

COPY
PACT PARENTS AND CHILDREN TOGETHER
A FAMILY SERVICE AGENCY

Head Start Program



Grant-In-Aid CIP Application for Grants & Subsidies Fiscal Year 2014

January 31, 2013



House District 1
Senate District 1

**THE TWENTY- SEVENTH LEGISLATURE
APPLICATION FOR GRANTS & SUBSIDIES
CHAPTER 42F, HAWAI'I 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.

Parents And Children Together

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

DEPARTMENT OF HUMAN SERVICES

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:
Parents And Children Together

Dbas: PACT

Street Address: 1485 Linapuni Street, Ste. 105
Honolulu, HI 96819

Mailing Address: Same as above.

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name RUTHANN QUITQUIT

Title President & CEO

Phone # 808-847-3285

Fax # 808-841-1485

e-mail adminrquitquit@pacthawaii.org

3. TYPE OF BUSINESS ENTITY:

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

4. FEDERAL TAX ID #: _____

5. STATE TAX ID #: _____

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

BIG ISLAND HEAD START PROGRAM

7. FISCAL YEARS AND AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2014 \$ 500,000

8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

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

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

State \$ _____
Federal \$ 140,000
County \$ _____
Private/Other \$ 95,000

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

KIM GOULD, CHIEF OPERATING OFFICER
NAME & TITLE

1/31/2013
DATE SIGNED

CIP Application For Grants and Subsidies



Narrative





Application for Grants and Subsidies

I. Background and Summary.

Overview

Parents And Children Together requests Capital funding through a CIP Grant from the Legislature to renovate an early childhood center in Hilo on Hawaii Island.

Currently, Parents And Children Together operates four federally funded Head Start classrooms in the Hilo Child Development Center. PACT became the permanent federally funded grantee for the delivery of Head Start services for Hawaii County in September 2010. We became the grantee after the previous provider chose to relinquish the grant and assumed occupancy of many of the classrooms in both Hilo and Kona. One such building was the Hilo Child Development Center (HCDC). HCDC is a lovely, quant, friendly center set within the upper forest region of Hilo. However, HCDC is older, run down, and desperately needs renovation to assure the safety and well-being of the children at the site.

A present PACT is the only provider of Head Start services in the County of Hawaii. We are presently funded for \$2.9 million dollars and provide Head Start services to 376 children.

1. A Brief Description Of The Applicant's Background

Parents And Children Together (PACT) is a leader in the design and delivery of a broad range of innovative social and educational services on Oahu, Kauai, Maui, Molokai and Lanai. Since it's founding in 1968, PACT has developed a comprehensive array of community-based prevention and treatment services to strengthen individuals, children, families and communities experiencing developmental, behavioral health, and socio-economic challenges. PACT has approximately 400 full and part-time employees and an annual budget of over \$20 million from government and private sources. PACT is fully accredited by the Council on Accreditation for Families and Children (COA) and Healthy Families America (HFA). PACT is a member of the Child Welfare League of America (CWLA), the Better Business Bureau, the Childcare Business Collaboration, the Head Start Association of Hawaii, the Hawaii State Head Start Collaboration, the Kalihi Business Association, The Kauai United Way, the Maui United and Aloha United Way.

PACT's major services are: Early Childhood Education, Child Abuse and Neglect Prevention/Treatment, Domestic Violence Prevention/Treatment, Mental Health Support, Community Building, and Economic Development. PACT employs the latest evidence-based prevention models and treatment modalities and validated "best practices."

Mission Statement:

Parents And Children Together promotes and supports healthy individuals, families, and communities, by creating opportunities for them to identify and





address their own strengths, needs, and concerns and successfully realize their potential.

2. Goals and Objectives

The goal of the CIP proposal is to garner sufficient funding to complete major repairs on the structure to assure a safe environment for the Head Start children attending the program.

The goal of Head Start is to provide comprehensive child development services to economically disadvantaged children and families with a special focus on helping preschoolers develop the early reading and math skills they need to be successful in school. Head Start promotes:

- School readiness;
- Enhancement of social, cognitive and emotional development;
- Provision of educational, health, nutritional, and social services to children and their families;
- Engage parents in their children's learning;
- Identify and provide educational and supportive services to special needs children; and
- Support parents in their education, literacy and employment goals.

3. Public Purpose and Need To Be Served

To assure adequate, quality and appropriate early childhood education to low income families in the Hilo area of Hawaii County. Through these educational services, children and their parents will be better equipped to become proactive members of their communities. Because Head Start services are family-centered, it is the programs belief that children develop in the context of their family and culture and that parents are respected as the primary educators and nurturers of their children. Head Start all offers family members with opportunities and support for growth and change, believing that people can identify their own strengths, needs and interests and are capable of finding solutions to their own problems/issues.

Benefit to the Community

Renovating the HCDC facility will enable PACT's Head Start program to assure quality early childhood education services in a facility that is safe and secure for the children, the parents and the staff. Renovating this property will also provide much needed employment to the construction trade in Hilo. The renovation to this facility can have an enduring, rippling effect throughout our Hilo and Big Island community.

4. Target Population

The Hilo Child Development Center serves primarily parents and their children living in the Hilo area of Hawaii County. The program serves those families who have incomes





below the poverty line or are eligible for public assistance. In addition, homeless children and children in foster care are categorically eligible for Head Start.

5. Geographic Coverage

The Hilo Child Development Center is located in Hilo at 2133 Waianuenue Street. Although children from any in East Hawaii can receive early childhood education services in the facility, the children primarily come from the city of Hilo.

II. Service Summary and Outcomes.

1. Describe the Scope of Work, Tasks And Responsibilities

Comprehensive services and activities are provided at the Hilo Child Development Center site daily—Monday through Friday.

Services and Activities

Program activities include early childhood education, play activities, socialization, health and wellness activities, food services, parenting classes, parent education, and community outreach.

2. Projected Annual Timeline

Services for this project will be on-going and therefore the timeline is not relevant to a CIP request. An estimated time of beginning the renovation project will dependent upon this grant request and additional federal funding for the Office of Head Start which will be pursued once this CIP funding is secured. There are many levels to the renovations that are needed at the Hilo Child Development Center and specific projects will be identified and pursued depending upon the needs of the facility and the funding secured.

3. Quality Assurance and Evaluation Plans

PACT has a comprehensive Quality Assurance plan in place to carry out the agency's mission and to ensure that targeted goals and outcomes are achieved, both with the highest possible quality of services and in compliance with accreditation standards. This is available upon request, but not deemed appropriate to include here as the request is for Capital funding.

4. Measures of Effectiveness

Completion of the renovation of structure in 16 months.

III. Financial

1. Budget and Budget Forms

The total estimate by two outside construction company bids is from \$600,000 to \$800,000 depending upon which specific projects within the facility are selected. PACT is asking the State Legislature for \$500,000 to select an architect, hire a general contractor, begin permitting processes, and tackle the most pressing needs of the facility.





Other sources of funding that are being researched are the Office of Head Start for facility renovations, the Harold K. L. Castle Foundation and the Harriet and Jeannette Weinberg Foundation.

The attached budget forms detail the cost of the grant-in-aid request.

2. Quarterly Funding Request

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$150,000	150,000	100,000	100,000	\$500,000

3. Other funding we are trying to obtain for FY 2013-2014

Approximate Amount of Request	Contact Agency	Title of Service or Brief Description of Service
\$140,000	Federal DHHS, Office of Head Start	Construction
\$95,000	Private foundations	Construction

4. State and Federal Tax Credits

PACT has not been granted any state/federal tax credits in the prior three years and does not anticipate applying for such credits in fiscal year 2013-2014.

IV. Experience and Capability

A. Necessary Skills and Experience.

PACT’s programs are community based, culturally sensitive, family centered and focused on family strengths. Over the years, PACT has developed strong community networks and effective working relationships with many service providers and community resources. PACT is active in advocating for children and families, and educating community leaders and elected officials about issues, needs and solution. PACT has an established track record and organizational commitment to quality assurance and evaluation.

PACT has experienced significant growth over the past years, based on quality services and on-going achievement of meeting or exceeding contract requirements and commitment to consumers. PACT has a sound reputation and has never had a contract rescinded by a funder. Another reason for PACT’s success is the ability to hire and retain quality staff. This is especially noteworthy considering the dearth of available qualified applicants in social services in Hawaii. A large portion of PACT’s success comes from the commitment to provide excellent training opportunities, good benefits, solid and





supportive supervision, a healthy work environment, and the necessary tools to deliver quality services. A high retention rate has meant minimal disruption of services to consumers and contractors.

PACT has over 44 years of providing Early Head Start and Head Start services in Hawaii. PACT is the largest provider of Early Head Start interventions and is the second largest provider of Head Start in the State.

PACT also has demonstrated experience in renovations to large facilities. These facilities include:

- Ohia Domestic Violence Crisis Shelter renovations;
- Lehua Domestic Violence Transition House renovations;
- Early Head Start portable relocation and improvements in Waimanalo;
- Family Peace Center-Maui office/condo major renovations;
- Condo renovations in Lanai City; and
- Numerous Early Head Start and Head Start Program spaces on Oahu and Hawaii County.

