

House District 26

Senate District 12

THE TWENTY-SEVENTH LEGISLATURE
APPLICATION FOR GRANTS & SUBSIDIES
CHAPTER 42F, HAWAII REVISED STATUTES

Log No:

For Legislature's Use Only

Type of Grant or Subsidy Request:

GRANT REQUEST – OPERATING

GRANT REQUEST – CAPITAL

SUBSIDY REQUEST

"Grant" means an award of state funds by the legislature, by an appropriation to a specified recipient, to support the activities of the recipient and permit the community to benefit from those activities.

"Subsidy" means an award of state funds by the legislature, by an appropriation to a recipient specified in the appropriation, to reduce the costs incurred by the organization or individual in providing a service available to some or all members of the public.

"Recipient" means any organization or person receiving a grant or subsidy.

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

DEPARTMENT OF HEALTH

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:
Hawai'i Public Health Institute,
formerly Coalition For Tobacco Free Hawai'i

Dba:

Street Address:
320 Ward Avenue #212, Honolulu, HI 96814-4016

Mailing Address:
320 Ward Avenue #212, Honolulu, HI 96814-4016

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name JESSICA YAMAUCHI, MA

Title Executive Director

Phone # 808-591-6508

Fax # _____

e-mail jessica@hiphi.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:

PUBLIC HEALTH WORKFORCE DEVELOPMENT TO IMPROVE HEALTH OUTCOMES FOR THE PEOPLE OF HAWAII

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2014: \$ 50,000

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:



JESSICA YAMAUCHI, EXECUTIVE DIRECTOR
NAME & TITLE

1/31/2014
DATE SIGNED

**POS Proposal Application
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Application for Grants and Subsidies

I. Background and Summary

1. A brief description of the applicant's background;

Hawai'i Public Health Institute is emerging as a key non-profit organization for public health efforts. This change is the result of growing interest among key community stakeholders for a need in Hawai'i for a public health organization with a broader focus on community-based health and to be a partner to, and bridge between public and private public health efforts.

In response to this community feedback, the Coalition for a Tobacco Free Hawai'i (CTFH) took steps to become the first nonprofit public health institute in the state. Progress in this new direction includes:

- CTFH has been legally renamed the Hawai'i Public Health Institute (HIPHI).
- The organization has expanded its mission "to improve health and quality of life in Hawai'i."
- The Board of Directors has developed a strategic plan to develop HIPHI to support and develop the public health workforce and infrastructure in Hawai'i.
- Funding and technical assistance has been secured from the National Network of Public Health Institutes (NNPHI, www.nnphi.org) to secure official status as a public health institute, with membership in NNPHI.

HIPHI will build healthier communities through the following:

- *Provide support and collaborate with DOH and UH.* HIPHI will collaborate with DOH and UH to secure funding and implement projects to improve and enrich the health of Hawai'i residents. As government entities, the DOH and UH are not able to access a majority of national and local private foundation funds, and government regulations prohibit rapid response not only to funding opportunities, but also hampers the ability to quickly hire and implement programs and services. As a private nonprofit IRS 501(c)3, HIPHI has greater flexibility and is able to rapidly respond to funding opportunities.
- *Provide support for nonprofit and grassroots organizations.* HIPHI will provide support to grassroots and nonprofit organizations that can more effectively reach Hawai'i residents in their communities throughout the state, and develop innovative ideas and methods to improve the public health. These grassroots organizations have the energy and inspiration, but require the training and technical assistance to succeed. This "social entrepreneurial leadership" will be cultivated and supported by HIPHI

through grant writing, fiscal administration, technical assistance, leadership, evaluation and advocacy.

- *Provide training and education.* A skilled, responsive, and well prepared public health workforce requires ongoing continuing education, skills refinement, and training. At this time the sole organization working to address this need is the Public Health Training Hui (PHTH), a group of public health professionals that has no secure funding stream and has not organized as an IRS 501(c)3. It is supported by a volunteer group of public health professionals in the public and private sectors. HIPHI will act as fiscal sponsor to the PHTH so that they can secure public and private funding for their efforts.

