

House District 40, 41

Senate District 19

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: Ewa Beach CBDO

Dba: Same

Street Address: c/o Hale Pono Boys and Girls Club, 91-884 Fort Weaver Road, Ewa Beach, HI 96706

Mailing Address: Same as above

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name CHRISTIANE BOLOSAN-YEE

Title President

Phone # 778-3230

Fax #

e-mail Christiane@ewabeachcbdo.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:

MALAMA IĀ 'EWA

To develop, implement and monitor social, economic and community development projects in the Ewa Beach NRSA and surrounding areas.

4. FEDERAL TAX ID #:

5. STATE TAX ID #:

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2014: \$ 453,100

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 OF REPRESENTATIVE:

CHRISTIANE BOLOSAN-YEE, PRESIDENT
NAME & TITLE

1/30/13
DATE SIGNED

**APPLICATION FOR GRANTS AND SUBSIDIES
FY 2013-2014**

I. BACKGROUND AND SUMMARY

1. A brief description of the applicant's background

The Ewa Beach Community Based Development Organization (Ewa Beach CBDO) is a relatively new 501(c)(3) nonprofit organization that was incorporated in 2009. Based in Ewa Beach, it engages in community development activities primarily within the Ewa Beach Neighborhood Revitalization Strategy Area (NRSA) of the City and County of Honolulu. Its primary mission is to provide a strong economic base and improve the quality of life for Ewa residents. The Ewa Beach NRSA is comprised of the majority of "Old Ewa Beach" and Iroquois Point and has been determined to be an economically and socially distressed area.

What is an NRSA? In recent years, the U.S. Department of Housing and Urban Development (HUD) has stressed a coordinated marshalling of resources to facilitate comprehensive community revitalization strategies in NRSA communities. These comprehensive revitalization strategies seek to create partnerships among federal, state and local governments, the private sector, community organizations, and neighborhood residents. By doing so, HUD seeks to transform distressed communities into communities of opportunity by investing human and economic capital, and by economically empowering low/moderate income residents.

In response to this initiative, the Ewa Beach CBDO was formed and the Ewa Beach Neighborhood Plan (Neighborhood Plan) was developed through a comprehensive community consultation and planning process. The Neighborhood Plan establishing the Ewa Beach NRSA was approved by the Honolulu City Council in May 2010 and is included in its Final Sixteenth Year Action Plan for Program Year 2010-2011.

The Ewa Beach CBDO is currently governed by a seven-member Board of Directors, all of whom are volunteers who reside in or are closely associated with the Ewa Beach community. There is also an Advisory Board, currently consisting of 3 volunteer advisors.

Since its inception three years ago, the Ewa Beach CBDO has been busy, offering various programs and activities to its residents, and has completed a small capital improvement project. In 2011, the Ewa Beach CBDO, in partnership with Empower Oahu, organized several entrepreneurial training classes. A 30-hour ServSafe Certification course educated students on food safety, while three 40-hour microenterprise training courses offered training on how to successfully start up and operate a micro-business (which consists of 10 or fewer employees). On January 21, 2012, the Ewa Beach CBDO hosted a community-wide economic development fair at Pohakea Elementary School called "Rediscover Ewa Beach: Its People, Its Communities." The inaugural event attracted over 500 attendees. It showcased the products and businesses of the microenterprise

graduates, as well as other Ewa Beach area businesses, service organizations, sports and youth leagues, schools and churches, and other nonprofit organizations in Ewa Beach. The Ewa Beach CBDO hopes to make this an annual event which grows bigger and better each year.

In 2012, the Ewa Beach CBDO built a new playground in the Ewa Beach Community Park with City grant funds. Originally, the CBDO had planned to utilize the existing safe surfacing area and install equipment that would fit onto the existing footprint. However, during the contractor selection process, the CBDO was given the opportunity to build something very different and unique that would still fall within the grant amount, but which would require a larger 40' x 50' soft surfacing footprint. The playground equipment that was selected is a huge 14' high climbing structure called an "Explorer Dome." It was the first of its kind to be erected in Hawaii and the keiki of Ewa Beach just love it. Upon completion, the equipment was dedicated to the City. Because of limited funding, it was the responsibility of the Ewa Beach CBDO to find the money and/or volunteers to help remove the old asphalt and concrete, and to build new curbing and underlayment for the larger soft surfacing area underlying the playground equipment. Through an awesome partnership of various community volunteers, organizations, and companies working together, a \$160,000 playground project was built through the donation of manpower and/or materials that supplemented the \$90,000 grant.

