

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

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

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

Log No: \_\_\_\_\_

For Legislature's Use Only

Type of Grant or Subsidy Request:

GRANT REQUEST – OPERATING

GRANT REQUEST – CAPITAL

SUBSIDY REQUEST

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

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

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

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

DEPARTMENT OF EDUCATION

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

**1. APPLICANT INFORMATION:**

Legal Name of Requesting Organization or Individual: Best Buddies Hawaii, LLC

Db/a:

Street Address: 95 Mahalani St. #9  
Wailuku, HI 96793

Mailing Address:

**2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:**

Name MICHAEL McCORMICK

Title State Director

Phone # (808) 242-6962 \_\_\_\_\_

Fax # (808) 875-1638 \_\_\_\_\_

e-mail MichaelMcCormick@bestbuddies.org

**3. TYPE OF BUSINESS ENTITY:**

NON PROFIT CORPORATION

FOR PROFIT CORPORATION

LIMITED LIABILITY COMPANY

SOLE PROPRIETORSHIP/INDIVIDUAL

**6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:**

The Best Buddies Jobs program would launch a supported employment program for adults with intellectual and developmental disabilities on Maui and Oahu. This would result in placing at least five individuals with disabilities in community based jobs during the first year of the project.

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

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

**7. AMOUNT OF STATE FUNDS REQUESTED:**

FISCAL YEAR 2014: \$75,000

**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 \$81,060

PRIVATE/OTHER \$25,000 \_\_\_\_\_

Michael McCormick, State Director  
NAME & TITLE

1-24-2013  
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;

Best Buddies Hawaii, LLC, (BBHI) creates opportunities for one-to-one friendships, integrated employment, and leadership development for people with intellectual and developmental disabilities (IDD). BBHI is a state affiliate of Best Buddies International (BBI), a 501(c)(3) non-profit organization that was founded by Anthony K. Shriver in 1989. Best Buddies programs have been operating in Hawaii since 2008.

2. The goals and objectives related to the request;

This project will allow BBHI to launch the Best Buddies Jobs program in Hawaii.

Best Buddies Jobs was created in 1994 for people with IDD to obtain employment in integrated community settings. Integrated employment is the first and only option for Best Buddies program participants. Through Best Buddies, people with IDD receive individualized services and ongoing support to secure and maintain jobs of their own choosing at competitive wages. Best Buddies focuses on incorporating people with IDD in jobs that are in non-traditional employment settings for the IDD population, such as working in offices and other integrated workplaces. Launched in Miami, Florida in 1994, the program expanded to Los Angeles, California in 1996, Boston, Massachusetts in 2004, Falls Church, Virginia in 2011, and San Francisco/Silicon Valley, California in 2012.

Once we have achieved our goal of starting Jobs in Hawaii, our objective is to place at least five individuals with IDD in competitive jobs during the first year of the program.

3. The public purpose and need to be served;

In Hawaii, only 23% of citizens with a cognitive disability are employed, according to the 2011 American Community Survey.

In addition to fostering independence, supported employment is cost-effective. “For every \$1 of costs taxpayers and workers invest into supported employment, more than \$1 is returned in the form of monetary benefits.” (Cimera, R.E. *The cost-efficiency of supported employment programs: A literature review*. Journal of Vocational Rehabilitation 14 (2000) 51–61). Supported employment holds a distinct advantage over sheltered workshops when it comes to cost savings: “Research indicates that employees receiving supported employment services generate lower cumulative costs than employees receiving sheltered workshop services and that whereas the cost-trend of supported employees shifts downward over time, the opposite is the case for individuals receiving sheltered workshop services.” (Robert Evert Cimera, Paul Wehman, Michael West and Sloane Burgess, *Do Sheltered Workshops Enhance Employment Outcomes for Adults with Autism Spectrum Disorder?*, Autism, 2011)

