

House District 24
Senate District 12

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):

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:
Central Union Church Preschool and Kindergarten
Dba: n/a
Street Address: 1660 South Beretania Street Honolulu, HI 96826-1195
Mailing Address: 1660 South Beretania Street Honolulu, HI 96826-1195

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name MARIE HOOK
Title Director-Central Union Preschool and Kindergarten
Phone # 808 946-4025
Fax # 808 942-5400
e-mail mhook@centralunionpreschool.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:

CENTRAL UNION PRESCHOOL'S CAMPUS REDEVELOPMENT

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

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2014: \$ 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 \$ 3,500,000

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[REDACTED]

TASHA SAWAI, COMPTROLLER
NAME & TITLE

1/30/13
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;**

In October 1928, Central Union Church Preschool and Kindergarten (CUPS) opened its doors to 14 children, pioneering the concept of cooperative play school experiences. Over the past 84 years, the school has grown to become one of the largest preschools in Hawaii and a leader in the field of early education. A dedicated and highly trained faculty works together to support the school's mission and philosophy.

School Mission: Central Union Church Preschool and Kindergarten is an early education program that promotes spiritual, cognitive, socio-emotional and physical growth in a nurturing environment and provides a solid foundation for early learning. Its program of educating the whole child promotes a life-long enthusiasm for learning and provides a smooth transition from home to school. It promotes the value of early childhood education throughout the community and provides for the on-going growth of its faculty and parent community.

Students: The student body is comprised of approximately 180 students from toddlers through pre-Kindergarten. Students come from all over the island and a portion (8%) of them receives financial aid. Each year the school receives 250- 300 applications for 80 available spaces in the 3-6 program. The Toddler Program for 2 year olds receives approximately 180 applications for 18 available spaces.

Faculty and Staff: There are two teachers per classroom and the teacher to student ratio is no more than 1:10. The faculty is well qualified in early childhood education and is committed to providing a quality program for children. The school offers a Professional Development Program to encourage faculty to pursue college-level degrees in Early Childhood Education. There are 37 faculty and staff.

CUPS is licensed both by the State Department of Human Services and the Hawaii Council of Private Schools. It is also accredited by the National Association for the Education of Young Children (NAEYC) and is a member of the Hawaii Association for the Education of Young Children (HAEYC) and the Hawaii Association of Independent Schools (HAIS).

2. The goals and objectives related to the request;

In the early 2000's, the preschool council embarked on a phased campus redevelopment project to create a new campus and to enable best practices in early childhood education.

The newest campus building was built in the 1950s and designed for older children. The other buildings date back to the 1920s. These structures were originally built as guest pool cabanas on the site of the former Dillingham residence and farm, and are in serious need of replacement. The buildings are no longer suitable for existing academic and administrative functions, the classrooms are undersized and awkwardly configured, there is a lack of storage and teacher support areas and there are no attached restroom facilities.

Finally, a devastating fire in October 2008 destroyed the Nursery Court Building, which housed three classrooms for three-year olds, the development office, administration offices, teachers' lounge and prep room, and restrooms. Since then the school has had to accommodate students in makeshift classrooms.

The architectural firm, Group 70 International, has been retained to conduct the project planning and design. Plans call for a complete rebuilding of the existing campus to be completed in four phases so as to cause minimal disruption to campus life. Project expenses for all four phases are estimated at \$11 million.

The project will include demolition of existing buildings; infrastructure for the campus (sewer, water, electricity, etc); construction of eight classrooms, an administrative building that will include the library and the kitchen. All of the buildings will be LEED Silver certified making the school the first private preschool campus in the State of Hawaii to be completely LEED certified.

Groundbreaking ceremonies were held in September 2011 and construction on Phase I began in late 2011, Ralph S. Inouye, Co., Ltd. is the contractor. Phase I includes two classrooms, the administrative building which houses the library, entry pavilion and infrastructure work (sewer, water and electric lines). Opening ceremonies for Phase I were held in November 2012 and classes will begin in the new classrooms in February. Planning and design for Phase II is currently in process.