The Ewa Beach CBDO has also sponsored or promoted a number of other activities and events for the betterment of Ewa Beach:

- A summer internship program;
- A Sunday open market at Ewa Beach Elementary School;
- Ocean & Safety Awareness workshops in partnership with Na Kama Kai. 250 keiki have been served in Ewa Beach in the past year and a half;
- Community service projects in partnership with other organizations, such as Ewa Weed & Seed, Ewa Beach Hale Pono Boys and Girls Club and the Ewa Beach Lions Club.
- The 50th Anniversary Celebration of James Campbell High School attended by over 2,000 alumni, friends and family.
- Programs in partnership with the Consortium of Health, Safety and Support which focuses on the elimination of intimate partner violence. Through the funding received, the Ewa Beach CBDO was able to partner with Ewa Weed & Seed to help sponsor a Celebrate Safe Communities Fair at Leeward Community College that was attended by over 8,000 people. It also partnered with the Hale Pono Boys and Girls Club which sponsored a cyber-bullying program in which 91 youth have participated thus far.
- This tax season, the Ewa Beach CBDO will partner with Bank of Hawaii to provide free tax preparation services to low and moderate income families in the community.
- This spring, the Ewa Beach CBDO will be offering an after-school fine arts program to 24 youth from the Ewa Beach area who will be given the opportunity to express themselves through the creative arts in a unique and healthy way. 12 students from grades 4-6 will participate in an art narrative project in which they will learn that art

through drawing is a form of communication, while 12 youth from grades 7 to 12 will participate in an art through photography class. 3 community volunteers will be trained in order that the program can be sustained into the future.

2. The goals and objectives related to the request

The Ewa Beach CBDO strives to attain the following goals as set forth in the Ewa Beach Neighborhood Plan:

- Goal #1: Build Resident Capacity
- Goal #2: Support Economic and Job Development
- Goal #3: Build Community Awareness

To meet those goals, the following objectives have been established relative to this request:

- To offer programs and activities that will build resident capacity. These include, but are not limited to: financial literacy classes; financing college classes; and a fine arts cultural program for youth.
- To provide 40 hours of core training in Microenterprise entrepreneurship with pre- and post-assessment and evaluation. The classes are intended to improve the sustainability of existing micro enterprises in Ewa Beach and to attract new businesses. The program would include such topics as diversifying to increase market options and record keeping for business efficiency and assessment.
- To provide 30 hours of training and technical assistance in food entrepreneurship.
- To sponsor an Economic Development Fair for the Ewa Beach area.
- To effectively communicate what's happening in Ewa Beach through a newsletter and other media.
- To provide mentorship and "train-the-trainer" programs so that effective programs can be continued.

3 State the public purpose and need to be served.

The project will serve the resident population of an area deemed to be underserved and underprivileged. By teaching residents how to become more economically self-sufficient and teaching life and job skills, the entire community will benefit through the transformation of lives. The State will be one step closer to the elimination of systemic poverty.

4. Describe the target population to be served.

The target population to be served includes those who live in the Ewa Beach NRSA and surrounding areas. The Ewa Beach NRSA includes most of the community identified as "Old Ewa Beach" and all of the community known as Iroquois Point and consists of most of the block groups located in Census Tracts 83.01, 83.02 and 84.02. Based on the 2000 Census, the average per capita income was only \$18,717; there was a higher than average unemployment rate of 6.7%; 8.5% of the residents were on TANF and 20.5% of the families received food stamps versus just 5.0% on average in Honolulu County.

5. Describe the geographic coverage.

The program will concentrate its efforts in Ewa Beach and other adjacent areas. If demand for services exceeds the resources available, preference will be given to LMI residents of the Ewa Beach NRSA area

II. SERVICE SUMMARY AND OUTCOMES

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

The Ewa Beach CBDO anticipates the need for two full-time positions to effectively carry out the functions of the nonprofit organization and to administer its programs. Since its inception, community volunteers have run the Ewa Beach CBDO. However, with the increase in number of programs and accompanying documentation required, the tasks have become overwhelming. In order to effectively continue the programs and to increase services offered to the residents, it would be highly desirable for two paid staff to run the organization. The Executive Director would be in charge of daily operations and oversight of the organization and community volunteers. The Program Director would be in charge of implementing the various programs, activities, and events that are offered by the Ewa Beach CBDO. The job descriptions for these two positions are included under Section VI. A.

Project funding will be also used for the following:

College Financial Planning

Provide a training and preparation clinic for LMI families planning on attending college. Each family receives the initial free training and counseling. Those that qualify are then able to get their initial fee of \$1,795 covered under this program, which enables them receive mentoring throughout their educational endeavor and receive scholarships for their college education. 30 families would receive this benefit.

Financial Literacy

This program would provide recipients with tools to manage their finances, avoid fraud, raise financially responsible children and improve their standard of living through smart financial techniques.

Microenterprise Training/Culinary Entrepreneurship

This 40-hour class would teach the basics on how to successfully own and operate a microbusiness (consisting of 10 or fewer employees). It is geared toward those who desire to start their own businesses, as well as to those seeking to improve the bottom line of their existing businesses. The project will use existing and newly recruited trainers to conduct each training session. Every effort will be made to utilize locally placed trainers.

With ServSafe training, students learn the essentials needed to keep their worksites safe and sanitary. The ServSafe training teaches the concepts and proper practices required for job success in the foodservice industry.