Lack of social skills will affect these students as they enter adulthood; researchers have found that social skills are essential for holding a job. (Holmes, J., Small Talk at Work: Potential problems for workers with an intellectual disability; *Research on Language and Social Interaction*, 36(1), 65-84., 2003) Because they lack opportunities to learn about appropriate social interaction, it is often difficult for adults with IDD to mingle and network with their colleagues without IDD. This makes holding a job especially challenging for this population. “While these workers are generally able to handle well the tasks required of them at work, the social interaction which others manage with ease often presents unexpected hurdles.” (Holmes, J. & Fillar, R., Handling small talk at work: challenges for workers with IDD; *International Journal of Disability, Development and Education*, 47(3), 273-291., 2000) Best Buddies provides socialization opportunities so that Hawaiian youth with IDD can become more employable, more independent, and more included in their communities. Then, once a student leaves high school, we are equipped to help them enter the workforce independently.

BBHI seeks \$75,000 in funding to launch the Jobs program in order to provide supported employment services to residents of Hawaii with IDD on Maui and Oahu.

4. Describe the target population to be served; and  
The target population for this project is adults with IDD.
5. Describe the geographic coverage.  
This project will cover Maui and Oahu and will require staff to travel inter-island between Oahu and Maui.



## II. Service Summary and Outcomes

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

1. Describe the scope of work, tasks and responsibilities;  
This funding, if awarded, would help fund Best Buddies Jobs on Maui and Oahu.

Best Buddies Jobs provides 100 percent individualized employment services for people with IDD. Best Buddies does not offer placement or training in group or enclave settings. All placements are person-centered and based on the individual's personal preference and career goals. Once a participant has secured employment, an employment consultant (job coach) will assist them at their new job. Training is tailored to the specific requirements of the job, according to the criteria of the employer.

The employment consultant is responsible for the introduction phase and for the training program for the employee. The program carefully describes the skills necessary for the job, required training, who will provide the training, and any accommodations that may be necessary. When the employee begins work, the job tasks may initially be heavily supported by the employment consultant. This balance shifts immediately as the employment consultant begins fading and the worker adjusts to the job and assumes responsibility for it. If needed, a detailed task analysis is conducted to assist in forming training strategies and is kept on file for future reference. This is helpful in determining where intervention and prompts are needed. Employment consultants always consider the most effective way for the participant to do a task and work closely with the supervisor when outlining the steps of a task for the participant.

Best Buddies Jobs emphasizes developing high quality jobs with corporate employers as well as other non-traditional job opportunities. Best Buddies has found that greater participant satisfaction and better quality jobs result by taking this approach. The former President's Committee on Employment of People with Disabilities recognized Best Buddies Jobs in the mid-1990's as a national model of supported employment focusing on white collar and other non-traditional employment opportunities for people with IDD. We continue to seek the best jobs possible for our participants and utilize our extensive network of employers, donors, and families to create new employment opportunities.

Because of Best Buddies experience with supported employment, we know that finding the right job can take time. Our expected outcome for year one is to place five individuals with IDD in jobs.

2. Provide a projected annual timeline for accomplishing the results or outcomes of the service;



The Best Buddies Jobs Project will begin on July 1, 2013. We have a program supervisor identified and will hire an employment consultant in July. Because we have a supervisor for the program, we anticipate being able to begin work immediately upon award. Below is the order in which our activities take place.

### **Intake and Planning**

Upon selection of the Best Buddies Jobs program, participants meet with trained Best Buddies employment consultants to discuss the program objectives and assess the participant's interests, needs, and skills. The goal of ending Social Security cash benefits by working enough hours at prevailing wages will be discussed at this meeting. To maximize the benefit of the introductory meeting, Best Buddies encourages all concerned parties to attend this meeting including family and support group members, representatives from government agencies including staff from the local developmental disabilities agency and department of vocational rehabilitation, and school staff, if working with transitioning youth.