To develop the public health institute, HIPHI is working in close partnership with the Hawai'i State Department of Health (DOH), the University of Hawai'i, Office of Public Health Studies (UH), Hawai'i Public Health Training Hui, and the NNPHI. Significant benefits are gained through becoming one of NNPHI's 37 member organizations. The NNPHI receives federal funding from the Centers for Disease Control (CDC) and other public agencies and private foundations to support the work of its membership of public health institutes. Since 2001 the NNPHI has been awarded over \$60 million in funding, and approximately 60% of these funds were distributed to its membership public health institutes.

In addition, HIPHI will provide a venue for public health work that is more flexible and efficient than DOH and UH as it is able to function without the cumbersome procurement regulations and time-consuming approval processes typically required by government agencies. In the 37 other public health institutes throughout the nation, state agencies and institutions of higher learning turn to their public health institute to rapidly respond to funding opportunities, and once funding is secured, quickly manage or guide the implementation process. In the State of California, their public health institute received funding in fiscal year 2011 of approximately \$96 million.

HIPHI will continue the important advocacy work of CTFH to reduce the use of tobacco, and address other important issues besides expand the focus to include (but not limited) to obesity prevention, physical education, physical fitness, and nutrition.

HIPHI, formerly CTFH, has built a strong state-wide network of organizations and individuals that have successfully contributed to large policy and social norms change relating to tobacco use in Hawai'i. It has played a key role in state and local initiatives that resulted in county and state laws that protect Hawai'i residents from secondhand smoke exposure, increased taxes on cigarettes with the goal of reducing smoking rates, and provided a network for collaboration and training for the tobacco control community. During its 16 years of operation as CTFH, it has established an important place in Hawai'i's public health

community, and honed valuable skills including: grassroots organizing, issue-based advocacy campaigns, relations with policymakers, network building, collaboration with community and government partners, and training and community education.

2. The goals and objectives related to the request;

The goal of this continuing education project is to improve the skills and knowledge of public health professionals in government and nonprofit community based organizations in the following two topic areas:

- 1) ***Health in all Policies*** – This series of trainings will provide public health professionals with the understanding of how all policies, in every sector (transportation, energy, education, finance, environment, commerce, etc...) directly impact health. These concepts are already being incorporated into the development and implementation of policies in mainland states. It recognizes the role that socio-determinants of health, such as income, geography and education, play in health outcomes, and how to make positive changes in policies and regulations to improve the health of residents.
- 2) ***Community Empowerment Strategies and Coalition Building*** – This series of trainings will better prepare the public health sector to form strategy planning, effective coalition building, organize volunteers, mobilize community partnerships, and system development including other skills necessary to integrate the public and private sector for common good.

The gains in the abilities and skills of the public health professionals will benefit their respective organizations, and subsequently the residents of Hawai'i that they serve.

3. The public purpose and need to be served;

HIPHI seeks to address the need to improve the skill level and competencies of the public health workforce and facilitate focused and collaborative efforts to improve the policies, systems and environment to promote health and wellbeing among Hawai'i residents. There is no organization or stable source of funding to ensure that public health professionals have competency-driven trainings and continuing education credits required to ensure a skilled, effective, and responsive public health workforce that function well in the 21st century's digital technologies arena.

The Affordable Care Act and rapidly changing healthcare environment has created both challenges and opportunities for all public health and healthcare providers to evolve and serve Hawai'i residents on less funding, without sacrificing the quality of care. In addition, the public health workforce faces a crisis of personnel. In a 2012 survey conducted by the Association of State and Territorial Health Officials of DOH professionals, 21% are eligible for retirement in 2016. The rate of public

health professionals retiring from the DOH will outpace the number of public health students graduating from the UH.

4. Describe the target population to be served; and

HIPHI seeks to improve the public health of all residents in the State of Hawai'i, with special focus on underserved communities that suffer the greatest health disparities. This includes but is not limited to Native Hawaiians, Limited English Speaking populations and residents living in the rural areas of the state.

5. Describe the geographic coverage.

This project will serve the entire State of Hawai'i.

HIPHI is the only organization in Hawai'i, with expertise in advocacy, policy, systems, and environmental change, and the only organization actively focused on improving the skills and competencies of the public health workforce.

II. Service Summary and Outcomes

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

Through this project HIPHI will hold a series of six trainings for public professionals in the public and private sector across the State of Hawaii:

- Two face-to-face training sessions will be conducted on Oahu, and funding has been included so that neighbor island public health professionals are able to attend. One of these sessions will be by a mainland expert brought in to conduct the training.
- Four training sessions will be conducted by webinar. These sessions will be made available on all islands.