Ewa Beach Fine Arts Cultural Program for Youth

With the recent and continuing changes to the business landscape, the arts can play a pivotal role in enhancing business practices, increasing employee engagement, and improving creative thinking skills. Instruction for this multi course includes cultural art techniques, creative thinking, and photography.

Child Care Supervision

Child Care Supervision will be provided throughout the course of the project to enable parents to attend the classes.

Project Awareness Campaign

The Ewa Beach CBDO will be responsible for developing quarterly newsletters highlighting economic development activities including the programs being offered and upcoming events. Information will be distributed via print, public service announcements and the Internet. The Ewa Beach CBDO website will be updated.

Annual Community Economic Development Event

The Ewa Beach CBDO will develop and conduct an economic development resource event in the community. It may be incorporated into an existing event or a stand-alone function. The purpose of the event is to bring together economic development resources, as well as to display economic development projects. Former and current Microenterprise students will have the opportunity to demonstrate their wares and network with others. Each event will be advertised using print advertising and public service announcements on radio, TV and through collaborative web sites and partnerships.

Sustainability

The project partners are committed to continuing these projects after completion. The key to sustainability is the principle of “eating your own cooking.” The best way to continue the efforts of the Ewa Beach CBDO is be entrepreneurial in the way it delivers services. To that extent, the Ewa Beach CBDO has identified the following sources of future revenue:

- Provide project training and support on a sliding scale fee-for-service schedule.
 - Generate revenue from advertising and booth rental at future annual Community Economic Development Fair.
 - All of the projects such as Ewa Beach Fine Arts Cultural Program involve “train the trainer” methodology to ensure that the community retains educators in the future.
2. **Provide a projected annual timeline for accomplishing the results or outcomes of the service.** (See Appendix A.)
 3. **Describe its quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate and improve their results.**

The Board of Directors would have oversight over the Executive Director, who would be primarily responsible for ensuring that programs, activities, and events are effectively carried out. The ED and the Board of Directors would also be responsible for evaluating each program/activity/event upon completion and making recommendations for improvement.

The CBDO is comprised of a minimum of 9 active board members. Each member participates on average 6-8 hours per month in monthly board and project related meetings and activities. It is estimated that 700 hours of advisory support will be provided over the length of the project at a rate of \$25 per hour, resulting in a total project in-kind contribution of \$17,500.

Another important component of the project is the mentoring provide during and after the completion of the formal micro-enterprise training sessions. Current project data suggests that 80% of the project graduates will require an average of 20 hours of individualized technical assistance. It is estimated that 800 hours of mentoring and other support will be provided. At a rate of \$25 per hour, the total project in-kind contribution would be \$20,000.

The Ewa Beach CBDO may also use the resources of a local university to help evaluate its effectiveness and to point out areas in need of improvement.

4. List the measures of effectiveness that will be reported to the State agency through which grant funds are appropriated (the expending agency).

The following are measures of effectiveness for the various programs that will be funded:

- At least 30 students will have successfully completed the College Financial Planning workshops and mentoring and will be prepared to attend a post-high school educational institution.
- At least 25 recipients will have attended and completed the Financial Literacy program.
- At least 24 students will have attended and completed the Fine Arts Cultural Program.
- At least 25 recipients will have attended and completed the Microenterprise Training Program.
- At least 12 recipients will have attended and completed the SafeServe Training program.
- At least 500 will be in attendance at the Economic Development Fair, with at least 25 participants.

III. FINANCIAL

Budget

- 1. Budget that details the cost of the request.**
(See Appendix B.)
- 2. Anticipated quarterly funding requests for FY 2014.**

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$154,125	\$96,825	\$86,825	\$86,825	\$424,600

- 3. Listing of all other sources of funding that we are seeking for FY 2014.**

The following individuals/companies have committed to providing funding/in-kind services to the Ewa Beach CBDO:

- Financial Literacy / New York Life / HUD \$4,500
 - Leonard Barrow, Art Instructor \$3,000
 - Jeff Alameida, Microenterprise Trainer \$1,000
 - Jennifer Kem, Trainer \$ 500
 - Gentry Homes \$1,000
- \$10,000

Several other funding opportunities have been identified and will be pursued. They include:

- New York Life Grant. It is anticipated that the RFP will be issued in early September 2013.
- The Office of Hawaiian Affairs Community Based Economic Development Grant.
- Future City GIA and CDBG grants.
- Hawaii Community Foundation Ewa Beach Community Fund April 2013 and August 2013.
- CHSS funding through the Office of Women’s Health
- Other area developers and businesses

- 4. Listing of all State and Federal tax credits granted within the prior three years. Listing of all State and Federal tax credits for which we have applied and or anticipate applying for pertaining to any capital project, if applicable.**

Not applicable.

IV. EXPERIENCE AND CAPABILITY

A. Necessary Skills and Experience

Christiane Bolosan-Yee is the current President of the Ewa Beach CBDO. A copy of her resume and a listing of the Board Members and Advisors are included as Appendix C.

