

House District _____

Senate District _____

**THE TWENTY-SEVENTH LEGISLATURE
APPLICATION FOR GRANTS AND 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 LABOR & INDUSTRIAL RELATIONS

STATE PROGRAM I.D. NO. (LEAVE BLANK IF UNKNOWN): LRB903

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual: Ho`okupa`a

Dbas: Ho`okupa`a

Street Address: 1311 Houghtailing Place, Honolulu, HI 96817

Mailing Address: P.O. Box 23120
Honolulu, HI 96823-3180

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name LANCE K. YOSHIMURA

Title President

Phone # (808) 349-6220

Fax # N/A

e-mail lyoshimura-hrcc@hawaii.rr.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:

HO`OKUPA`A COMMUNITY STRENGTHENING PROGRAM

4. FEDERAL TAX ID #: _____

5. STATE TAX ID #: _____

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2015: \$ 370,600

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 \$ 335,600

FEDERAL \$ 0.00

COUNTY \$ 0.00

PRIVATE/OTHER \$ 0.00

LANCE K. YOSHIMURA, PRESIDENT
NAME & TITLE

JANUARY 31, 2014
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;

Ho'okupa`a is a 501(c)(3) nonprofit organization organized in 2013 for the purpose of building capacity of Hawaii's nonprofits and community organizations. Ho'okupa`a will provide and facilitate training and technical assistance to nonprofits and community organizations to prepare for and increase solicitation requests to secure funding necessary to accomplish larger projects, including capital improvement projects that build community infrastructure and create employment in low-income communities.

Ho'okupa`a and its network of provider agencies are committed to attracting increased outside (non-Hawaii) investment for qualified capital projects in the islands, which can reduce the need for funding from state and county governments and/or enhance local public investments by leveraging outside capital. To accomplish this goal, Ho'okupa`a will work with its network of provider agencies, which includes but is not limited to the following:

- Pacific Growth Associates LLC (PGA)
- Auamo I Na Alakai (AINA)
- Hawaii Alliance for Community Based Economic Development (HACBED)
- Hawaii Association of Nonprofit Organizations (HANO)
- Pacific American Foundation (PAF)
- Akamai Initiative

The Legislature made an earlier grant-in-aid appropriation of \$335,600 to Ho'okupa`a in FY 2013-2014, but as of this application those funds have yet to be released.

2. The goals and objectives related to the request;

Ho'okupa`a was formed to build the capacity of Hawaii's nonprofits and community organizations to facilitate economic development and job creation for low income communities, which will be achieved by the following:

- (a) Help nonprofits and communities establish the organizational requirements and skill sets needed to implement long-term community and economic development plans.
- (b) Facilitate community-based, strategic and business planning processes that build internal and external constituency support, which will in turn ensure broad-based and long-term support.
- (c) Improve access to capital and other resources necessary to implement capital improvement projects, and to fund the operating costs related to these projects.
- (d) Provide sufficient and ongoing monitoring and technical assistance during compliance phases of these projects, to increase the success rate of participating organizations.

3. The public purpose and need to be served;

Hawaii receives a disproportionately lower rate of economic benefit from federal programs intended to stimulate economic development and job creation through tax credit investments. While part of this disparity can be placed on the lack of information about these programs, a large portion of responsibility rests with the organizations and communities that would benefit.

Many organizations have the vision and will to create projects of benefit to their respective communities, but lack the necessary internal capacity to demonstrate to potential investors that sufficient oversight and management systems are in place to ensure both viability and sustainability.

This application, if funded, will allow Ho'okupa`a to provide training and technical assistance to nonprofits and community development organizations that are (a) start-ups needing basic information to organize properly; (b) have management systems in place but need assistance in preparing for larger funding opportunities; and (c) prepared seek immediate outside investments to implement their project.

With guidance and assistance provided by Ho'okupa`a, these organizations can prepare for and increase solicitation requests to secure funding necessary to accomplish larger projects, including capital improvement projects that will build community infrastructure and create employment in low-income communities.

This program will increase investments to Hawaii projects with outside (non-Hawaii) funds into Hawaii and reduce the need for funding from the local government and/or enhance local public investments by leveraging outside capital.