An Individualized Written Program Plan (IWPP) is created for each program participant with the participant actively involved in the development of goals, objectives, and action plans as they relate to searching for, finding, and maintaining employment. Vocational preferences and career goals are documented in each plan. The IWPP must be written in the first person, meaning the participant is creating the IWPP for themselves and in their own words (i.e., I want a job in an office.). This is to accommodate the participant and follow a person-centered approach in which all material is developed from the participant's perspective rather than that of representatives of the Jobs program or resource agency.

Each IWPP includes the following:

- Vocational Profile/Employability Plan: A brief assessment of the individual's background, work history, and employability.
- Program Plan: An outline of services to be provided, needs and preferences, functional limitations, specific long and short term goals, objectives, and action plans to be attained.
- Monthly Progress Section: Tracking sheet for progress towards goals to be documented and updated monthly until employment is secured.

### **Job Development**

Once a participant has identified the type of job they wish to obtain, the job development process begins. An analysis of the person's local community is conducted in order to target companies that are in close proximity to the person's home or that are easily accessible by public transportation. The Jobs program team reviews this information and shares any possible leads they may have.

There are often current employers or corporate connections that can be contacted to explore possible job openings within their businesses. Networking with these businesses as well as other community connections has been an effective strategy to develop jobs in a variety of industries.

Each participant has a trained employment consultant who works with them during the job development process. During this stage, job preparation and readiness training is provided to all participants including:

- Development of a high impact résumé and portfolio
- Researching employment opportunities
- Applying for available positions
- Interviewing skills
- Networking
- Employability Skills (e.g., punctuality, calling the supervisor when sick, etc.)

### **Individual Placement and Training**

Once a participant has been offered a job and has chosen to accept the position, job training is conducted. Job training emphasizes employer involvement and participant independence. Employment consultants provide the employer with any assistance necessary for the participant to adequately learn all required tasks. Such assistance varies on a case-by-case basis, depending on the needs of the participant and the employer's requirements. Each job site is analyzed using a checklist that addresses transportation access, architectural or physical barriers, and communication access to make sure that it is as accessible as possible for the participant interested in the position. If the workplace is not accessible, Best Buddies staff will assist the employer in making it accessible by recommending the needed adjustments.

Once a person has been employed for 30-60 days, a meeting takes place with them, their supervisor, employment consultant, and any other member of the support team that the participant would like to include (family, case managers, vocational rehabilitation counselor, etc.). At the meeting, the participant's overall employment situation is addressed, including the following: job responsibilities, learning style, strengths and challenges, relationships between supervisor and co-workers, other sources of support, accommodations/assistive technology, and medical/behavioral needs.

Best Buddies Jobs maintains contact with the participant and employer for as long as the person is employed.

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



Best Buddies has developed a program evaluation instrument with technical assistance provided by Michael West, Ph.D., Director of Research at Virginia Commonwealth University. The areas Best Buddies measures are described below.

**Natural Supports**

A Quarterly Update with a natural supports checklist is developed to show the types of natural supports that have been utilized over the previous quarter. This form will measure what supports were utilized and who initiated utilization of the support.

**Hiring**

Best Buddies not only tracks successful employment situations but measures job retention, average wages, and change in employment services. An Employer Report has been developed to collect information on our participant employment situations.

**Choices and Satisfaction**

A Participant Satisfaction Survey has been developed to measure participant choice and satisfaction with their employment.

An Employer's Evaluation of the Program Form has been developed to reveal the employer's satisfaction with hiring a participant, with the assistance of the Best Buddies supported employment program.

A Supervisor's Evaluation of the Employee Form has been developed as a tool for evaluating the performance of an employee on the job. This gives the opportunity to the employer to express areas of improvement for the participant. During the evaluation, the participant, the supervisor, and the employment consultant are present. This is an opportunity for the participant to self-advocate any issues they may want to discuss, as well as receive feedback on their performance, and areas where improvement is needed.

A final report is completed that will evaluate each area outlined above.

4. 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.