B. Facilities

Description of applicant's facilities and adequacy in relation to the request. Also describe how the facilities meet ADA requirements, as applicable.

The Ewa Beach CBDO will need to find a suitable location for its office and training classes. A possibility is to lease commercially zoned space in the Ewa Beach NRSA community. One year rent/utilities/security/maintenance is required for the life of the project. This ensures a safe, convenient and comfortable environment to provide students the ideal learning experience. The facility will meet ADA requirements.

VI. PERSONNEL: PROJECT ORGANIZATION AND STAFFING

A. Proposed Staffing, Staff Qualifications, Supervision and Training

The Ewa Beach CBDO is a nonprofit organization comprised of volunteers. If this program is funded, the Ewa Beach CBDO will hire a qualified Executive Director to oversee all aspects of the organization. A Program Director will also be hired and will be supervised by the Executive Director. The Ewa Beach CBDO President and Board of Directors will provide overall direction and guidance to the Program Director to ensure that the organization stays on track. The Executive Director will provide updates to the Board on a regular basis.

The **Executive Director** will commit 1.0 FTE of time to the project over the 12-month project duration .03 of that FTE dedicated to supervisory. The Executive Director will:

1.

- Assure that the organization has a long-range strategy which achieves its mission, and toward which it makes consistent and timely progress.
- Provide leadership in developing program, organizational and financial plans with the Board of Directors and staff, and carry out plans and policies authorized by the board.
- Promote active and broad participation by volunteers in all areas of the organization's work.
- Maintain official records and documents, and ensure compliance with federal, state and local regulations.
- Maintain a working knowledge of significant developments and trends in the field.

- See that the board is kept fully informed on the condition of the organization and all important factors influencing it.
- Publicize the activities of the organization, its programs and goals.
- Establish sound working relationships and cooperative arrangements with community groups and organizations.
- Represent the programs and point of view of the organization to agencies, organizations, and the general public.
- Be responsible for the recruitment, employment, and release of all personnel, both paid staff and volunteers.
- Ensure that job descriptions are developed, that regular performance evaluations are held, and that sound human resource practices are in place.
- Encourage staff and volunteer development and education, and assist program staff in relating their specialized work to the total program of the organization.
- Maintain a climate which attracts, keeps, and motivates a diverse staff of top quality people.
- Be responsible for developing and maintaining sound financial practices.
- Work with the staff, and the board in preparing a budget; see that the organization operates within budget guidelines.
- Ensure that adequate funds are available to permit the organization to carry out its work.
- Jointly, with the president and secretary of the board of directors, conduct official correspondence of the organization, and jointly, with designated officers, execute legal documents.

The **Program Director** will commit 1.0 FTE to the project with .56 FTE dedicated to counseling of the participants to ensure they are successfully utilizing their training and providing assistance. They will spend .40 FTE assisting the project director and .04 FTE administrative duties. The Program Director will:

- Plan the delivery of the overall program and its activities in accordance with the mission and the goals of the organization
- Monitor and review programming in order to ensure that schedules are met, guidelines are adhered to, and performances are of adequate quality.
- Oversee design, marketing, promotion, delivery and quality of projects, products and services
- Provide technical assistance in all aspects of project implementation and development.
- Prepare project manuals, materials, and guides.
- Assure that the project and its mission, products and services are consistently presented in strong, positive image to relevant stakeholders.
- Schedule and coordinate member events, including trainings, and workshops.
- Help manage online resources including database of frequently asked questions, policy clarifications, and member directory and verifier/technical assistance provider program.

- Work with students to develop skills such as organization, time management, and effective study habits.
- Help students set realistic academic and career goals and develop a plan to achieve them.
- Assist instructor lead classes on topics such as bullying and planning for college or careers after graduation.

B. Organization Chart
Please see Appendix D.

VI. OTHER

A. Pending litigation to which the Ewa Beach CBDO is a party.

Not applicable.

B. Licensure or Accreditation

Not applicable.

**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 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 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 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 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.

Ewa Beach Community Based Development Organization

[Redacted Signature] (Organization)

1/29/13

(Date)

Christiane Bolosan-Yee

(Typed Name)

President

(Title)