All training sessions will be recorded and posted on the HIPHI website for access by public health professionals in the future. It is the long term goal to develop a library of training videos and materials to support the public health workforce.

More detail of the training activities is included in Table 1.

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

Timeline. Six trainings will be provided throughout the year, and be made open to any public health professional in the State of Hawai'i:

Outcomes. The skills to be provided through the training sessions will improve the skills of public health professionals, with the goal to improve the effectiveness of services and improve health outcomes for the residents of Hawai'i.

The outcomes of each of the trainings are detailed in the Table 1 below.

3. Quality assurance and evaluation plans for the request.

Monitoring and evaluation will be conducted through the following:

- HIPHI will maintain a log of training and education provided, including the number of individuals that attend, and the number of sessions provided.
- HIPHI will conduct a survey of the perceived value of the trainings and relevancy to the work of each participant.

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

Program accomplishment or achievement will be measured by the following:

- At least six trainings will be conducted.
- At least 40 or more public health professionals will attend each training.
- At least 85% of participants will indicate that the information gained will improve their ability apply acquire knowledge and skills in order to enhance the effectiveness of the public health services and meet the needs of community residents in Hawai'i.

See Table 1 for more information on measurement and outcomes.

Table 1. Continuing Education for Advance of Public Health In Hawai'i's and America's Vision and Mission

Continuing Education Topic	Acquired Skills	Competency linkage and Essential Public Health Services	Evaluation of Effectiveness	Importance of content in knowledge and skills	Number of Trainings
Community Empowerment, Strategies & coalition building	<ul style="list-style-type: none"> • Strategy planning • Collaboration making • Community organizing • System development and refinement • Organizing community volunteers as community lay helpers 	<ul style="list-style-type: none"> • Inform, educate, and empower people about health issues • Mobilize community partnerships to identify and solve health problems 	<ul style="list-style-type: none"> • Use Evaluation Survey Post training • Three Month survey follow-up on application of skills and integration usefulness into daily work 	<ul style="list-style-type: none"> • Prepares Public Health workforce to better prepared for emergencies, disasters • Integrates the public health workforce to be organized and linked with common focus • Promote and encourage health behaviors 	3 continuing education trainings with 1 face-to-face and 2 webinars
Health in all Policy	<ul style="list-style-type: none"> • Priority setting • Decision-making • Leadership in the legislative process • Political analysis • Public policy development • Strategies to make inclusive macro decisions 	<ul style="list-style-type: none"> • Development of policies and plans that support individual and community health efforts • Enforce laws and regulations that protect health and ensure safety 	<ul style="list-style-type: none"> • Use Evaluation Survey Post training • Three Month survey follow-up on application of skills and integration usefulness into daily work 	<ul style="list-style-type: none"> • Assures the quality and accessibility of health services • Protects State of Hawai'i against environmental hazards 	3 continuing education trainings with 1 face-to-face and 2 webinars

III. Financial

Budget

1. Budget forms

The required budget forms, pages 4 – 7, are included in this application.

2. Anticipated quarterly funding requests for the fiscal year 2015.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$12,500	\$12,500	\$12,500	\$12,500	\$50,000

3. Listing of all other sources of funding that they are seeking for fiscal year 2015.

From 2008 through 2012 the University of Hawai'i, Office of Public Health Studies received funding for public health training and education from the University of California, Berkley, from a collaborative Public Health Training grant from the U.S. Health and Resources Services Administration. In 2012 this grant was reduced from \$80,000 to \$15,000, and this very limited funding will end in September 2014.

HIPHI is currently preparing a grant to the U.S. Office of the Assistant Secretary of Health to fund public health training and education. This is a highly competitive grant, with only 15 awards made in the category of funding for this program.

HIPHI and will aggressively seek additional sources of funding to grow the training and education offerings of HIPHI throughout FY 2014-2015. However, the great majority of public and private grants are for direct services, and not to support the agencies and community based organization that delivery the services.

4. State and federal tax credits.

HIPHI has not received any tax credits in the past three years, and does not anticipate eligibility for any tax credits in the current and in future years.

5. Unrestricted current assets.

As of 9/30/13, the balance of HIPHI's unrestricted current assets is \$205,133.25.