BBHI seeks \$75,000 in funding for this project. This project will place five individuals with IDD in community based jobs in the first 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.
  
2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2014.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$18,750.	\$18,750.	\$18,750.	\$18,750.	\$75,000.

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2014. Hawaii Department of Health - \$50,000.
  
4. The applicant shall provide a listing of all state and federal tax credits it has been granted within the prior three years. Additionally, the applicant shall provide a listing of all state and federal tax credits they have applied for or anticipate applying for pertaining to any capital project, if applicable.

N/A

### 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.

Best Buddies Jobs provides integrated, supported employment opportunities for people with IDD, targeting higher-paying jobs in professional environments. BBJ has a proven track record helping participants secure non-traditional supported employment in law firms, financial planning firms, the entertainment industry, hospitals, luxury hotels, and high profile government offices; these jobs pay above minimum wage and often include benefits. We also strive to find jobs where there is an opportunity for career advancement.



Best Buddies Jobs provides individualized job placement, on-the-job training, and long-term support for individuals with IDD. Since starting in Miami, Florida in 1994, we have assisted over 500 individuals in securing employment, and we currently provide services to over 230 individuals working in integrated settings.

The following chart demonstrates our impact since the start of the Jobs program. We anticipate building on this success in Hawaii.

Location	Year Program Began	Number of Current Employed Participants	Number of Participants in Job Development	Number of Participants in Project SEARCH	Wage Range
Miami	1994	66	33	24	\$7.67 - \$11.25
Los Angeles	1996	50	7	8	\$8.25 - \$15.60
Boston	2004	57	16		\$8.00 - \$23.00
Falls Church	2011	4	1		\$10.00 - \$16.40
San Francisco /Silicon Valley	2012	4	1		\$12.24 - \$14.25

**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. The applicant shall also describe how the facilities meet ADA requirements, as applicable.

Best Buddies Hawaii currently has an office on Maui located at the J.W. Cameron Center in Wailuku. Upon approval of this grant, this office will be expanded to accommodate the extra space needed for Jobs on Maui. The Cameron Center provides three conference rooms and an auditorium to all tenants and is 100% ADA compliant.

On Oahu, the Filipino Community Center in Waipahu has approved Best Buddies as a potential tenant for office space. We are in the process of raising additional funding allowing us to rent this available space. This center is also ADA compliant and has a board room and auditorium as part of its facilities. Upon approval of this grant, this office space will be leased providing the necessary space to Best Buddies staff.

## **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.

BBHI State Director Mike McCormick is responsible for ensuring success of all state programs, and managing all state and private grants. Mike has overseen Best Buddies chapters in Maui County since April 2008. Mike has a brother with IDD and is passionate about Best Buddies' mission. He is a successful business man and has been a community activist since 1990. Mike will maintain contact with student leaders and advisors at chapters through email, phone and site visits, and assist with problem-solving and leadership development.

Mike reports directly to BBI's Senior Director, State Operations, Stephanie Moore. Stephanie has been with Best Buddies since 2006, starting as the Best Buddies Florida State Director before moving into her current position. She holds a B.A. from the University of North Florida.

BBI's Vice President of Finance, Jennifer Miller, came to Best Buddies in 2000 with eight years of management experience in payroll and accounts payable. Jen earned her B.S. in Accounting from Florida International University. She is responsible for financial accounting related to this grant.

In addition, BBHI also has an Oahu Advisory Board consisting of members of the community.

### **B. Organization Chart**

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

Please see attached organizational chart.