APPENDIX A

PROJECTED ANNUAL TIMELINE

PROJECTED ANNUAL TIMELINE FOR ACCOMPLISHING THE RESULTS OR OUTCOMES OF THE EWA BEACH CBDO

Objectives and Major Tasks	(Position)	Month												
		1	2	3	4	5	6	7	8	9	10	11	12	
Facility and Setup														
Sign lease and & property maintenance agreement	CBDO	X	X											
Purchase furnishings	CBDO/ED	X	X											
Setup and configure training facility	CBDO/ED	X	X											
Staffing														
Post job description for Executive Director and Program Director	CBDO	X												
Review and selection of ED and PD	CBDO		X											
Planning and Scheduling														
Public outreach for participants	CBDO/ED	X	X	X	X	X	X	X	X	X	X			
Scheduling of Programs	PD			X	X	X	X	X	X					
Process and schedule students	PD			X	X	X	X	X	X	X	X	X	X	X
Training														
College Finance Training	PD			X	X	X	X	X	X	X	X	X		
Financial Literacy	PD			X	X	X	X	X	X	X	X	X	X	X
Microenterprise and ServSafe Training	PD			X	X	X	X	X	X	X	X	X	X	
Ewa Beach Fine Arts Cultural Training	PD					X	X	X	X	X	X	X	X	X
Child Care	PD			X	X	X	X	X	X	X	X	X	X	X
Mentorship and Counseling														
One on One meetings	PD			X	X	X	X	X	X	X	X	X	X	X
Group Sessions	PD			X	X	X	X	X	X	X	X	X	X	X
Community Economic Development Fair														
Planning and Development	ED/PD								X	X	X	X	X	
Fair Held / Evaluation of Fair	ED/PD/CBDO													X
Monitoring and Evaluation														
Design monitoring/evaluation system	ED		X	X										
Conduct monthly monitoring and evaluation visits	ED/PD			X	X	X	X	X	X	X	X	X	X	X
Prepare monitoring and evaluation reports	ED/PD			X	X	X	X	X	X	X	X	X	X	X
Ewa Beach CBDO Awareness Campaign / Community Outreach	CBDO/ED		X	X	X	X	X	X	X	X	X	X	X	X

APPENDIX B

BUDGET WORKSHEETS

BUDGET REQUEST BY SOURCE OF FUNDS

(Period: July 1, 2013 to June 30, 2014)

Applicant: Ewa Beach Community Based Development Organization

BUDGET CATEGORIES	Total State Funds Requested			
	(a)	(b)	(c)	(d)
A. PERSONNEL COST				
1. Salaries	130,000	0	0	0
2. Payroll Taxes & Assessments	39,000	0	0	0
3. Fringe Benefits	21,000	0	0	0
TOTAL PERSONNEL COST	190,000			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance	1,400	0	0	0
3. Lease/Rental of Equipment	5,000	0	0	0
4. Lease/Rental of Space	29,000			
5. Staff Training	2,000			
6. Supplies	7,200			
7. Telecommunication	6,200			
8. Utilities	12,000			
9. Fiscal Administration	8,000			
10. Education Programs	106,500			
11. Consulting	20,000			
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	197,300			
C. EQUIPMENT PURCHASES	37,300			
D. MOTOR VEHICLE PURCHASES	0			
E. CAPITAL	0			
TOTAL (A+B+C+D+E)	424,600			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	424,600	<i>Christiane Bolosan-fee 778.3230</i>		
(b) In-Kind	47,500	N/A		
N/A	0	Signature of Authorized Official		
N/A	0	Date		
TOTAL BUDGET	472,100	<i>Christiane Bolosan-fee President</i>		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: Ewa Beach Community Based Development Organizæ

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)
Executive Director	1	\$80,000.00	100.00%	\$ 80,000.00
Program Director	1	\$50,000.00	100.00%	\$ 50,000.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				130,000.00

JUSTIFICATION/COMMENTS:

Both positions required in order to ensure success of the program. The Director is overall responsible that Lower to Middle Income participants are given priority and statistics are properly measured and reported. The Director also sees to the sustainability of the education programs and that future

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Ewa Beach Community Based Develop Period: July 1, 2013 to June 30, 2014

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Classroom Furniture	17.00	\$250.00	\$ 4,250.00	6500
Classroom Computers	17	\$1,200.00	\$ 20,400.00	30000
Classroom Peripherals	2	\$375.00	\$ 750.00	800
			\$ -	
			\$ -	
TOTAL:	36		\$ 25,400.00	37,300
JUSTIFICATION/COMMENTS:				

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

BUDGET JUSTIFICATION CAPITAL PROJECT DETAILS

Applicant: Ewa Beach Community Based Dev

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	N/A	N/A	N/A	N/A	N/A	N/A
LAND ACQUISITION	N/A	N/A	N/A	N/A	N/A	N/A
DESIGN	N/A	N/A	N/A	N/A	N/A	N/A
CONSTRUCTION	N/A	N/A	N/A	N/A	N/A	N/A
EQUIPMENT	N/A	N/A	N/A	N/A	N/A	N/A
TOTAL:	N/A	N/A	N/A	N/A	N/A	N/A
JUSTIFICATION/COMMENTS:						
N/A						

APPENDIX C

RESUME AND BIOS

Christiane M. Bolosan-Yee
91-826 Lawalu Place
Ewa Beach, Hawaii 96706
(808) 778-3230
<mailto:cbolosanyee@yahoo.com>

