. The Health Center has retained the architectural firm that was used for the recently completed 3-story building. With an approved SMA, planning and design has started. Construction is slated to begin November 15, 2010 and the project completed by May 30, 2012.

| PROJECT TIMELINE | STATUS | COMPLETION DATE |
|----------------------------------|---------------|------------------------|
| Approved SMA | Completed | 01/15/10 |
| Secure Architectural Firm | Completed | 01/10/10 |
| Planning and Design | Underway | 04/15/10 |
| Plan Drawings and Specifications | 4 mos. | 08/15/10 |
| Bid Project | 1 month | 08/16/10 |
| Award Bid/Contract Execution | 6 weeks | 09/30/10 |
| Start Construction | 6 weeks | 11/15/10 |
| Complete Project | 18 mos. | 05/30/12 |

Quality Assurance and Evaluation Plans

The Health Center's assistant director in charge of facilities will work closely with the construction and engineering/architectural firms to ensure that construction meets city building code requirements, including ADA compliance.

Measures of Effectiveness

The measures of effectiveness will be the completion of activities described in the timeline with final completion of the 2-story building by May 2012.

III. Financial

Budget

See budget forms in Attachment A.

Anticipated Quarterly Funding Requirements

| Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | Total Grant |
|------------------|------------------|------------------|------------------|--------------------|
| \$625,000 | \$625,000 | \$625,000 | \$625,000 | \$2,500,000 |

Other Sources of Funding Being Sought for FY 2010-2011

Funding of \$7,883,366 has been secured from legislative CIP allocations (\$5,150,000) and the City and County/CDBG (\$2,733,366). The Health Center is requesting \$2,500,000 from the state.

A balance of \$195,128 will be fundraised through private sources and is anticipated by the end of 2010.

IV. Experience and Capability

A. Necessary Skills and Experience

In service to the community for nearly 38 years, the Health Center has evolved a unique model of integrated health care that addresses not only an individual's health care needs, but that of the family and the community. Governed through a community-based board of directors, the Health Center is committed to preserve its mission within the managed care environment and to create a health care home for its patients by continuing to seek out and support high risk patients by providing a safety net for all patients, regardless of their ability to pay, and by focusing on holistic, culturally relevant health care.

In addition to being one of the largest non-profit service providers in the state, the Health Center is the 5th largest private employer in Leeward Oahu. The main Health Center and two of four satellite clinics are located on the Waianae Coast. Two other satellite clinics are located in Kapolei and Waipahu.

The growth of both the physical and program aspects of the Health Center demonstrates the experience and ability to plan and manage financial resources and

capital development activities. The Health Center has managed a number of large capital development projects over the years. Recent efforts include the completion of its new 3-story medical building, a 2-story dining pavilion and integrated primary care health and wellness clinic, a Native Hawaiian Healing Center, and numerous renovations.

B. Facilities

The Health Center's 16-plus acre campus is situated on state and Hawaiian Home Land parcels centrally located on the Waianae Coast. Permanent structures have been constructed or renovated through funding support from the state and federal government, and private foundations. The Health Center's main upper campus is located on state land managed by the Department of Land and Natural Resources.

The upper campus houses primary care clinics, a specialty clinic, a 24-hour emergency room, radiology, laboratory, pharmacy, as well as a dental clinic, integrated healing, case management, outreach, a dining facility, Native Hawaiian healing, and administrative and information technology services. Located at the lower campus of the main center are behavioral health services, the Women, Infant and Children (WIC) program, nutrition and health education services, and health professional education. Satellite primary care clinics are located in the Nanakuli Shopping Center, the Waianae Mall, the FilCom Center in Waipahu, and in Kapolei. ADA guidelines are followed on all construction activities.

With the increase in the population served, the demand for health and social services also increases. The current facilities were designed to serve a smaller Waianae population. The Health Center is in dire need of renovating and expanding its existing facilities to respond to the current (and future) patient population, many who experience multiple chronic health and behavioral health conditions.

V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

Not applicable.

B. Organization Chart

See Attachment B.

VI. Other

A. Litigation

None

B. Licensure or Accreditation

Not applicable.

ATTACHMENT A: BUDGET

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

Appanae Coast Comprehensive Health Center

| BUDGET CATEGORIES | Total State Funds Requested (a) | (b) | (c) | (d) |
|-------------------------------------|---|---|-----|-----|
| A. PERSONNEL COST | | | | |
| 1. Salaries | | | | |
| 2. Payroll Taxes & Assessments | | | | |
| 3. Fringe Benefits | | | | |
| TOTAL PERSONNEL COST | 0 | | | |
| B. OTHER CURRENT EXPENSES | | | | |
| 1. Airfare, Inter-Island | | | | |
| 2. Insurance | | | | |
| 3. Lease/Rental of Equipment | | | | |
| 4. Lease/Rental of Space | | | | |
| 5. Staff Training | | | | |
| 6. Supplies | | | | |
| 7. Telecommunication | | | | |
| 8. Utilities | | | | |
| 9 | | | | |
| 10 | | | | |
| 11 | | | | |
| 12 | | | | |
| 13 | | | | |
| 14 | | | | |
| 15 | | | | |
| 16 | | | | |
| 17 | | | | |
| 18 | | | | |
| 19 | | | | |
| 20 | | | | |
| TOTAL OTHER CURRENT EXPENSES | 0 | | | |
| C. EQUIPMENT PURCHASES | | | | |
| D. MOTOR VEHICLE PURCHASES | | | | |
| E. CAPITAL | 2,500,000 | | | |
| TOTAL (A+B+C+D+E) | 2,500,000 | | | |
| SOURCES OF FUNDING | | Budget Prepared By: | | |
| (a) Total State Funds Requested | 2,500,000 | Marianne Glushenko 697-3457 | | |
| Previous State Funding Awards | 5,150,000 | Name (Please type or print) Phone | | |
| City and County/CDBG Awards | 2,733,366 | [Redacted] | | |
| Balance to be Raised | 195,128 | Signature of Authorized Official Date | | |
| TOTAL BUDGET | 10,578,494 | Richard P. Bettini, Chief Executive Officer | | |
| | | Name and Title (Please type or print) | | |

**BUDGET JUSTIFICATION
CAPITAL PROJECT DETAILS**

Applicant: Waianae Coast Comprehensive Hea

Period: July 1, 2010 to June 30, 2011

| FUNDING AMOUNT REQUESTED | | | | | | |
|--|---|----------------|--------------------------|-----------------------|---|--------------|
| TOTAL PROJECT COST FY: 2006-2006 | ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS | | STATE FUNDS REQUESTED | OF FUNDS REQUESTED | FUNDING REQUIRED IN SUCCEEDING YEARS | |
| | FY: 2006-2007 | FY: 2008-2009 | FY:2010-2011 | FY:2010-2011 | FY:2011-2012 | FY:2012-2013 |
| PLANS 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| LAND ACQUISITION 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| DESIGN 446000 | 300000 | 0 | 0 | 0 | 0 | 0 |
| CONSTRUCTION 954000 | 4647066 | 1536300 | 2500000 | 0 | 0 | 0 |
| EQUIPMENT 0 | 0 | 0 | 0 | 195128 | 0 | 0 |
| 1400000 | 4947066 | 1536300 | 2,500,000 | 195,128 | | |
| JUSTIFICATION/COMMENT NOTE Extra column added and dates changed to reflect all the years that funding was received for the combined projects. | | | | | | |

**ATTACHMENT B:
ORGANIZATIONAL
CHART**

WAIANAE COAST COMPREHENSIVE HEALTH CENTER ORGANIZATIONAL CHART

OUR PATIENTS

BOARD OF DIRECTORS

Chief Executive Officer
Richard Bettini

Director of Human Resources
Kristelle Ompad

COMPLIANCE
Chief Compliance and Ethics Officer
Milo Huempfner

Assistant Director
Marianne Glushenko

Chief Operating Officer
Mary Oneha

Associate Executive Officer
Joyce O'Brien

Medical Director
Ric Custodio, MD

Chief Financial Officer
James Chen

- Facilities**
- Facilities
 - Housekeeping
 - Security
 - Groundskeeping

Clinic Operations
Director of Clinical Performance
Melia Formento

Administrative Support Services

Director of Primary Care
Vija Sehgal, MD

Director of Business Services
Virna Cheung

- Community Health Services**
- Perinatal
 - Case Management
 - Homeless
 - Transportation
 - Patient Assistance
 - Telecommunications

Employee Relations

Associate Medical Director
Learning Facilitator
Stephen Bradley, MD

Budget & Finance

- Preventive Health**
- Health Education
 - Chronic Disease Mgmt
 - Wellness
 - Family Planning Education

Marketing and Development

Emergency Services
Bob Bonham, MD

Pharmacy

Research
Quality Audits

Training Programs

- Primary Care**
- Family Practice
 - Internal Medicine
 - Pediatrics
 - Women's Health-Pat Raley, NP (Family Planning)

Accounting

Health Information & Technology
Chief Information Officer
John Williams

Women, Infant and Children

Emergency Services

- Patient Financial**
- Central Reception
 - Credit/Collections

- Social Services**
- Adult Day Care
 - Pearl City Hale
 - Waipahu Hale

Specialty Services

Grants & Contracts

- Information Systems
- Electronic Health Record/ Medical Records/Medical Informatics
- Website Management

Native Hawaiian Healing

Ancillary Services

Coding

Leadership Team

Revised 1/2010



**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.

Waianae District Comprehensive Health and Hospital Board, Incorporated



(Signature)

1/25/2010

(Date)

Richard P. Bettini, MPH, MS

(Typed Name)

Chief Executive Officer

(Title)

House District 21

Senate District 12

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

Log No: 49-C

For Legislature's Use Only

2009 JAN 28 A 9:22

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:
WAIKIKI COMMUNITY CENTER, INC.

Dbn:

Street Address: 310 PAOAKALANI AVENUE

Mailing Address: 310 PAOAKALANI AVENUE
HONOLULU, HI 96815

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name JOAN I. NAGUWA

Title EXECUTIVE DIRECTOR

Phone # 923-1802

Fax # 922-2099

e-mail jnaguwa@waikikicomunitycenter.org

3. TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

ROOF, GUTTER AND PAINTING PROJECT AT WAIKIKI COMMUNITY CENTER

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2010-2011 \$ 230,000.00

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 \$ 230,000.00

FEDERAL \$ _____

COUNTY \$ _____

PRIVATE/OTHER \$ \$103,371.00

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[REDACTED SIGNATURE]

AUTHORIZED SIGNATURE

JOAN I. NAGUWA, EXECUTIVE DIRECTOR
NAME & TITLE

01/29/10
DATE SIGNED



Roof, Gutter & Painting Project at Waikiki Community Center

The Twenty-Fifth Legislature
Hawai'i State Legislature, FY 2010-2011
Application for Grants & Subsidies

I. BACKGROUND & SUMMARY

1. Description of Waikiki Community Center

The mission of Waikiki Community Center (WCC), a 501(c)(3) corporation, is to care for the people of Waikiki through quality programs and services.

WCC is located at 310 Paoakalani Avenue, on the Diamond Head end of Waikiki. The Waikiki Community Center is uniquely positioned as the only community center within Waikiki, serving a diverse population of older adults, families with young children, visitor industry employees and others. Recognized as an integral part of the community, it is a safe gathering place where residents, visitors and employees build and strengthen relationships, and where the diverse needs of the community are met each day. Incorporated in 1978, WCC operates three (3) major programs:

A. *Senior Program* – More than 1,200 full-time and part-time Waikiki residents, ages 60 and older, participate in evidence-based educational, physical, and social and wellness activities at WCC which enable them to maintain healthy, independent lifestyles and avoid unnecessary and costly premature institutionalization. Over 150 adult education, recreation, social, health and wellness activities and classes for older adults are conducted each year, including aerobics, tap dancing, yoga, nutrition life skills, safe driving, and health screenings. In addition, WCC seniors participate in the community as active and engaged volunteers. As part of WCC's continuum of services for older adults, case management, counseling and information and assistance are also provided to enable more frail elders to age in place.

B. *Community Programs* - The Waikiki Community Center serves as a 'one-stop' resource for health and human services, spiritual and social support, counseling and therapy sessions, lifelong education, wellness, and community building for Waikiki's children, families and elderly. Each year, an excess of 900 homeless and low-income individuals and families receive nonperishable food from WCC's *Emergency Food Pantry*. *Basic Adult English* classes are conducted for more than 400 residents and visitor industry employees to assist them with the language skills needed for employment placement, retention and acculturation. WCC also hosts a *Farmer's Market* and

Thrift Shop to provide the community with low-cost resources for clothing and household goods. Our facility is home to ten (10) nonprofit agencies and churches, and is frequently used as a public meeting place for the community, such as the Waikiki Neighborhood Board and condo associations. Through WCC's programs and those of our nonprofit partner agencies, over 15,000 individuals utilize our facilities each year and provide Waikiki community members with a safe place to gather.

C. *Early Childhood Education* – Each year, over 120 infants, toddlers and preschoolers receive needed quality early childhood education to build the foundation for learning success in school. Eighty percent (80%) of our parents work in Waikiki's hotels, retail establishments and other visitor-related industries. There are two (2) major program components:

- Preschool: for children, ages 3 years to 5 years old.
- Infant and Toddler Program: for children, ages 6 weeks old to 2 years old

WCC's Early Education Center operates 5 days a week, 11 hours a day, 50 weeks a year. It is one of the few licensed group childcare centers and preschools in the state that operate these extended hours, and is the only one in the heart of Waikiki. Nearly 70% of WCC families live on low to moderate incomes. Fifty-one (51%) percent of WCC's families receive government subsidies or tuition scholarships.

2. Goals and Objectives Related to the Request

The goals of Waikiki Community Center's Roof, Gutter and Painting Project are:

- 1) To increase public access and safety to WCC's 3 buildings located on the Waikiki Community Center Complex.
- 2) To prevent structural damage to WCC's buildings through the replacement and repair of existing roof damage in each building, installation of new gutters and painting the exterior of each building.
- 3) To create greater energy efficiency and reduce interior heat in buildings by 10%.

Objectives:

1. To replace damaged exterior face boards, eaves, flashing and roof support beams, as needed in each building.
2. To apply weatherproof membranes and sealants onto new roofing materials to prevent leakage and reduce interior heat by 10 degrees.
3. To install and replace damaged gutters and re-position misplaced drainage downspouts on 3 buildings.
4. To fix small structural cracks in buildings as needed and paint the exterior of 3 buildings.

These repairs will prevent structural damage to the 50+ year old buildings that are currently at risk due to termite and weather damage that have occurred over many years and to create cooler room conditions and energy efficiency in the non-airconditioned buildings.

3. Public Purpose and Need to be Served

The Waikiki Community Center Complex serves as a “one-stop” center for health services, social services, counseling, lifelong education and wellness, and community building for Waikiki’s children, families, elderly and other residents. Through WCC’s programs and those of our nonprofit agency and faith-based organization partners, **over 15,000 people utilize our facilities each year**. The WCC Complex facilities are utilized by the public 7 days a week, 52 weeks a year, from 6:30 am to 10:00 pm.

The Waikiki Community Center (WCC) is comprised of 3 two-story buildings on a 1.1 acre parcel on the site of the old St. Augustine School. Building E currently houses two non-profit agencies, 4 meeting rooms and WCC’s Early Education Center for young children. Building A houses WCC’s Senior Program, one nonprofit agency, large meeting rooms, and administrative offices. Building H houses a meeting room, one nonprofit agency and the main health clinic of Waikiki Health Center. Collectively, programs and services are provided to the senior citizens, young children, the handicapped and disabled and other members of Waikiki’s diverse community from our buildings.

In 1981, the State of Hawaii, through legislative appropriation, purchased the property and buildings for the designated use as a multi-purpose community center. WCC has a 30 year master lease with the State of Hawaii through the year 2037 to manage the property. WCC has held this master lease since 1981 through the Dept. of Land and Natural Resources (DLNR).

The buildings were originally constructed incrementally from 1951 to 1964. In 1982, WCC renovated the interior of the buildings to house different social service programs and agencies. After initial repairs and renovations were completed in 1984, no other major improvements were made due to lack of sufficient funding sources.

A property assessment conducted in 2001 and 2004 determined that while the buildings were structurally sound, improvements to the roofs, drainage system and building exteriors of all 3 buildings will be needed to deter impending structural damage.

The termite damage to the roofs of 3 buildings and the heavy, 40 day rains of 2006 have resulted in roof leaks in several rooms and overtaxing of the aging gutter systems in Buildings A & E. Ponding at building entrances on WCC’s preschool playground often occur after rains due to lack of gutters and/or misplacement of drainage spouts, and block public access to building entrances. In addition, some roof eaves are damaged by wood rot and the gutters are separating from the eaves. Temporary repairs have been made and termite infestation has been abated through ongoing pest control. However, termite a major rain storm will exasperate the existing damage. The building exteriors have not been painted in over 25 years. Due to the moisture build up and weather exposure, exterior paint under the roof eaves is now chipping off and the wood is exposed.

The buildings were originally designed to promote natural cooling by trade winds. The Complex is now surrounded by condominiums and hotels at least 10 stories high. Consequently, the

natural wind flow is blocked and interior rooms of the buildings can reach as high as 90 degrees. The building's current electrical capacity does not support air conditioning and therefore, electric fans are used up to 14 hours a day. The proposed roofing materials to be used will reduce interior heat by 10% or more.