IV. Experience and Capability

A. Necessary Skills and Experience

HIPHI is uniquely qualified as the only non-profit organization in Hawai'i with a record of accomplishments and experience in building community collaborations, public health advocacy, grassroots and grasstops network building, and community leadership development. HIPHI's work at CTFH includes:

- Spearheaded the campaign for the passage and implementation of Hawai'i's Smoke-Free Law to protect people from secondhand smoke while at work and in most public places (2005-7). Additionally, CTFH has prevented attempts to repeal or weaken the law (most recently in 2010);
- Passed legislation requiring retail outlets to have a permit to sell tobacco products, including penalties for violations (2005), and eliminated the law's sunset (2009);
- Coordinated the development of statewide five-year strategic plans to reduce tobacco use (2005-2010, 2011-2016). Involved over 40 organizations and 150 individuals in the planning process;
- Spearheaded the passage and implementation of Hawai'i County's Smoke-Free Parks and Beaches Law (2009) and Smoke-Free when Minors are in Vehicles Law (2010); and
- Lead multiple campaigns to pass legislation to increase taxes on cigarettes and other tobacco products such as cigars.

HIPHI has 15 years of experience working with underserved and multicultural communities across the state. The Board of Directors has representation from disparate communities with health disparities, including Korean, Filipino, Lesbian Gay, Bisexual and Transgender, and Native Hawaiians, as well as representation from all geographic regions of the state.

HIPHI has also been successful in organizing workshops with national and Hawai'i based trainers to build capacity. Trainings have focused on core public health skills.

Development of HIPHI has the strong support of the community members besides DOH and UH. These organizations have provided, and will continue to provide their expertise and experience to HIPHI as it develops the first public health institute in the state.

B. Facilities

The main office of HIPHI is located on Oahu, at 320 Ward Street. These offices are conveniently located on a main bus line, and the building is ADA compliant.

Trainings will be held at ADA compliant facilities throughout the state.

V. Personnel: Project Organization and Staffing

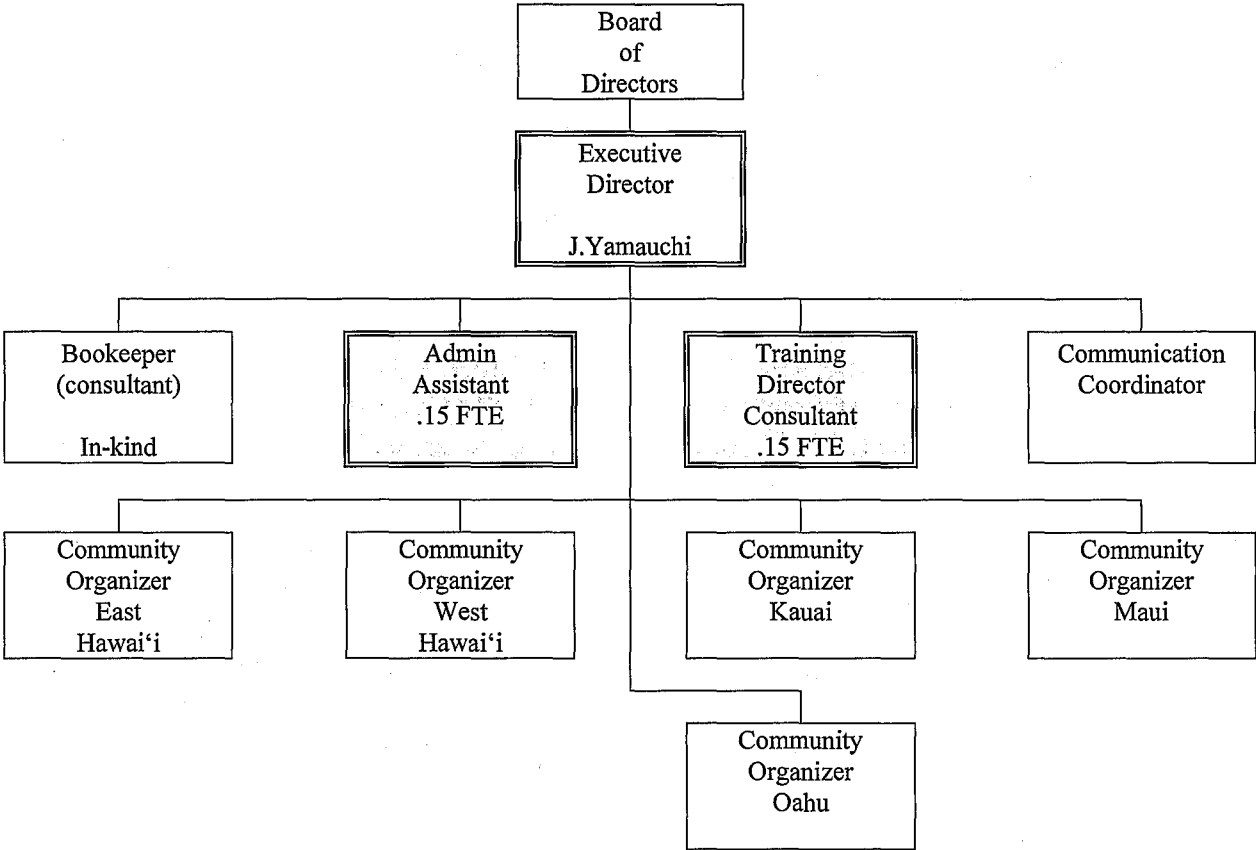
A. Proposed Staffing, Staff Qualifications, Supervision and Training