B. Facilities

This large facility is located in Hilo, Hawaii. The facility provides full-day and part-day classes to 71 three to five year old children in four classrooms. The facility will be maintained in accordance with standards for child care licensing as established by the Department of Human Services. The property is located in an established residential community.

The structure consists of two buildings that are connected with a covered deck. The Southern building is the older building and building to the North is a new section. The newer building is thought to have been built during World War II and is approximately 36' x 68'. The older building is thought to have been built around 1910 and is approximately 36' by 56'. The specifics related to the property and facility are:

- 4 separate classrooms with 4 bathrooms;
- 1 library;
- 1 kitchen;
- 1 staff office with 1 bathroom;
- 1 large parking lot;
- 2 story building with storage below;
- 16,486 square feet of fenced area;
- 2 play structures of approximately 1,000;
- 1 covered picnic area;





- Paved trike path.

The facility is ADA accessible. However, if renovation monies secured, the ADA accessibility will be upgraded

Attached is specific information that was provided in 2010 by the Murar Engineering & Design, Inc. from Kailua-Kona and a Scope of Work Package that was developed to seek bids from construction companies on Hawaii County. Since these two documents were developed, PACT has, with federal funds, addressed some of the issues including repairs and replacement of windows, replacement and repairs to railing around the building, flooring replacement in office areas, and stairs replacement.

V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

1. Proposed Staffing

There is no specific staffing pattern for the renovations. PACT has an experienced and qualified Facility Manager who would closely with the architect and general contractor to oversee the project and report back to PACT’s Board of Directors and the Executive Management Team which consists of:

- Chief Executive Officer;
- Chief Operating Officer;
- Senior Vice President of Operations; and
- Senior Vice President of Programs.

2. Staff Qualifications.

Position, Responsibilities, Role	Qualifications
<p>President and CEO. Major responsibilities are to:</p> <ul style="list-style-type: none"> • Provide oversight and administration of all agency programs and initiatives, including PACT’s Economic Development Center. • Provides and directs public relations and fund raising activities for PACT and its programs. • Serves on numerous state boards, organizations and committees to ensure appropriate direction for PACT and its programs. 	<p>Ruthann Quitiquit received her bachelor’s degree from Michigan State University where she graduated with High Honors. She achieved both a master’s degree in Social Work, and a master’s degree in Public Health from the University of Hawaii. In her tenure, she has grown PACT to 16 programs with 410 employees statewide, and an annual operating budget of over \$20.2 million.</p>





Position, Responsibilities, Role	Qualifications
<p>Chief Operating Officer. Major responsibilities are to:</p> <ul style="list-style-type: none"> • Provide oversight and leadership for the internal day-to-day operations of the agency. • Provide executive support to the President and CEO. • Monitor, evaluate, and provide oversight regarding the financial operations of the agency. • Provide leadership to agency staff. • Supervises the Senior Vice President of Programs, the Vice President of Operations, the Director Human Resources and the Director of Quality Assurance and Training. Assumes primary responsibility for the agency's investments. 	<p>Kim Gould attained her bachelor's degree in Psychology from Emporia State University and holds a master's degree in Business Administration from the same institution. She has numerous certifications including EEO Law Certification from Cornell University, Master Trainer Certification from Zenger Miller, 2005 Senior Professional in Human Resources (SPHR) and 2009 Project Management Professional (PMP). Ms. Gould brings to PACT a wealth of over 30 years' experience in staffing management, strategic planning, organizational assessment and development.</p>
<p>Senior Vice President of Programs. Major responsibilities are to:</p> <ul style="list-style-type: none"> • Oversee and ensure quality service provision throughout the agency's programs and initiatives, including the EDC. • Ensure alignment of agency programs with the agency's mission statement and the standards of the Council on Accreditation (COA). • Build and maintain effective collaborations within the agency and the community at large. • Provide executive support to the Chief Operating Officer. • Provides administrative oversight and direction to ensure that all PACT social, educational, and mental health support service programs, including the EDC, meet accreditation and agency mission standards and effective service guidelines. Reports to the Chief 	<p>Haaheo Mansfield received her bachelor's degree from Hawaii Loa College, and in 1983 achieved her master's degree in Social Work from the University of Hawaii. Ms. Mansfield has been a Licensed Social Worker (LCSW) since 1995, and has over 26 years' experience in the field of human services. Ms. Mansfield began her career at PACT as Program Director of the Hana Like Home Visitor Program. During her tenure, Hana Like was identified by the Maternal Child Health Branch of the Department of Health and the statewide Healthy Start Network as the premier early intervention program providing home-based services in the State of Hawaii. Currently, Ms. Mansfield oversees and ensures quality service provision throughout PACT's 16 statewide programs and initiatives, supported by over 150 federal, state, county, and private contracts. Ms. Mansfield was Commissioner of the State Commission on the Status of Women, and was recently confirmed by the Senate to serve as a Governor appointee to State Council on Mental Health January 2012.</p>





Position, Responsibilities, Role	Qualifications
<p>Operating Officer. Provides direction, acts as a resource for, and supervises all Program Directors with the exception of the Early Head Start/Head Start Program Director.</p>	
<p>Vice President of Operations. Major responsibilities are to:</p> <ul style="list-style-type: none"> • Administer agency infrastructure and direct finances, information systems, operations, contracting, risk management, and facilities management. • Reports directly to PACT’s Chief Operating Officer. Develops, implements, administers, and provides oversight to ensure that PACT’s programs have an efficient, effective infrastructure. • Provides oversight and direction to the Technology Coordinator, Controller, and Facilities Manager. 	<p>David Goya, BBA, CPA has 37 years of experience working in the accounting, business and finance arenas. Mr. Goya graduated with distinction from the University of Hawaii with a bachelor’s degree in Business Administration in Accounting. He has been a CPA since 1975 and has 37 years of experience including public accounting with KPMG, and executive and management positions with Amfac, Outrigger Hotels Hawaii and Robert’s Hawaii as Senior Auditor, Director of Finance, and Executive Vice President/Chief Financial Officer respectively. At Robert’s Hawaii, he was responsible for the areas of finance, accounting, information technology, investments, real estate, human resources, risk management and administration.</p>

3. Supervision and Training

PACT recognizes the importance of having a well-qualified, well-trained staff and places priority on creating access to appropriate supervision and training. Staff training and professional development plans are determined individually during annual performance reviews. Staff is encouraged to participate in relevant conferences, workshops, trainings, and on-the-job in-service trainings. All staff participate in an annual all staff training, complete a set of self-learning modules each year, and new staff are required to participate in agency-level and program-level orientation during their first few months of employment.

New supervisors are required to attend the Hawaii Employers’ Council training for supervisors and PACT has implemented a competency-based management and leadership development program for all supervisors. PACT worked with the Butler Institute of the University of Denver’s Graduate School of Social Work to customize its experiential, supervisory training for child welfare agencies for PACT supervisors. Putting the Pieces Together focuses on three areas of supervision – administrative, educational, and supportive supervision. Additionally, PACT has created a supervisors’ hui to allow for regular practice and reflection on supervisory issues.





B. Organization Chart

(See Organization Chart – attachment)

VI. Other

A. Litigation

There is no pending litigation to which PACT is a party, and there are no outstanding judgments against PACT.

B. Licensure or Accreditation

The Hilo Child Development Center is a licensed child day care provider by the Department of Human Services.

PACT is:

- Accredited by the Council of Accreditation;
- A member of the Child Welfare League of America;
- A member of Aloha United Way;
- A member of Kauai United Way;
- A member of Child Care Business Coalition; and
- A member of the Better Business Bureau.