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

The first years of a child's life are critical to his or her development. Research shows that high quality education before a child turns five yields significant long-term benefits. The "High/Scope Perry Preschool Project," tracked low-income children from the age of two or three through adulthood, and found that individuals enrolled in a quality preschool program ultimately earned up to \$2,000 more per month than those who were not enrolled in the program. Those enrolled were more likely to graduate from high school, to own homes and have longer marriages.

Early childhood education makes good economic sense. In 2003, Art Rolnick, a senior vice president and director of research of the Federal Reserve Bank of Minneapolis, received national attention for a paper he published estimating the return on investment of a good preschool at 12%. By 2007 he had revised this return up to 16%.

In Hawaii each year there are as many as 6,000 new kindergarten students who have not attended preschool, parent-participation preschools or other home-to-school transition programs that help prepare children for a successful school experience. In his 2013 State of the State address, Governor Neil Abercrombie stated that only 57 percent of students who enrolled in kindergarten across the state in 2012 had attended preschool. He called for programs to better prepare children for their first day of school.

4. Describe the target population to be served;

Children of all ethnicities and religions are accepted at CUPS. The student body is comprised of 180 students from toddlers through pre-Kindergarten. Each year the school receives 250- 300 applications for 80 available spaces in the 3-6 program. The Toddler Program for 2 year olds receives approximately 180 applications for 18 available spaces.

5. Describe the geographic coverage.

Central Union Church Preschool and Kindergarten serves families throughout the island of Oahu.

II. Service Summary and Outcomes

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

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

Group70 International architectural firm designed Phase I and is working on Phases II thru IV. Construction of Phase I was provided by contractor Ralph S. Inouye, Co., Ltd. Phase I is complete and development of the plans and design for Phase II are underway.

Phase I construction included initial installation of infrastructure (sewer, water, electrical lines); construction of Classrooms 1&2; and construction of the Library and Administrative building and Entry Pavilion. Phase II will include construction of two additional classrooms.

Oversight and management of the project will be maintained by the construction project management team which is comprised of members of the Buildings and Grounds committee, the Director of Central Union Church Preschool and Kindergarten, the architect, contractor and project management firm's representative and the Preschool and the Church's administrator and comptroller.

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

Phase II:

Planning and Design	Completed March 2013
Permitting	Completed December 2013
Construction	Completed December 2014

Subsequent Phases III-IV are in the planning stages.

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 campus redevelopment project will be evaluated through the systems that currently evaluate the school: 1) The Department of Human Services, State of Hawai'i; and 2) national accrediting bodies including the National Association for the Education of Young Children (NAEYC), both of which conduct rigorous quality reviews of educational programs, faculty qualifications and facilities requirements.

Additionally, the project and the Capital Campaign will be evaluated based upon meeting the projected construction and campaign timelines and budget. The project will be deemed a success based upon the feedback of stakeholders who contributed to the planning and design, and donors who contributed to the campaign in support of the campus redevelopment project.

Most important, will be the response from our students' families and teachers who will know best if the project is truly successful in meeting the school's mission.

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

- Review and approval of all design and construction plans by the Department of Human Services
- Review and approval of all design and construction plans by the City Department of planning and permitting
- Comprehensive inspection by the City Building Department upon 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.

See Attached

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2013-2014.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$250,000	\$500,000	\$125,000	\$125,000	\$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 2013-2014.

Funding Source	Amount
Foundations and Corporations	\$150,000
Individuals (families, alumni, church)	\$1,400,000

4. The applicant shall provide a listing of all state and federal tax credits that have 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.

Not Applicable

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.

CUPS is financially stable and has experience in grants management, having received a State Grant-in-Aid (GIA) for plumbing and electrical upgrades, and grants from private foundations.

Central Union Church is governed by a 24-member Church Council made up of individual volunteers from a wide range of backgrounds. Four members of the Church Council also serve on the Preschool Committee, which acts as liaison between the Council and the Preschool Ministry. The Preschool Ministry consists of 16 voting members who are responsible for the governance of the school.

Oversight and management of the project will be maintained by the construction project management team which is comprised of members of the Buildings and Grounds committee, the Director of Central Union Church Preschool and Kindergarten, the architect, contractor and project management firm's representative and the Preschool and the Church's administrator and comptroller.