4. Describe the target population to be served; and

The project will focus services on 501c(3) nonprofit organizations in the State of Hawaii, with preference given to community-based and economic development organizations.

5. Describe the geographic coverage.

The geographic coverage of this project includes the entire State of Hawaii.

II. Service Summary and Outcomes

The Service Summary shall include a detailed discussion of the applicant's approach to the request. The applicant shall clearly and concisely specify the results, outcomes, and measures of effectiveness from this request. The applicant shall:

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

Ho`okupa`a will provide and facilitate training and technical assistance (TTA) through consultation, demonstration, training, conferences, educational tools and techniques, on- and off-site assistance, via computers, internet, telephone or written communications such as hard copy and e-newsletters.

The primary mode of delivery is through mass media approaches including monthly webinars, quarterly workshops and conferences, online tools (website based) and newsletters (hard copy and electronic). These group approaches will be open to the public and available to any organization or individual. The training and technical assistance will be provided at no cost, but participants may be charged to cover expenses not addressed by this grant-in-aid request.

Ho`okupa`a will ensure that all training notifications as well as communication during training sessions be provided in a manner that is effective for persons with hearing, visual, and other communications-related disabilities consistent with Section 504 of the Rehabilitation Act of 1973.

Whenever and wherever possible, Ho`okupa`a will utilize existing telecommunications services available within the University of Hawaii system and other providers to conduct training for those organizations located on the neighbor islands. The use of telecommunications will include training sessions specifically tailored for general training sessions (such as webinars) and will be open to all organizations.

When training facilities are needed, Ho`okupa`a will use ADA-compliant locations. When physical accessibility for persons with disabilities is not available or achievable, priority will be given to alternative methods of product delivery in an integrated setting, and in accordance with Section 504 of the federal Rehabilitation Act of 1973 (29 U.S.C. §794) and its implementing regulations (24 CFR Part 8, and Title II/Title III of the Americans with Disabilities Act), as applicable. Furthermore, Ho`okupa`a will ensure that electronic and information technology is made available to persons with disabilities on a comparable basis with those persons without disabilities.

Ho`okupa`a will provide and facilitate training and technical assistance using several processes and delivery systems. These will include the following:

Community Development Conferences

Conferences are opportunities for beneficiaries to engage in peer learning activities; share lessons learned in the course of their own community and organizational development challenges and successes; meet others in the community development arena and to identify emerging trends and opportunities that will impact on their planning and development.

Ho`okupa`a will continue to convene two community development conferences per year including one in the Fall and one in Spring. Ho`okupa`a will engage the support of its partner organizations to plan and convene these conferences.

Objectives for the Fall Conference include:

- Strengthen networks among community development practitioners and build peer (geographic, topical and other interest) groups;
- Share information on issues and opportunities available to nonprofits and community organizations;
- Provide training and technical assistance to participating nonprofits and community organizations with topics including organizational and board assessment, roles and responsibilities of board of directors, strategic planning, fund development;
- Address challenges that affect community development practices; and
- Identify and examine best practices.

Activities at the Fall Conference will include:

- Site visits and dialogue with key community leaders,
- Presentations by local practitioners addressing key areas of community development interest, and
- Workshops and individual consultations by Ho`okupa`a and partner organizations and consultants.

The Spring Conference will provide a venue for continued discussions amongst organizations and community associations and provide an opportunity to network with and learn from the experiences of national practitioners.

Objectives of the Spring Conference include:

- Strengthen networks between local community development practitioners and national resources;
- Share information on issues and opportunities for community development in the nation and applying these lessons to Hawaii communities;
- Address challenges affecting community development practitioners, nonprofit organizations and community organizations from a national perspective; and
- Identify and examine best practices from national models and experiences.

Activities at the Spring Conference will include:

- Presentations and training sessions by national community development practitioners;
- Discussion and training related to utilizing federal tax credit programs including New Markets Tax Credits, Low Income Housing Tax Credits, Historic Tax Credits, Alternative Energy Tax Credits and other national funding resources and practices.
- Workshops on best practices and an examination of models from other communities across the country.