- Job Objective:** Highly creative, organized professional looking to use skills to drive effective, results-oriented communication efforts and be a key contributor to a growing established company.
- Professional/ Technical Skills:** Areas of expertise include organization promotions, marketing, public relations, event planning and coordination and program development. Proficient in Microsoft Office programs (i.e., Word, Excel, PowerPoint, Outlook, Visio), Internet, Photo Shop, basic web design, PC and Mac use, vendor coordination, collateral design and general office equipment. Excellent working knowledge of creating workflows and training materials. Works well in various industries that require cross-functional engagement, resolution and reporting.
- Work Experience:**
- Ewa Beach Community Based Development Organization (CBDO) June 2011- Present**
President
 Responsible for organizational and fiscal management of 501c3 non-profit organization. Skilled in building relationships and organization promotion to secure funding and support. Involved in planning all organization events, grant research and writing, and program development. Oversees and creates organization press releases, newsletters, brochures, marketing and promotional materials. Some accomplishments include: 1) secured government funding and private sector donations of \$170,000 to build a first of its kind in the state of Hawaii, a new state of the art playground apparatus, and exercise equipment for the community of Ewa Beach, 2) developed and implemented Microenterprise Small Business and ServSafe Training for residents of Ewa Beach which resulted in the creation of 11 new small businesses supporting economic development within the community and 3) spearheaded sponsorship of the James Campbell High School 50th Golden Anniversary event this past summer to commemorate JCHS 50 years of servicing families and educating the youth of the area in which over 3000 attended.
- Cover-All Technology January 2012-Present**
Product Business Analyst for BlueWave Claims
 Maintained marketing collateral in the Hawaii office and worked with San Francisco and New Jersey marketing and sales team to support tradeshow and sales activities. Effectively respond to Requests for Information (RFI's) regarding how our product exceeds new prospects needs. Proactively work with client's subject matter experts, quality assurance, management and executive teams, to analyze and document business and technical needs and recommend best practices. Create and translate client enhancement requests into system requirements and detailed specifications for software development. Create, develop and maintain user training manuals for client release. Responsible for supporting and consulting on phases of quality assurance and project management; complete accurate testing of systems application changes in a timely manner.
- BlueWave Technology September 2007-December 2011**
Product and Marketing Business Analyst
 Participate in and coordinate sales and marketing events and activities to include sales demonstrations and tradeshow. Represent company at trade shows, create materials, media and perform product demonstrations to support the revenue and marketing goals of the company. Work in partnership with client's subject matter experts, quality assurance, management and executive teams, to find solutions for issues and to plan strategies to stay ahead of industry trends to stay competitive. Create, develop and maintain user training manuals for client release. Conduct client user training on-site and via webcasting. Refine and translate business needs into detailed specification requirements for software development. Responsible for supporting and consulting on phases of quality assurance and project management; oversight to accurate testing of systems application changes in a timely manner. Contributed to the company's 100% success record for implementation, satisfaction and public endorsement.

**Hawaii Medical Service Association
Claims Administration Supervisor
Claims Administration Coordinator
Claims Administration Business Specialist**

October 2002–August 2007

As a Business Specialist, I was a member of the Development and Training Unit (DTU), which was formed to evaluate current processes and evaluate process improvement opportunities for the department and overall company impact. Assessed training needs, documented, and developed curriculum for training and conducted training for professional staff. As Claims Admin Coordinator, provided operational guidance by building and maintaining a cohesive production team. Identified, created and developed project activities to enhance and improve individual and group performance. As Supervisor, hired, mentored, coached members of staff and provided direction and leadership to meet company accuracy and timely claims processing operation goals. Responsible for projects affecting Claims Department units from planning, implementation of new programs, benefits, work-flows, and system and business initiatives such as QNXT Core System Legacy Replacement Project, SAS 70 Auditing, High Deductible Health Plan, and Medicare Part D. Facilitated and participated in meetings with customers and vendors, various levels of management and individual staff members.

University of Hawaii at Manoa

May 2003-May2004

**Research Corporation of the University of Hawaii
Research Assistant for Native Hawaiian Leadership Project**

Assisted Principal Investigator in conducting the CBT Diabetes Pilot Project through management of project curriculum files, questionnaires, and data forms. As Project Coordinator, managed and scheduled research activities necessary to complete research objectives. Assisted Principal Investigator in creating curriculum and project documentation.

Leeward YMCA

August 1999-June 2000

**Kapolei Middle School Teen Program
Program Director**

Created, implemented and established teen programs for middle school youth in Kapolei. Supervised five adult advisors and 20 teen participants within the Program. Assisted in writing grants to subsidize program fees for participants and successfully obtained such grants. The Kapolei Middle School Teen Program is still in operation.

State of Hawaii Department of Education

August 1998-October 1999

**Honowai Elementary School, America's Choice School and Title 1
Paraprofessional Tutor**

Participated in staff development workshops on literacy implementation, classroom management, discipline and supervisory duty. Planned and conducted lessons for kindergarten through 4th grade students to assist them to meet and exceed challenging academic standards. Worked cohesively with faculty and staff to provide specific services for each class level.