In 2007, a private construction firm repaired spalling damage to two of the three concrete buildings. The spalling, or deterioration of concrete, had created cracks in the walkways, CMU walls and roof ledges. These areas were spot-painted to seal the repairs. However, WCC will need to completely paint the entire buildings to ensure long term sustainability of the building structures.

The proposed replacement and repairs are critically needed to maintain the structural integrity of the buildings and create a safe environment for the public to use in alignment with the purpose of the property.

Drawings of repairs and replacements have been submitted to Dept. of Land and Natural Resources for their approval to proceed on this project, pending available funding.

4. Target Population to be Served

Waikiki is a very diverse, high density urban resort/residential community. Its population includes 22,000 residents (25% of which are elderly), 40,000 employees and 80,000 visitors. The Capital Improvement Project described in this proposal will directly impact and improve the safety and accessibility for the elderly, children, handicapped and general public, maximizing access and use of the WCC facilities.

Approximately 595 or 85% of WCC's 700+ membership are senior citizens over the age of 62, many of whom are single or widowed, receiving fixed income and living independently without family support systems in close proximity. Seventy percent (70%) of WCC families served through our Early Education Center are low to moderate income. In addition, at least 2,000 patrons of the Waikiki Health Center and other tenant agencies assist low-income, handicapped and disenfranchised groups within the Waikiki community. Included in the target population are infants, young children, families, senior citizens, disabled, handicapped, financially needy, chronically mentally ill and homeless.

5. Geographic Coverage

The Waikiki Community Center is located at 310 Paoakalani Avenue, located in the heart of Waikiki. Services are provided to residents throughout Oahu, and in particular Census Tracts No. 18.01, 18.02, 19.01, 19.02, 20.01 and 20.02.

II. SERVICE SUMMARY & OUTCOMES

A. Scope of work, tasks and responsibilities

- 1) Secure construction permits, if required.

- 2) Convene Project Management Committee on a monthly basis for the project duration.
- 3) Solicit Construction Bids per WCC and State of Hawaii procurement requirements.
- 4) Pre-bid conference conducted
- 5) Project management team convened to review bid proposals and select appropriate bid.
- 6) Convene meetings with community and property tenants to inform them of project construction.
- 7) Remove and replace roof in Bldg. A and E, apply weatherproof materials and sealant.
- 8) Repair roofing tiles in Bldg. H; apply weather proof materials and sealant.
- 9) Remove and replace gutters and realign drainage spouts in Bldg. A and E.
- 10) Install gutters and drainage spouts in Bldg. H.
- 11) Paint exterior of all buildings.
- 12) Conduct final inspections
- 13) Prepare quarterly and final reports as required by contracting agency.

B. Projected Annual Timeline

| TIME PERIOD | PROJECT ACTIVITY |
|--------------------------------|---|
| July 2010 | Secure construction permits, if needed. |
| July 2010 – June 2011 | Convene Project Management Committee monthly |
| July 2010 | Solicit construction bids per WCC and State of Hawaii procurement requirements. |
| July 2010 | Pre-bid conference |
| August 2010 | Construction bid selection |
| August 2010 | Convene meetings with community and property tenants |
| September 2010 – November 2010 | Removal and repair of roof in Bldg. A |
| November 2010 | Removal and replacement of gutters and painting in Bldg. A |
| December 2010 – March 2011 | Removal and repair of roof in Bldg. E |
| April 2011 | Removal and replacement of gutters and painting in Bldg. E |
| May 2011 | Replacement of roofing tiles in Bldg. H; installation of gutters in Bldg. H. |
| June 2011 | Painting of Bldg. H. |
| June 2011 | Conduct final inspections. |
| Quarterly | Prepare and submit required reports to contracting agency. |
| July 2011 | Prepare and submit final report to contracting agency. |

C. Quality Assurance and Evaluation Plans

WCC's Executive Director and staff will provide daily oversight to project operations and meet on a weekly basis with project construction staff to monitor progress. The Project Management Team members will visit the construction area bi-weekly to monitor quality of project work during the construction project and conduct a final inspection with the assistance of a structural engineer to assess project impact on structural integrity of the buildings.

Pre-construction room temperatures will be taken to determine baseline information of temperature changes. After completion of construction, temperatures in all buildings will be taken for a two-week period to measure changes in room temperatures.

D. Measures of Effectiveness

The service outcomes from the proposed project are:

- 1) Interior room temperatures in 3 buildings will be reduced by 10%.
- 2) The structural integrity of each building will improve by 25%.
- 3) Water ponding and drainage problems which block access to building entrances and/or cause unsafe property conditions will be reduced by 90%.

III. FINANCIAL BUDGET

1. See Attached Budget Forms.
2. Anticipated Quarterly Funding Requests for FY 2010-11

| Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | Total Grant |
|------------|-------------|-------------|--------------|--------------|
| \$5,000.00 | \$55,000.00 | \$65,000.00 | \$105,000.00 | \$230,000.00 |

3. All Other Sources of Funding To be Obtained for FY 2010-2011:

Private Trusts & Foundations
 Tenant Fees

IV. EXPERIENCE AND CAPABILITY

A. Necessary Skills and Experience

Waikiki Community Center has been the master lessee of the Waikiki Community Center Complex property since 1981. For the past 29 years, WCC has efficiently managed all property improvements and repairs, ranging from initial renovations of the entire property to managing construction of a new playground and new windows.

WCC has managed Grants In Aid contracts with the Dept. of Health's Executive Office on Aging for the past 5 years FY 2005 – 2009 and managed a City & County Community Development Block Grant (CDBG) contract for planning and design of a property-wide electrical improvement project.

The project will be managed by a Project Management Team, consisting of the WCC Executive Director, Board of Directors Property Management Committee, and Operations Directors of 3 major Waikiki. The WCC Executive Director has over 30 years of nonprofit management and government contract management experience and has been employed by WCC for nearly 10

years. She has managed WCC's major property improvement projects such as construction of a new playground and a major window replacement project. The Board Property Management Committee includes a prominent local architect with over 35 years experience in planning, design and construction as well as property management professionals with a collective experience of 80 years in facilities management and construction. The operations directors of 3 major Waikiki hotels have a combined property maintenance and construction experience of over 50 years.

C. Facilities

The WCC land and buildings are owned by the State of Hawaii and managed by the Dept. of Land & Natural Resources, Land Division. WCC has held the master lease from the State of Hawaii since 1982 and is responsible for the management, repair and improvement of the property and its buildings. The current 30-year master lease to WCC expires in 2037. See also Section I. - Background & Summary, No. 3 – Public Purpose and Need to be Served.

V. PERSONNEL: PROJECT ORGANIZATION & STAFFING

A. Proposed Staff, Staff Qualifications, Supervision and Training

See Section IV-A above.

B. Organization Chart


See Attachment A

VI. OTHER

- A. LITIGATION – disclose any pending litigation or outstanding judgments. None**
- B. Licensure or Accreditation. Not applicable**

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

Applicant: Waikiki Community Center

| BUDGET CATEGORIES | Total State Funds Requested (a) | Other Sources (b) | (c) | (d) |
|--|--|--|---------------|------------|
| A. PERSONNEL COST | | | | |
| 1. Salaries | | 30,992 | | |
| 2. Payroll Taxes & Assessments | | 3,409 | | |
| 3. Fringe Benefits | | 5,270 | | |
| TOTAL PERSONNEL COST | | 39,671 | | |
| B. OTHER CURRENT EXPENSES | | | | |
| 1. Airfare, Inter-Island | | | | |
| 2. Insurance | | 3,700 | | |
| 3. Lease/Rental of Equipment | | 1,000 | | |
| 4. Lease/Rental of Space | | | | |
| 5. Staff Training | | | | |
| 6. Supplies | | 2,000 | | |
| 7. Telecommunication | | 1,100 | | |
| 8. Utilities | | 3,000 | | |
| 9. Audit Services | | 5,000 | | |
| 10. Architectural Drawings and Oversight | | 15,000 | | |
| 11. Roof Construction & Repair | | 30,000 | | |
| 12. Gutter Replacement | | | | |
| 13. Building Painting | | | | |
| 14. Staff Mileage | | 100 | | |
| 15. Postage | | 300 | | |
| 16. Printing | | 500 | | |
| 17. Accounting Services | | 2,000 | | |
| 18 | | | | |
| 19 | | | | |
| 20 | | | | |
| TOTAL OTHER CURRENT EXPENSES | 0 | 63,700 | | |
| C. EQUIPMENT PURCHASES | | | | |
| D. MOTOR VEHICLE PURCHASES | | | | |
| E. CAPITAL | 230,000 | | | |
| TOTAL (A+B+C+D+E) | 230,000 | 103,371 | | |
| SOURCES OF FUNDING | | Budget Prepared By: | | |
| (a) Total State Funds Requested | 230,000 | Joan I. Naguwa | 923-1802 | |
| (b) Private Grants | 60,000 | Name (Please type or print) | Phone | |
| (c) Tenant Fees | 43,371 |  | Jan. 29, 2010 | |
| (d) | | Signature of Authorized Official | Date | |
| TOTAL BUDGET | 333,371 | Joan I. Naguwa, Executive Director Name and Title (Please type or print) | | |

BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: Waikiki Community Center

Period: July 1, 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 | \$59,400.00 | 35.00% | \$ 20,790.00 |
| Account Clerk | 1 | \$31,824.00 | 10.00% | \$ 3,182.40 |
| Office Manager | 1 | \$46,800.00 | 15.00% | \$ 7,020.00 |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| TOTAL: | | | | 30,992.40 |

JUSTIFICATION/COMMENTS: Executive Director provides daily oversight for project operations, grant compliance and reporting, coordinating Project Management team and working with construction vendors; Account Clerk provides daily accounting services for the project; Office Clerk Manager provides assistance to Executive Director on project operations and grant compliance.

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Waikiki Community Center

Period: July 1, 2010 to June 30, 2011

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

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

**BUDGET JUSTIFICATION
CAPITAL PROJECT DETAILS**

Applicant: Waikiki Community Center

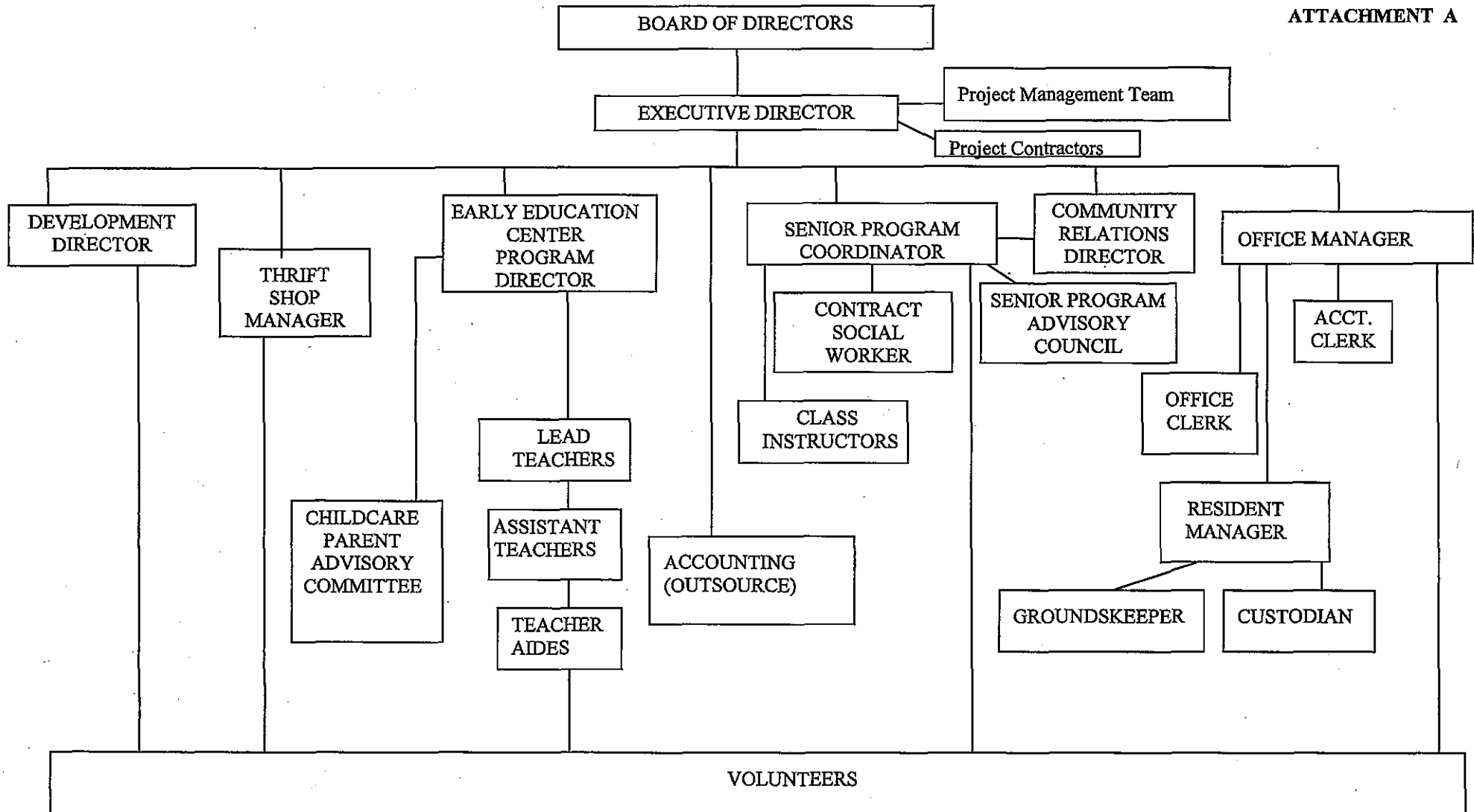
Period: July 1, 2010 to June 30, 2011

| 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 | 0 | 0 | 230000 | 0 | 0 | 0 |
| EQUIPMENT | 0 | 0 | 0 | 0 | 0 | 0 |
| TOTAL: | 0 | 0 | 230,000 | 0 | 0 | 0 |
| JUSTIFICATION/COMMENTS: \$100,00 for roofing repairs and replacement in 3 buildings; \$50,000 for gutter replacement in 3 buildings; \$80,000 for exterior painting of 3 2 story buildings. | | | | | | |

**WAIKIKI COMMUNITY CENTER
ORGANIZATIONAL CHART
2010**

Applicant Waikiki Community Center
Roof, Gutter and Painting Project at
Waikiki Community Center
Twenty-Fifth Legislature 2010-2011
Application for Grants & Subsidies

ATTACHMENT A



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

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

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

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

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

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

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

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

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

Waikiki Community Center

(Typed Name of Individual or Organization)



(Signature)

01/29/10

(Date)

Joan I. Naguwa

(Typed Name)

Executive Director

(Title)

House District 21

Senate District 12

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

Log No: 48-O

For Legislature's Use Only

2009 JAN 28 A 9:22

Type of Grant or Subsidy Request:

GRANT REQUEST - OPERATING

GRANT REQUEST - CAPITAL

SUBSIDY REQUEST

"Grant" means an award of state funds by the legislature, by an appropriation to a specified recipient, to support the activities of the recipient and permit the community to benefit from those activities.

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

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

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

DEPT. OF HEALTH

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:
WAIKIKI COMMUNITY CENTER, INC.
Db/a:

Street Address: **310 PAOAKALANI AVENUE**

Mailing Address: **310 PAOAKALANI AVENUE
HONOLULU, HI 96815**

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name JOAN I. NAGUWA

Title EXECUTIVE DIRECTOR

Phone # 923-1802

Fax # 922-2099

e-mail jnaguwa@waikikicommunitycenter.org

3. TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

SENIOR SERVICES FOR WAIKIKI'S ELDERS

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2010-2011 \$ 120,000.00

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 \$ 120,000.00

FEDERAL \$ _____

COUNTY \$ _____

PRIVATE/OTHER \$ 43,395.00

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[REDACTED SIGNATURE]

JOAN I. NAGUWA, EXECUTIVE DIRECTOR

NAME & TITLE

01/29/10

DATE SIGNED



Senior Services for Waikiki
The Twenty-Fifth Legislature
Hawai'i State Legislature, FY 2010-2011
Application for Grants & Subsidies

I. BACKGROUND & SUMMARY

1. Description of Waikiki Community Center

The mission of Waikiki Community Center (WCC), a 501(c)(3) corporation, is to care for the people of Waikiki through quality programs and services.

WCC is located at 310 Paoakalani Avenue, on the Diamond Head end of Waikiki. The Waikiki Community Center is uniquely positioned as the only community center within Waikiki, serving a diverse population of older adults, families with young children, visitor industry employees and others. Recognized as an integral part of the community, it is a safe gathering place where residents, visitors and employees build and strengthen relationships, and where the diverse needs of the community are met each day. Incorporated in 1978, WCC operates three (3) major programs:

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- *Preschool*: for children, ages 3 years to 5 years old.
- *Infant and Toddler Program*: for children, ages 6 weeks old to 2 years old

WCC's Early Education Center operates 5 days a week, 11 hours a day, 50 weeks a year. It is one of the few licensed group childcare centers and preschools in the state that operate these extended hours, and is the only one in the heart of Waikiki. Nearly 70% of WCC families live on low to moderate incomes. Fifty-one (51%) percent of WCC's families receive government subsidies or tuition scholarships.

2. Goals and Objectives Related to the Request

The goal of the Senior Services for Waikiki Elders program is to maintain the current continuum of services for the variety of older adults who live independently in the community without normal support systems, such as family members, living nearby. The program has two major components: 1) Evidence-based activities and programs, such as physical exercise, educational seminars and recreational activities, which support lifelong learning, physical and emotional health, and independent living; and 2) needed support services through professional assessment and case management services for those who grow vulnerable, isolated or frail.