Specific information provided in both conferences will address issues and questions raised among community leaders in TTA sessions, needs assessments and surveys.

Ho`okupa`a will work to ensure quality control of these conferences and the work of participating partners. Quality control methods will include clearly articulating measurable outcomes, verbally articulating objectives at the conferences, workshops and activities, and participant evaluations conducted throughout the conference.

Monthly Webinars

Ho`okupa`a will work with its partner organizations and consultants to host monthly webinars on topics identified in assessment exercises, from surveys, interviews of community leaders and funding agencies. Webinars will be set up with sufficient time to inform community leaders of the event and completed webinars will be placed on the online resource library to be created on an online resource library (see below).

Ho`okupa`a will work to ensure quality control of these monthly webinars. Quality control methods will include clearly articulating measurable outcomes for each webinar prior to conducting the session, verbally articulating objectives at the beginning of each webinar, and with participant evaluations conducted at the completion of the webinar.

Online Resource Library

Ho`okupa`a will establish an online resource bank for community leaders, nonprofit organizations conducting community development activities, and community associations. This online site will be available 24/7. It will provide information on community development topics and resources; access to "best practices," funding and grant opportunities; and provide a communication vehicle for communities in Hawai`i, using social media options such as Facebook, to share information, make announcements, and communicate on progress and issues.

This feature will allow communities, non-profit organizations, and individuals the opportunity to comment and share experiences, information, and ideas with each other. It will offer a forum for practitioners to gain feedback from each other. Webinar sessions will also be archived on the site for continual access.

Ho`okupa`a will work to ensure quality control of the Online Resource Library. Quality control methods will include clearly articulating measurable outcomes, visitor counts, and with surveys of community leaders and practitioners to determine value and relevance of the service.

Printed Materials and Tools

Ho`okupa`a will identify and/or develop materials for training including guides, self-assessment tools, evaluation forms and bibliographies of resource materials for community organizations and community leaders who prefer to pursue training on their own or need access to this information after training sessions or webinars have been completed. Materials will be used and/or shared at conferences, workshops and posted on the Online Resource Library.

Materials developed will be designed so that, with appropriate training, other TTA providers may independently conduct the courses. Funding is being requested in this application to develop materials.

Direct Technical Assistance.

Organizations receiving individual TTA will be identified with an intake form that will assess the organization's organizational structure, leadership capacity, community support and community impact and benefit.

Organizations selected for individual TTA will be required to meet all of the following criteria:

- Nonprofit and tax-exempt status as demonstrated by active status with the State of Hawaii Department of Commerce and Consumer Affairs and the Internal Revenue Service.
- Located in a low-income community or primarily serving low income communities and/or individuals.¹ Organizations not located in these census tracts but can identify that no less than 50% of their clients or employees are residents of low-income communities.
- Twenty percent of the organizations benefitting from individual consultations will be organizations and/or communities located on an island other than Oahu.

Organizations selected for individual TTA will be required to meet at least one of the following criteria:

- Potential for job creation in the next two years demonstrated in preliminary business plans and pro forma.
- Demonstrated ability to solicit and secure capital for operating and/or capital campaigns.

¹ For the purposes of this program, low income communities will be defined as any population census tract where (a) the poverty rate for that tract is at least 20 percent, or (b) the median family income for the tract does not exceed 80 percent of statewide median family income.

Ho'okupa'a will work selected organizations and identify participating TTA partner(s), who will prepare a detailed work plan with measureable goals, set timelines and deliverables supportive of training and technical assistance need(s). Ho'okupa'a will also prepare an initial budget, based on projected hourly rates and indirect costs as listed in the budget portion of this application. Each TTA recipient organization will be allotted up to \$10,000 to budget TTA services; neighbor island organizations will be allotted additional funding to cover travel expenses.

Service providers will continue to use one-on-one encounters, but will place an increasing emphasis on telecommunications as a training tool. This will allow more time to spend on training while also reducing the costs of providing that training, and develop the capacity for community groups to utilize telecommunications as an ongoing tool in the future.

Throughout the service period, Ho'okupa'a will work to ensure quality control of the work of participating partners relative to the approved work plan and timeframes to assure successful delivery. (See Quality Control below).