Budget



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

Applicant: Parents And Children Together
(Big Island Head Start Program)

BUDGET CATEGORIES	Total State Funds Requested (a)	Federal DHHS Head Start (b)	Private Foundations (c)	TOTAL PROJECT (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	500,000	140,000	95,000	735,000
TOTAL (A+B+C+D+E)	500,000	140,000	95,000	735,000
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	500,000	Ruthann Quitiquit, President and CEO		847-3285
(b) Federal DHHS Head Start	140,000	Name (Please type or print)		Phone
(c) Private Foundations	95,000	[Redacted Signature]		1/31/2013
(d)		Signature of Authorized Official		Date
TOTAL BUDGET	735,000	Kim Gould, Chief Operating Officer		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION CAPITAL PROJECT DETAILS

Applicant: Parents And Children Together
(Big Island Head Start Program)

Period: July 1, 2013 to June 30, 2014

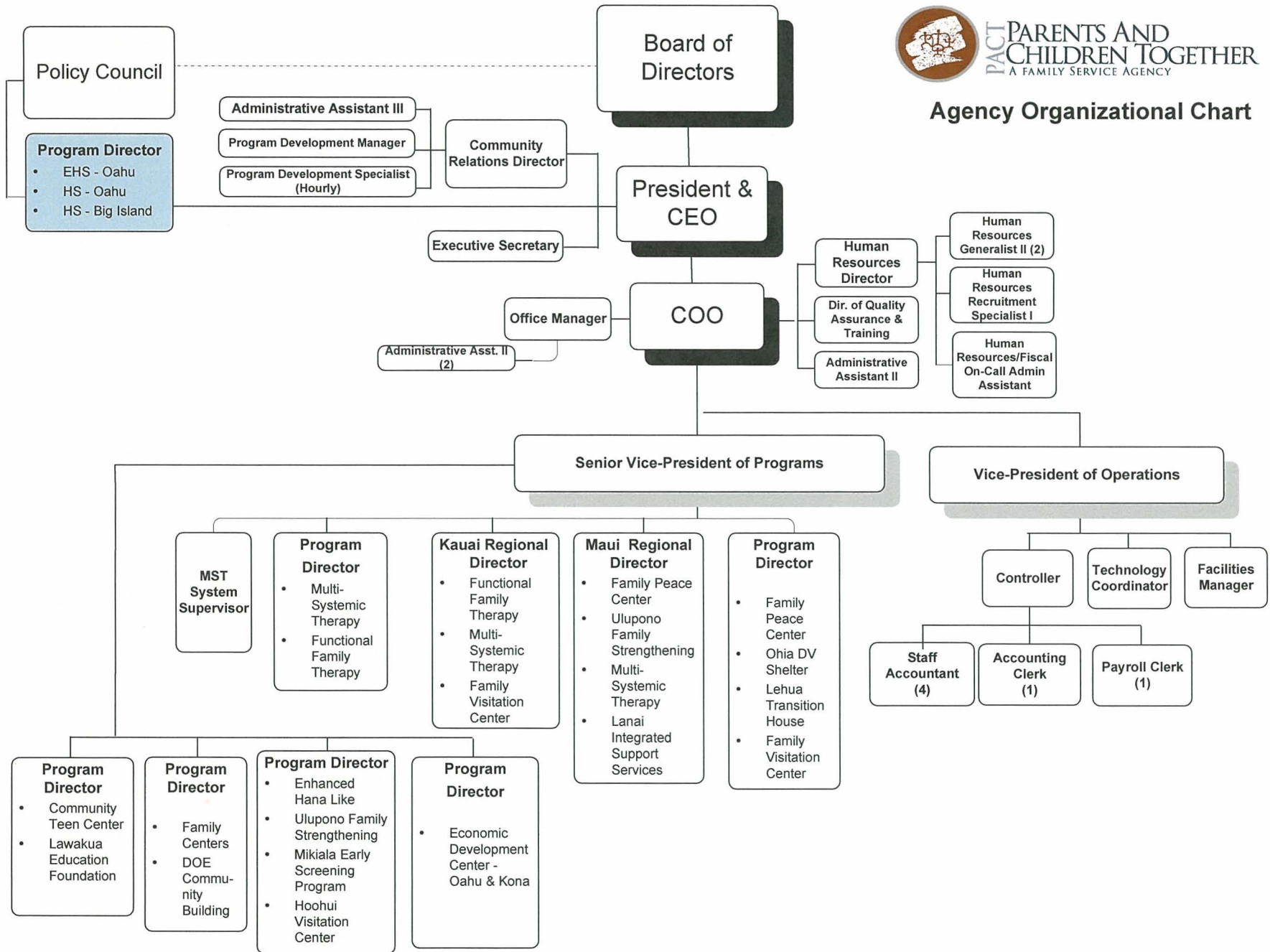
FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OTHER SOURCES OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2011-2012	FY: 2012-2013	FY:2013-2014	FY:2013-2014	FY:2014-2015	FY:2015-2016
PLANS	-	-	29,000			
LAND ACQUISITION	-	-	-			
DESIGN	-	-	49,500			
CONSTRUCTION	65,360	20,100	421,500	235,000		
EQUIPMENT	7,900					
TOTAL:	73,260	20,100	500,000	235,000	-	-
JUSTIFICATION/COMMENTS:						

Required & Supporting Attachments





Agency Organizational Chart



SCOPE OF WORK PACKAGE FOR:

THE HILO HEADSTART BUILDING
2133 WAINUENUE AVENUE
HILO HAWAII

TMK: (3) 2-5-028:017

GENERAL DESCRIPTION

- **According to the new EPA regulations, contractors who perform renovations, repairs and painting jobs on pre-1978 housing and child-occupied facilities must be EPA certified renovators. After April 22, 2010, federal law required contractors to be certified for this type of renovation and use lead-safe work practice.**
- The structure consists of two buildings that are connected with a covered deck. The Southern building is the older building and the building to the North is a newer building. The newer building is thought to have been built during World War II and is approximately 36' x 68'. The older building is thought to have been built around 1910 and is approximately 36' x 56'. The connecting walkway is approximately 10 feet wide.
- The structure is approximately 120 feet in the North South direction and 40 feet in the East/West direction. The upper story is at grade on the East side where there is a lava rock retaining wall below. The lower story walks out to the West. The building was built in the 1890's and is showing signs of termite damage and dry rot. The walls are single wall construction with horizontal 2x4's at 3'-0" on center.
- The bottom floor of the newer structure is built on 4x4 posts that are approximately 6'-8" to 7'-0" spacing in both directions. The lower level of the north newer structure is used for storage, has a dirt floor and is not inhabited.
- The older structure on the southern end has a bottom floor constructed with a slab on grade and has useable space under the upper classroom floors.
- The project is not in a flood zone.
- In general the structural assessment report attached in Appendix A is to be used as a reference.
- The contractor will be responsible for all permit and plan approvals.
- The structural assessment report noted in Appendix A was done previous to this bid document. This document supersedes the report in Appendix A for any contradictory requirements or information.
- The section numbers after the items noted refer directly to the items in the report in Appendix A.

1.0 FOUNDATION UPGRADES

- 1.1 Retrofit and upgrade posts and foundation where the posts are showing signs of degradation.
- 1.2 Install horizontal and diagonal bracing. Section 3.2, 3.3 of Appendix A.
- 1.3 Install additional shear and beam to ramped entry in basement.
- 1.4 Place a new berm at the concrete/rock face of entry path. Section 2.16 of Appendix A.
- 1.5 Install a post to reduce beam span in entry doorway to toy storage. Install a new additional 4x4 post under the beam in south storage room. The post is to be set in double door frame. The post will be attached to beam with LTP4 or APC44 and attached to the base with an epoxy base ABE44 with threaded rod embedded 3" into the concrete. Section 2.6 of Appendix A.
- 1.6 Locally re-graded site to deviate water from building both front and back of building. This specifically but not only applies at the North West corner of the building. The roof drain lines and the grade deposit water at the corner footing. The water should be directed around the footing and off to the South of the property
- 1.7 Replace the ADA ramp with a low maintenance weather resistant terrain.

2.0 CLASSROOMS

- 2.1 Fix and repair the window frames, sash members, glass, etc. Replace all sash chords throughout. Replace sash cord rollers and counterweights with same where they do not function properly. Section 4.1 of Appendix A.
- 2.2 Sand and seal floors all floors. Section 4.3 of Appendix A.

3.0 DECKS

- 3.1 Bring existing railings and new railings to code with proper spacing, strength and height. This includes all new ramps, decks and stairways. Use 1x6 vertical newels spaced such that a 4" sphere will not pass through the newels. The height of the rails is to be 42". Section 1.1 of Appendix A.
- 3.2 Reconstruct the entry stairs with new materials from grade to the deck. Section 2.13 of Appendix A.

4.0 TOILETS

- 4.1 Upgrade toilets and all fixtures to current standards.
- 4.2 Change the downstairs bathroom into an ADA compliant bathroom.

5.0 PATHWAYS

- 5.1 Construct ADA compliant path from parking lot to classrooms. The ramp will be built with 4x4 posts spaced at approximately 8'-6" on center. The base of the posts will be supported with 16" square concrete pads. The beams connecting the posts will be 4x8 beams that are supported off the posts with Simpson HUC48 hangers. The deck for the ramp will be wood decking. A 4x4 brace will connect the post to the beam to support the deck laterally. The ramp will be sloped to match ADA requirements.

6.0 GENERAL FOR ENTIRE STRUCTURE INCLUDING ALL ROOMS, DECKS, ETC

- 6.1 Replace any wood with termite or rot damage with similar.
- 6.2 Repair and replace all wood where paint is chipped or the wood is rotten. Touch up paint throughout building. Section 4.2 of Appendix A.
- 6.3 Replace floor joists that are showing signs of dry rot with like members. Provide 2x6 blocking member between the joists along beams lines. Section 2.1 of Appendix A.
- 6.4 Install 4 x 4" posts to mid span at all 4x6" beams under exit corridor. Attach AC44 from top of posts to beam. Set new pre-cast concrete pad 16" square on compacted soil fill under posts. Pre-cast concrete pads to be installed for beam line under West exterior wall between the classrooms and lanai. Section 2.3 of Appendix A.
- 6.5 Attach Simpson LTP4 or APC44's to 4x6 beams under first floor joists and existing 4x4 columns. Install A311 angles to concrete base with a 1/2" threaded rod epoxied 3" deep into concrete. The rod is to be stainless steel or the rods are to be cold galvanized on site after placement to cover any exposed steel. A311 to be lag bolted to posts with 1/2" lag bolt embedded 3" into the wood. Where 4x4 is set on lava rock replace with new pre-cast concrete pad 16" square with base embedded onto compacted soil. Section 2.4 Appendix A.
- 6.6 Install positive connections at top and bottom of foundation posts and braces throughout basement.