WCC's senior program coordinator will plan and coordinate activities and programs for seniors with the assistance of an advisory council consisting of 7 senior participants. Current classes and activities, led mainly by volunteers, will be maintained and 10 new activities will be implemented. During FY2010-2011, at least 400 seniors will participate in these programs.

A licensed, qualified social worker, specializing in gerontology, will be contracted from Catholic Charities Hawaii to assist senior adults to identify their concerns, consider effective solutions, and identify and facilitate the connection to reliable existing resources which support their independent living in the community. The social worker will also conduct in-home assessments to assist frail senior adults secure appropriate support services, such as money management, housing, respite care, transportation, etc., from community agencies and help them effectively manage these services. Approximately 100 older adults will receive counseling, case management, information and assistance services during FY 2010-2011. The social worker is committed to maintaining client cases and will follow up as needed in order to insure clients' progress and well-being.

Also, outreach services to identify elders in need will continue. Contact will be made to at least 10 area condo resident managers to assist them in helping their elderly residents. The resident manager is often the person an elder living alone turns to for assistance. He or she is often unaware how to access resources for needed support services. Information sessions on senior resources will be conducted for resident managers and tenants. Outreach also will be conducted to neighboring condominium associations, members of 5 area churches and existing services for the elderly.

3. Public Purpose and Need to be Served

Approximately 25% of Waikiki residents are over the age of 60 years old. Waikiki has one of the highest numbers of senior citizens per area density on Oahu. Eighty-two percent (82%) of seniors live alone or with an equally older spouse, on fixed, limited income and have little or no family to serve as a support system if they become frail. Many of these seniors have no relatives living nearby and rely on WCC activities to develop neighborly support, to prevent social isolation and premature decline in health resulting in unnecessary, costly long term care.

Building and maintaining informed support systems for elderly is especially challenging in a community such as Waikiki. Elders live in Waikiki's dense community of high rise condominiums and apartment buildings among a diversity of often-transient residents. There is no community newspaper or means of community-based information sharing. Common outreach efforts, such as going door-to-door, are nearly impossible when 95% of residents live in secured buildings. Word of mouth, multiple contacts and ongoing relationship-building over time with resident managers, community leaders and residents themselves become key strategies in identifying elders in need of assistance. As a result, many elders become increasingly isolated from receiving informal support.

WCC provides physical fitness, educational and recreational classes and activities to enable these seniors to maintain and strengthen their cognitive, social, emotional and physical health in an evidence-based preventative model for successful aging and independent living. Results from national studies by the National Council on Aging, National Institute of Senior Centers and other aging experts demonstrate that a three-pronged approach to wellness among older adults directly impact their ability to maintain their health and capacity for independently living, saving the State of Hawaii an average of \$112,000 per person in long term care costs each year. This 3-prong approach includes engaging in physical activity, new learning (or cognitive stimulation) and social connectivity. This research has shown that moderate physical fitness can lower the risk of stroke; cognitive stimulating activities reduce the risk of Alzheimer's disease; emotional security found through strong friendships reduces loneliness, a risk factor in developing dementia. Through WCC senior activities such as low-impact aerobics, scrabble, and recreational activities, Waikiki elders are able to help to minimize such risks.

Until recently, most classes were taught by senior volunteers. As WCC's senior class instructors have aged, many can no longer continue teaching. This trend has resulted in a diminishing volunteer base to provide classes and activities at no charge or affordable rates so as to minimize financial impact on seniors. WCC has had to find paid instructors to continue these classes which

are critical to the seniors' health maintenance and quality of life. Since utilizing paid instructors, WCC has had to charge higher class fees to cover instructor costs. Funding is needed to subsidize part of the class fees to enable all seniors, especially those on fixed, limited incomes, to maintain their physical and mental health.

Elderly residents often rely on friends to obtain information, sometimes incomplete, on elder issues and services. In recent years, WCC has identified a growing number of seniors who suffer from increased health problems and/or have difficulty managing life changes, such as death of a spouse and social isolation. The seniors, or their neighbors or condo resident managers, request assistance from WCC to assist them with linking to appropriate support services. Because many of Waikiki's seniors are alone and/or have limited knowledge of existing community-based services, they have difficulty understanding how to access and secure appropriate services amidst the often confusing eligibility requirements.

As part of WCC's continuum of services for elders, WCC provides information and assistance on an ongoing basis. Counseling and case management services are provided one day a week by a licensed, experienced social worker and has served over 60 people during the past year. Typical needs have included housing assistance for seniors pushed out of Waikiki's high rental market, caregiver assistance, in home service assistance. In one particular case, a 68 year old woman, who is the primary caregiver for her husband who suffers from an inoperable brain tumor, sought assistance for her complex set of issues. She had limited English abilities and no other family living in the state. Her only source of income, a small 401k investment portfolio, was severely impacted by the downturn in the stock market. Consequently, she was unable to pay for her husband's medications and fell behind in her rent. She was distraught and overwhelmed by her financial challenges and caregiver demands and resorted to selling personal belongings and borrowing money from others to make ends meet. The social worker assisted her in identifying available resources, completing complex government assistance applications and provided her with financial and supportive counseling as well as referral to an elder service program for help with employment placement. Requests for assistance, such as described above, have increased 10% in FY 2010. Funding is needed to enable WCC to continue provide these needed services.

4. Target Population to be Served

The target population to be served is older adults, age 60 and older, who live in Waikiki and surrounding neighborhoods. The typical older adult participant at Waikiki Community Center is female, age 74 years, living alone in an apartment without relatives nearby and on fixed income. WCC's senior program is one of their major activities for the development and maintenance of their physical, emotional and cognitive health, quality of life, and ability to continue living independently in the community.

When they encounter physical and emotional changes that impact their ability to live independently, such as the onset of health problems or death of a spouse, WCC's elders are often confused, lonely, and/or unfamiliar with how to access existing services for support. WCC's

current Support Services for Waikiki's Older Adults project provides them with needed counseling, case management and facilitation of services.

5. Geographic Coverage

The Waikiki Community Center is located at 310 Paoakalani Avenue, located in the heart of Waikiki. Services are provided to residents throughout Oahu, and in particular Census Tracts No. 18.01, 180.02, 19.01, 19.02, 20.01 and 20.02.

II. SERVICE SUMMARY & OUTCOMES

A. Scope of work, tasks and responsibilities

Waikiki Community Center will organize and implement recreational, educational and physical fitness activities and classes for adults, age 60 and above, in Waikiki and surrounding neighborhoods. These activities will include health screenings, social events, fitness and wellness classes, outings, etc.

Waikiki Community Center will continue to contract with Catholic Charities Hawaii to provide a licensed social worker to perform information and assistance, counseling and case management services outlined in this Grant In Aid. He/she will assist senior adults to identify their concerns, consider effective solutions and find reliable resources to support their independent living in the community. The social worker may also conduct in-home assessments to identify needs, assist frail senior adults to secure appropriate services, such as money management, housing, respite care, transportation, etc.), from community agencies and help them effectively manage multiple services. The social worker will be on-site at Waikiki Community Center 8 hours per week. During off-site hours, the social worker will be available by phone and email to communicate with WCC staff and monitor active cases.

Also, contact will be made to at least 10 area condo resident managers and/or condominium associations to assist them in helping their elderly residents. Outreach will be conducted to members of 5 area churches and existing services for the elderly.

B. Projected Timeline for accomplishing results

| TIME PERIOD | PROJECT ACTIVITY |
|-----------------------|--|
| July 2010 – June 2011 | Conduct recreation, education, and social activities and classes for seniors |
| July 2010 – June 2011 | Contract with Catholic Charities Hawaii |
| July 2010 – June 2011 | Provide client assessments, information & assistance, counseling and case management services. |
| July 2010 – June 2011 | Identify available services and facilitate connection with services. |
| July 2010 – June 2011 | Contact resident managers, churches, and community organizations |

- | | |
|-----------------------|--|
| July 2010 – June 2011 | Maintain monthly contact with clients to ensure quality of services and identify additional services as needed |
| July 2010 – June 2011 | Hire and supervise class instructors |
| July 2010 – June 2011 | Conduct client satisfaction surveys for quality assurance and project evaluation |
| Quarterly | Provide program reports to DOH |

C. Quality Assurance and Evaluation Plans

Program quality assurance standards have been established and case records are reviewed on a quarterly basis for data collection and case management services. Staff and social worker will keep data on the services provided to adult seniors in need, in compliance with the Dept. of Health, Executive Office on Aging. In addition, written and phone client satisfaction surveys will be conducted with clients on a quarterly basis to determine the quality of services provided, and ongoing and future services needed. The project will be evaluated semi-annually to determine if goals and objectives are being met and service outcomes achieved.

D. Measures of Effectiveness

The service outcomes from the proposed project are:

1. 300 older adults will participate in educational, recreational and social programs and activities.
2. 100 at risk older adults and/or their caregivers will be able to readily access information and services to continue living independently in the community.
3. 50 at risk older adults and/or their caregivers will be able to identify and receive appropriate support services in the community through proper assessment and case management.
4. Informal resources for older adults (resident managers, churches, etc.) will have information and resources to assist their clients.

| | Recreation/Leisure | Education | Information and Assistance | Counseling Case Management |
|--------------|--------------------|-----------|----------------------------|----------------------------|
| FY 2010-2011 | 240 | 60 | 100 | 50 |

WCC will continue to organize and coordinate educational, recreation and social classes and activities for seniors. Five (5) instructors will be hired to conduct the above classes.

III. FINANCIAL BUDGET

1. See Attached Budget Forms.

2. Anticipated Quarterly Funding Requests for FY 2010-11

| Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | Total Grant |
|-----------|-----------|-----------|-----------|-------------|
| \$30,000 | \$30,000 | \$30,000 | \$30,000 | \$120,000 |

3. All Other Sources of Funding To be Obtained for FY 2010-2011:

Aloha United Way grant
Friends of Hawaii Charities, Inc. Grant
Program Fees

IV. EXPERIENCE AND CAPABILITY

A. Necessary Skills and Experience

Waikiki Community Center has operated its Senior Program for older adults in Waikiki since 1978. During the past 32 years, WCC has served as a focal point in the community where seniors learn new skills, participate and socialize with others to minimize social isolation and maintain their emotional, physical and cognitive health and avoid premature institutionalization and long term care.

WCC has managed Grants In Aid contracts with the Dept. of Health's Executive Office on Aging for the past 5 years: FY 2005 – GIA, Senior Support Services
FY 2006 – GIA, Senior Support Services
FY 2007 – GIA, Senior Support Services
FY 2008 – GIA, Senior Support Services
FY 2009 – GIA, Senior Support Services

WCC's current staff will continue to organize and coordinate educational, recreation and social classes and activities for seniors. The staff, collectively, has over 60 years of experience coordinating senior program activities. Seniors are often reluctant to talk about personal issues with strangers and their friends. WCC staff, with their long established relationships with many seniors in the community, will refer seniors to the social worker.

The Senior Program Coordinator has a Masters degree in Gerontology and over 25 years of direct service, grants management and program coordination experience for the elderly in Hawaii.

Waikiki Community Center will continue its contract with Catholic Charities Hawaii to provide a licensed social worker to perform counseling and case management services outlined in this Grant In Aid. Catholic Charities Hawaii has provided information and assistance and case management services for the elderly in communities throughout Oahu for over 25 years. In addition, Catholic Charities Hawaii programs for the elderly include transportation services, transitional housing, caregiver support and other services. Appropriate referrals to these existing

programs can be readily made by the social worker who would be closely familiar with needed services.

The social worker will have a Masters in Social Work degree and over 3 years satisfactory work experience in case management for the elderly. The social worker will be housed on site at Waikiki Community Center 8 hours per week. During off-site hours, the social worker will be available by phone and email to communicate with WCC staff and monitor active cases.

C. Facilities

The proposed project will be housed at Waikiki Community Center. The social worker is provided with a handicap accessible, enclosed office space to ensure client confidentiality and access. All individual client files will be kept in a secured, locked cabinet.

V. PERSONNEL: PROJECT ORGANIZATION & STAFFING

A. Proposed Staff, Staff Qualifications, Supervision and Training

See Section II-A above. WCC's Senior Program Coordinator will be primarily responsible for managing the program. The Account Clerk will manage the daily accounting functions of the program with clerical support provided by the Office Clerk. WCC accounting records are reviewed on a monthly basis by an independent certified public accountant, specializing in nonprofit fiscal review and management. The on-site supervisor for the social worker will be the Senior Program Coordinator in cooperation with the WCC Executive Director and Catholic Charities Hawaii Community and Senior Services. Training and orientation will be provided by both Catholic Charities Hawaii and WCC.

B. Organization Chart


See Attachment A

VI. OTHER

- A. LITIGATION – disclose any pending litigation or outstanding judgments. None**
- B. Licensure or Accreditation. Not applicable**

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

Applicant: Waikiki Community Center

| BUDGET CATEGORIES | Total State Funds Requested | Other Sources | | |
|-------------------------------------|-----------------------------|--|----------|-----|
| | (a) | (b) | (c) | (d) |
| A. PERSONNEL COST | | | | |
| 1. Salaries | 56,782 | | | |
| 2. Payroll Taxes & Assessments | 6,246 | | | |
| 3. Fringe Benefits | 9,653 | | | |
| TOTAL PERSONNEL COST | 72,681 | | | |
| B. OTHER CURRENT EXPENSES | | | | |
| 1. Airfare, Inter-Island | | | | |
| 2. Insurance | 2,700 | 1,000 | | |
| 3. Lease/Rental of Equipment | 500 | 500 | | |
| 4. Lease/Rental of Space | | | | |
| 5. Staff Training | 300 | 600 | | |
| 6. Supplies | 1,000 | 2,500 | | |
| 7. Telecommunication | 425 | 725 | | |
| 8. Utilities | | 3,000 | | |
| 9. Audit Services | 2,200 | 3,000 | | |
| 10. Case Management Services | 19,200 | | | |
| 11. Accounting Services | 1,200 | 300 | | |
| 12. Technology Support Services | 844 | 650 | | |
| 13. Staff Mileage | 250 | | | |
| 14. Postage | 800 | | | |
| 15. Printing | 3,500 | 500 | | |
| 16. Class Instructors (8) | 11,400 | 600 | | |
| 17. Program Activities | 3,000 | 30,020 | | |
| 18 | | | | |
| 19 | | | | |
| 20 | | | | |
| TOTAL OTHER CURRENT EXPENSES | 47,319 | 43,395 | | |
| C. EQUIPMENT PURCHASES | | | | |
| D. MOTOR VEHICLE PURCHASES | | | | |
| E. CAPITAL | | | | |
| TOTAL (A+B+C+D+E) | 120,000 | 43,395 | | |
| SOURCES OF FUNDING | | Budget Prepared By: | | |
| (a) Total State Funds Requested | 120,000 | Joan I. Naguwa | 923-1802 | |
| (b) Program Fees | 12,650 | Name (Please type or print) | Phone | |
| (c) Aloha United Way | 25,745 |  | | |
| (d) Grants | 5,000 | | | |
| TOTAL BUDGET | 163,395 | Joan I. Naguwa, Executive Director | | |
| | | Name and Title (Please type or print) | | |

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Waikiki Community Center

Period: July 1, 2010 to June 30, 2011

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

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

**BUDGET JUSTIFICATION
CAPITAL PROJECT DETAILS**

Applicant: Waikiki Community Center

Period: July 1, 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: | | | | | | |

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

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

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

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

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

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

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

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

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

Waikiki Community Center

(Typed Name of Individual or Organization)



(Signature)

01/29/10

(Date)

Joan I. Naguwa

(Typed Name)

