

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:

Living The Word Project D.A.T.E.

Db/a:

Street Address: 2678 Kili Hau Street, Honolulu, HI 96819

Mailing Address: 2678 Kili Hau Street, Honolulu, HI 96819

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name COLLEEN BALLESTEROS ONO

Title Grants Coordinator

Phone # (808) 392-6763

Fax # n/a

e-mail ckballe@gmail.com

3. TYPE OF BUSINESS ENTITY:

- NON PROFIT CORPORATION
- FOR PROFIT CORPORATION
- LIMITED LIABILITY COMPANY
- SOLE PROPRIETORSHIP/INDIVIDUAL

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

PROJECT D.A.T.E. : 2013 SOCIAL SERVICES FAIR
(ANNUAL EVENT PLANNED WITHIN THE FISCAL YEAR 2014)

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2014: \$ 14,000

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 \$ _____

PRIVATE/OTHER \$ _____

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

RAYMOND BLACK, III (PRESIDENT)
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:*

Project D.A.T.E. was established on October 16, 2008 by Raymond Black III, with a vision to transform the lives of those who were homeless and residing under the bridges of Nimitz Highway. In 2007, Living The Word Ministries started a food pantry for the needy and homeless on two Saturdays per month. By the end of that year, participation had significantly grown from a small group of 12 people to a consistent group of 75 people. Due to the increased need, in 2008, the additional service of hot meals was initiated once a month. At that time, the vision for Project D.A.T.E was realized with a mission solely dedicated to "discern, assist, train, and empower" (D.A.T.E.) this needy and homeless community towards transforming their lives towards a brighter future.
2. *The goals and objectives related to the request:*

We are requesting funds for our annual Project D.A.T.E. Social Service Fair. The objective of this annual Fair is to specifically provide our needy and homeless community the basic necessities (all free of charge) such as: food, clothing, school supplies, dental, medical and vision screenings, and various community resource information. The overall objective is to help and empower the needy and homeless population to make a change towards a brighter future (e.g., transition out of homelessness to a more stable lifestyle).
3. *The public purpose and need to be served:*

The need to assist the homeless population is evident by the apparent congregation of homeless individuals seen living under the bridges of Nimitz Highway and the surrounding areas. With seemingly nowhere else to go, these homeless individuals and families face unsafe and unsanitary circumstances that pose imminent danger and health risks. Unfortunately, crime becomes a desperate option that not only negatively affects the needy and homeless population, but also affects our community at large. The on-going reports of cables being vandalized (affecting phone and IT services), and unsightly pollution and debris is cause for societal concern. By providing assistance to this needy and homeless population towards transitioning them from living off the streets to a more safer, stable situation, we also help to remedy the related community issues.
4. *Describe the target population to be served:*

As previously noted, our targeted population is specifically the needy and homeless. This population includes various ages: children, youth, women, elderly, as well as persons with disabilities.

5. *Describe the geographic coverage:*
The geographic coverage is the Honolulu Community that includes the needy and homeless population residing under the Nimitz Highway Bridge and in the surrounding areas.

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:*
The scope of work for this Social Service Fair is to provide, at no charge, basic necessities (e.g., hygiene products, haircuts, school supplies, food/groceries, clothing) to the needy and homeless population in our area. The Fair also provides an opportunity for this targeted population to empower themselves by obtaining community resource information from a variety of social service organizations who participate in the Fair. Some of the resource information offered include health education and services such as: dietary information, BMI testing, eye chart/vision checks, blood pressure checks, dental hygiene information, family planning assistance, and Medicare and MedQuest information. Other types of resource information provided at the Fair include: Transitional Housing Information, and Safety Information (e.g., Keiki ID's; Emergency Preparedness; Domestic Violence Shelters). We would also like to expand this event to a larger venue where we can adequately accommodate Mobile Healthcare Vans and temporary shower facilities.

The main tasks and responsibilities for the Social Services Fair are:

- Year-round networking with community organizations to maintain contact and coordinate their participation in the Fair to provide specific services and resources for our targeted population.
 - Determine location venue and layout of the Fair to secure regarding permits and event insurance.
 - Establish adequate Foodbank and coordinate food supplies, equipment and meal preparations for event day.
 - Recruit and coordinate volunteers to assist with Fair pre-preparations and event day logistics.
 - Determine equipment and related needs for Fair layout (i.e., generators, tents, tables, chairs, food equipment, transportation, etc.) and arrange final procurement.
 - Coordinate marketing/public announcements to advertise the Social Services Fair to the community.
 - Oversee administrative aspects such as: budget-tracking and survey/data collection.
2. *Provide a projected annual timeline for accomplishing the results or outcomes of the service:*
The Fair event is tentatively scheduled for the month of July. The projected annual timeline is as follows:

- July - August - September:
 - Event tentatively scheduled in early July
 - compilation of data collection from recent Fair event
 - review of final expenses and overall budget analysis
- October - December:
 - conduct follow-up event meetings with participating organizations to obtain feedback for quality improvement of future events
- January - March:
 - focus on networking with Community Organizations (e.g., Partners in Care) to maintain contact and commitments to participation in upcoming Fair event
- April - June:
 - work on finalizing location venue and logistical lay-out
 - initiate bids for equipment and supply needs and finalize arrangements for final procurements
 - focus on volunteer recruitment and event advertising
 - coordinate participating organizations including final commitments and resources/services to be provided at Fair event
 - Coordinate final administrative duties (e.g., survey preparations; event signage; budget tracking)

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

Pertinent data collection will be tracked for: attendance; services rendered (e.g., haircuts, health screenings); various distributions (e.g., foodbank, meals, clothing items, school supplies); and resources literature. This information will be obtained through booth sign-in sheets, verbal surveys, and distribution tracking sheets. Data will be inputted into a computer database for comparison of results from each annual event.

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.*

The anticipated results and the regarding evaluation processes for the 2013 Social Service Fair are as follows:

1. Goal to serve at least 1000 individuals from the needy & homeless population.
Evaluation: monitor attendance through entry headcounts with determined success by reaching 70% of the minimum attendance goal (about 700 people).
2. Goal to obtain participation of at least 25 various Social Service Organizations to offer community resource information specifically related to Health, Welfare, Housing and Safety.
Evaluation: maintain a list of organizations (along with copies of their resource information & headcount of persons served) who actively participated in the Social Service Fair with determined success by reaching 100% of participation goal of 25 organizations.

3. Goal to offer at least two healthcare-related services to provide basic health checks to targeted audience (i.e., blood pressure checks, vision checks, dental checks, etc.)
Evaluation: maintain report of persons served as evidenced by a "generic" sign-in sheet provided by at least two specific healthcare-related service participants.

III. Financial

Budget

1. *The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.*
 - The enclosed budget forms have been completed (see attachments).
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
\$14,000				\$14,000

3. *The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2014.*
List of other funding source applications:
 - Friends of Hawaii Charities (submitted 2013 grant application for subsidy of \$7500 solely for the Social Services Fair)
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.*
 - 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.

- Project D.A.T.E. has hosted this Fair for 3 years. Each year the following committees have been formed: Agency / Partners Committee, Volunteer Committee, Public Relations and Communications Committee, Procurement Committee. Each committee is chaired by Project DATE staff, Living The Word

Ministries Volunteer or Agency Partner with relevant experience and expertise in one of the above mentioned areas.

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.

- The facility used is Living The Word ministries located at 2678 Kilihau Street. All of the primary services provided are located on the ground floor of the facility and outdoors which provides ADA compliant parking and entryways.

V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

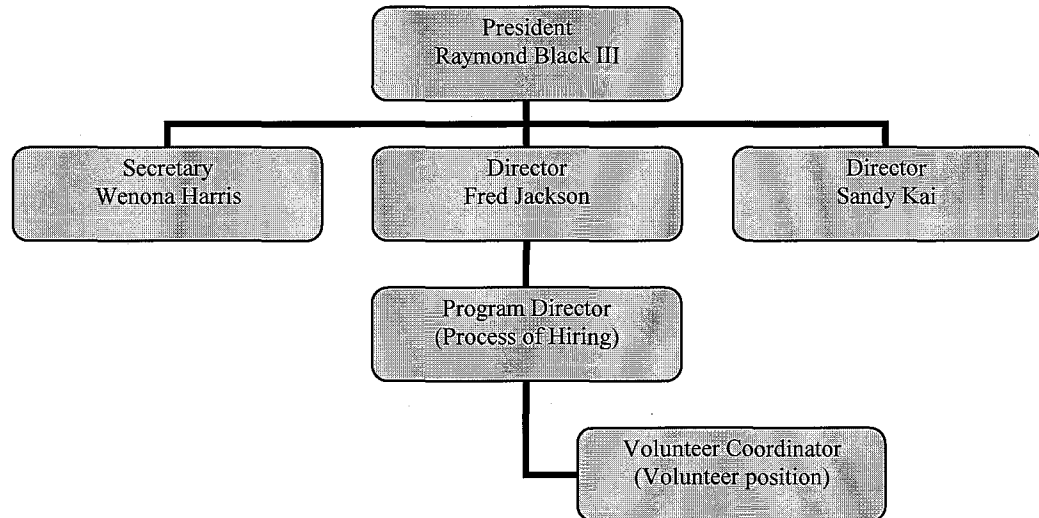
The applicant shall describe the proposed staffing pattern and proposed service capacity appropriate for the viability of the request. The applicant shall provide the qualifications and experience of personnel for the request and shall describe its ability to supervise, train and provide administrative direction relative to the request.

