

House District 20

Senate District 9

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

Log No:

For Legislature's Use Only

REC'D JAN 28 2011

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:

Dbn: MUTUAL ASSISTANCE ASSOCIATIONS CENTER (MAAC)

Street Address: 2007 PĀLOLO 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 HIRE NEEDED STAFF AND EXPAND ITS HOURS OF OPERATION TO SERVE THE GROWING NUMBER OF MARGINALIZED FAMILIES, AND PROVIDE AFTER-SCHOOL PROGRAMS, TECHNOLOGY AND MULTI-MEDIA TRAINING TO THE DISADVANTAGED YOUTH IN PĀLOLO VALLEY.

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2011-2012 \$ 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 \$ 0

COUNTY \$ 0

PRIVATE/OTHER \$ 0

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE

[REDACTED SIGNATURE]

MILTON HUTCHINSON, EXECUTIVE DIRECTOR

NAME & TITLE

1/28/2011

DATE SIGNED



Mutual Assistance Associations Center

A Non-Profit Human Services Agency Serving Hawaii's People

Business Address : 2007 Palolo Avenue • Honolulu, Hawaii 'i 96816
Tel (808) 737-9633 E-mail: palolomaac@live.com

January 28, 2011

JAN 28 2011

Rec'd 11:47 am

Board of Directors

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Melvin Aoki

Vice President

Joe Yasutake

Secretary/Treasurer

Milton Hutchison

Directors

Beatrix Hu, Ph.D.

Debra Jardine

Melvin Aoki

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Executive Director

Milton Hutchison

Honorary Directors

Charles MLS Nakoa

Suzanne M. Nakoa

Senator David Y. Ige
Chair, Committee on Ways and Means
State Capitol, Room 215
Honolulu, Hawaii 96813
Attn: Roderick Becker

Dear Chair Ige:

Re: Mutual Assistance Associations Center (MAAC) Grant-In-Aid

Mutual Assistance Associations Center (MAAC) is pleased to submit the enclosed proposal to the Twenty-Sixth Legislature, Hawaii State Legislature, for a Grant-In-Aid.

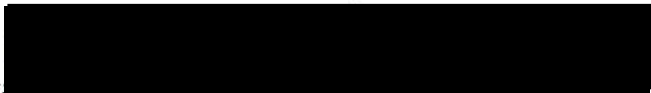
MAAC is requesting funding in the amount of \$308,256.00 for FY 2011-2012. These funds are urgently needed to enable MAAC to become a fully functional Community Technology Center (CTC).

A non-profit organization, MAAC has been serving for 25 years, the disadvantaged and immigrant children and adults who reside in the public housing projects of Pālolo Homes and Pālolo Housing.

MAAC's mission and goal is to help marginalized children succeed in life by helping them to prepare for higher education and employment through community-based technology and life skills programs.

We humbly ask for your favorable consideration of this request. If you have any questions, please contact Pauline Worsham, Business Development and Marketing Consultant, at (808) 263-5544 or 497-4084 or via email at pauline@pmwconsult.com.

Aloha and best regards,


Milton Hutchison
Executive Director

l.g.f.w.

cc: Senator Les Ihara
Senator Suzanne Chun Oakland

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 hire necessary staff and expand its 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 hiring needed staff and upgrading 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 2011-2012 calls for putting in place a core staff 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 2011-2012
1. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2011-2012.