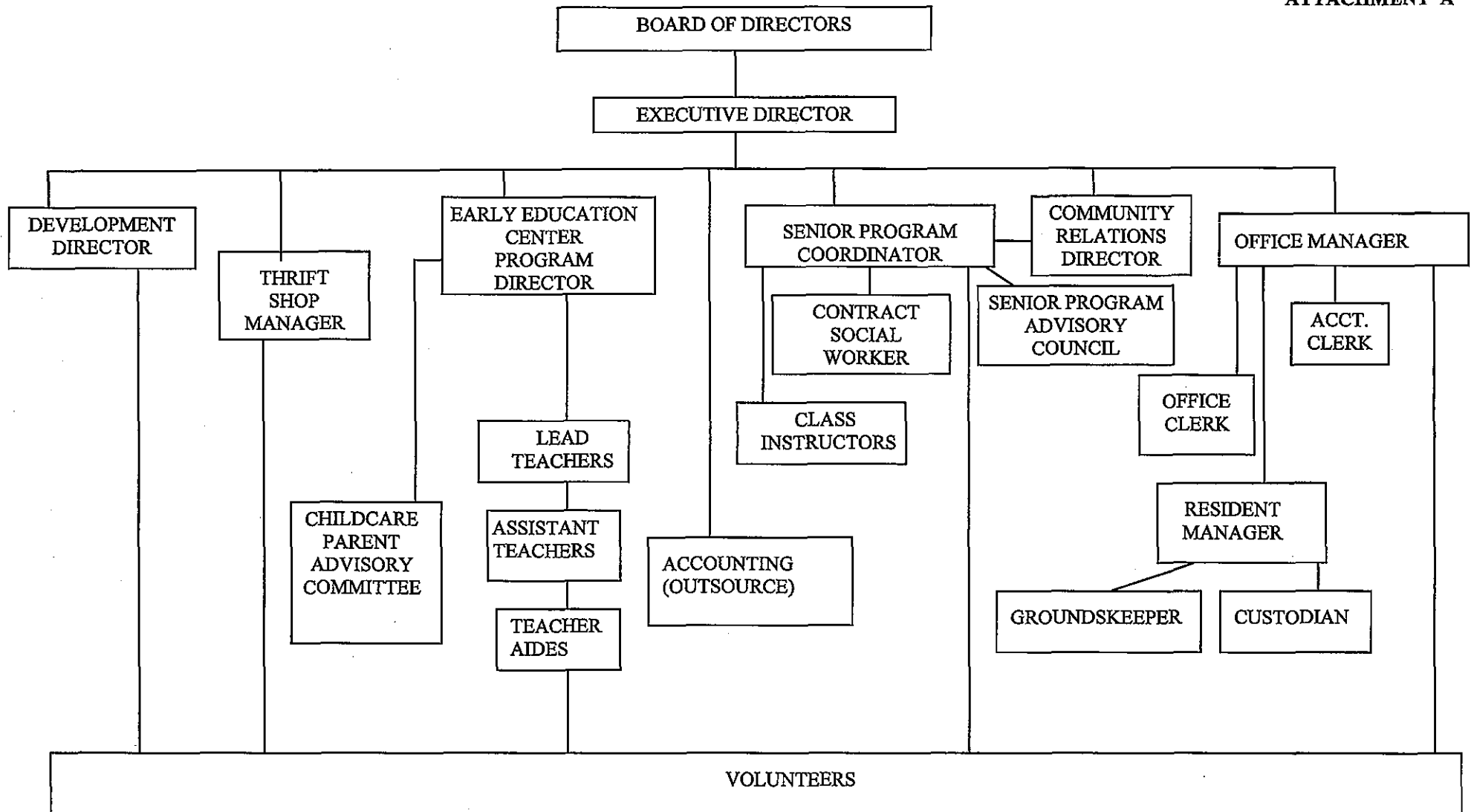
Executive Director

(Title)

**WAIKIKI COMMUNITY CENTER
ORGANIZATIONAL CHART
2010**

Applicant Waikiki Community Center
Senior Services for Waikiki's Elders
Twenty-Fifth Legislature 2010-2011
Application for Grants & Subsidies

ATTACHMENT A



House District 29

Senate District 13

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

Log No: 50-0

For Legislature's Use Only

Type of Grant or Subsidy Request:

GRANT REQUEST – OPERATING

GRANT REQUEST – CAPITAL

SUBSIDY REQUEST

2010 JAN 29 P 3:47

"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):

PUBLIC SAFETY, LABOR

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:

Dba: WorkNet, Inc.

Street Address: 1130 N. Nimitz Hwy, B-224
Honolulu, Hawaii 96817

Mailing Address: SAME

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name CHAS WILLIAMS

Title Executive Director

Phone # (808) 521-7770

Fax # (808) 521-7784

e-mail willchas@gmail.com

3. TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

**OUTMATES:
MENTORED TRANSITION FOR PUBLIC
SAFETY OFFENDERS IN RE-ENTRY**

4. FEDERAL TAX ID #: _____

5. STATE TAX ID #: _____

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2010-2011 \$ 238,550

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 \$74,000
 FEDERAL \$66,000
 COUNTY \$ 0
 PRIVATE/OTHER \$6,000

TV _____

CHARLES B. WILLIAMS, JR.
NAME & TITLE

1-29-10
DATE SIGNED

WORKNET, INC.
“OUTMATES”
MENTORED TRANSITION FOR INMATES

BULLET POINTS:

- **SERVICE AGENCY DEDICATED TO OFFENDERS**
- **60 YEARS COMBINED STAFF EXPERIENCE**
- **EVIDENCE BASED TRAINING APPROACHES**
- **RECIDIVISM RATES IN THE SINGLE DIGITS**
- **SAVED THE STATE \$2,660,000 IN 2009**
- **PROVIDING CRITICAL SAFETY SERVICES**
- **CARING FOR WARDS OF THE STATE**
- **REDUCING PRISON OVERCROWDING**
- **SERVING THE MOST AT-RISK**
- **RETURNING \$6 FOR EVERY \$1 GRANTED**

WorkNet, Inc. Proposes: **“OUTMATES”**
Mentored Transition for Special Needs
Inmates Targeting Female Mainland Transfers,
Mentally Challenged, Homeless and Substance Abusers

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WorkNet, Inc. 2010 Grant-in-Aid

I. Background and Summary

1. Applicant Background: WorkNet, Inc. is a 501(c) (3) non-profit corporation founded in Honolulu in the year 2000. It is the culmination of 20 years of continuous service to indigent populations by its director beginning as a consultancy in 1989. Its main clients are those at the bottom rung of society who are in need of assistance to achieve self sufficiency. The specific mission of the organization is to provide opportunities for growth and advancement so that the individual has a job that supports independent housing allowing for self sufficiency. Its primary target population has been the homeless, the incarcerated and those emerging from treatment or institutional living. During the last 5 years, the company has concentrated on a service model characterized as transition management. The purpose of this grant request is to fund crucial public safety functions using **mentored transition**. Please refer to our Experience Profile for a more detailed background statement that includes our grant history with the State that has previously supported this approach.

Our service history is defined by our work with the Hawaii prison population whose numbers have more than doubled during the past decade. The vast majority of this increase is due to the surge in the volume of non-violent drug offenders. Hawaii now has an inmate population in excess of 4,000 individuals inside and outside of the state. Hawaii now holds more inmates in custody than the entire nation of Sweden. In the fiscal year encompassed by this grant request, the Hawaii Paroling Authority will supervise 1,250 parolees released on the island of Oahu alone. Many of these individuals are experiencing mental health problems, substance abuse issues, social adjustment barriers or all the above. The majority of the population is between the ages of 25 and 39. The median age is 33 years old. This makes the core group of the population within their prime years for productive membership in the work force. However, some may not be able to find jobs in this economy.

2. The Goal of the program is to enable the state to meet its obligation to public safety and these populations of emerging offenders by delivering remedial services to offenders that are indigent, unemployed, mentally challenged, homeless, at-risk for substance relapse or in need of supportive services to insure self-sufficiency. The **objective** is to provide **mentored transition** to the most needy of this population. **Mentored transition** requires contact *inside* correctional facilities that carries through to *outside* service linkages within the same agency. These funds will serve 240 individuals.

This project addresses a critical need created with the return of women inmates from a private Kentucky prison and the closure of Kulani Correctional Center in Hilo. These emergency moves were done without means to provide essential services to the affected inmates. This grant corrects a severe imbalance in the allocation of resources to this population at the point of most critical need to the system and the affected individuals: community release. This status includes furlough, parole, probation and end-of-sentence offenders. All will be served under this grant.

Currently, the only funds that support transition services of this type are a state grant of \$150,000 from Public Safety to WorkNet, Inc. which expired in December 2009. State funds for Project Bridge at Laumaka Furlough Center and W.C.C.C. (also awarded to WorkNet, Inc.) do not cover the extensive population of Oahu releases proposed in this application. At Laumaka Project Bridge the population was increased by 50% by double bunking in half the rooms in 2006. Yet, there was no increase in state or federal funds to cover the extra inmates who are housed there. These sub-populations encompass inmates with the worst recidivism rate—recent returnees from mainland prisons, yet they are afforded the least services. This is grossly out of balance with conditions.

The objective of this grant is to service the unmet needs of this population by **160 individuals inside Public Safety 6 months prior to release and 6 months in the community, and another 80 individuals for 6 months in the community only**. This grant services **240 offenders**. This includes the dual diagnosed, potentially homeless, mental health clients, sex offenders, recovering addicts and special needs cases that would otherwise not be treated prescriptively. These are the most at-risk.

3. The purpose and need for this funding could not be more urgent than at this time. The economic deficit and high unemployment of our state is compounded by steep declines in revenues. Yet, public safety is a critical need that cannot be denied. **Through recidivism reduction this grant will save taxpayers many times more than its cost. By providing matching funds, this grant can leverage an equivalent value in federal funds under the Second Chance Act.** We offer a solution to a devastating problem using scientific best practices, professional staffing, and successful experience while generating a return on taxpayer funding. These facts are supported in this proposal.

The Hawaii criminal justice system has recently been found deficient in its care for inmates' mental health. There are more prisoners in the system inside the state now than ever before, yet there is no programming at the Federal Detention Center or community sites for these individuals, men or women. There are a higher number of inmates in mainland prisons and federal contract beds than at any other time. The state is still in the grips of an epidemic of substance abusing offenders that is choking the correctional facilities. This proposal provides a unique and efficient means to address each of these problems within the current system. It addresses the most in need, reduces crime, improves public safety, and still manages to save state money by reducing recidivism and leveraging funds.

This proposal is also meant to interface with a new unit created in Public Safety Intake Services to fulfill the mandate to provide more extensive high quality **re-entry services** for those who are leaving correctional facilities. To distinguish our services from theirs, we provide remedial **mentored transition** from inside the institution through to the outside community. The new Re-entry Unit of Public Safety provides, by necessity, **exit planning only** for inmates leaving their care. The unit is responsible for transferring care of the inmate to community resources. WorkNet is that community resource. There are no more "DVR" (voc rehab) services for inmate transition. There are no more mental health services provided by community health centers for offenders. There is insufficient affordable housing. WorkNet provides this capability for seamless *transition* not just *transfer* of offender care. Our core services are dedicated to offender needs.

4. Our target population has been defined by these problems. We are an offender services agency. We do not refuse service to any offender based solely on the crime. We serve drug offenders, white collar criminals, sex offenders, and dual diagnosed clients. Recent surveys have estimated that 40% or more of those arrested are "ice" users at the time of arrest. Convicted drug offenders are further punished due to rules prohibiting felony substance abusers from receiving federal benefits for housing or social welfare. Sex offenders have no specialized housing and have strict geographic boundaries. At the same time, the employment market has hit bottom for all local job seekers. Offenders have a tough time on their own. If employment is not eminent, there may be no "safety net" due to structural barriers. These individuals need intervention to secure and retain gainful employment or face serious consequences.

We propose to serve all offenders on the island of Oahu, where 85% of exits occur, regardless of the status of community entry. We will begin serving these individuals while still incarcerated for a period of 6 months prior to release. They are housed in state facilities at the Women's Community Correctional Center, Oahu Community Correctional Center, Laumaka Furlough Center, the Federal Detention Center and various community sites in supportive living programs. We currently have entry privileges and required Public Safety staff training to conduct programming at all facilities except the Federal Detention Center where we are applying for entry. Even if we are not able to gain direct access to these inmates, we will serve them in the community.

5. The geographic area of coverage for these activities is the island of Oahu. This service area contains the largest percentage of the population which means it has the most risk to public safety should threats to the peace occur. It is also home to more than two thirds of the parolees and released felons discharged annually from our correctional facilities.

II. Service Summary and Outcomes

1. Scope of Work, Tasks and Responsibilities

Community benefit will accrue as a result of program activities due to several factors. First, WorkNet has adopted an evidence-based approach to drive its operation of offender special needs services. We label this approach "**trainsition**". The *training* is cognitive-behavioral coping skills linked to re-entry services for *transition*. In 2001, WorkNet pursued cognitive re-structuring and transition management as best practices to combat recidivism.

The program has maintained best practices in its operations by adhering to professional standards, requiring staff credentials, recruiting experienced consultants and seeking continuing education opportunities for personnel. The Executive Director completed the "Cognitive Behavioral Treatment System Improvement Training" offered by the State in April 2005. This training prepared lead agency personnel to incorporate best practices for services modeled on national standards.

WorkNet has chosen **Cognitive Behavioral Treatment** as our primary therapeutic approach for personal development. Our application of this modality is based on the premise that *cognitive-behavioral* means *think-do* in its simplest application. When client progress reaches an impasse, we encourage analytical thinking through Thinking Reports or a simpler Situation Survey. *Think-do* in this context means you do as you think. Improved thinking will create an improved situation and outcomes. In motivational terms, *think-do* means *plan-act*. When we care about a preferred outcome, our thinking becomes focused on achieving that goal. The Trainsition Program uses this approach as a systematic method to foster client development.

By adhering to these practices, this program will reduce prison time for its clients by decreasing the number of repeat offenses or criminal relapses. This will reduce the amount of money the state has to pay for housing and feeding these offenders. Through case management and supervision rather than incarceration, the individual will be able to work and pay taxes instead of being a drain on state funds. Since it costs approximately \$36,000 to house an inmate for a year, this program will pay for itself upon keeping 8 enrollees in the community beyond the program year. The typical recidivism rate for this hard to serve population varies from 50% to 66% for the first year. WorkNet has a documented track record of less than 10% recidivism in its programs. If the standard recidivism is 50% and WorkNet's performance is 20%, **this program will save the tax payers \$2,592,000 after one year of operation by deferring 72 more individuals from prison than standard state performance.**

The scope of operations begins with the **outreach process** when applicants are identified inside the correctional facility by WorkNet, or Case Managers and outside the facility by Public Safety, Probation or Parole Officers as appropriate for the program. WorkNet works closely with corrections and community supervision officers who have comprehensive case management knowledge and know the offenders' willingness to participate in a program of growth and recovery.

WorkNet has established programs in Oahu Community Correctional Center, Laumaka Work Furlough Center and the Women's Community Correctional Center on Oahu that directly serve the emerging population with transition services. In two other facilities, Waiawa and Halawa Correctional Facility, WorkNet makes available quarterly seminars announced as Pre-Parole Preparation. These presentations serve as excellent recruitment platforms for this grant

By standard design, WorkNet spends from 6 months to one year with inmates inside these facilities who are designated for release within that period. The Education Unit of Public Safety no longer provides independent funding for this activity. If the Outmates Program is funded, the Department is willing to provide facility space to establish these trainings as an in-service recruitment channel for the program. This guarantees 300 or more recruitment opportunities during this grant period for eligible re-entry candidates. WorkNet is the only agency with full facility access conducting these sessions inside and outside in the community.

Referral occurs when Public Safety staff have approved the individual for the program. Once the individual is referred by staff, **intake** is tracked with the standard tools of case management: the program referral form; the application or enrollment form which contains client information; and an acknowledgment by the client that the rules of the program and responsibilities are understood and will be obeyed.

To assess these clients for services, the program uses a **Prescriptive Referral Form** developed for use with the local offender population. The results of the client interview with the referring agent provide a concise summary of indicators that allow services to be efficiently targeted to criminogenic factors most influential on the client. Instruments such as the **LSI and ASUS** are used to determine the risk of re-offending and the level of services needed. Each client then gets customized service planning focused on immediate goal attainment, in this case, a drug free employment outcome. This approach has the added benefit of greatly reducing costs per participant since the only services being charged are those most necessary for the targeted outcome. This expands service levels while allowing unit costs to remain unchanged in a fixed budget project such as this one. More enrollees are served with the same amount of money expended.

In addition to these initial screening instruments, the Transition Program may administer a wide range of other standardized tests, inventories or assessments, according to applicant needs, diagnostic recommendations or agency requests. The recommended program assessments include the "How I Think" (HITS) Inventory, the WorkNet Service Needs Inventory, the VOICES Vocational Assessment, and if needed, the WorkNet Biopsychosocial Assessment. When combined with information from the Referral and Enrollment Forms, the results of these assessments support a customized service plan for each individual. This plan will be an integral part of the Personal Journal maintained by the enrollee and shared between the State and WorkNet staff.

The client is provided with a **Needs Assessment** to determine the level of case intensity required. This process helps determine the need for specialists and the professional involvement the case demands. It also identifies important support the client may require and sets the stage for assignment of customized services. The company is eager to work with Public Safety staff, parole and probation authorities on any other instruments or systems which may currently be used to assist in the community transition of the inmate. In particular, we would like results of the Level of Service Inventory (**LSI-R**) to be shared with us since our program is designed to honor that system.

The **intake** process includes an interview that is used to determine the self-assessed goals of the client for work-related development and other growth activities. If there are strong indicators that the person does not have a prognosis for work or has other self-described barriers to employment, then other avenues are explored such as additional education or vocational training. It is at this stage that other measurement instruments or referral to staff specialists may occur.

For **Follow-up** Activities, WorkNet has maintained a close and continuing relationship with the Hawaii Paroling Authority, Adult Probation and a host of other service providers. More than a dozen Parole Officers currently share in the case management of more than 25 parolees who are active on the company caseload. We also serve federal probation, federal pre-trial clients and ex-offenders whose terms are complete. We hold regular **AfterCare** sessions for all clients separately for men and women.

Although the purpose of this proposal is to promote employment services to participants, we offer integrated case management, cognitive skills maintenance, housing mentoring, housing subsidy, substance abuse assessment, identity restoration and driver licensing services. Many of these services have emerged as a result of the expressed needs of our clients.

2. Annual Timeline to Achieve Goals

The Outmates Program is designed to provide the ex-offender with the maximum opportunity to enter the job market at a career level and compete with others who may or may not have criminal or arrest records. This is accomplished through a series of activities culminating in successful community transition. This process takes an average 3 months to achieve as described below.