6.0 GENERAL FOR ENTIRE STRUCTURE INCLUDING ALL ROOMS, DECKS, ETC (Continued)

- 6.7 Attach the columns to beams on the first floor at the Lanai with LTP4 or APC44 at top of column. Section 2.5 Appendix A.
- 6.8 Change all door handles to ADA compliant lever type handles.
- 6.9 Remove and replace or reconfigure all door thresholds in all rooms to the proper ADA compliant height

7.0 KITCHEN

- 7.1 Install new 6x10 beam flush framed into the joist space beneath the external west wall. Provide HU46 hanger to connect the existing beam to the new 6x10 flush beam. LPC 46 column cap to be used to attach beam to existing column. Install new post set into the rock wall and attached to column with Simpson LPC 46. Rock wall and grade below the kitchen is to be reworked to create a more gradual transition from side walk to play area and landscaped with topsoil. Provide new 16" square footing base to be placed and support the new 6x10 beam. Leveling grout to be poured on floor to level for new use. Section 2.8, 2.11 and 2.12 of Appendix A.
- 7.2 Reframe Northwest roof of Kitchen using the same original materials. Section 2.10 of Appendix A.
- 7.3 Remove all existing Kitchen cabinets.
- 7.4 Provide level stable floor surface for cabinets.
- 7.5 Install 4x4 post and foundation base under kitchen wall to support cantilevered beam, such that the existing rock retaining wall can be removed or redone to provide a safe passage for children.

8.0 BASEMENT

- 8.1 Post to beam connections on the deck to receive knee braces. 4x4 braces are to be placed on the first floor below the west wall between the classroom and the lanai. Section 3.2 and 3.3 of Appendix A.
- 8.2 Remove all gypsum board ceilings in basement and paint joists. Section 2.17 of Appendix A.
- 8.3 Close the existing entry in the basement from the parking lot to the basement. Relocate the entry into the side of the existing storage room. Verify the existing door in the storage room is ADA compliant and replace the door if the door is too narrow.

9.0 ROOF

- 9.1 Install a new 2x8 ledger on the outside and a new 2x8 ledger on the inside above the doors. The new ledgers will sandwich the existing single wall construction and create a member for the lags to grab. Attach the ledgers together with 3/8" lags spaced at 16" on center. Place the lags on the inside to minimize the exposure of the bolts to the outside elements. Place the lags through the interior ledger, through the single wall and embed the lags 1" into the exterior ledger. Install 2x4 diagonal braces to span from ledger to rafters and skip sheathing along South building rafters over lanai and eaves. Brace angle to bear on top of top of the ledger and be attached to the ledger and rafter with H2.5 clips. Section 2.15 of Appendix A.
- 9.2 Install full 4x4 braces with mitered cuts from floor to ceiling along the corner portions of all external walls. The 4 corners of each structure are to have braces installed with Simpson straps 18 ga.
- 9.3 The exterior rafters are to be connected to the exterior bearing wall or the exterior beam line with Simpson single wall connection clip. Section 3.4 of Appendix A.

10.0 PATHWAYS

- 10.1 Construct ADA compliant reinforced concrete path from parking lot to basement entry and ramp to upper level.
- 10.2 The ADA ramp is to be relocated to the east side of the building. Deviate roof drain lines and the grade so that water is not deposited at footings. Excavate the area and construct the ADA ramp with concrete. Direct the water around the new ramp and off to the South of the property.

11.0 PARKING

- 11.1 All parking stalls are to be relocated as per plan. Stall markings and signage are to be code compliant to match ADA signage and size requirements. A 9'x18' ADA parking stall with an 8 foot access way will need to be designated in the parking lot.
- 11.2 Extend parking area to rear.
- 11.3 Relocate fence line and gates
- 11.4 Install 'drop-off' loop
- 11.5 Install angle parking for staff with drive through drop-off for children. Parent parking to remain on roadside.
- 11.6 Install dust free parking surface in parking area.

12.0 ELECTRICAL

- 12.1 Inspect and upgrade the electrical system to current standards.
- 12.2 Install new lighting to replace existing light fixtures.
- 12.3 Inspect the outlets for proper grounding. Replace the outlets so that all outlets meet code standards.
- 12.4 The Contractor is responsible for producing electrical plans and obtaining an the electrical permit through the use of a Hawaii licensed professional electrical engineer.

13.0 PLUMBING

- 13.1 Inspect and upgrade all plumbing to current standards. Section 4.4 of Appendix A.

14.0 OPTIONS FOR BID

- 14.1 The back office area will be expanded by having the wall that separates the two back offices removed. One workers office space would be moved up to the front, where the office supplies are currently stored. The wall next to the front door could also be knocked down to open up for worker's office space. The second office worker would relocate to the room that is currently the Children's Library. The current front office area, that is adjacent to the new ramp, would remain the same for that particular office worker.
- 14.2 A new covered walkway over the ADA walkway from the parking area to the building can be constructed with concrete piers and 4x4 posts at 8 feet on center. The center to center width dimension between the posts will be 4 feet wide. The connecting beams between the posts with LPC44 connections to the tops of the posts. 2x4 rafters at 24" on center pitched to one side to match existing lower slope with a 24" overhang. Use metal roofing to cover rafters with 6x6 angle flashing. Knee braces will be used at the post to beam connection to stabilize the frame laterally.

APPENDIX A:

THE HILO HEADSTART BUILDING
2133 WAINUENUE AVENUE
HILO HAWAII

TMK: (3) 2-5-028:017

MURAR

**ENGINEERING
& DESIGN INC**

STRUCTURAL ASSESSMENT FOR:
THE Child Development Center
2133 Waianuenue, Hilo, Hawaii



Per Nancy Reyes' request, Kevin Murar with Murar Engineering and Design, Inc and Tom Quinlan with Historic Properties Services, LLC and others associated with the Child Development Center conducted a site visit to the Child Development Center building located at 2133 Waianuenue, Hilo, island and state of Hawaii. The tax map key is TMK 2-5-028-017. At the time of the site visit the weather was partly cloudy without precipitation. Due to the lack of precipitation, only evidence of leaks was found, and actual water was not noted.

The intent of this report is to outline the items that are required to be upgraded. The items may be listed in general terms such that the contractor can get a sense of the scale and scope of the project. Details for the construction can be described to the contractor once these areas are explored during the renovation.

The structure consists of two buildings that are connected with a covered deck. The Southern building is the older building and the building to the North is a newer building. The newer building is thought to have been built during World War II and is approximately 36' x 68'. The older building is thought to have been built around 1910 and is approximately 36' x 56'. The connecting walkway is approximately 10 feet wide.

MURAR Engineering and Design INC
PO Box 5651
Kailua-Kona, HI 96745-5651

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www.MurarEngineering.com

9/13/2010

Hilo Head Start Structural Assessment

MURAR

The logo for MURAR Engineering & Design Inc. It features the word "MURAR" in a large, bold, serif font. Below it, the words "ENGINEERING & DESIGN INC" are written in a smaller, bold, sans-serif font. The text is flanked by two stylized, black, L-shaped graphic elements that resemble the corners of a building or a structural frame.

**ENGINEERING
& DESIGN INC**

The structure is approximately 120 feet in the North South direction and 40 feet in the East/West direction. The upper story is at grade on the East side where there is a lava rock retaining wall below. The lower story walks out to the West. The building was built in the 1890's and is showing signs of termite damage and dry rot. The walls are single wall construction with horizontal 2x4's at 3'-0" on center.

The bottom floor of the newer structure is built on 4x4 posts that are approximately 6'-8" to 7'-0" spacing in both directions. The lower level of the north newer structure is used for storage, has a dirt floor and is not inhabited.

The older structure on the southern end has a bottom floor constructed with a slab on grade and has useable space under the upper classroom floors.

The scope of this report is to assess the acceptability for the use of the structure and possible upgrades to the structure.

This report is broken down into four sections. The first section addresses the immediate life/safety concerns, the second section comments on the gravity system of the structure. The third section addresses the lateral system with respect to seismic and high wind events and the final section notes the non-structural items that were discussed on site.

In general, any wood that is found to have termite or rot damage needs to be replaced.

1 LIFE AND SAFETY CONCERNS

- 1.1 Currently the area of the greatest concern is the railings around the building. Code requires that a sphere 4" or greater cannot pass through any of the railings. The railings are wider than this gap, which means that a child could get his head stuck in the railings. The railings to the ramp are also warped and built out of a manufactured lumber that is not suitable for railing applications and will not support the code required lateral load for railings.