Leeward YMCA

February 1997-June 1999

**Holomua Elementary School A-Plus Program
Site Director, After-School program**

Team member in program development. Supervised 12 adult group leaders, one assistant director, and 300 elementary grade school children. I was liaison between staff, program participants, and families. Supervised daily program activities, initiated program development, general management of program efficiency, and continued communication between school administration, the YMCA administration and community participants.

Volunteer Work:

Ewa Beach CBDO	June 2011- Present
Na Kama Kai Ocean Safety and Awareness Clinics Volunteer	August 2011-Present
American Cancer Society Relay for Life Committee Chair	September 2007-March 2008
HMSA Employees Advocating Together Dept. Team Leader	February 2004-August 2007
Leeward YMCA Teen Action Program Volunteer	July 1998-July 2004
UHM Hapai Pu Financial Aid Fair Coordinator	January 2001-March 2002
YMCA of Honolulu Philippines Mission Delegate	March 1997

EWA BEACH CBDO BOARD OF DIRECTORS

Christiane Bolosan-Yee

President and Director, Ewa Beach CBDO

June 2011-Present (19 months of service)

A resident and active Ewa Beach community member, Christiane oversees all aspects of the Ewa Beach CBDO projects and activities. Her past and current projects include the Mauka to Makai Microenterprise Training Grant funded by the City and County of Honolulu; the Ewa Beach Community Beach Playground Project; Na Ka Makai Ocean Safety Awareness Program; a Youth Art Program; a "Let's Move, Ewa Beach!" poster contest, Domestic Violence Awareness campaign, and other activities. She is experienced in supervising, developing and training staff and managing projects, and is trained in quality assurance and facilitating meetings. She also is experienced with analysis, gathering requirements and reporting for healthcare and property and casualty insurance and software development, and is a small business owner. She has a passion for making Ewa Beach a better, greener place in which to live.

Rich Hargrave

Vice President and Director, Ewa Beach CBDO

October 2010-Present (2 years 3 months of service)

A resident and active Ewa Beach community member, Rich previously served on the Ewa Neighborhood Board No. 23, 3 years as its Chair. He was also the President of the Ewa by Gentry Community Association Board for five years and has served as a Squadron Commander for West Oahu Composite Squadron from September 2009 to present. He is currently a products broker and internet marketing consultant for an online marketing company, as well as Wing Administrator for the Hawaii Civil Air Patrol Headquarters. He has extensive experience working with nonprofit organizations, and was previously the Administrative Assistant for Honolulu Community College's Pacific Aerospace Training Center. His work positions have required maintaining reports of fiscal accounts and related financial reports.

Orin Sherman

Treasurer and Director, Ewa Beach CBDO

November 2011-Present (14 months of service)

A resident of Ewa Beach, Orin has a Masters in Business Administration and IT Technology. He currently works for the Kalihi YMCA as its IT specialist. He was previously the principal investigator on federal healthcare tech grants and also runs a real estate broker's firm. Orin oversaw the financial management of the Ewa Beach CBDO's operation of the Mauka to Makai Microenterprise Training Grant funded by the City and County of Honolulu.

Maria Patanapaiboon

Secretary and Director, Ewa Beach CBDO

November 2011-Present (14 months of service)

Maria is a resident of Ewa Beach and a graduate of the Mauka to Makai Microenterprise Training Classes offered by the Ewa Beach CBDO in partnership with Empower Oahu. She hopes to one day own her own small business.

Richard Quiamzon

Board of Director, Ewa Beach CBDO

September 2011-Present (16 months of service)

Richard is the Manager of the Ewa Beach McDonald's Restaurant, one of the busiest in the country. In 2009, he was honored with the company's prestigious Ray Kroc Award, presented each year to the country's top-performing McDonald's restaurant managers whose hard work makes Kroc's vision of excellence "come to life in restaurants and for customers each day." Richard is very active with the Ewa Beach schools and participates in many important community efforts.

Belinda Fagin

Director, Ewa Beach CBDO

December 2012 – Present (newly elected)

Brenda is an Ewa Beach resident who is currently an interpreter and translator in the community and a fundraiser consultant. She has experience in managing client accounts; has worked with schools in the Ewa Beach area; is a volunteer on the Parent Teacher Guild of her children's school board; and is experienced in program development, program management, fundraising efforts and event planning.

Chantell Smeisser

Director, Ewa Beach CBDO

December 2012 – Present (newly elected)

Employed with Bank of Hawaii, Kapolei Banking Center as the Banking Center Manager. Experienced in providing financial literacy (e.g. Budgeting Seminar, ABCs of Credit, Junior Achievement Curriculum). Skilled in leading, managing, and training team members on all financial products, policies and procedures, holding exceptional customer service at its highest regard. Experienced in organizing, participating and leading various community service events.

Advisory Board**Gale Bracerros**

Advisory Board of Director, Ewa Beach CBDO

April 2009-Present (3 years 9 months of service)

As the Site Director for Ewa Weed and Seed, and as an employee of the YMCA, a large nonprofit organization, Gale has a wealth of experience with grant administration. She was also a former employee of Headstart, another nonprofit organization. Gale manages and oversees Weed and Seed's initiatives and community projects in Ewa Beach, and manages the organization's programs and finances. These include federal, state and privately funded programs.