After initial **referral** and **enrollment** have been achieved, **assessment** is undertaken to determine the functional ability of the participant to enter the local job market and an appropriate service mix. Two purposes are achieved through assessment. First, strengths and weaknesses in the person's education, skills, experience and work history are examined. This process allows the program staff to assist the participant in determining realistic goals for entry into the labor market. Secondly, assessment results (which may also be obtained from historical or third party reports such as an existing **LSI**) initiate the basis for an overall strategy to correct or shore up deficiencies identified as barriers. This process indicates appropriate courses of education, training or vocational development which must be accomplished by the job candidate.

Although the WorkNet Program has used any number of professional tools for the determination of employment information, we have developed our own inventory, known as **VOICES vocational inventory**, which has been used in the employment assessment of more than one thousand five hundred offenders. This assessment is designed for use with our local population and the diverse mix of ethnic and educational backgrounds common to this group of job seekers. The outcomes provide information in areas of Values for Work, Interests, Preferred Work Conditions, Experience, Attitude, Self Esteem and Getting Along with Others. The entire Inventory is read aloud to accommodate clients of low literacy. The battery of information which is gathered takes approximately one hour to administer, is self-paced, engaging, and designed for an eighth grade literacy level. The product of the assessment is a **Vocational Profile** (Attachment B) that is used to assist the placement specialist and other career counselors to secure permanent employment for the participant.

Pre-Employment Preparation Classes are another important activity geared to increase the readiness of the participant for the job market. The following outlines the curriculum that Outmates provides for this grant. The classes are presented in one and a half hour training modules twice weekly at the WorkNet training site in the Nimitz Business Center. The curriculum is "open entry, open exit" and can be accomplished within three weeks of enrollment. The classes can also be done on one accelerated week-end session and completed within a day. Job search activities start immediately and can be done concurrently with classroom training. This encourages job placement to happen swiftly.

Session (1): **ORIENTATION**:~~Introduction to WorkNet Program and Staff~~Explanation of program Purpose and Design~~Review of Rules and Guidelines~~Filing the Enrollment Form~~Completing the Needs Assessment~~Signing a Release Form~~Creating a Personal Journal~~Using the Journal to Chart Progress and Case Management.

Session (2): **ASSESSMENT**~~Introducing the VICES Inventory~~Interests for Work~~Values for Work~~Preferred Work Conditions~~Experience Profiles~~Self-Assessed Personal Image Inventory~~The "How I Think" or HITS Inventory

Session (3): **SECURING PERSONAL IDENTITY**~~Personal Document Inventory~~Securing a Birth Certificate~~Getting a Social Security Card~~Getting a Hawaii State I.D.~~Getting a Drivers Permit~~Getting a Drivers License~~Researching License Blockers~~Clearing License Stoppers~~Getting a Clean Abstract

Session (4): **THE APPLICATION & RESUME**~~Sample applications~~Commonly asked questions~~Legal and illegal questions~~completing the Personal Data Profile~~filing a mock application~~Purpose and use of the resume~~reviewing personal history~~ current acceptable styles~~preparing a personal resume

Session (5): **PRESENTING A CRIMINAL HISTORY**~~Review of the Hawaii Fair Employment Practices Law~~Knowing Legal and Illegal Questions~~How to File a Legal Application~~How to Avoid Hiring Discrimination~~How to Reveal a Criminal Record~~How Employers Do Legal Checks~~Employer Incentives to Hire Felons~~How to Get Your Own Criminal Record~~How to Expunge Expired Info

Session (6): **INTERVIEW SKILLS**~~How to prepare for the interview~~commonly asked questions~~non-verbal communication~~handling background questions~~ revealing vs hiding a criminal past~~using the tax credit~~sealing the deal~~Practicing presentation skills in live role playing using the occupational area identified through assessment as most preferred by the enrollee.

STAND-ALONE PRESENTATIONS

Stand-Alone: **CREATING THE WORKNET**~~Launching the job search~~how to develop leads~~where to find hidden jobs~~creating work opportunity~~job development and placement~~Developing a support network for job search~~Marketing our Skills~~Researching sources of leads~~Doing cold calls for job openings~~Making a prospect list.

Stand-Alone: **SETTING GOALS**~~Discovering our dreams~~describing long term goals~~ setting priorities~~deciding what is important~~linking values to goal attainment~~ setting short term goals~~examining needs~~preparing for delayed gratification.

Stand-Alone: **FOLLOW-UP FORUM**~~Job Club Format~~Searchers get tips~~Finders share stories of search and secrets of success~~Job Developer shares new info~~Awards for those completing Training, Placement, and Retention~~Refresher of Training Goals Topical meeting of those in job search~~Searchers get tips~~Finders share stories of search and secrets of success~~Job Developer shares new info~~Awards for those completing Training, Placement, and Retention.

Stand-Alone: **IDENTITY/CREDIT CHECKING**~~Establishing Documents: SS Card, Birth Certificate, State ID~~Learning how to access a Criminal Abstract~~Learning How to Access a Personal Credit Report~~Learning how to Read a Personal Credit History~~How to Correct Bad Credit~~Establishing and Maintaining Good Credit~~Guarding Against Identity Theft.

Stand-Alone: **DRIVER LICENSING TRAINING**~~Applying for a Permit to Drive~~Checking the Record on Outstanding Offenses~~Cleaning a dirty Abstract~~Negotiating Financial Settlements to Clear the License~~Clearing Warrants~~Studying rules of the Road~~Safe Driving Tips~~Getting a Test Vehicle~~Practice Driving Prep~~ Ten Ways to Fail~~Road Practice~~Road Test

Stand-Alone: **MANAGING FINANCIAL OBLIGATIONS**~~Checking the Record on Outstanding Responsibilities~~Contacting the Proper Sources for Obligations~~Learning how to access a Criminal Abstract~~Learning How to Change the Abstract~~ Learning About Personal Credit~~Accessing Your Credit Report~~Getting your Credit Score~~Learning about Federal Bonding~~ Correcting Identity Theft.

Some individual class offerings may be amended or substituted as needs require. Each class is planned as a one and a half hour presentation that takes place at the WorkNet Training Facility. Although classes are scheduled twice weekly, some individuals will be accelerated through the curriculum in as little as one day. Outmates has designed a one-day seminar that condenses several trainings into a concentrated learning experience on the model of our Pre-parole Seminars. This has proven to be an appropriate format for this population as evidenced by the popularity of our transition seminars with inmates. Allowing capable and high functioning parolees to accelerate through the program will eliminate placement delays, foster personal motivation and create a heightened sense of momentum toward goal attainment. Some individuals may need the fast-track due to financial pressures or other factors requiring quick placement. The win/win nature of this approach can be appreciated as a way of serving more parolees with existing funds by targeting services.

Group and individual counseling sessions will take place in private with participants in the program. Group counseling will occur around topical issues which need to be addressed by those who may be affected by a particular barrier such as specific vocational training, substance dependency relapse, co-dependency issues or personal growth. Individual sessions are more tailored for specific needs of the individual to make progress toward program and individual goals.

Some sessions will take place within the training facility while others will occur at sites around Honolulu, including other training centers and offices where specific accommodations and remedial activities are available. The program will provide transportation for those taking driving exams, but activities such as training, work site tours, application filings, or career shadowing may require independent travel. However, the program may provide a bus pass or transportation to special events. The individual participants will be encouraged to get to all appointments on their own to help develop the capability for responsible behavior and to allow the level of individual responsibility to be monitored. We are aware that some individuals need help in adjusting to society but ultimately must be able to respond on their own to the daily demands of the work place.

Resume preparation is a standard offering of the Outmates program and is accomplished within the program curriculum. As a class offering, the participants are coached through the preparation phase of resume development by the use of a special form that WorkNet has developed and used over the past five years of operation with felons. The **Personal Data Worksheet**, which gives all pertinent information of the applicant, is prepared. It focuses on the career areas identified in assessment. This is the raw material for both the resume and any applications that the individual may file for employment.

The individual is encouraged to take the document out to file applications and to secure interviews, for it contains information on references and other pertinent achievements of the parolee that could prove helpful to prospective employers. This base document is then used to prepare a professional quality resume that can be attached to applications and distributed to potential sources of employment. It is the express experience of WorkNet that not all candidates need resumes as a crucial part of the job search process. This is especially true for labor jobs that rely more on the experience and skill level of the applicant which is determined by the company application form. This process directs the individual to provide certain information crucial to hiring decisions for that company. Transition Program staff will use their judgment on how extensive the need for a resume may be in each case.

Driver's Licensing Services are offered to enrollees in the program to increase their employability. WorkNet provides the License Exam Manual for the client to study and practice one of several mock exams before taking the written test for a driver's permit. WorkNet will introduce a national video training tape to Transition enrollees who need preparation for the driver's permit. This will enhance the understanding of low literacy and hearing-impaired clients.

Once the permit is secured, the applicant must have a legal vehicle for the test. WorkNet has an agreement with a local leasing company to provide a vehicle with all appropriate coverage explicitly for the driver exam. Once the auto is leased with the applicant as an approved driver, arrangements are made for the trainee to meet the WorkNet staff at the Driver Test Station where he or she is given a short course of Safe Driving Tips. The client has some practice time in the vehicle as a staff member observes driving habits. After a short coaching session, the driver's test is administered. The parolee pays all fees for testing and licensing, but there is no charge for the instruction or the auto. **WorkNet is the only local agency to provide this service.** We have licensed more than 300 individuals since 1992. Many have progressed to professional driving jobs including CDL licensing.

There is an additional cognitive/behavioral lesson in **Driver Licensing**. Individuals are only issued a license if their record is clear of warrants, fines, community service, alimony, child support, victim restitution and welfare overpayments. When we counsel with Transition clients about criminal risk factors, cleaning up past violations tops the list of behavioral milestones to be achieved. Securing a drivers license puts offenders in league with socially responsible citizens. We will provide these services under this grant as a billable activity of Life Skills Training.

Career Exploration and Job Search activities are built into the program operation through guided employer visits and special event activities arranged by program staff. These initiatives include tours of local businesses arranged directly with the Human Resource Directors of the firms. In the past, companies such as Oceanic Cable, US Sprint, Weyerhouser and Duty Free Shoppers have participated in this activity with WorkNet clients.

Job Search activities in the program will not be limited to individual cold calls on employers that offer a very low percentage return for participants. Rather, the program staff will be creating opportunities for the enrollees to make employer contacts through an aggressive program of **Employer Education**. This process is explained more directly in the next section, but includes several initiatives which make the path for employment more straight-forward for the trainee. The "ice is broken" before the offender meets with the employer so that the need to hide background information or to steer clear of certain questions is avoided. Trainees are coached to provide truthful, honest answers and must practice their presentations before meeting with employers.

Program Manager Chas Williams is trained and Certified by the National Institute of Corrections as an Offender Employment Specialist. One of the key activities promoted at that training was the development of an offender-based Job Fair that brings employers into the environment where offenders live to provide information on hiring and potential openings with the firms. The purpose is not strictly to secure employment for participants but also to strengthen educational efforts by exposing employers directly to candidates. Our goal in this initiative is to continue assisting the Department in its job fair efforts as we have done at McCoy Pavilion, Kulani Correctional Center and Waiawa Correctional Center. We will also refer participants to outside job fairs to broaden opportunities for participants to be hired by local companies.

Employer Education is part education and part recruitment efforts. Through a series of initiatives, local employers get assistance in meeting their Human Resource needs while expanding opportunities for ex-offenders to find employment. WorkNet has designed a package of incentives which will enable employers to take advantage of tax breaks, special training and customized services marketed through the program as a value added service.

These initiatives are presented as the **WorkNet 4 Reasons to Hire Me** project. This is an educational effort aimed at the Human Resource and Personnel Managers of selected local companies and trade associations. In a short (20 minutes), crisp presentation format, employers will learn what constitutes a legal question under the law regarding court and arrest records; when it is legal to check on backgrounds; how to determine if the background of the individual interferes with potential work performance; what to do if the local statute conflicts with company policy; and which local agencies are available to help with these matters.

This package is meant to get the program staff "in the door" for more extensive talks with management on how the program will fulfill their long range personnel needs. It covers the returns the company can gain by hiring program graduates and screened referrals. This approach goes far beyond the standard "job development", which normally accompanies placement efforts made after the participant has completed a specified training menu. The goal of our program is successful Mentored Transition customized to the needs of the individual.

3. Quality Assurance and Evaluation

WorkNet services have been broadened to include substance abuse group and individual counseling, substance abuse assessment services, cognitive skills training, housing mentoring and vocational training. These services are executed through the experience and abilities of the staff and consultants of the WorkNet Program who all have long histories of work in such fields as Substance Abuse Treatment Management, Vocational Training, Entrepreneurship Development and Social Services Management.

WorkNet currently provides job development and transition services under predecessor funding from two distinct units of the Department of Public Safety. We are funded under the Education unit to provide Cognitive Skills, Job Development and Placement. We are funded under the Substance Abuse

Treatment Unit for Job Development and Transition Services. Our record of performance under these contracts has more than met standards agreed to with the Department. What follows is WorkNet's **performance record** for the period July 2005 to June 2009, its most recently completed fiscal year.

| <u>Service Evaluated</u> | <u>Data Gathered</u> | <u>Planned Service Level</u> | <u>Actual Service Level</u> |
|--------------------------|---------------------------------|------------------------------|-----------------------------|
| Assessment | # Assessed | 204 | 367 |
| Counseling | # COUNSELED | 108 | 259 |
| Training | # Trained | 148 | 262 |
| Training | # Completing Training | 108 | 229 |
| Training Placement | # Placed Subsidized Training | 24 | 32 |
| Employment Placement | # Placed in Employment | 156 | 208 |
| Follow-up | #Retained in Employ/Train: 3mos | 138 | 189 |
| Follow-up | #Retained in Employ/Train: 6mos | 66 | 127 |
| Follow-up | #Retained in Employ/Train: 1 yr | 60 | 101 |
| % Completing Training | Training Records | 85% | 85% |
| % Placed in Employment | Employment Data Keeping | 90% | 93% |
| % Working after 90 days | Retention | 80% | 91% |

WorkNet has consistently outperformed the standards set to judge quality of service and timeliness of delivery. The numbers in performance reporting do not always reflect the nature of the relationships or amount of effort invested to achieve program completion. We measure our performance by whether our participants do better after their experience with us. **In exit surveys provided to the participants WorkNet has approval ratings in the low to middle 90's.**

4. Measures of Effectiveness will be judged within the program through three primary activities. (1) Data gathering on program activities by staff, (2) desk monitoring of program operations on a regular basis by management and, (3) field audits that are done as site visits and phone contacts. Quality of agency services is measured by standards for acceptable performance determined by specific program outcomes. WorkNet considers operations that are reaching 90% of planned goals as acceptable performance. Program measures that fall between 80% and 89% of goals must have their variances explained and are monitored for performance. Program measures that fall below 80% of goal attainment must have a justification and corrective action plan until performance improves. Here are the quality and assurance standards that will be used to evaluate the WorkNet program on an annual basis.

| <u>Criteria</u> | <u>Evaluation Measurement</u> | <u>Service Evaluated</u> | <u>Standard</u> |
|-----------------|----------------------------------|--------------------------|-----------------|
| Performance | # Assessed | Assessment | 32 |
| Performance | # COUNSELED | Counseling | 30 |
| Performance | # Trained | Training | 28 |
| Output | # Completing Training | Training | 22 |
| Output | # Placed Subsidized Training | Training Placement | 3 |
| Output | # Placed in Employment | Employment Placement | 24 |
| Output | #Retained in Employment: 30 days | Retention | 18 |
| Output | #Retained in Employment: 3 mos | Retention | 18 |
| Output | #Retained in Employment: 1 yr | Retention | 15 |
| Quality | % Completing Training | Training Record Keeping | 80% |
| Quality | % Placed in Employment | Employment Data Keeping | 85% |
| Quality | % Working after 90 days | Retention | 75% |

These factors will be used to evaluate the program and insure that it meets standards. The **methodology** used to perform the evaluation will be monthly desk audits of program performance standards as reported through documentation gathered in the field. Comparative analysis of each statistic in each reporting period will confirm the performance of the program in that service area over that length of time. Reports will be compiled monthly and submitted to the Legislature whenever requested. The data listed above will be reported as well as documented by signed attendance records in the participants' own writing.

III. Financial

Please refer to the documents beginning on Page 17 for all budget forms.

IV. Experience and Capability

A. Necessary Skills and Experience

Our staff is composed of experienced and qualified professionals who believe in the value of therapeutic approaches. WorkNet staff is trained, experienced and certified to provide this programming. A recent study by the University of Hawaii shows the single most important factor in criminal rehabilitation is securing and maintaining employment. We believe a program that delivers substance abuse education, cognitive skills development and employment services has the best chance of reducing recidivism among this population. These services impact the most likely reasons for the person to return to prison--substance relapse, criminal relapse, and the need for financial stability.

WorkNet addresses these issues by assessing the individual for substance use risk, criminal thinking skills, and employability factors using its own proven instruments. An initial battery of assessments will determine which of the services will be emphasized as a part of the enrollee training plan. A classroom training program is offered that addresses distinct deficiencies discovered during assessment. Trainees will receive between 12 to 24 hours of services depending on their initial skills assessment and needs. Graduates of the training curriculum will be placed in employment and/or training activities as a result of their participation. Education, training, counseling and case management will also be available and could be the core services required by some participants.

A new component has been added to the programming to incorporate **Personal Journals** as a standard tool for program participants. In consultation with the Change Companies of Carson City, Nevada, WorkNet has developed a progressive curriculum of guided transition that acknowledges the stages of change mastered by the participant and provides growth opportunities appropriate to that individual. This initiative has proven successful over the past years in fostering the development of the individual, tracking progress through training, and providing effective case management with partner agencies. The success of this approach with pre-release inmates has encouraged WorkNet to create "**Outmates**" as a training-for-transition program.