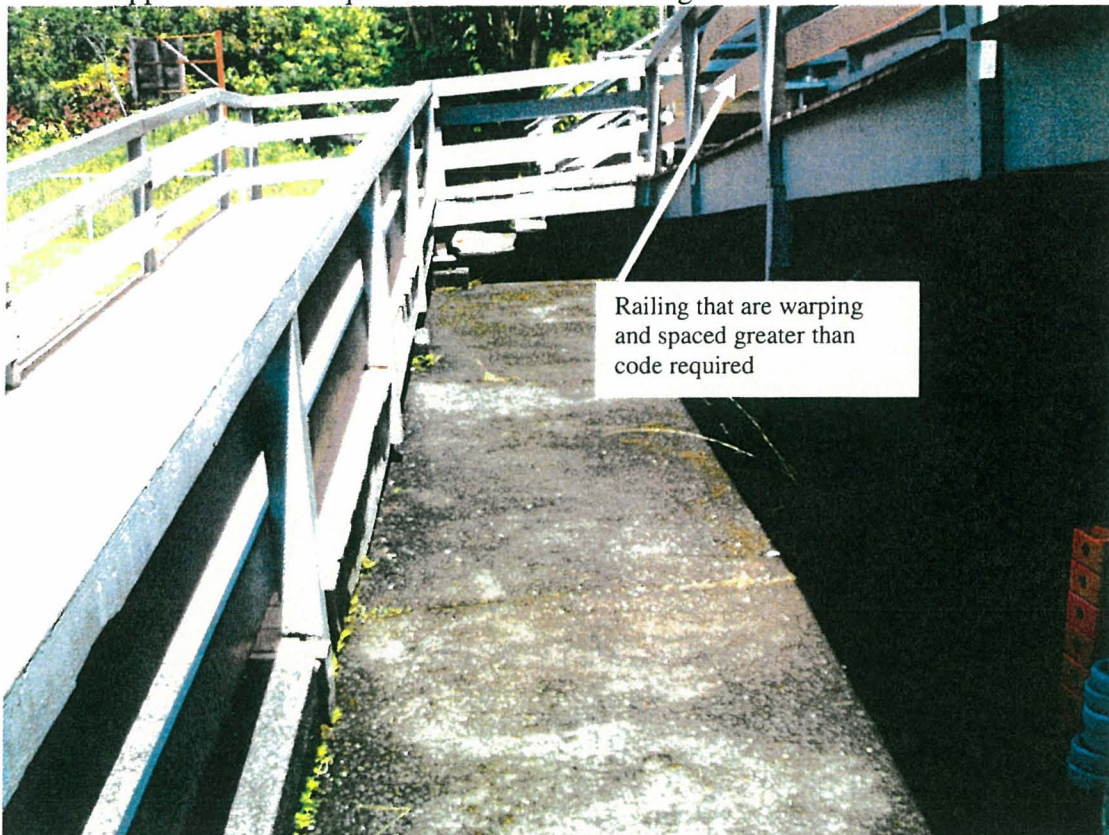


Figure 1 - West Ramp looking North

- 1.2 The electrical system also needs to be inspected and upgraded to current standards. As a structural engineer, the electrical system is not part of this scope and needs to be inspected by an entity that is competent to comment on this portion of work.
- 1.3 The items listed in sections 2 and 3 are also dealing with life safety issues, but they are not as urgent as the ones listed above.

2 GRAVITY SUPPORT

- 2.1 The upper floor joists are rough sawn 2x6 joists at 18" on center. These floor joists can hold 100 pounds per square foot (psf) load for a Doug fir #2 species of joist. This is acceptable for the joists. Joists that are showing signs of dry rot should be replaced with like members. Where the joists bear on beams, there needs to be a 2x6 blocking member placed between the joists.
- 2.2 The beams holding up the first floor joists are 4x6's. These are acceptable to 50 psf. This load exceeds the code required 40 psf for class rooms. Since the floors are only good to 50 psf, the first floor area is not to be used as an assembly area for adults.
- 2.3 The code requires that areas for egress be capable of withstanding 100 psf. Therefore, the 4x6 beams supporting the first floor around the exit corridors should have an additional post added at the mid span. A new 4x4 post with an AC44 attached from the top of the post to the beam should be used. At the base, a new pre-cast concrete pad 16" square with an embedded base will need to be set on compacted soil fill under these posts. The pre-cast concrete pads can be purchased locally from the lumber suppliers. This will be required for the beam line that is under the West exterior wall between the classrooms and the lanai. These posts will decrease the spans such that the beams will work for the egress requirements.
- 2.4 The 4x6 beams holding the first floor joists are supported by existing 4x4 columns. These columns will need to be attached to the beams with flat a LTP4 or APC44. This will create a positive connection between the post and the beam. If the column is set on existing concrete there will need to be an A311 angle attached to the concrete with a 1/2" threaded rod epoxied 3" into the concrete. The A311 will need to be lag bolted to the post with a 1/2" lag bolt embedded 3" into the wood. If the 4x4 is set on lava rock, a new pre-cast concrete pad 16" square with an embedded base will need to be set on compacted soil fill under these posts.

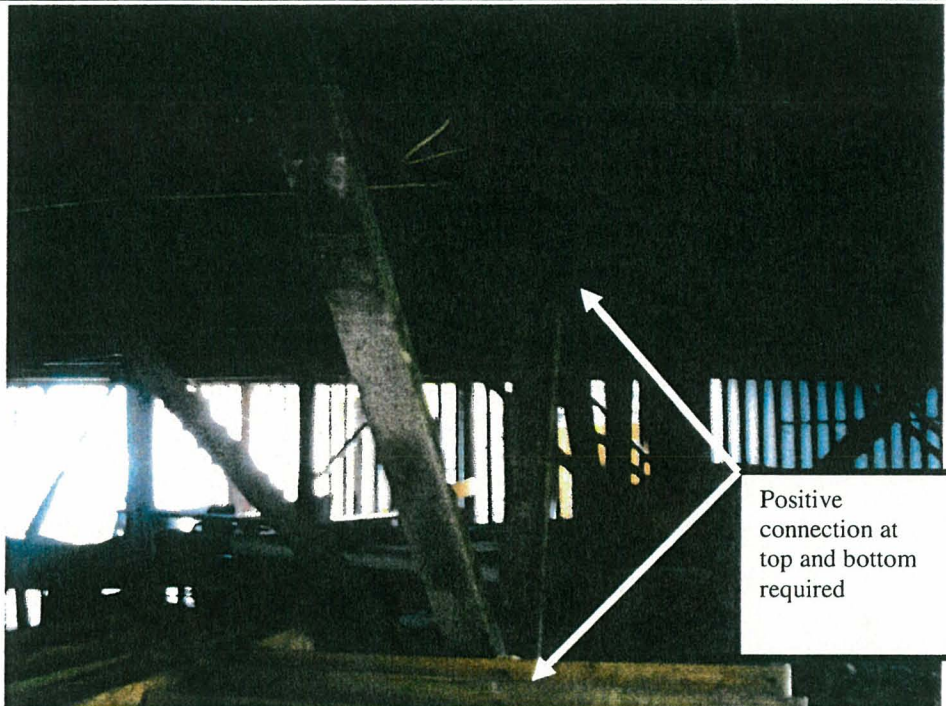


Figure 2 - Photo of bottom area of North Building

- 2.5 The columns to beam connection on the first floor at the Lanai will also need to be attached with either an LTP4 or an APC44 at the top of the column. This connection will positively connect the beam to the columns in a hurricane event.
- 2.6 In the storage room downstairs of the Southern building there is a floor beam that is set on the double door header. This beam is sagging. A new 4x4 beam will be required under this beam and will be set in the door frame. The post will be attached to the beam with an LTP4 or APC44 and will be attached to the base with an epoxy base ABE44 with a threaded rod embedded 3" into the concrete.
- 2.7 The roof is built with flat 2x4 skip sheathing at 6'-0" with metal roof. By visual assessment the roof will not be able to handle the load of workers on the roof. If a worker is required to access the roof, only one worker at a time is acceptable on the roof, and a plywood sheet will need to be placed over the metal roof to keep it from failing. The roof is not properly attached to the walls to keep the roof from separating from the main structure in a hurricane event. If any hurricane or high wind event is anticipated, the building is to be evacuated. The building can not be used as a shelter during hurricane or seismic events.