Just prior to completion of each TTA service, Ho'okupa'a will facilitate an evaluation by the beneficiary of the services received. Ho'okupa'a will review survey results with the participating partner(s), identify strong and weak points and incorporate actions for improvement.

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

Month	Activities	Outcomes
September	Monthly Webinar Conduct outreach activities on each island	Webinars start with 10 participants 7 webinar participants rate the session favorably 30 organizations contacted
October	Fall Conference Identify individual consultation recipients Start individualized consultation services Monthly Webinar	150 attendees at the conference 10 agencies identified for individual consultation 15 participants in the webinar session 12 webinar participants rate the session favorably
November	Monthly Webinar Develop print materials and resource guides Launch Online Resource Library Continue individualized consultation services	20 participants in the webinar session 15 webinar participants rate the session favorably Resource library launched with 20 hits 10 agencies receive individual consultations
December	Monthly Webinar Continue individualized consultation services	25 participants in the webinar session 20 webinar participants rate the session favorably
January	Monthly Webinar Continue individualized consultation services	30 participants in the webinar session 25 webinar participants rate the session favorably
February	Monthly Webinar Continue individualized consultation services	35 participants in the webinar session 30 webinar participants rate the session favorably

March	Spring Conference Identify individual consultation recipients Start individualized consultation services Monthly Webinar	150 attendees at the conference 10 agencies identified for individual consultation 40 participants in the webinar session 35 webinar participants rate the session favorably
April	Monthly Webinar Continue individualized consultation services	45 participants in the webinar session 40 webinar participants rate the session favorably
May	Monthly Webinar Continue individualized consultation services	50 participants in the webinar session 45 webinar participants rate the session favorably
June	Monthly Webinar Continue individualized consultation services	50 participants in the webinar session 45 webinar participants rate the session favorably
July	Monthly Webinar Continue individualized consultation services	50 participants in the webinar session 45 webinar participants rate the session favorably
August	Monthly Webinar Continue individualized consultation services	50 participants in the webinar session 45 webinar participants rate the session favorably

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

Ho'okupa'a will outsource a compliance and quality control officer position with experience and expertise in programming and regulatory requirements, and who will:

- Prepare procedures for compliance reviews in conjunction with program requirements and intended results.
- Review materials and subject matters to be used for all program and capacity building guidance in all written, electronic and in-person activities.
- Serve as single-point of compliance oversight to assure consistency and accuracy.
- Determine and prepare any necessary course of action for curing any eligibility or product quality issues that may arise.

Procedures and activities to evaluate performance of TTA activities will be established by Ho'okupa'a. These will include the following;

- Developing work plans for each assigned TTA recipient assigned individualized consultation.
- Clearly articulated and measurable outcomes for each TTA recipient or project related activity will be included in the work plan.
- Pre- test and post-test assessments will be conducted at each TTA activity.

- Verbally articulated activity objectives at each training event. Participants will receive clear descriptions of the objectives of each TTA activity in which they participate. The ability of the TTA provider will be determined with post-tests and in participant evaluations conducted at the completion of the TTA.
 - TTA participant evaluations. Evaluations will be reviewed by the Compliance and Quality Control Officer with adjustments in the provider, content or delivery based on feedback from participants.
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.**

September

- Webinars start with 10 participants and 7 participants will rate the session favorably
- 30 organizations are contacted about the program and fifteen complete intake forms

October

- 150 people attend the conference and 75% of completed evaluations are favorable
- Five additional intake forms are received
- 10 agencies are identified for individual consultation and work plans are completed
- 15 people will participate in the webinar session and 12 will rate the session favorably

November

- 20 people will participate in the webinar session and 15 will rate the session favorably
- Five additional intake forms are received
- The online resource library launched with receives 20 hits
- 10 agencies receive individual consultations, monthly evaluations are conducted

December

- 25 people participate in the webinar session, 20 participants rate the session favorably
- 10 agencies receive individual consultations, monthly evaluations are conducted
- Five additional intake forms are received

January

- 30 people participate in the webinar session and 25 rate the session favorably
- 10 agencies receive individual consultations, monthly evaluations are conducted
- Five additional intake forms are received