Assessment and Counseling will be done by program staff using the WorkNet **Substance Abuse Risk Inventory**, the WorkNet **Employment VOICES Inventory**, and a new **Cognitive Skills Inventory** developed specifically for the needs of *Hawaii* inmates. A WorkNet **Service Needs Assessment** will be administered during seminar training presentations in tandem with a class on sources of help and assistance. Counseling will be done in both group and individual settings with private sessions focused on the implementation of the employment plan.

Placement in employment is a guarantee for those who complete their training plan. Each graduate finishes the training with a portfolio that includes completion certificate, hand-outs on bonding and tax credit programs, an individual Vocational Profile, Personal Data Worksheet, Resource Referral List and, as appropriate, a Resumé.

Placement in subsidized training is a potential outcome for trainees who may have little or no experience, but possess the motivation to learn and the discipline to study. These are paid job opportunities for the individuals that meet the outcome criteria established by best practices for this

grant. This outcome also fits the profile of the individual who wants to change professions and would need a different set of skills to succeed. These placements are reliably forecast using the VICES Inventory. WorkNet maintains a strong network of referral options for vocational training as an on-the-job training position. A follow-up plan will be developed for each client in this category.

Six month follow-up is provided for each participant in the program. This component will be done both by personal staff contact and through strong ties with partner organizations. Employers will be actively involved in the retention of referred parolees and furlough workers through regular program contacts. Training institutions including the Community Colleges and Oahu Worklinks are cooperating partners in the provision of vocational services. Participant follow-up outside the program is accomplished with the assistance of the Hawaii Parole Authority that has jurisdiction over released offenders.

Assessment and Placement record keeping is done by keeping a log of all attendance at program training and group activities, documenting client contacts with staff, maintaining signed attendance records and keeping assessment/employment records cross referenced in participant and program files. WorkNet has the **Experience** to run this program. WorkNet has provided management consultation services to private nonprofit organizations and various units of government since its inception in 1989 as a program for offender employment training in the state. WorkNet was formally made into a non-profit corporation on September 15, 2000. A selected history of the work of the company in the field of offender employment training and placement can be found below. The organization has extensive experience with the adjudicated, offender and parolee populations through the various contracts it has operated over the past sixteen years.

In 1998 the program director received a credential as a certified Offender Employment Specialist from the National Institute of Corrections (NIC). In 1999, he was invited to join the staff of NIC as a trainer in that specialty, a post held by only 10 other trainers across the country. He is the only private service provider in Hawaii designated as a recognized Cognitive Skills trainer for the state's own curriculum. He is currently qualifying as a state Certified Substance Abuse Counselor (CSAC).

The company has been the successful bidder and service provider for these exact services at Laumaka Work Furlough Center for the past four years. The company was invited to provide these services to residents of Project Bridge at Laumaka between December, 2005 and July 2006. In that 4 year period the company has serviced more than 350 inmates through its pre-employment preparation and placement programs under contract to Public Safety. More than 90% of those participants moved to parole and 80% of those remained on the island of Oahu. WorkNet has a stellar record of performance with this population. Our clients have an overall recidivism rate of 12% from July 2000 to the present. Although contracted to serve 36 individuals annually at Laumaka, WorkNet has consistently exceeded its performance benchmarks by 50% or more. WorkNet has won this Laumaka contract through 2009.

As a tenet of continuous progressive growth, WorkNet has developed its mix of services to respond to the needs of this client base. In addition to the standard job development services WorkNet has offered in the past, these initiatives have been developed during recent contract periods:

Court and Arrest Record Clearance; Warrant Clearance; Identity Document Restoration including: Birth Certificate, Social Security, State ID Card; **Driver Licensing Services** including **provision of a testing vehicle;** and **Financial Obligation Management** including: resolution of **Victim Restitution, Child Support, and Student Loan Defaults.** These services have been added in response to needs expressed by the inmates themselves.

Included in the company experience profile is the original WorkNet Program that was funded in 1989 through a grant from the state of Hawaii Department of Corrections (predecessor to the current Department of Public Safety). This program prepared the inmate for life outside the institution by improving the skills of the prisoner in specific areas such as job readiness training, problem solving, stress management, general life skills, and job search skills. Here are relevant initiatives run by the company that document experience with this population during the last 15 years:

| YEAR | CONTRACTOR/CONTACT | SERVICE |
|-------------|---|--|
| 1996 | Department of Public Safety Maureen Tito, Education Director | WorkNet Job Finders Forum (Statewide Cable Televised Instruction) |
| 1996 | Hawaii Parole Authority Anthony Commendador, Exec. Dir. | WorkNet Supportive Living Cognitive and Life Skills Training |
| 1997 | WorkHawaii Rolanse Crissafuli, Exec. Dir. | Project COPE Entrepreneurship for Ex-Offenders |
| 1998 | Laumaka Work Release Center Maureen Tito, Education Dir. | Project Bridge Employment Training and Placement |
| 2000 | Hawaii Paroling Authority Max Otani, Administrator | Cognitive Skills Training Employment Specialist |
| 2001 | Department of Corrections Maureen Tito, Education Dir. | Laumaka Work Furlough Facility Job Placement and Training |
| 2003 | Department of Corrections Milton Kutsubo, CPSA | LifeStiles Cognitive Skills Program Cog Training, Transition Management |
| 2003* | Department of Corrections Maureen Tito, Education Dir. | Laumaka Work Furlough Facility Job Placement and Training (General Pop) |
| 2003 | Department of Public Safety Maureen Tito, Education Dir. | Waiawa CF & Women's Comm Corrections Pre-Release and Parole Prep Seminars |
| 2004 | Department of Public Safety Maureen Tito, Education Dir. | Waiawa Correctional Center LifeStiles Cognitive Skills Training |
| 2006* | Department of Public Safety Larry Hales, CPSA | Project Bridge at Laumaka Job Development and Placement |
| 2006* | Department of Public Safety Carrie White, Education Supe | OCCC Annex I & Mauka Transition Management Services |
| 2008* | Hawaii Paroling Authority Max Otani, Director | WorkNet Trainsition Program Parolee Job Placement and Services |
| 2009* | Access to Recovery (ATR) Bernie Strand, Director | Clean and Sober Support Services Pre-Employment Training, Housing Support |
| 2009* | U.S. Probation Office Richard Crawford, Chief | Transition Services Pre-Employment Training and Placement |

*Currently operating. Check performance profile with agency contact person.

B. Quality Assurance and Evaluation

WorkNet currently provides job development and transition services under predecessor funding from two distinct units of the Department of Public Safety. We are funded under the Education unit to provide Cognitive Skills, Job Development and Placement. We are funded under the Substance Abuse Services Unit for Job Development and Transition Services. Our record of performance under these contracts has more than met standards agreed to with the Department. What follows is WorkNet's performance record for the period July 2001 to June 2005, its most recently completed fiscal year.

| <u>Service Evaluated</u> | <u>Data Gathered</u> | <u>Planned Service Level</u> | <u>Actual Service Level</u> |
|--------------------------|---------------------------------|------------------------------|-----------------------------|
| Assessment | # Assessed | 204 | 367 |
| Counseling | # Counseled | 108 | 259 |
| Training | # Trained | 148 | 262 |
| Training | # Completing Training | 108 | 229 |
| Training Placement | # Placed Subsidized Training | 24 | 32 |
| Employment Placement | # Placed in Employment | 156 | 208 |
| Follow-up | #Retained in Employ/Train: 3mos | 138 | 189 |
| Follow-up | #Retained in Employ/Train: 6mos | 66 | 127 |
| Follow-up | #Retained in Employ/Train: 1 yr | 60 | 101 |
| % Completing Training | Training Records | 85% | 85% |
| % Placed in Employment | Employment Data Keeping | 90% | 93% |
| % Working after 90 days | Retention | 80% | 91% |

C. Facilities

The training presentations provided under this grant will take place at the company training facilities located in urban Honolulu. This community-based training facility houses the offices of the company as well as training room and individual counseling space for personal sessions with clients. The facility is located at 1130 N. Nimitz Highway, close to public transportation and other sources of assistance important to the offender population. It is easily accessible by public transportation, near the Home Depot/Costo stores and located within the Nimitz Business Center—where we are co-located with the state Public Defender offices, the small business assistance center and the state's largest methadone treatment center.

WorkNet is prepared to serve a wide variety of special needs referrals from Public Safety at this location. This range of individuals includes those with physical, mental and cognitive challenges. Clients who present severe barriers will be seen in settings appropriate to their level of need. This is likewise true of individuals whose physical challenges are so acute, that special accommodations may need to be arranged. Our facility can provide service to every level of client, and our program will accommodate every referral from the Corrections system. The only exception to our acceptance policy is cases where a material conflict may be present because a staff person or current client may be a victim of the applicant.

Our offices are located in the same physical location as other agencies funded by the state. As a successful bidder operating from this site, we have met standards required of the Department of Public Safety, Federal Probation Office and Hawaii Paroling Authority. Should there be a need for space that has more accessible accommodations, WorkNet has frequently used the client meeting and consultation space of our partner agencies. We have served special needs clients jointly with the Department of Vocational Rehabilitation, HCAP, Goodwill and Oahu Worklinks. We maintain close working relationships with all agencies.

V. Personnel: Project Organization and Staffing

A. Proposed Staffing

The staffing for this project consists of a Director/Trainer, Counselor/Trainer, Job Developer, Offender Services Specialist and Data Services Specialist. This level of staffing proposes a client/staff ratio of 4 to 1. Considering the nature of training presentations, which are group exercises, this ratio provides an appropriate amount of personal time for the population. This assures a reasonable case load for each of the professionals on staff to handle. Refer to the Organization Chart found in this proposal for the chain of authority within the program. WorkNet has five full time on-board staff providing substance abuse counseling, customized training, standardized assessment and other professional services at this time.

Qualifications of Staff

Please refer to the attached resumes for documentation of the qualifications of staff used in this program. The individuals proposed for these positions are those who are planned to fill the positions. For any necessary outside hiring, WorkNet guarantees that the personnel will be of the highest caliber for the job and meet all requirements of the State.

Supervision and Training

The management of WorkNet, Inc. has extensive experience in the operation of programs for the offender and unemployed populations in the State of Hawaii. The scope of this project encompasses services which are customary and continuing for the agency and therefore are a part of the standard operating output of the company. All staff report to the Executive Director, Chas Williams, who is responsible for their hiring, training, guidance and development.

As the primary supervisor in the program, Chas brings extensive management experience to the job. As a city supervisor, he has had responsibility for recruiting, hiring, managing and discharging a staff of 80 workers in the seasonal Summer Youth Employment and Training Program run by the City and County. He wrote all job descriptions, placed all recruitment flyers and advertisements, conducted all job interviews and made final hiring recommendations to the city Personnel Department.

As Project Director, Chas is involved in the daily delivery of services and has primary case management responsibilities for difficult and demanding clients. It is a personal tenet and organization hallmark that every staff member provide direct services to clients. This keeps management in touch with the cutting edge of client needs and is one of the best practices to insure appropriate high quality service delivery. It also provides a level of program delivery efficiency since every position brings staff into direct contact with clients.

B. Organization Chart

Please refer to the Insert on the following page for an organization chart.

VI. Other

A. Litigation

WorkNet has no litigation now and none pending to which it is a party.

B. Licensure

WorkNet services proposed in this application require no professional licensing.

VII. Attachments

A. Resumes: Chas Williams, Warren Tang, Chianti Camara, Guy Limasa, Tonya Byford

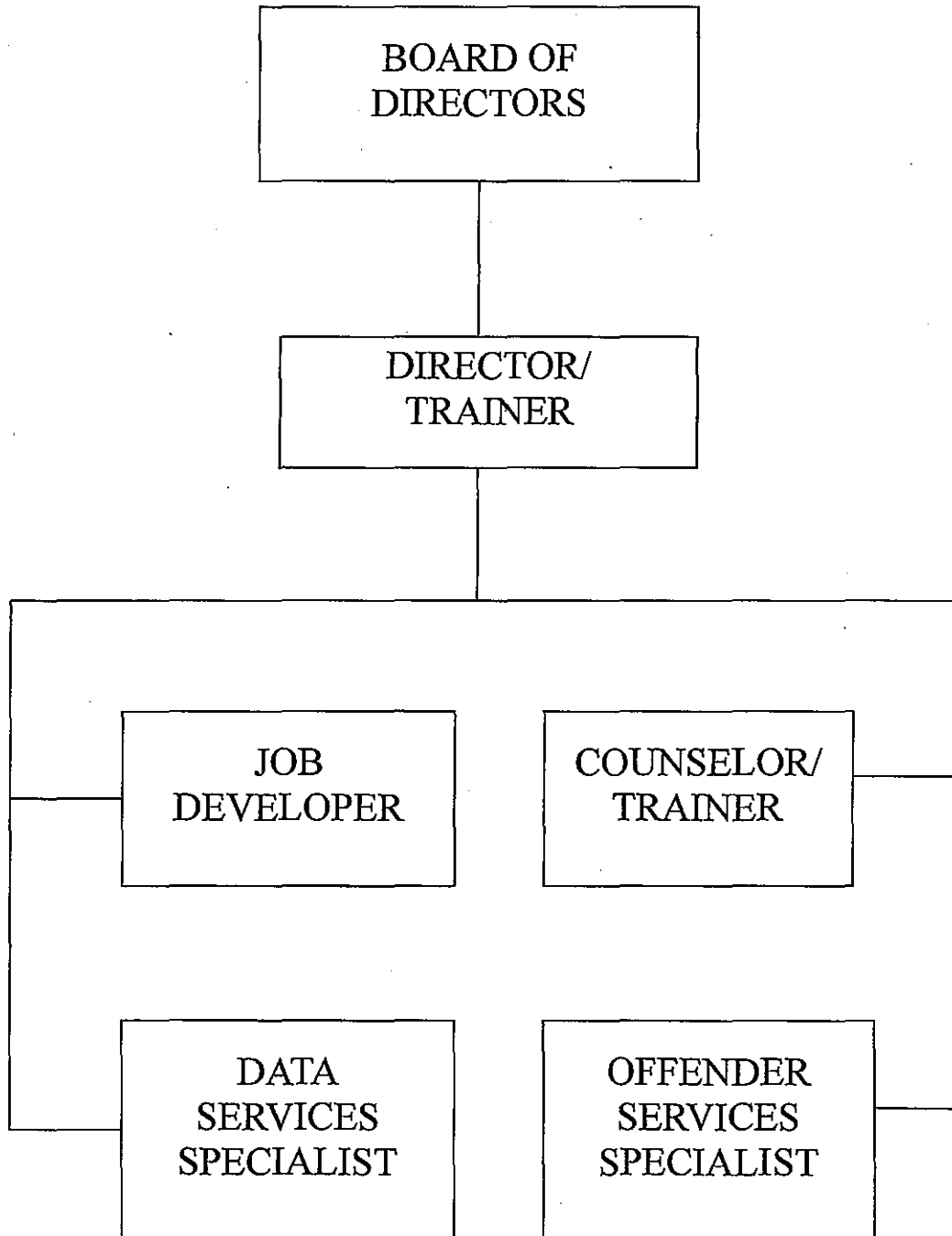
B. Vocational Evaluation Summary/Profile

C. Personal Data Worksheet

D. "Four Reasons to Hire Me"

E. Letters of Cooperation and Support

WORKNET, INC.
ORGANIZATION CHART



**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.

| | |
|---|--|
| <p style="text-align: center;">WorkNet, Inc.</p> <p>_____ (Organization)</p> <p>_____</p> <p style="text-align: center;">Charles B. Williams (Typed Name)</p> | <p style="text-align: center;">_____</p> <p style="text-align: center;">1-29-10 (Date)</p> <p style="text-align: center;">Director (Title)</p> |
|---|--|

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

App

WorkNet, Inc.

| BUDGET CATEGORIES | Total State Funds Requested | (b) | (c) | (d) |
|-------------------------------------|-----------------------------|---------------------------------------|-----|-----|
| | (a) | | | |
| A. PERSONNEL COST | | | | |
| 1. Salaries | 123,000 | | | |
| 2. Payroll Taxes & Assessments | 33,838 | | | |
| 3. Fringe Benefits | 16,712 | | | |
| TOTAL PERSONNEL COST | 173,550 | | | |
| B. OTHER CURRENT EXPENSES | | | | |
| 1. Airfare, Inter-Island | 0 | | | |
| 2. Insurance | 5,200 | | | |
| 3. Lease/Rental of Equipment | 2,600 | | | |
| 4. Lease/Rental of Space | 21,600 | | | |
| 5. Staff Training | 3,200 | | | |
| 6. Supplies | 6,200 | | | |
| 7. Telecommunication | 3,600 | | | |
| 8. Utilities | 3,000 | | | |
| 12. Publication & Printing | 7,200 | | | |
| 13. Repair & Maintenance | 3,000 | | | |
| 15. Client Support | 6,200 | | | |
| 16. Specialized assessments | 3,200 | | | |
| | | | | |
| | | | | |
| | | | | |
| 17 | | | | |
| 18 | | | | |
| | | | | |
| 20 | | | | |
| TOTAL OTHER CURRENT EXPENSES | 65,000 | | | |
| C. EQUIPMENT PURCHASES | | | | |
| D. MOTOR VEHICLE PURCHASES | | | | |
| E. CAPITAL | | | | |
| TOTAL (A+B+C+D+E) | 238,550 | | | |
| SOURCES OF FUNDING | | Budget Prepared By: | | |
| (a) Total State Funds Requested | 238,550 | CHARLES B. Williams, Jr. 521-7770 | | |
| (b) | | Name (Please type or print) | | |
| (c) | | Date | | |
| (d) | | 1-29-10 | | |
| TOTAL BUDGET | 238,550 | Signature of Authorized Official | | |
| | | CHARLES B. Williams, Jr. Exec Dir | | |
| | | Name and Title (Please type or print) | | |