Jessica Yamauchi is the Executive Director of HIPHI (in-kind staff contribution to the project), and will direct this project. She was previously the Policy and Advocacy Director of HIPHI, and has worked in the field of public health for over fourteen years. Through her work at CTFH/HIPHI, she has worked to convene community groups to work on various policies changes, and is currently in the process of working with the Hawai'i Public Housing Authority to create smoke-free policies in public housing developments across the state.

Valerie Yontz, BA, MS, BSN, MSN, MA, MPH, PhD, (.15 FTE, consultant) will be the Training Director for this project. She has almost 30 years of experience working in the field of public health, in both academic institutions and community based service organizations. She is currently the Specialist and Practicum Coordinator at UHM OPHS, and was the co-evaluator of the State of Hawai'i Tobacco Fund, administered by the Hawai'i Community Foundation. She recently completed a strategic plan for evaluating the Hawai'i Department of Health's tobacco cessation and prevention programs. In addition to this experience, she has managed over 20 grants during her recent work with a Federal 330 community health center. This included at least a dozen large government grants with demanding reporting and evaluation requirements.

Funding for a staff administrative assistant to organize the trainings is requested for this project (.15 FTE).

B. Organization Chart



Position funded by the project.

C. Compensation

The applicant shall provide the annual salaries paid by the applicant to the three highest paid officers, directors, or employees of the organization by position.

Executive Director: \$65,000

Policy Director: \$50,000

Program Director: \$43,500

VI. Other

A. Litigation

HIPHI is not involved in any pending litigation.

B. Licensure or Accreditation

HIPHI is an IRS 501(c)3 nonprofit organization.

**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.

Hawai'i Public Health Institute
(Typed Name of Individual or Organization)


1/31/2014
(Date)

Jessica Yamauchi, MA
(Typed Name)

Executive Director
(Title)

BUDGET REQUEST BY SOURCE OF FUNDS
(Period: July 1, 2014 to June 30, 2015)

Applicant: Hawai'i Public Health Institute

BUDGET CATEGORIES	Total State Funds Requested			
	(a)	(b)	(c)	(d)
A. PERSONNEL COST				
1. Salaries	2,400			
2. Payroll Taxes & Assessments	400			
3. Fringe Benefits	200			
TOTAL PERSONNEL COST	3,000			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	3,443			
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space	3,000			
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
9. Printing				
10. Consultant - Training Director	18,000			
11. Consultant - Video	4,800			
12. Honorarium, speaker fees	12,400			
13. Indirect	5,357			
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	47,000			
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	50,000			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	50,000	Jessica Yamauchi	808-591-6508	
(b)		Name (Please type or print) Phone		
(c)				
(d)				
TOTAL BUDGET	50,000	Executive Director		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: Hawai'i Public Health Institute

Period: July 1, 2014 to June 30, 2015

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Administrative Assistant	1.0 FTE	\$30,000.00	10.00%	\$ 3,000.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				3,000.00
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Hawai'i Public Health Institute

Period: July 1, 2014 to June 30, 2015

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: Hawai'i Public Health Institute

Period: July 1, 2014 to June 30, 2015

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: 2012-2013	FY: 2013-2014	FY:2014-2015	FY:2014-2015	FY:2015-2016	FY:2016-2017
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS: Not applicable.						