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, 2011 to June 30, 2012

Applicant: Mutual Assistance Associations Center

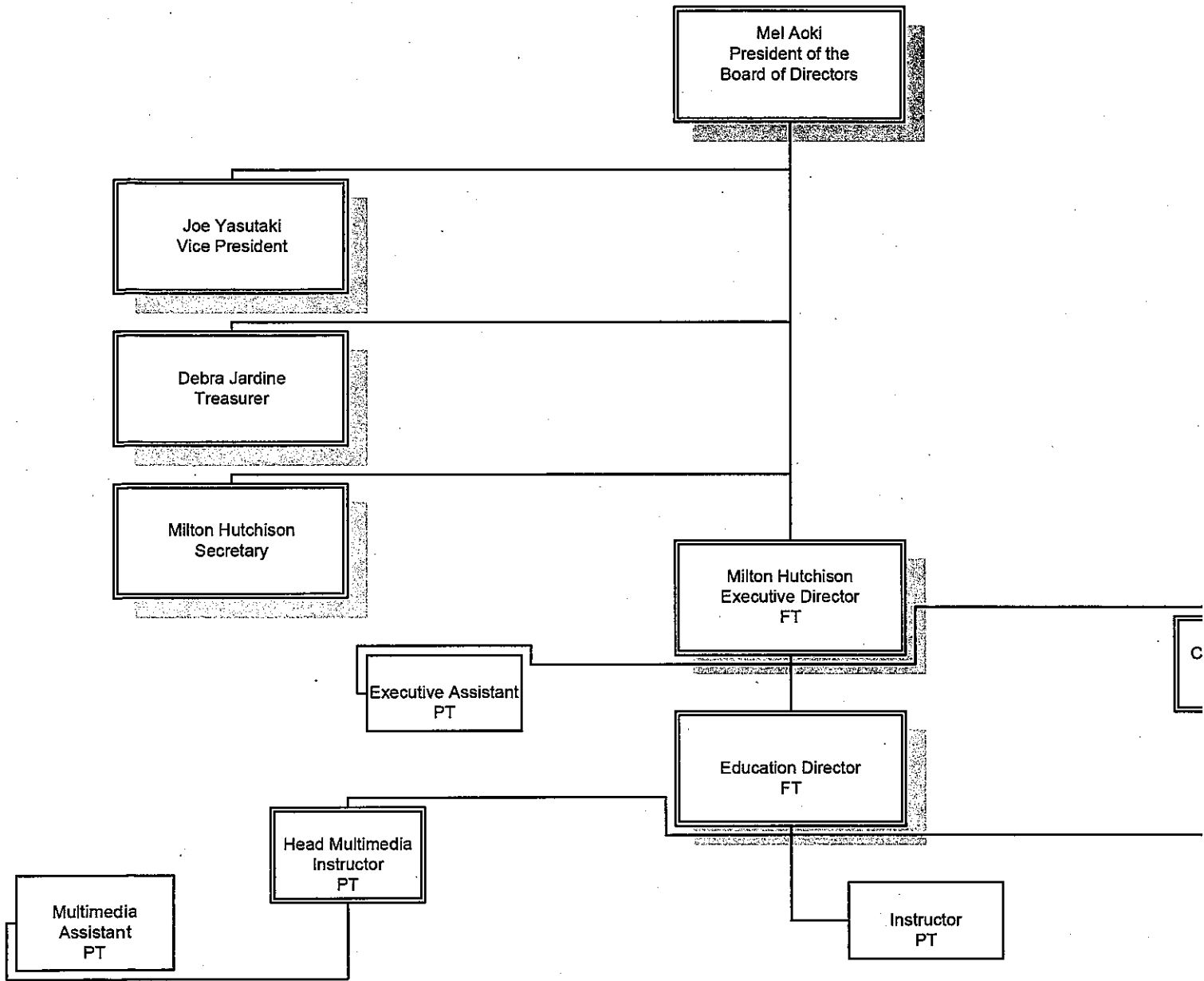
BUDGET CATEGORIES	Total State Funds Requested (a)	Cash Donations (b)	Foundations & Grants (c)	In-Kind Contributions (d)
A. PERSONNEL COST				
1. Salaries	184,156			
2. Payroll Taxes & Assessments	25,000			
3. Fringe Benefits	7,100			
TOTAL PERSONNEL COST	216,256			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	0			
2. Insurance	5,000			
3. Lease/Rental of Equipment			5,000	5,000
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		10,000		20,000
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	92,000	22,000	10,000	133,000
C. EQUIPMENT PURCHASES			30,000	
D. MOTOR VEHICLE PURCHASES	0			
E. CAPITAL	0			
TOTAL (A+B+C+D+E)	308,256	22,000	40,000	133,000
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	335,256	Milton Hutchison	808.737.9633	
(b) Cash Donations	22,000	Name (Please type or print) _____ Phone _____		
(c) Foundations & Grants	40,000	Signature of Authorized Official _____ Date Jan. 28, 2011		
(d) In-Kind Donations	133,000	Milton Hutchison, Executive Director		
TOTAL REVENUE	530,256	Name and Title (Please type or print)		

**LISTING OF ALL OTHER SOURCES OF FUNDING PENDING
FOR FISCAL YEAR 2011-2012
MUTUAL ASSISTANCE ASSOCIATIONS CENTER (MAAC)**

<u>Funding Source</u>	<u>Amount</u>	<u>Program</u>
NFL 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:

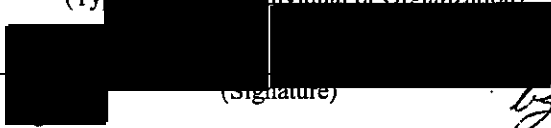
- (1) Is incorporated under the laws of the State; and
- (2) Has bylaws or policies that describe the manner in which the activities or services for which a grant or subsidy is awarded shall be conducted or provided.

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)
(Type Name of Individual or Organization)

(Signature) 1/28/2011
(Date)
Milton Hutchison Executive Director
(Typed Name) (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 OIelo 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]
ANN H. KOBAYASHI, Introduce

[REDACTED]
BARBARA MARSHALL, Chair