Applicant: _____

Period: July 1, 2010 to June 30, 2011

| DESCRIPTION EQUIPMENT | NO. OF ITEMS | COST PER ITEM | TOTAL COST | TOTAL BUDGETED |
|--|-----------------|------------------|---------------|-------------------|
| | | | \$ - | |
| | | | \$ - | |
| | | | \$ - | |
| | | | \$ - | |
| | | | \$ - | |
| TOTAL: | | | | 0 |
| JUSTIFICATION/COMMENTS: No State Funds Requested for this Budget Item | | | | |

| DESCRIPTION MOTOR VEHICLE | NO. OF VEHICLES | COST PER VEHICLE | TOTAL COST | TOTAL BUDGETED |
|--------------------------------|--------------------|---------------------|---------------|-------------------|
| Leased for Driving Exams | 50.00 | \$52.00 | ##### | 2600 |
| | | | \$ - | |
| | | | \$ - | |
| | | | \$ - | |
| | | | \$ - | |
| TOTAL: | 50 | | ##### | 2,600 |
| JUSTIFICATION/COMMENTS: | | | | |

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 | 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 | | | | | |
| LAND ACQUISITION | | | | | | |
| DESIGN | | | | | | |
| CONSTRUCTION | | | | | | |
| EQUIPMENT | | | | | | |
| TOTAL: | | | 0 | | | |
| JUSTIFICATION/COMMENTS: No State Funds Requested for this Budget Item | | | | | | |

CHAS WILLIAMS
3031-K NIHI STREET
HONOLULU, HAWAII 96819
PHONE: (808) 847-3311
CELL: (808) 542-1666
FAX: (808) 841-6665

Attachment

EDUCATION: High School Diploma, Central High School, Kansas City, Missouri
B.A. Degree, Urban Problems, University of Hawaii
Masters Degree Candidate, Urban Planning, University of Hawaii

EXPERIENCE: Manager, Founder
2000 to
Present

WorkNet, Inc.
Business Management and Career Development Consultation provided to private individuals, non-profit organizations and business firms. Services include personal counseling, grant writing, fund raising, staff training, project management, contract compliance and program development. Services include the on-going management of start-up operations.

Manager, Owner
1987 to
Present

Director, Owner
Assured Improvement Management, Inc.

Professional Business Services provided to commercial firms and non-profit agencies. Project Management, Program Development, Tax and Financial Incentive Management Services, Employee Assistance Programs, Commercial Cleaning and Maintenance.

1985 to
1986

Youth Services Manager
City and County of Honolulu

Responsible for all youth programs administered through the City and County Office of Human Resources (aka WorkHawaii). Planned, managed, monitored and evaluated the Summer Youth Program, Title II-A In-School training programs and Special Projects. Wrote Request-for-Proposal solicitations, evaluated program funding requests, awarded grants, allocated budgets, and conducted community surveys. Served as interim Executive Director in the absence of the incumbent.

1983 to
1984

Program Planner
City and County of Honolulu

Wrote federally funded grants under the Job Training Partnership Act (JTPA) and the Community Development Block Grant (CDBG) programs. Responsible for program monitoring, contract compliance, budget monitoring and technical assistance to agencies.

1980 to
1982

Planner/Counselor
City and County of Honolulu

Advised program participant of rights and responsibilities under federal and state program guidelines, providing personal and career counseling on request to an average case load of 80 individuals. Created guidelines for federally funded employment training programs under Title IV allocations. Managed sub-contracts with more than 15 agencies in three program areas with budgets totaling \$4.1 million.

1976 to
1979

Counselor: SCET and CETA Federal Employment Programs
City and County of Honolulu

Advise program participants of rights and responsibilities under federal and state guidelines. Provide advice and assistance to city departments and non-profit agencies on federal program regulations. Provide personal and career guidance counseling on request to a caseload of 125.

1973 to
1976

Director
Hale Kipa Shelter Home
Honolulu, Hawaii

Full charge manager for non-profit home for runaways. Grant writing, fund raising, program development, staff management for 13 employees and 8 consultants. Raised capital funding to purchase permanent facilities through grants with local trusts and foundations as well as private solicitation campaigns.

SKILLS:

Computer Proficient

Skilled in using word processing software programs Microsoft Word and Corel WordPerfect. Practiced in applications of Microsoft Office Suites, Corel Office 7, and spreadsheet programs. Extensive use of publishing programs to create original brochures, newsletters, flyers, posters, faxes and display advertisements.

Writer

Wrote nightly dispatches for the Associated Press from Honolulu; wrote more than 100 press releases on behalf of various business events; wrote federal and private grants in excess of \$20 million; won "Essay of the Year" from local chapter of the American Planning Association for essay on graffiti; produced numerous policy statements, procedure manuals, training brochures, and customized training curricula.

Trainer

Trained over 1,500 individuals in custom designed training modules over a wide variety of subject matter including Employment Readiness, Life Skills, and Job Retention. Developed a 24-hour curriculum used to improve the employability of hard-to-place workers. Selected to join the National Institute of Corrections as consultant trainer in 1998.

Warren J. Tang

708 University Ave. #1
Honolulu, Hawaii 96826
(808) 223-6127
wjtang22@hotmail.com

Summary

A dedicated caring/helping professional with experience in providing social services, life skills education, substance abuse treatment, and vocational development training to assist in rehabilitation of offenders and ex-offenders in custody, work furlough, probation and parole.

Qualifications

- Over 6yrs. of professional experience providing selfless service to offenders and ex-offenders.
- Deep understanding of issues and needs of target population.
- Solid ability to work and communicate effectively with service users, staff, and other professionals.
- Sound knowledge of employment practice laws necessary for empowering target population to gain employment.
- Proficiency in identifying strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Clear understanding of the importance of practice from a multi-cultural perspective.

Work Experience

2007-Present

Offender Services Specialist

WorkNet, Inc.
Honolulu, Hawaii

Manage program enrollment process for clients.

Provide case management and referrals to various agencies.

Provide assessment and counseling to determine employment and training needs for clients.

Provide life skills and vocational development training for clients.

- Certificate- Offender Employment Specialist by National Institute of Corrections 2009
- Certificate- Training on Level of Services Inventory (LSI/R) and Adult Substance Use Survey (ASUS), Interagency Council on Intermediate Sanctions, State of Hawaii 2007
- Certificate- Training on Offender Based Evidence Based Programming, Interagency Council on Intermediate Sanctions, State of Hawaii 2007
- Certificate- Substance Abuse Counseling Program, University of Hawaii, LCC 2006

CHIANTI-MARIE CAMARA

OBJECTIVE

To gain employment in a community based Social Service setting.

EMPLOYMENT

03/09- Present WorkNet, Inc. Honolulu, HI

Women's Services Specialist

Provides group education and individual counseling, as needed for offenders and ex-offenders participating in the correctional education continuum. Data assimilation and dissemination of statistical data. Develop and utilize an extensive network of other community agencies for participants needs, including educational resources, vocational training, mental health counseling, substance abuse treatment, and other support services. Provide a variety of case management services to the participants.

09/02- 05/27/08 Salvation Army ATS Honolulu, HI

Counselor, In-Facility Correctional Treatment Services

Provides assessment and treatment planning services, group education and counseling, individual and family counseling as needed, and aftercare services for sentenced offenders participating in correctional treatment continuum funded by the State of Hawaii Department of Public Safety (DPS). Assists supervisor with maintaining effective liaison with various representatives of the DPS. Complies with rules, regulations, and program requirements as defined by contracts with the DPS.

02/06-09/06 TJ Mahoney & Associates Honolulu, HI

Supportive Living Program Coordinator

Develop and initiate the Supportive Living Program for high-risk female parolees. Maintain/oversee daily operations and act as liaison to the Hawaii Paroling Authority (HPA). Monitor the program on a seven-day-a-week, 24-hour-a day basis. Review and approve any potential eligibility for participation and provide an orientation for all eligible participants. Review with the participant the release plan, rules and regulations, program services and options, and daily routine. Provide an orientation that includes an Individual Program Plan. Review advancement or regression with the participant as a part of regular counseling. Verify participant compliance in the community by random home, school, or work-site visits and telephone contacts. Review and approve daily and weekly schedules. Develop and utilize an extensive network of community agencies for participants needs, including educational resources, vocational training, mental health counseling, substance abuse treatment, and other support services. Provide a variety of case management services to the participants. Report violations, statistical information, changes in employment or residence, any medical emergencies and/or any other changes in accordance with HPA Standards.

02/01-05/03 TJ Mahoney & Associates Honolulu, HI

Community Placement Coordinator

Develop and initiate the Step Five Community Placement program. Maintain/oversee daily operations and act as liaison to the DPS/WCCC. Monitor the program on a seven-day-a-week, 24-hour-a day basis. Review and approve any potential eligibility for participation and provide an orientation for all eligible participants. Review with the participant the release plan, rules and regulations, program services and options, and daily routine. Provide and orientation that includes a home verification site visit to conduct a family informational session. Review advancement or reduction with the participant as a part of the regular contract visit. Verify

participant compliance in the community by random home, school, or work-site visits and telephone contracts. Review and approve daily and weekly schedules. Develop and utilize an extensive network of community agencies for participants needs, including educational, vocational training, mental health counseling, substance abuse treatment, and other support services. Provide a variety of case management services to the participants. Report violations, statistical information, changes in employment or residence, any medical emergencies and/or any other changes in accordance with WCCC Standards.

02/01-09/02 TJ Mahoney & Associates Honolulu, Hi

Treatment Specialist

Oversee the treatment component that provides a 20-session course to an average of 21 women in recovery from addiction and substance abuse. Conduct an Assessment for every participant. Facilitate the curriculum, which provides a range of material that is gender responsive to the needs of the substance addicted female offender population. Facilitate group and individual counseling sessions. Provide individual and group progress reports that describe assessment, progress and plan of action to Case Manager and Program Director. Participate in three weekly program team meetings that ensure communication within the facility and collaboration with all other components of the facility.

03/01-07/01 TJ Mahoney & Associates Honolulu, Hi

Case Manager

Responsible for coordinating and maintaining the case management of an average of 36 female offenders transitioning into the community. Provide initial Orientation, Individual Program Plan and Assessment. Initiate and maintain individual case notes and chronological logs for each client. Provide bi-monthly program follow-ups to review and assess individual client progress. Act as liaison between TJM and WCCC on behalf of clients. Audit files for quality assurance. Participate in regularly schedule Program Team meetings to maintain communication between all components of the facility. Attend parole hearings for clients and provide individual assessment of progress letters to the parole board. Work with client to create a pre-release Discharge Plan.

06/00-02/01 TJ Mahoney & Associates Honolulu, Hi

Resident Monitor

Accountable for all security and safety of clients and the facility. Provide initial intake for individual clients upon arrival to the facility. Oversee daily operations of the facility. Responsible for accountability of clients' physical whereabouts at all times. Conduct perimeter checks and security walk-throughs. Keep daily detailed records and logs of everything that happens on the facility grounds. Conduct random and scheduled breathalyzer and urinalysis testing of clients. Conduct random searches of individual client property and facility environment to assure adherence to facility rules and safety.

01/00 - 01/01 Windward Community Legal Center Kailua, Hi

Intake/Outreach Coordinator

Provide potential clients with intake services and set up clinics with legal counsel for clients. Instruct clients on necessary course of action following clinic instruction for obtaining Temporary Restraining Orders. Provide outreach to victims of Domestic Violence in the community, in shelters, and in the Women's Community Correctional Center. Work in close relation with Honolulu Police Department in providing crisis intervention and prevention to all victims of Domestic Violence. (A one-year service term provided by AmeriCorps).

CERTIFICATES & AWARDS

- Editor's Choice Award for Outstanding Achievement in poetry. (1996)
- League for Innovation Student Literary Competition: Awarded First Place in the short essay category for HCC, the First Place for all colleges in the State of Hawaii, and finally Honorary Mention for the National Finals segment. (1997)
- Honolulu Community College Dean's List. (1996 – 1997)
- AmeriCorps*VISTA Certificate of Completion for pre-service orientation. (1998)
- AHHA Certificate of Appreciation for Volunteerism. (1999)
- AmeriCorps*VISTA Certificate of Accomplishment for outstanding performance. (1999)
- TJ Mahoney & Associates Crisis Intervention award. (2000)
- Honolulu Advertiser's Honorable Mention for work with female offenders. (2001)
- Governor's Personal Commendation for outstanding work with female offenders. (2001)

| REFERENCES | | | | |
|-------------------|-----------------------|------------------------|-------------|-----------|
| NAME | OCCUPATION | RELATIONSHIP | YEARS KNOWN | CONTACT # |
| Richard Walsh | Direct Supervisor | Professional | 4 years | 595-6371 |
| Lorraine Robinson | Program Director | Professional/Personal | 15 years | 429-3960 |
| Kat Brady | C.A.P. Coordinator | Professional /Personal | 8 years | 927-1214 |
| June Tavares | Dept Public Safety | Mother/Personal | 37 years | 587-3376 |
| Heather Kimura | Employment Specialist | Professional/Personal | 6 years | 222-9291 |
| Kanak Carvalho | Operations Manager | Personal/Professional | 15 years | 864-2186 |
| Mary Scott-Lau | Exec Director, W.I.N. | Professional/Personal | 6 years | 258-5706 |

GUY T. LIMASA

95-1045 Kuauli Street, Apt. 56 ~ Mililani, Hawai'i 96789 ~ (808) 226-0377

Email: glimasa@msn.com

OBJECTIVE

To provide leadership, managerial experience to an organization focusing on performance base goals by supporting innovated concepts, encourage ideals and fostering integrity growth

MAJOR ACCOMPLISHMENTS

- Maintained above average job placement record at TJ Mahoney & Assoc., Residential Re-Entry Center during increasing statewide unemployment rate
- Assisted annual on-site program monitoring conducted by Federal Bureau of Prison's Community Correction Manager resulted excellent ratings
- Former member of program year 2000-2003 Local Workforce Investment Board, appointed by former City & County of Honolulu Mayor, Jeremy Harris
- One of four major partners who collaborated and achieved partnership consortium between local government and private non-profits to establish seven (7) O'ahu Work Links One-Stop Employment Resource Centers
- Assisted partnership consortium and awarded fourteen (14) million dollars for program year 2000-2001 to assist low-income/dislocated worker community for the island of O'ahu

EXPERIENCE

WorkNet, Inc. Honolulu, HI

Job Developer/Case Manager

(06/09-present)

- Manage 40-50 community and pre-release offender population caseload
- Pre-employment training
- Diagnostic assessment and profiling
- Vocational development
- Job development and placement
- Transitional case management and mentoring
- Housing mentoring
- Basic money management education
- Interagency networking and support services
- Employer services (work opportunity tax credits, OJT promotion incentives, federal bonding, referrals and job applicant screening)
- Public relations (federal/state government, union organizations, non-profits, business corporations, small businesses and educational organizations)

T J Mahoney & Associates, Mahoney Hale Honolulu, HI

Employment Specialist

(07/04-01/07; 10/07- 06/09)

- Manage 60-70 resident inmate employment caseload
- Conduct as required program job readiness/budget classes
- Conduct resident worksite visits for accountability enforcement

- Conduct security clearance for home confinement/recreation visits/interview family relatives or friends to secure a safe environment
- Collaborated community resources (Dept. of Voc-Rehab/Employment, Veteran Affairs, other non-profit services, housing) assisting management staff and resident inmates to accomplish program plans
- Continued public relations established as Assistant Director
- Appointed as Acting Director when site Director attended major conferences
- Current National Criminal Information Center (NCIC) clearance

Assistant Director

(01/07-10/07)

- Leadership support to 4 case managers, a counselor and 12 security monitors
- Conducted employment interviews/monthly staff program training/staff discipline or counseling/hire and terminate staff when applicable
- Maintained personnel files and bi-weekly payroll
- Reviewed weekly building safety reports, conduct fire drills, strict sanitation requirements
- Enforced program integrity by ensuring rules and regulations are observed
- Ensured public safety requiring 24/7/365 days accountability of residential program inmates
- Reprimand resident inmate infractions, provide consultation, impose sanctioning, monitor escape procedures, incident reports and recommended return to custody when applicable
- Initiate technical support from Federal Bureau of Prisons Regional office in Sacramento, L.A.
- Public relations with local businesses, various labor unions, State of Hawai'i Dept. of Labor offices on O'ahu/Kaua'i/Mau'i/Big Isle of Hawai'i, U.S. Federal Detention Center, USPO/USPOS agents, Bureau of Prison Community Correction Managers/Sacramento, L.A., Honolulu Police Department and program Community Relations Committee Board
- Appointed as Acting Director when site Director attended major conferences
- Managed annual 2.5 to 3 million dollar operational budget
- First Aid/Blood Borne Pathogen/CPR certified
- Completed company benefit inoculation program for Hepatitis "B"

Honolulu Community Action Program, Inc. Honolulu, HI

Makalapa Center Manager/Program Coordinator, Employment Counselor (03/92-02/03)

- Appointed by Executive Director to represent HCAP on state/county community relations meetings, public relation functions
- Developed and managed daily functions for a one-stop employment center (resource center, customer service, intakes, eligibility, program plans, unemployment benefits, training funds)
- Completed program reports, developed Standard Operating Procedures/SOP's, supervised staff of eight (8), provided staff training/meetings on new development goals and initiatives
- Involve with program/strategic planning, assist grant writers, budgeting, community resource development, received best customer service award for Makalapa One-Stop Center PY 2002
- Manage 40-50 clientele of low-income seniors for part-time employment
- Assisted coordinating community functions for food distribution/LIHEAP/clothes closet donations and quarterly planned public job fairs at Neal Blaisdell Exhibition Hall.