Project DATE has an active Board of Directors who is heavily involved in the planning and execution of this event.

- President Raymond Black III is the general overseer and chairs the committee meetings planning the event. With over 20 years of military experience Raymond provides great insight into ways to improve the services provided to the community. Raymond is also a licensed Drug & Alcohol Counselor in the State of Hawaii and is an advocate for those struggling with Alcohol & Drug Abuse to get the support they need to recover.
- Secretary Wenona Harris is a professional Project Manager, Information Systems specialist and Marketer. With her experience in managing large projects she establishes the necessary planning and supervision needed to make sure this event is a success every year
- Director Fred Jackson is a seasoned retired military professional with a Bachelor's Degree in Public Administration who volunteers his time daily to provide services to the needy. Fred oversees the major logistics of the event and provides the needed training for volunteers that serve for this event.
- Director Sandy Kai is a nurse professional who serves as the liaison with our medical partners. Sandy ensures that we are prepared for any emergency by supervising the First Aid station for the event and also coordinating with our medical partners to ensure we provide a breadth of needed medical services to those that need it.

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.



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.

- The Social Services Fair is run by Board Secretary Wenona Harris who is a Professional Project Manager with experience in keeping projects on schedule and within budget. Wenona is currently pursuing her PMP certification.
- Board President Raymond Black III is a licensed Drug & Alcohol Counselor in the State of Hawaii who has just completed his Master's Degree in Counseling.
- Board Member Fred Jackson holds a Bachelor of Arts in Public Administration with a certificate in Disaster Preparedness
- Board Member Sandy Kai holds a Bachelor of Science in Nursing

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

Applicant: Living The Word Project D.A.T.E. (Social Services Fair)

BUDGET CATEGORIES	Total State Funds Requested (a)	(b)	(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	800			
3. Lease/Rental of Equipment	2,300			
4. Lease/Rental of Space	200			
5. Staff Training				
6. Supplies	2,100			
7. Telecommunication				
8. Utilities				
9. Tent/Tables/Chairs (Rentals)	3,500			
10 Food Bank	3,000			
11 Giveaways-School Supplies/Gift Cards	500			
12 Transportation (truck rentals/gas)	600			
13 Child Activities (face painting, etc.)	1,000			
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	14,000			
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	14,000			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	14,000	Colleen Ballesteros Ono 808-392-6763		
(b)				
(c)				
(d)				
TOTAL BUDGET	14,000	Raymond Black, III (President) Name and Title (Please type or print)		

BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: Living The Word Project D.A.T.E.

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)
Secretary		\$11,262.00	0.00%	\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				
JUSTIFICATION/COMMENTS: No salaries expense will be applied to this grant request. All funds will be applied to operation of annual Social Services Fair event.				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Living The Word Project D.A.T.E.

Period: July 1, 2013 to June 30, 2014

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Food Equipment (Shave Ice, Popcorn, Cotton Candy, Coolers)	10.00	\$40.00	\$ 400.00	400
Generators	3	\$160.00	\$ 480.00	500
Portable Toilets/Handwash	3	\$200.00	\$ 600.00	600
Audio Equipment Set (cables, speakers, mikes, etc.)	1	\$500.00	\$ 500.00	500
Stage (16x16)	1	\$300.00	\$ 300.00	300
TOTAL:	18		\$ 2,280.00	2,300

JUSTIFICATION/COMMENTS: Budget expenses are based on current market costs & historic expense data of annual Social Services Fair events held in 2011 and 2012

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
Haul Truck Rental (including gas)	1.00	\$400.00	\$ 400.00	400
Car Rental (including gas)	1.00	\$200.00	\$ 200.00	200
			\$ -	
			\$ -	
			\$ -	
TOTAL:	2		\$ 600.00	600

JUSTIFICATION/COMMENTS: Budget expenses are based on current market costs & historic expense data of annual Social Services Fair events held in 2011 and 2012

BUDGET JUSTIFICATION CAPITAL PROJECT DETAILS

Applicant: Living The Word Project D.A.T.E.

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: ANNUAL SOCIAL SERVICES FAIR	5000	6000	14000	14000	15000	15000
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:	5000	6000	14,000	14,000	15,000	15,000
JUSTIFICATION/COMMENTS: We anticipate projected growth and increasing costs for this annual event. By FY 2014-2015, we hope to have a consistent base of additional funding sources to help meet the potential growth of this annual Social Services Fair.						

**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.

Living The Word Project D.A.T.E.

(Signature)

1/30/13

(Date)

Raymond Black, III

(Typed Name)

President

(Title)