In addition, the school has retained the services of the following companies to assist in managing and overseeing the project or to provide construction services:

- Group 70 International – architect (Phase I and II)
- Ralph S. Inouye Co., Ltd. -contractor (Phase I)
- Bowers & Kubota -project manager (Phase I)

B. Facilities

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

Central Union Church campus is located on 8 acres of property bordered by Beretania and Punahou Streets in Honolulu. CUPS is situated on 3 acres of the campus. The preschool currently consists of five structures that house 9 classrooms and the school kitchen. Recently, the classrooms and administrative offices (housed in temporary space due to the devastating fire in October 2008), received the Certificate of Occupancy for Phase 1. Offices and classrooms are moving into the new space.

There are three structures on the preschool campus that date back to the early and mid 1900s. These structures occupy approximately 2/3 of the preschool campus. Two of the single story structures are built of redwood and the third is cement. The cement structure is home to two classrooms and was built in 1950 to educate older children. It has not undergone any significant renovations since 1950. The wooden structures were built well before 1950 and are home to 5 classrooms and the preschool kitchen. The single story buildings have open beam ceilings and concrete floors. Classrooms in the buildings average 850 square feet. Restrooms were added onto the wooded structures sometime in the 1940s.

V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

Management staff and faculty for the operation of the preschool are presently available at CUPS. The school has a full-time Director with over 30 years of early childhood experience; 30 teachers and aides; 8 school staff. Upon completion of the project, CUPS will have the capacity to increase enrollment. In addition to the larger 3 – 6 year old classrooms, CUPS will be able to expand highly desired Toddler Program from one to four classrooms. Additional staffing consisting of toddler teachers and aides will be recruited and hired upon completion of the project.

B. Organization Chart

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

See attached

VI. Other

A. Litigation

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

Not applicable

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.

Central Union Church Preschool and Kindergarten is licensed both by the State Department of Human Services and the Hawaii Council of Private Schools. It is also accredited by the National Association for the Education of Young Children (NAEYC) and is a member of the Hawaii Association for the Education of Young Children (HAEYC) and the Hawaii Association of Independent Schools (HAIS).

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

Applicant: Central Union Church Preschool & Kindergarten

BUDGET CATEGORIES	Total State Funds Requested (a)	Foundations and Corporations (b)	Individual Donors (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	150,000	1,400,000	
TOTAL (A+B+C+D+E)	1,000,000	150,000	1,400,000	
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	1,000,000	Marie Hook (808) 946-4025		
(b) Foundations and Corporations	150,000	[Redacted Signature]		
(c) Individual Donors	1,400,000			
(d)		Signature of Authorized Official _____ Date _____		
TOTAL BUDGET	2,550,000	Tasha Sawai, Comptroller Name and Title (Please type or print)		

**BUDGET JUSTIFICATION
CAPITAL PROJECT DETAILS**

Applicant: Central Union Church Preschool & Kindergarten

Period: July 1, 2013 to June 30, 2014

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: 2011-2012	FY: 2012-2013	FY:2013-2014	FY:2013-2014	FY:2014-2015	FY:2015-2016
PLANS						
LAND ACQUISITION						
DESIGN	150,000.00			350,000.00		
CONSTRUCTION	572,000.00	1,131,000.00	1,000,000.00	1,200,000.00	2,500,000.00	2,500,000.00
EQUIPMENT						
TOTAL:	722,000.00	1,131,000.00	1,000,000.00	1,550,000.00	2,500,000.00	2,500,000.00
JUSTIFICATION/COMMENTS:						

**DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS AND SUBSIDIES PURSUANT TO
CHAPTER 42F, HAWAII REVISIED 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, Hawaii'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, Hawaii'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, Hawaii'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, Hawaii'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.

Central Union Preschool and Kindergarten

(Typed Name of Individual or Organization)



1/31/13

(Date)

Tasha Sawai

(Typed Name)

Comptroller

(Title)

CENTRAL UNION CHURCH COUNCIL FLOWCHART

2011-2012