- 2.8 The kitchen area at the southwest side of the building was built on the previous lanai floor, and the lanai floors will be built with an initial slant. A new 6x10 beam will be flush framed into the joist space beneath the wall. An HU46 hanger will connect the existing beam to the new 6x10 flush beam. An LPC 46 column cap will be used to attach the beam to the existing column. A new column will be set into the rock wall and attached to the column with a LPC 46. The rock wall and grade below the kitchen will need to be reworked to create a more gradual transition from the side walk to the play area. In this area a new 16" square footing base will need to be placed to support the new 6x10. After the kitchen floor has been supported, a leveling grout can be poured on the floor to level the floor for new use.
- 2.9 The family reading room on the northwest corner is also slanted. It is okay to leave this room as is.
- 2.10 The corner eave at the northwest side of the kitchen is showing signs of rot and sagging. A new corner needs to be re-framed using the same original materials.
- 2.11 It appears that the grading of the building has been maintained such that water is forced towards the structure. On the street side the water is directed to the South where it is undermining the walkway to the building. This undermined area should be over excavated and filled with concrete. The grade should be directed away from this walkway.
- 2.12 On the North West corner of the building, the roof drain lines and the grade deposit water at the corner footing. The water should be directed around the footing and off to the North of the property.
- 2.13 The support structure for the stairs, including the stringers, treads and railings may need to be replaced with new wood members. A new gable roof may be placed over the stairs to shield the stairs from the rain.
- 2.14 The ADA ramp may be redone and the grading that will be required by items 2.11 and 2.12 may be incorporated to provide a ramp structure that exits onto grade.

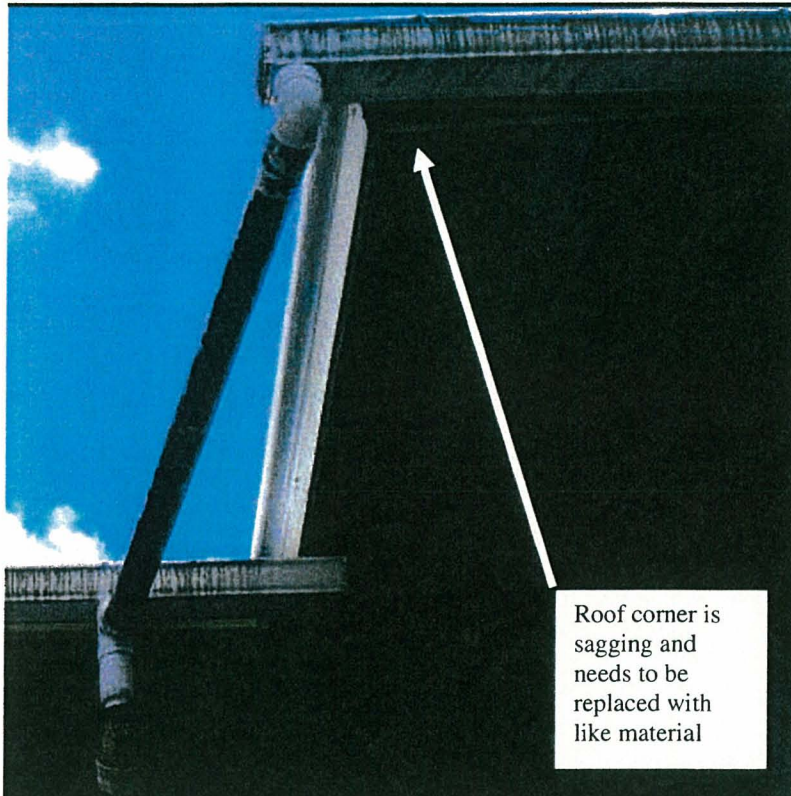


Figure 3 - Roof corner at Kitchen

- 2.15 The South building rafters over the eaves are insufficient for the spans. A new 2x8 ledger above the doors will need to be attached to the building with 3/8" lags spaced at 16" on center. A 2x4 diagonal brace will span from the ledger to the rafters and the skip sheathing. This member will cut down the span of the rafters and skip sheathing to an acceptable level. The angle can bear on top of top of the ledger and be attached to the ledger and rafter with an H2.5 clip.
- 2.16 Under the kitchen the grade should be re-worked such that the existing rock retaining wall can be removed or redone to provide a safer passage for children.

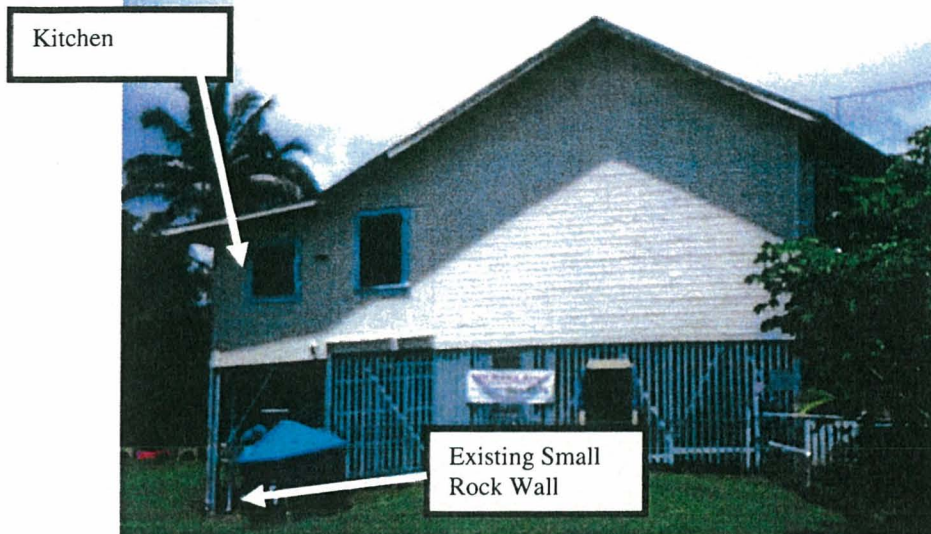


Figure 4 – Looking North

- 2.17 The several of the ceilings on the southern building are currently covered with a gypsum board ceiling. This ceiling is retaining some of the moisture in the floor space and may be causing some dry rot or nesting areas in the floor space. It is best to remove this ceiling covering to let the wood breath naturally. If a finished space is desired, the ceiling can be removed and the joists can be painted.

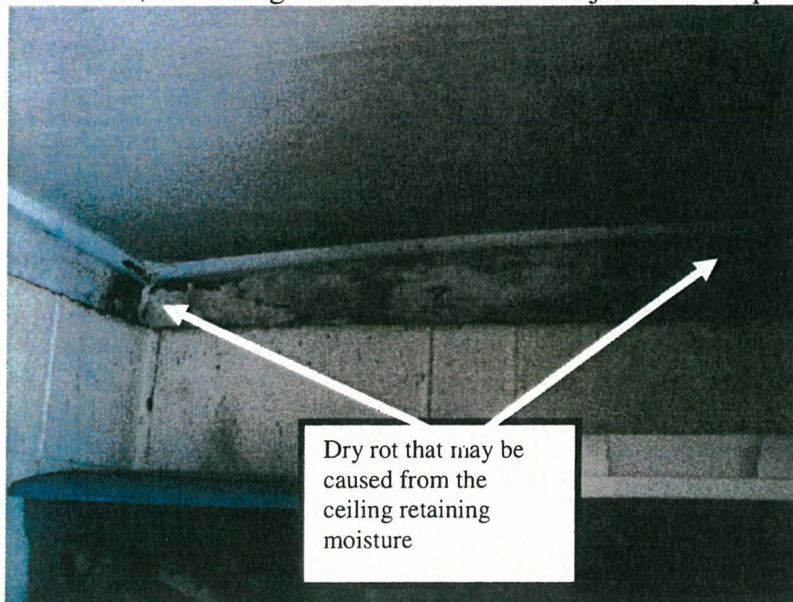


Figure 5 - Ceiling in Toy room



3 LATERAL SYSTEM

- 3.1 Currently, the building is being resisted in seismic and hurricane events by the braces and the siding. In order to provide an improved lateral system, several steps need to be taken.
- 3.2 The bottom level of the building is approximately 8 feet tall and the second story height is approximately 16 feet tall. In order to strengthen the lateral system, it will be necessary to put 4x4 braces along several portions of the wall. For budgetary purposes, the 4 corners of each structure will need to have braces installed. These braces will provide stiffness to the structure and a positive connection to the foundation.
- 3.3 The post to beam connection on the lanai will have knee braces that will help to laterally brace the lanai. The 4x4 braces mentioned in item 3.2 will be placed on the first floor below the west wall between the classroom and the lanai.
- 3.4 The exterior rafters need to be connected to the exterior bearing wall or the exterior beam line with a Simpson single wall connection clip.

4 OTHER ITEMS OF MENTION

- 4.1 Several items were mentioned at the site meeting that need to be addressed. The first of these items is to fix or repair the windows that do not function properly.
- 4.2 Where the paint is chipped or the wood is rotten, the wood will need to either be repaired or replaced. According to the new EPA regulations, contractors who perform renovations, repairs and painting jobs on pre-1978 housing and child-occupied facilities must be EPA certified renovators. After April 22, 2010, federal law required contractors to be certified for this type of renovation and use lead-safe work practice.
- 4.3 The floors for the building will be sanded and sealed.
- 4.4 The plumbing will need to be upgraded as necessary

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SUMMARY

The items that are noted in this report are required to upgrade the building and take care of the immediate structural concerns. The upgrades noted are to upgrade the structure, but not to bring the building up to current code standards. The upgraded building will resist events on the magnitude that it has already encountered. If a seismic or wind event is greater than what it has experienced in its lifespan, it is unknown the response of the structure.