Debra Luning

Advisory Board of Director, Ewa Beach CBDO

April 2009-Present (3 years 9 months of service)

Debra is an employee of Gentry Homes and its Director of Governmental Affairs and Community Relations. In her position at Gentry, she is involved with obtaining entitlements and other land use approvals for Gentry's developments. She is actively involved with the Ewa community and has served/is serving on a variety of boards and committees including the Ewa Weed & Seed Advisory Committee, Empower Oahu, Leeward Oahu Transportation Management Organization, West Oahu Economic Development Association, US Vets Advisory Committee, Holomua SCC, Hawaii HomeOwnership Center and E Pule Kākou.

Frances Rivero

Advisory Board of Director, Ewa Beach CBDO

April 2009-Present (3 years 9 months of service)

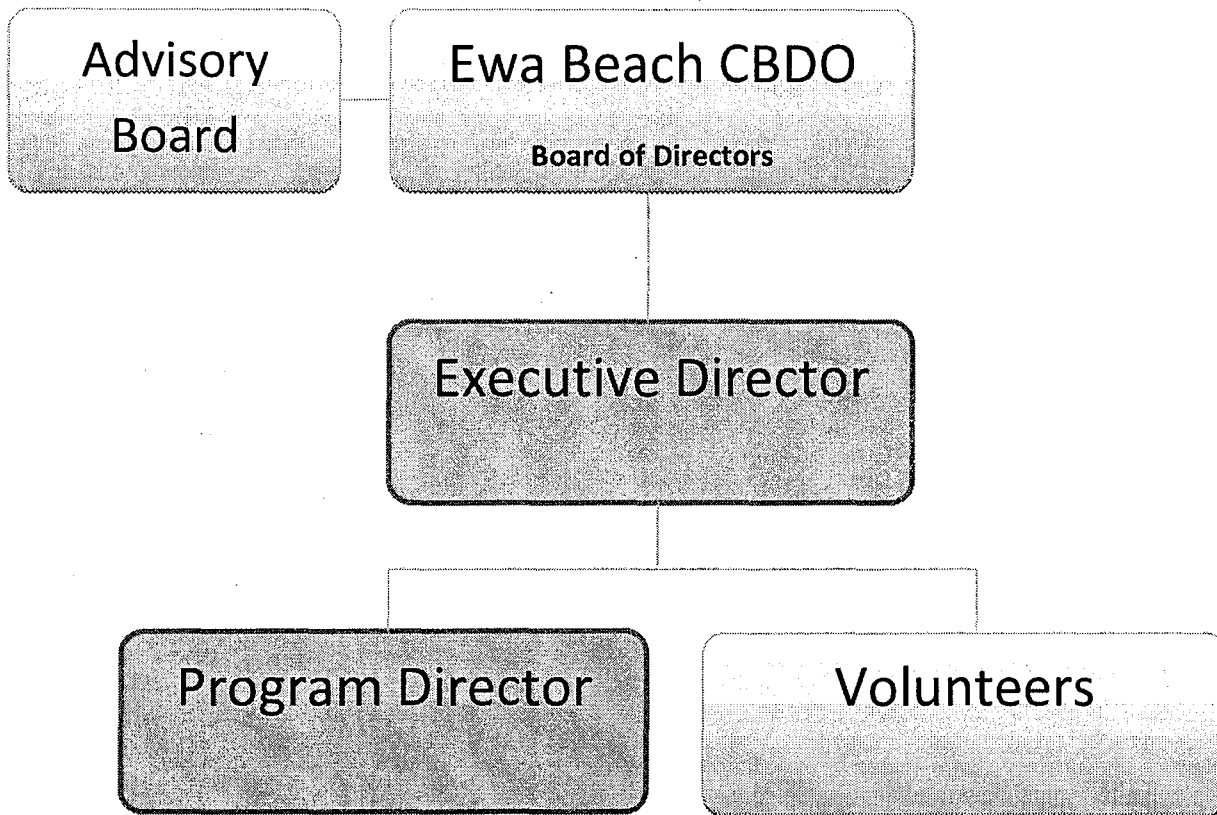
Frances is the Executive Director of the Hale Pono Boys and Girls Club in Ewa Beach, a nonprofit organization dedicated to inspiring Hawaii's youth to become responsible citizens. Known as "The Positive Place for Kids," BGCH's clubhouses and outreach sites provide guidance-oriented character development programs six days a week for children 7-17 years old. Key programs emphasize character and leadership development; education, technology and career development; health and life skills; the arts; and sports, fitness and recreation. Because of her position, Frances is very experienced in administering community projects and management of her organization's programs and finances which include federal, state and privately funded programs.

APPENDIX D

ORGANIZATIONAL CHART

Ewa Beach CBDO

Organization Chart



Dark shade = Paid Staff

Light shade = Volunteers