EDUCATION

National Institute of Corrections (NIC)
Honolulu-Federal Detention Center (FDC)
Offender Employment Specialist- Certified (OES)

Fred Pryor and Career Track management courses
Focusing on Time Management, Business Writing, Grammar Check, Supervising Staff
On going continued education

Empower Leadership Works "Island Style" Course; www.leadershipworks.com
Glenn Furuya, Instructor
Eighty hour (80), program/graduated

Certificate in Travel Reservations and Administration
Hawaii Business College, Honolulu HI
Travel industry reservations, travel agent and business marketing

High School Diploma
Kailua High School, Kailua HI; emphasizing in music arts and business administration

Tonya Byford
599 McGrew Loop
Aiea, HI 96701
(808) 551-3728 • byford71@aol.com

Experience:

August 2009 to Current

WorkNet, Inc.

Chas Williams (808) 521-7770

Data Specialist

1130 N. Nimitz Hwy. B224

Honolulu, HI 96817

- To handle all incoming information. Provide resources for the clients. Answer phone and assist clients with proper forms and information. Maintain all files and keep accurate records, compile all data for monthly billings.

October 2006 to March 2009

SEAL Delivery Vehicle Team-ONE

Linda Hilton (808) 474-2500

Ombudsman

2001 Victor Wharf Access Road, Bldg 987

Pearl City, HI 96782-3356

- Liaison between SEAL Delivery Vehicle Team-ONE (SDVT-1) Commanding Officer and over 300 military families.
- Assisted Command family members with crisis calls offering support and directing to appropriate services. Gave callers instruction and direction on how to utilize the resources that the Navy has in place to help them in their time of need.
- Briefed incoming military personnel on the Ombudsman responsibilities and family support programs that are offered by Fleet and Family Support.
- Worked with the Navy MWR and Fleet and Family Support Services making sure that all resources that they offer are distributed to both active duty personnel and their families.
- Created and designed the SDVT-1 quarterly newsletter. This task was time consuming and had to be carefully coordinated with the Commanding Officer, the Executive Officer as well as the Command Master Chief. The CO, XO or CMC would write an excerpt for the newsletter with updates for the families as to what has been going on at the Command and offer words of encouragement. They were also required to review the newsletter and notate any necessary changes prior to printing and distribution.

June 2000 to May 2004

Southwest Times Record

Tracie Parker (479) 650-1533

Computer Graphic Designer

3600 Waldron Rd

Fort Smith, AR 72901

- Created and designed display ads for the daily paper
- Sales representative Liaison
- Answered multi-line phones and routed incoming calls as required
- General Receptionist Duties
- Filing
- Customer service

- Paginated classified pages
- Responsible for 100's of ads weekly
- Managed competing requirements between numerous ad representatives
- Met deadline requirements for printing
- Working knowledge of Quark Xpress & Adobe Photoshop
- Professional Management Program Administrator

April 1997 to June 2000

Poteau Daily News
 Classified Receptionist
 804 N. Broadway
 Poteau, Oklahoma 74953

Paula Midgley 918-647-3188

- Customer Service Representative
- Answered multi-line phones and routed incoming calls as required
- General Receptionist Duties
- Paginated classified pages
- Typeset classified and legal ads
- Filed accounting department invoices
- Created and designed classified display ads
- Met deadline requirements for printing
- Working knowledge of Quark Xpress Microsoft Office

January 1991 to April 1997

Poteau Daily News
 Computer Graphic Designer
 804 N. Broadway
 Poteau, Oklahoma 74953

Paula Midgley 918-647-3188

- Create and designed display ads for daily paper
- Assisted advertising sales representatives
- Answered multi-line phones and routed incoming calls as required
- Customer service receptionist
- Responsible for 100's of ads weekly
- Managed competing requirements between advertising sales representatives
- Working knowledge of Quark Xpress and Microsoft Office
- Met deadline requirements for printing

Skills:

- Typing 60 wpm
- Quark Xpress & Microsoft Office
- Customer Service Professional
- Multi-line Telephone System
- PC and MAC
- 15 years work experience in Customer Service
- 13 years work experience in Graphic Design

Education:

- Poteau High School, High School Diploma
- Basic Ombudsman Training

VOICES Vocational Evaluation Summary

Name: _____

Summary Date: _____

Unit #: _____

Evaluator: _____

Test and Inventory Results: Recorded below are the scores indicated by the client on the VICES Vocational Inventory. Numerical results are based on a scale of 5 to 25.

| | <u>WORK INTERESTS</u> | <u>WORK EXPERIENCE</u> | <u>WORK VALUES</u> | |
|-------------------|-----------------------|------------------------|--------------------|-------|
| CLERICAL | _____ | _____ | CAREER GROWTH | _____ |
| SALES | _____ | _____ | VARIETY | _____ |
| SERVICE | _____ | _____ | PROBLEM SOLVING | _____ |
| PHYSICAL | _____ | _____ | POWER | _____ |
| DRIVING/OPERATING | _____ | _____ | CUSTOMER CARE | _____ |
| MECHANICAL/REPAIR | _____ | _____ | RECOGNITION | _____ |
| CARING/HELPING | _____ | _____ | WORK ENVIRONMENT | _____ |
| CREATIVE | _____ | _____ | INDEPENDENCE | _____ |
| TECHNOLOGY | _____ | _____ | | |
| LEADERSHIP | _____ | _____ | | |

WORK CONDITIONS I PREFER

The client indicated the following on the VOICES WORK CONDITIONS INVENTORY:

As a general rule, I would enjoy working in an (1) _____ setting in a

(2) _____ place. I would prefer to be (3) _____ for most of the work

day while working (4) _____. I would prefer to be (5) _____

in my work while performing (6) _____ labor working with (7) _____.

I like wearing (8) _____ clothes while I am performing (9) _____

tasks. I enjoy doing the (10) _____ tasks that comprise my typical routine

where my work has (11) _____. I like the idea of reporting to (12) _____

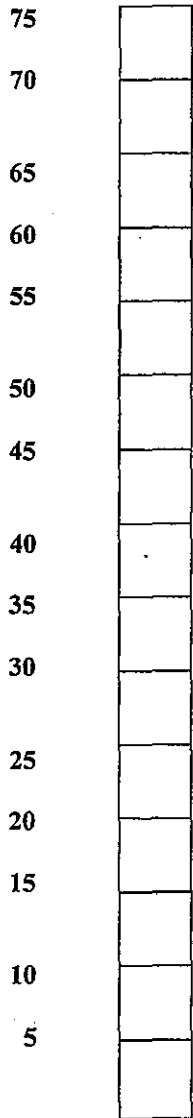
_____. Considering transportation, it suits me if my job is (13) _____.

VOICES

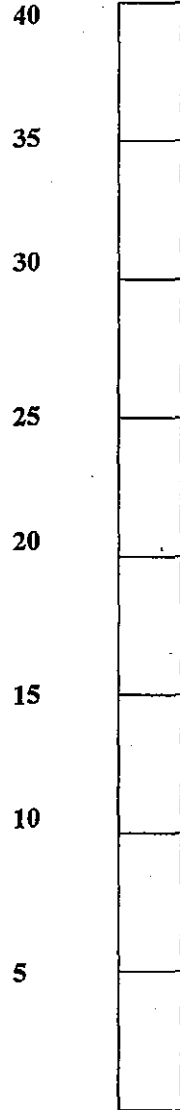
SELF ASSESSED PERSONAL IMAGE SCALES

The Client indicated the following results on inventories administered by program staff:

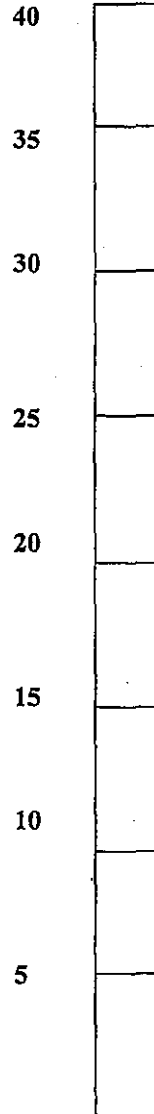
ATTITUDE



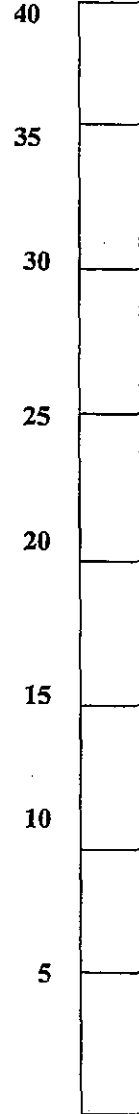
SELF-ESTEEM



CONFIDENCE



GETTING ALONG



CAREER OUTLOOK SUMMARY

My best indicators for work motivation are in the field(s) of: _____

My highest fields of experience are: _____

My indicated career fields are: _____

WORKNET
PERSONAL DATA WORKSHEET

This worksheet contains information usually found on a standard application form that you would file in your job search. Complete all the information **ACCURATELY AND COMPLETELY**. You may need to do research to get addresses, phone numbers and names of supervisors or past jobs. Start with your most recent job and work backward. Some applications may want you to go back ten years. **BE PREPARED**. Take this form with you to apply for jobs. It also provides the basic information to do a resume.

1. PERSONAL INFORMATION:

| | |
|---|---------------------------------|
| | Social Security (Optional) |
| Name | Home Phone |
| Address | Contact Person |
| City, State, Zip | Message Phone/Contact |
| Main Position/ Desired Salary (pay range) | 2 nd Position/Salary |

Availability (days and hours available for work)

| TIME | MON | TUE | WED | THUR | FRI | SAT | SUN |
|------|-----|-----|-----|------|-----|-----|-----|
| From | | | | | | | |
| To | | | | | | | |

If hired, when can you begin work? _____

Do you require reasonable accommodation to perform the duties of the job? If so, explain:

Have you ever been convicted of a felony that is related to the duties of this job? If so, explain:
 (For Example: "I made a mistake and paid for it by serving time in prison. Jail was the best thing that happened to me because it changed my old habits. Since this is my second chance, I will try harder."
OR IN YOUR OWN WORDS:

2. EDUCATION AND TRAINING:

ELEMENTARY SCHOOL: _____

(Name and Location)

School Years Completed (Circle): 3 4 5 6 7 8

INTERMEDIATE SCHOOL: _____

(Name and Location)

School Years Completed (Circle): 4 5 6 7 8 9

HIGH SCHOOL: _____

(Name and Location)

School Years Completed (Circle): 7 8 9 10 11 12

Diploma/Degree _____ Major Studies _____

COLLEGE/UNIVERSITY: _____

(Name and Location)

Academic Years Completed (Circle): 1 2 3 4 5

Diploma/Degree _____ Major Studies _____

Minor Subjects/Specialties: _____

ADDITIONAL TRAINING: _____

(Name and Location of Training)

Amount of Time in Training: _____ Certificate? _____

Describe Skills Acquired: _____

ON THE JOB TRAINING: _____

(Name of Business/Location)

Amount of Time in Training: _____ Documented? _____

Describe Skills Acquired: _____

3. SPECIAL SKILLS/EMPLOYMENT GAPS

Describe any special skills or abilities you got from sources like your work line, training programs (summer jobs) or non-wage (cash) jobs. Include any skills gained from self-employment.

4. EXPERIENCE

Employer: _____

Work Duties: _____

Dates Employed:

| | |
|--------------------|------------------|
| From: Mo. / Yr. | To: Mo. / Yr. |
|--------------------|------------------|

Address: _____

Phone: _____

Job Title: _____

Hourly Rate/Salary

| | |
|-------|-----|
| Start | End |
|-------|-----|

Supervisor: _____

Reason Left: _____

Employer: _____

Work Duties: _____

Dates Employed:

| | |
|--------------------|------------------|
| From: Mo. / Yr. | To: Mo. / Yr. |
|--------------------|------------------|

Address: _____

Phone: _____

Job Title: _____

Hourly Rate/Salary

| | |
|-------|-----|
| Start | End |
|-------|-----|

Supervisor: _____

Reason Left: _____

Employer: _____

Work Duties: _____

Dates Employed:

| | |
|--------------------|----------------|
| From: Mo. / Yr. | To: Mo./Yr. |
|--------------------|----------------|

Address: _____

Phone: _____

Job Title: _____

Hourly Rate/Salary

| | |
|-------|-----|
| Start | End |
|-------|-----|

Supervisor: _____

Reason Left: _____

5. REFERENCE:

| Name | Address | Phone | Relationship | Yrs. Known |
|------|---------|-------|--------------|------------|
|------|---------|-------|--------------|------------|

| Name | Address | Phone | Relationship | Yrs. Known |
|------|---------|-------|--------------|------------|
|------|---------|-------|--------------|------------|

| Name | Address | Phone | Relationship | Yrs. Known |
|------|---------|-------|--------------|------------|
|------|---------|-------|--------------|------------|

WORKNET:LIFESTILES

SERVICE NEEDS ASSESSMENT FORM

Please rate your need for the items below by placing an "X" on the line indicating you have no need for the item, some need for the item or a great need for the item.

| | <u>NO NEED</u> | <u>SOME NEED</u> | <u>GREAT NEED</u> |
|---|----------------|------------------|-------------------|
| 1. TRANSPORTATION (to/from Work): | | | |
| Bus Pass | _____ | _____ | _____ |
| <input type="checkbox"/> Bike <input type="checkbox"/> Motorcycle <input type="checkbox"/> Car | _____ | _____ | _____ |
| 2. CHILD CARE (On Work Days) | _____ | _____ | _____ |
| 3. INTERVIEW CLOTHING | _____ | _____ | _____ |
| 4. WORK CLOTHING (Job Related) | _____ | _____ | _____ |
| 5. WORK TOOLS (Provide List) | _____ | _____ | _____ |
| 6. EDUCATION: | | | |
| <input type="checkbox"/> GED <input type="checkbox"/> College <input type="checkbox"/> Voc Training | _____ | _____ | _____ |
| 7. COUNSELING (Work) | _____ | _____ | _____ |
| COUNSELING (Personal) | _____ | _____ | _____ |
| 8. LEGAL: Traffic Warrants/Fines | _____ | _____ | _____ |
| Child Support Payments | _____ | _____ | _____ |
| Victim Restitution | _____ | _____ | _____ |
| Gov't Loans/Welfare Payment | _____ | _____ | _____ |
| CIVIL: Restoring I.D.: Social Security | _____ | _____ | _____ |
| State I.D. | _____ | _____ | _____ |
| Birth Certificate | _____ | _____ | _____ |
| <input type="checkbox"/> CDL <input type="checkbox"/> Drivers License | _____ | _____ | _____ |
| FINANCIAL: Credit Check | _____ | _____ | _____ |
| Credit Restoration Plan | _____ | _____ | _____ |
| 9. HOUSING | _____ | _____ | _____ |
| 10. HEALTH CARE | _____ | _____ | _____ |
| OTHER (List): _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

Name: _____ Date: _____ Signature: _____

WORKNET, INC.

1130 N. NIMITZ HWY – STE. B224 • HONOLULU • HAWAII 96817
Phone: (808) 521-7770 • Fax: (808)521-7784 • Email: worknet@hawaiiantel.net

TO ALL POTENTIAL EMPLOYERS:

FOUR GOOD REASONS TO HIRE ME!

The following benefit programs are available to employers who hire individuals who are qualified due to certain challenges they face when entering the employment market. If you would like to know whether your business qualifies for these incentives, please contact us.

1. THE WORK OPPORTUNITY TAX CREDIT (WOTC)

- Provides a Tax Credit for hiring certain eligible employees
- Must keep the employee for a total of 400 hours to qualify
- Provides a Tax Credit up to \$2,400 for each person hired
- **Forms must be submitted within 28 days (three weeks) of hire**

2. ON-THE-JOB-TRAINING – Promotional Incentive (OJT)

- May pay up to 50% of my wages for up to 6 months of work
- Eligible wages are reimbursed to the employer under this program
- Length of training depends on my experience and the job requirements
- Eligibility requires increased responsibility, a new job title and at least a \$1 per hour pay increase.
- **Must maintain the new pay increase after training is complete**
- **Subject to availability of funds**

3. FEDERAL BONDING PROGRAM

- I am Bondable for losses up to \$5,000
- I will provide the bonding at NO COST to your business
- The bond is good for one year
- The bond can be renewed for a cost of \$125 per year
- **Requires consultation and set up before employment begins.**

4. ALL OF THESE SERVICES ARE FREE!

If you are interested in hiring me and instantly helping your bottom line, contact **WorkNet at 521-7770**. They will set up your business for these incentives by filing all the necessary paper work. They can explain the programs and answer any questions you may have about how to claim the credits. WorkNet is a non-profit firm that helps businesses help themselves.