

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): _____

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:
Hawaii High School Athletic Association

Dbas:

Street Address: 1202 Prospect Street, Rm. A201, Honolulu, HI 96822

Mailing Address: P.O. Box 62029, Honolulu, HI 96839

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name CHRIS CHUN

Title Executive Director

Phone # (808) 587-4495

Fax # (808) 587-4496

e-mail chun@hhsaa.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 HHSAA's request for funding is to support its efforts to provide maximum athletic participation opportunities for Hawaii's high school students.

4. FEDERAL TAX ID #: _____

5. STATE TAX ID #: _____

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2014: \$200,000

8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

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

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

STATE \$0 _____

FEDERAL \$0 _____

COUNTY \$0 _____

PRIVATE/OTHER \$ 1,400,000 (PROJECTED)

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

AUTHORIZED SIGNATURE

CHRISTOPHER T. CHUN, EXECUTIVE DIRECTOR

NAME & TITLE

1/31/2013

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;

The Hawaii High School Athletic Association is a private, non-profit (501(c)(3)) entity whose members include 100 Hawaii high schools and their more than 30,000 student-athlete across the state. The HHSAA's primary mission is to provide maximum, high-quality athletic participation opportunities for our high school students, which in turn will teach them skills and values essential to leading productive lives. Accordingly, one of the HHSAA's major functions is to plan and operate 42 state championships in 18 different sports that are annually held throughout the State. Hawaii has significantly more sports championships than any other state in the country, including culturally-related sports such as outrigger canoe paddling and judo. These championships, although certainly worthwhile and essential, are becoming increasingly more expensive to conduct, with costs that include: facility usage, insurance coverage, security, medical personnel, officials' fees, statisticians' fees, supplies and equipment, and inter-island transportation.

2. The goals and objectives related to the request;

The HHSAA respectfully requests funding for the following HHSAA-sponsored activities for the 2013-14 school years:

- The 42 high school state athletic championships held throughout the school year;
- Continuing education and training for high school athletic directors, coaches, officials and students through clinics, workshops, and seminars, which includes concussion awareness education as required by state law under Act 197, signed into law on July 3, 2012; and
- Funding for inter-island travel for neighbor island teams.

3. The public purpose and need to be served;

The public purpose and need to be served is to continue to provide high school students throughout the State with opportunities to achieve physical fitness, practice a healthy and nutritional lifestyle, and learn values such as teamwork, discipline, and character, which will help them to become productive adult members and leaders of our community.

4. Describe the target population to be served; and

The target population to be served is high school students throughout the State of Hawaii.

5. Describe the geographic coverage.

The geographic coverage is the entire State of Hawaii.

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;

Should funding be provided, the HHAA intends to use such funds to accomplish the following:

- Operate the 42 high school state championships held throughout the school year;
- Continuing education and training for high school athletic directors, coaches, officials and students through clinics, workshops, and seminars, which includes concussion awareness education as required by state law under Act 197, signed into law on July 3, 2012; and
- Assist neighbor-island teams in travel expenditures related to participating in state tournaments on Oahu, which is where majority of the state championships are held.

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

The HHSAA will conduct its state championships, clinics, and workshops throughout the 2013-14 school year.

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

Statistical data is regularly conducted on the amount of athletic participation by our high school student-athletes statewide. Also, evaluation meetings are routinely held after each sport season to discuss the ways in which to improve our student-athlete's experience.

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.

Grant monies will initially be used to fund travel expenses for teams to attend various state tournaments. Currently, travel expenses are not subsidized for teams. Each team is responsible to fundraise and pay for its own expenses. Funds will either be allocated by sport/team based upon submitted receipts and/or the HHSAA office will coordinate the travel for each team. Grant monies will be tracked by team, sport, gender, and school to ensure that they are distributed evenly throughout the state.

III. Financial

Budget

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.
2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2014.

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

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2014.

None.

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.

None.

IV. Experience and Capability

A. Necessary Skills and Experience

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

The HHSAA has been charged with overseeing high school athletics in the State of Hawaii since 1957, including planning and conducting of all state high school championships. This past school year, the HHSAA conducted state championships in: air riflery, volleyball, bowling, cross country, football, softball, soccer, basketball, canoe paddling, swimming and diving, wrestling, cheerleading, golf, track & field, tennis, baseball, judo.

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.

To conduct its state championships, clinics and workshops, the HHSAA is fortunate enough to have access to virtually every athletic facility throughout the State, including: Aloha Stadium, the University of Hawaii-Manoa (Stan Sheriff Center, Les Murakami Stadium, Rainbow Wahine Softball Stadium, Duke Kahanamoku Aquatic Complex), War Memorial Stadium (Maui), Afook-Chinen Gymnasium (Hilo), Vidinha Stadium (Kauai), Waipio Peninsula Soccer Complex, Patsy T. Mink Central Oahu Regional Park (baseball and softball fields, Veterans Memorial Aquatic Complex), and various golf and tennis facilities. To our knowledge, all of the facilities that we use meet ADA requirements.