## **VI. Other**

### **A. Litigation**



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

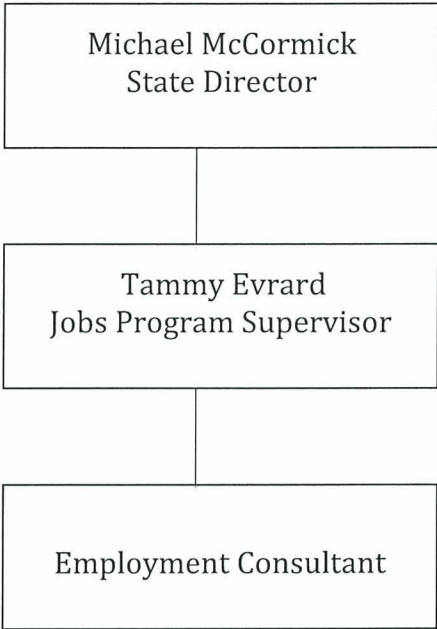
N/A

**B. Licensure or Accreditation**

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

N/A

Best Buddies Hawaii  
Organizational Chart - Jobs



**BUDGET REQUEST BY SOURCE OF FUNDS**  
(Period: July 1, 2013 to June 30, 2014)

Applicant: Best Buddies Hawaii

<b>BUDGET CATEGORIES</b>	<b>Total State Funds Requested</b> (a)	<b>Matching funds</b> (b)	(c)	(d)
<b>A. PERSONNEL COST</b>				
1. Salaries	54,800	55,000		
2. Payroll Taxes & Assessments	6,050	6,050		
3. Fringe Benefits	6,050	6,050		
<b>TOTAL PERSONNEL COST</b>	<b>66,900</b>	<b>67,100</b>		
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island, travel/mileage	2,500	1,500		
2. Insurance	0	0		
3. Lease/Rental of Equipment	550	1,500		
4. Lease/Rental of Space	1,400	3,050		
5. Staff Training	0	2,300		
6. Supplies	200	750		
7. Telecommunication	0	3,300		
8. Utilities	0	1,450		
9. Postage	0	530		
10. Public Awareness/Marketing	0	1,000		
11. Job Development	450	1,050		
12. Agency support and training	3,000	3,480		
13				
14				
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>8,100</b>	<b>19,910</b>		
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>	<b>75,000</b>	<b>87,010</b>		
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	75,000	Best Buddies Hawaii (808) 242-6962		
(b) Private Funding	87,010			
<b>TOTAL BUDGET</b>	<b>162,010</b>	Michael McCormick, State Director Best Buddies Hawaii Name and Title (Please type or print)		



## BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: Best Buddies Hawaii

Period: July 1, 2013 to June 30, 2014

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
State Director	1	\$35,000.00	10%	\$ 3,500.00
Area Director	1	\$45,000.00	15%	\$ 6,750.00
Operations Coordinator	1	\$30,000.00	15%	\$ 4,500.00
Jobs Supervisor	1	\$38,500.00	50%	\$ 19,250.00
Employment Consultant	1	\$32,000.00	65%	\$ 20,800.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				<b>54,800.00</b>
<b>JUSTIFICATION/COMMENTS:</b>				

**DECLARATION STATEMENT OF  
APPLICANTS FOR GRANTS AND SUBSIDIES PURSUANT TO  
CHAPTER 42F, HAWAI'I REVISED STATUTES**

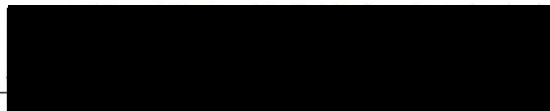
The undersigned authorized representative of the applicant certifies the following:

- 1) The 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:
  - a) 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;
  - b) Complies 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;
  - c) Agrees not to use state funds for entertainment or lobbying activities; and
  - d) Allows 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.
  
- 2) The applicant meets the following requirements pursuant to Section 42F-103, Hawai'i Revised Statutes:
  - a) Is incorporated under the laws of the State; and
  - b) 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.
  
- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawai'i Revised Statutes:
  - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
  - b) Has a governing board whose members have no material conflict of interest and serve without compensation.

Pursuant to Section 42F-103, Hawai'i Revised Statutes, for grants or subsidies 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.

Best Buddies Hawaii



(Signature)

1-24-2013

(Date)

Michael McCormick

(Typed Name)

State Director

(Title)