It is prudent to limit the assembly of persons in the building. The building currently supports the classroom loads that are being applied and should continue to support the loads that are currently being applied. Loads in excess of the current loads may cause failures of the structural system. Because of this, public assembly or public meetings should not be held in this building.

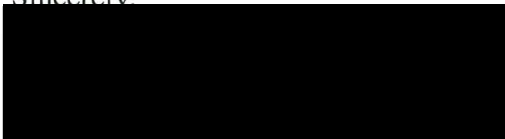
The building had resisted the October 2006 Kiholo earthquake and would be expected to survive earthquakes that are not in excess of this earthquake. The noted plywood shear wall application would strengthen the structure to a non-quantifiable level.

For wind events, where there is a high wind advisory for gusts up to 50 mph or greater or if there is a hurricane warning, the building should not be occupied. It is also not safe for a public shelter or housing during a natural disaster.

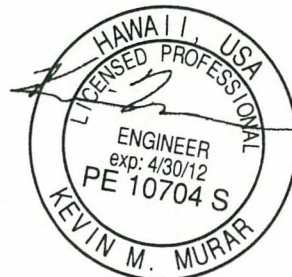
This report is valid for a short duration of a year since the building is continuing to deteriorate due to termites and dry rot. Therefore, the building will need to be re-assessed yearly to determine the extent of the structural deterioration.

Please let me know if you have any questions or comments regarding this report.

Sincerely,



Kevin Murar, PE, SE
Murar Engineering and Design Inc



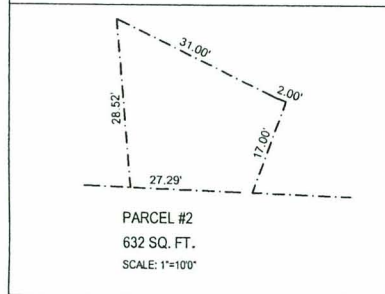
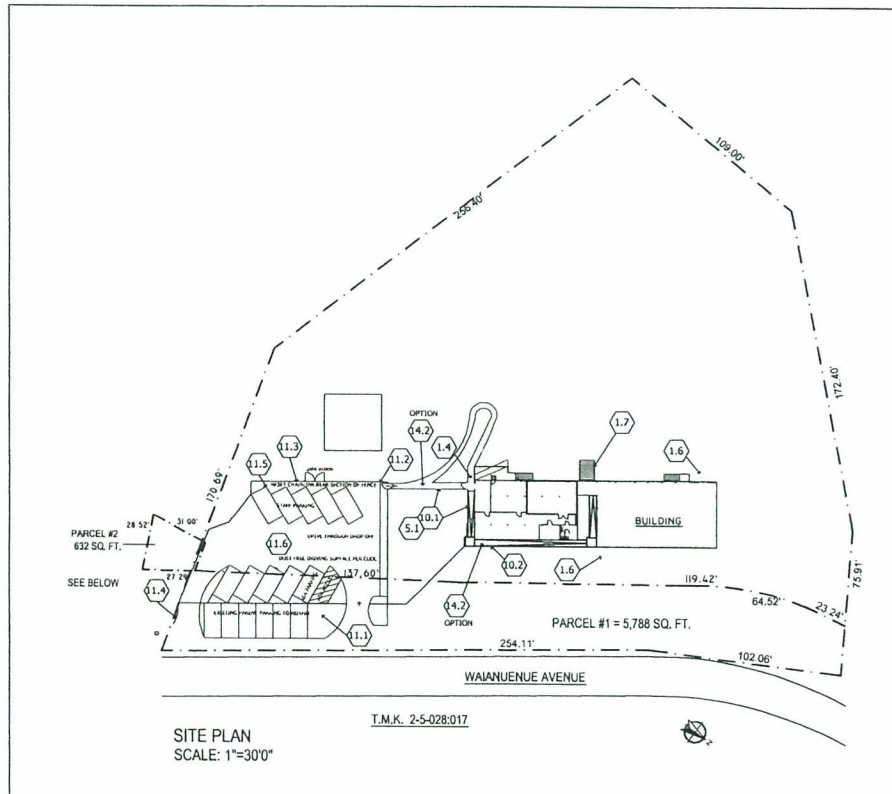
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www.MurarEngineering.com

9/13/2010

Hilo Head Start Structural Assessment



KEYED NOTES ON PLAN
REFER TO "SCOPE OF WORK PACKAGE FOR: THE
HILO HEADSTART BUILDING"
THE NUMBER IN THE HEXAGON REFERS TO THE
SECTION IN THE ABOVE MENTIONED SCOPE
OF WORK

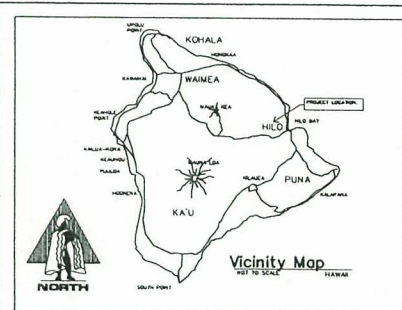
PROJECT DATA:

GOVERNING CODES:
1991 UBC & HAWAII COUNTY AMMENDMENTS
1991 NEC

LAND USE: URBAN

ZONING: RS-10

AREA **LOT SIZE = 16,486 SQ. FT.**
MAIN FLOOR RETAIL = 6,882 SQ. FT. (INCLUDES NEW)
LOWER KITCHEN = 1,066 SQ. FT.
COLD STORAGE = 1,916 SQ. FT.



PROJECT INFORMATION

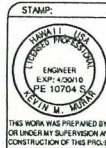
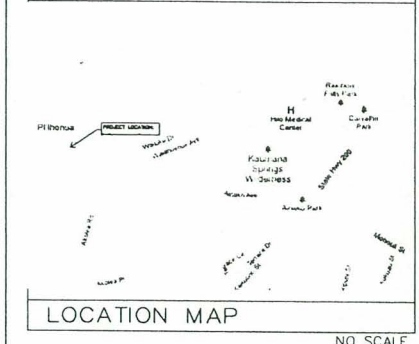
OWNER:
Community Development Institute Head Start (CDI HS)
Serving Hawaii County, HI
PO Box 1417
27 Waianuenue Ave.
Hilo, HI 96721

T.M.K. (2) 2-6-005:002

PROJECT ADDRESS:
2133 WAIANUENUE AVENUE
HILO, HAWAII

SHEET INDEX

SHT.	DESCRIPTION
T-1	PROJECT INFORMATION SITE PLAN SITE PARKING
A-0	GENERAL NOTES
A-1	FLOOR PLANS EXISTING LOWER, EXISTING MAIN
A-2	LOWER FLOOR PLAN, MAIN FLOOR PLAN



THIS WORK WAS PREPARED BY OR UNDER MY SUPERVISION AND CONSTRUCTION OF THIS PROJECT WILL BE UNDER MY OBSERVATION.

PROJECT OFFICE: 802-545-1411
KAILUA-KONA, HI 96741
FAX: 808-833-3377

MURAR
ENGINEERING &
DESIGN INC.

REVISOR:

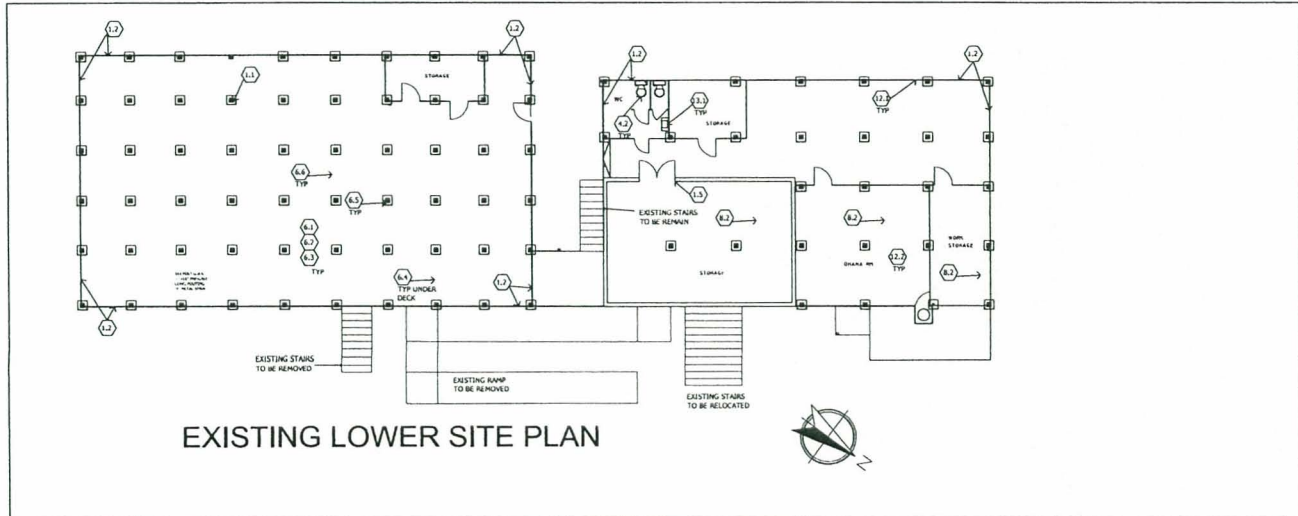
DATE: 04 OCT 2008

REVISIONS FOR:
HEAD START
2133 WAIANUENUE AVE.
HILO, HAWAII 96720
T.M.K. 2-5-028:017

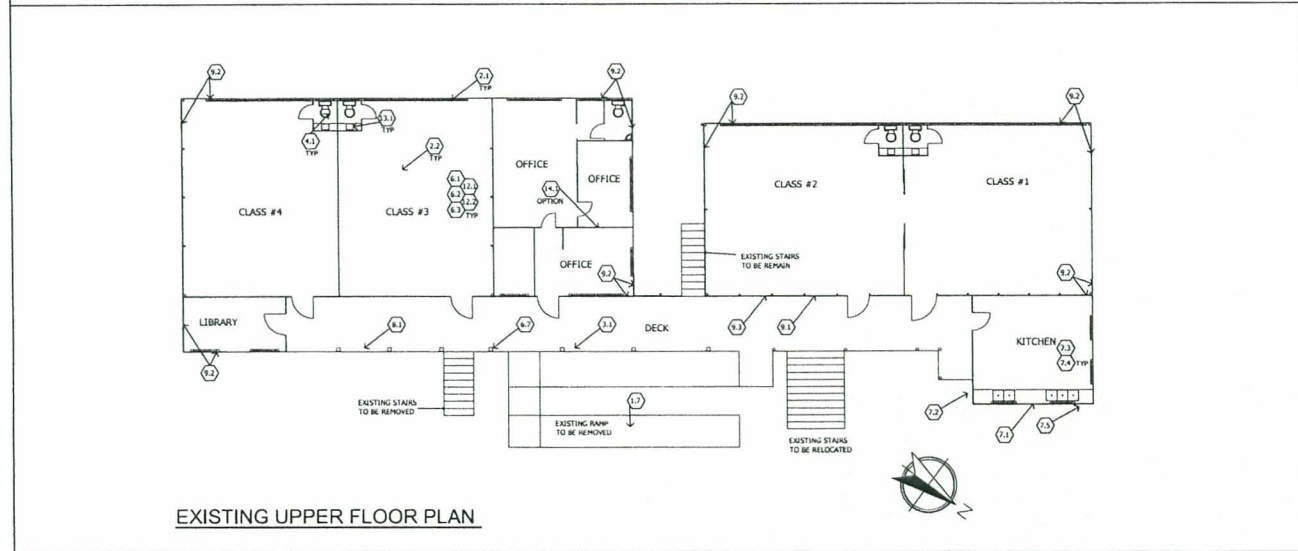
SHEET SUBJECT:
PROJECT
INFORMATION
SITE PLAN
SITE PARKING

SCALE AS SHOWN


T-1



EXISTING LOWER SITE PLAN



EXISTING UPPER FLOOR PLAN

 **KEYED NOTES ON PLAN**
 REFER TO "SCOPE OF WORK PACKAZGE FOR: THE HILO HEADSTART BUILDING"
 THE NUMBER IN THE HEXAGON REFERS TO THE SECTION IN THE ABOVE MENTIONED SCOPE OF WORK

STAMP:



THIS WORK WAS PREPARED BY A CONSULTANT UNDER MY SUPERVISION AND CONSTRUCTION OF THIS PROJECT SHALL BE UNDER MY OBSERVATION

POST OFFICE BOX 3451
 HONOLULU, HAWAII 96808
 PHONE: 808.333.0891
 FAX: 808.333.0819



REVISOR

DATE: 04 OCT 2010

RENOVATIONS FOR:
 HEAD START
 2133 WAIKUANUE AVE.
 HILO, HAWAII 96720
 T.M.K. 2 - 5-028-017

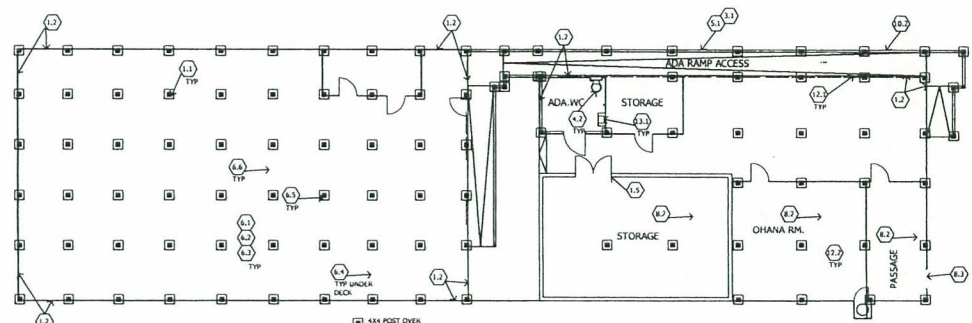
SHEET SUBJECT:

EXISTING LOWER FLOOR PLAN

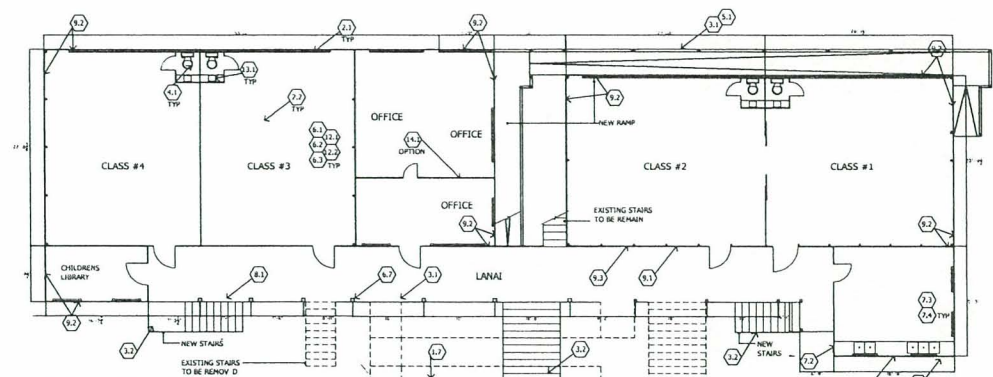
EXISTING MAIN FLOOR PLAN

SCALE : 1/8"=1'0"


A-1




LOWER FLOOR PLAN
SCALE: 1/8"=1'0"



MAIN FLOOR PLAN
SCALE: 1/8"=1'0"

 **KEYED NOTES ON PLAN**
 REFER TO "SCOPE OF WORK PACKAGE FOR: THE HILO HEADSTART BUILDING"
 THE NUMBER IN THE HEXAGON REFERS TO THE SECTION IN THE ABOVE MENTIONED SCOPE OF WORK

STAMP:

 KEVIN M. MURAR
 ENGINEER
 EXP-43818
 PE 10704 S

THIS WORK WAS PREPARED BY ME OR UNDER MY SUPERVISION AND CONSTRUCTION OF THIS PROJECT WILL BE UNDER MY OBSERVATION.

POST OFFICE BOX 5451
 PALU-ADANA, HAWAII
 HONOLULU, HAWAII
 HAWAII 96819

MURAR
 ENGINEERING
 & DESIGN, INC.

REVISION

DATE: 04 OCT 2010

RENOVATIONS FOR:
 HEAD START
 2133 WAIANUENUE AVE.
 HILO, HAWAII 96720
 T.M.K. 2 - 5 - 028 - 017

SHEET SUBJECT:

LOWER FLOOR PLAN

MAIN FLOOR PLAN

SCALE: 1/8"=1'0"

A-2



Declaration Statement

**DECLARATION STATEMENT
APPLICANTS FOR GRANTS AND SUBSIDIES
CHAPTER 42F, HAWAI`I REVISED STATUTES**

The undersigned authorized representative of the applicant acknowledges that said 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:

- (1) 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;
- (2) Comply with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, age, sexual orientation, or disability;
- (3) Agree not to use state funds for entertainment or lobbying activities; and
- (4) Allow 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 to purposes of monitoring, measuring the effectiveness, and assuring the proper expenditure of the grant or subsidy.

In addition, a grant or subsidy may be made to an organization only if the organization:

- (1) Is incorporated under the laws of the State; and
- (2) 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.

Further, a grant or subsidy may be awarded to a non-profit organization only if the organization:

- (1) Has been determined and designated to be a non-profit organization by the Internal Revenue Service; and
- (2) Has a governing board whose members have no material conflict of interest and serve without compensation.

Further, the undersigned authorized representative certifies that this statement is true and correct to the best of the applicant's knowledge.

Parents And Children Together

(Typed Name of Individual or Organization)



(Signature)

January 31, 2013

(Date)

Ruthann Quitquit

(Typed Name)

President & CEO

(Title)