V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

The applicant shall describe the proposed staffing pattern and proposed service capacity appropriate for the viability of the request. The applicant shall provide

the qualifications and experience of personnel for the request and shall describe its ability to supervise, train and provide administrative direction relative to the request.

The HHSAA will rely upon its member schools, facility personnel, and volunteers to provide the oversight and staffing to help run our various state championships, clinics and workshops.

Additionally, for each sport that the HHSAA conducts a state championship, the HHSAA has named a coordinator who takes the lead in planning, organizing, and overseeing the state championship for their particular sport.

Most of these sport coordinators are either current or retired Hawaii high school athletic directors, many of whom have coached at the high school level in their assigned sport. The HHSAA is extremely fortunate to have these coordinators in charge of their respective championships because they all have many years of experience and expertise in Hawaii high school athletics, are hard-working and responsible, and are well-respected by people throughout the State, both in and out of the Hawaii high school athletics 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.

1. Executive Director – Christopher T. Chun

The HHSAA's executive director is Christopher T. Chun. As the head of the governing body of high school athletics in Hawaii, Mr. Chun oversees the athletic programs of all 100 high school member programs throughout the State and their more than 30,000 student-athletes.

Specifically, and as previously mentioned, the HHSAA is responsible for, among other things: (1) organizing and conducting each off the annual state high school athletic championships; (2) maximizing athletic opportunities for, and participation by, Hawaii's high school students; (3) continuing education for athletic directors, coaches, athletic trainers, officials, and student-athletes via clinics, workshops, and seminars; (4) enforcement of various rules and regulations concerning Hawaii high school sports; and (5) providing

any information concerning Hawaii high school sports to our high school student-athletes and the general public via the HHSAA's comprehensive website, www.sportshigh.com, social media, and through print, television and radio.

2. Office Manager – Russell Aoki

HHSAA Office Manager Russell Aoki assists the executive director in organization, coordination and execution of the overall state championship event management and operations, and oversees all matters relating to budgeting and finance.

3. Director of Information – Natalie Iwamoto

HHSAA Director of Information Natalie Iwamoto assists the executive director with media and public relations, which include organizing public awareness campaigns, disseminating information on HHSAA board decisions and state championship event information, as well as other administrative functions.

4. Assistant Director of Information - Wesley Nakama

HHSAA Assistant Director of Information Wesley Nakama is a part-time employee who provides media and public relations support for the organization, and with his expertise in journalism, he is the chief content writer for the HHSAA's website, www.sportshigh.com.

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.

The HHSAA is not involved in any pending litigation to which it is a party. Also, there are no outstanding judgments against the HHSAA.

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.

Not applicable.

BUDGET REQUEST BY SOURCE OF FUNDS

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

Applicant: Hawaii High School Athletic Association

BUDGET CATEGORIES	Total State Funds Requested (a)	Requested \$ Allocation (b)	(c)	(d)
A. PERSONNEL COST				
1. Salaries	194,450			
2. Payroll Taxes & Assessments	15,000			
3. Fringe Benefits	35,000			
TOTAL PERSONNEL COST	244,450			
B. OTHER CURRENT EXPENSES				
1. Tournament - Facility Expenses	130,000			
2. Tournament - Airfare	60,000	115,000		
3. Tournament - Ground transportation	15,000	25,000		
4. Tournament - Lodging	30,000	60,000		
5. Tournament - Officials	60,000			
6. Tournament - Personnel	110,000			
7. Tournament - Security	35,000			
8. Tournament - Meals and Hospitality	45,000			
9. Tournament - Supplies	50,000			
10. Tournament - Misc	80,000			
11. Tournament - Souvenirs	160,000			
12. Hall of Honor Event	60,000			
13. Insurance - School & Association	110,000			
14. Office Expenses	10,000			
15. Scholarship	100,000			
16. Travel - Assoc Meetings/Conferences	30,000			
17. Utilities	15,000			
18. Misc	25,000			
19				
20				
TOTAL OTHER CURRENT EXPENSES	1,125,000	200,000		
C. EQUIPMENT PURCHASES	0			
D. MOTOR VEHICLE PURCHASES	0			
E. CAPITAL	0			
TOTAL (A+B+C+D+E)	1,369,450	200,000		
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	200,000	Russell Adki	808 587-4495	
(b)		[REDACTED]	Phone	
(c)			1/31/2013	
(d)			Date	
TOTAL BUDGET	200,000	Signature of Authorized Official Russell Adki - Office Manager		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Hawaii High School Athletic Association Period: July 1, 2013 to June 30, 2014

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Not applicable.			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
Not applicable.			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION CAPITAL PROJECT DETAILS

Applicant: Hawaii High School Athletic Associat

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						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS: 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.

Hawaii High School Athletic Association
(Typed Name of Individual or Organization)


(Signature)

1/31/2013
(Date)

Christopher T. Chun
(Typed Name)

Executive Director
(Title)