February

- 35 people participate in the webinar session and 30 rate the session favorably
- 10 agencies receive individual consultations, monthly evaluations are conducted
- Five additional intake forms are received

March

- 150 people attend the conference and 75% of completed evaluations are favorable
- 10 agencies will identified for individual consultation and work plans are completed
- 40 people participate in the webinar session and 35 rate the session favorably
- Five additional intake forms are received

April

- At least 45 people participate in the webinar and 75% rate the session favorably
- 10 agencies receive individual consultations, monthly evaluations are conducted
- Five additional intake forms are received

May

- At least 50 people participate in the webinar and 75% rate the session favorably
- 10 agencies receive individual consultations, monthly evaluations are conducted
- Five additional intake forms are received

June

- At least 50 people participate in the webinar and 75% rate the session favorably
- 10 agencies receive individual consultations, monthly evaluations are conducted
- Five additional intake forms are received

July

- At least 50 people participate in the webinar and 75% rate the session favorably
- 10 agencies receive individual consultations, monthly evaluations are conducted
- Five additional intake forms are received

August

- At least 50 people participate in the webinar and 75% rate the session favorably
- 10 agencies receive individual consultations, monthly evaluations are conducted
- Five additional intake forms are received

III. Financial

Budget

1. **The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.**

Budget forms have been completed and are attached to this application.

2. **The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2015.**

Q1: July 1 – Sept. 30, 2014	Q2: Oct. 1 – Dec. 31, 2014	Q3: Jan. 1 – Mar 31, 2015	Q4: Apr. 1 – June 30, 2015	TOTAL: FY 2012-2013
\$83,900	\$83,900	\$83,900	\$83,900	\$335,600

3. **The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2015.**

Ho'okupa'a has joined a consortium of other nonprofit agencies for funding from the U.S. Department of Housing and Urban Development (HUD) for NAHASDA funding, to conduct training and provide technical assistance services in the Native Hawaiian community.

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. Ho'okupa'a is a not-for-profit organization, and as such, has not been granted any state and/or federal tax credits.

5. **The applicant shall provide the balance of its unrestricted current assets as of December 31, 2013.**

Not Applicable. Ho'okupa'a is a not-for-profit organization, and as such, its assets are restricted.

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.

Once funding has been released, Ho`okupa`a's Board of Directors will begin to hire employees, starting with an executive director at \$70,000 plus fringe and benefits.

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.

Ho`okupa`a will not use its facilities to conduct any services described in this application.

Wherever possible, Ho`okupa`a will utilize telecommunications services available within the University of Hawaii's community college system and other providers to conduct training with organizations located on the neighbor islands. The use of telecommunications will include training sessions specifically tailored for general training sessions (such as webinars) open to all organizations.

When workshop or conference facilities are needed, Ho`okupa`a will utilize public facilities. Ho`okupa`a will use training facilities and services that are physically accessible to persons with disabilities.

Where physical accessibility is not achievable, Ho`okupa`a will give priority to alternative methods of product delivery that offer programs and activities to qualified individuals with disabilities in the most integrated setting appropriate in accordance with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. §794) and its implementing regulations at 24 CFR Part 8, and Title II/Title III of the Americans with Disabilities Act as applicable. Furthermore, Ho`okupa`a will ensure that electronic and information technology is made available to persons with disabilities on a comparable basis as it is made available to persons without disabilities.

On-site training and technical assistance services will be conducted at the recipient organization's facilities or at facilities they choose.

V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

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

The board of Ho'okupa'a will serve as an administrative board for this program. This means that overall supervision, monitoring and management of program activities will be done by the board. This will be done in weekly meetings of the board. A member of the board will work directly with the state agency responsible for this program and meet with the agency representative(s) as needed. Board members will not be paid for this function. When

Quality Assurance, Compliance and Evaluation Support will be contracted out to an individual that will be hired if this program is funded. This contractor will be responsible for overseeing the activities of this program and collecting data on its appropriateness, accuracy and relevance to participants. This will be done through evaluation forms, surveys and observation. (See Section II, Item 3 for more information on the responsibilities of this person).

An Executive Director will be hired. This position will be responsible for the following: (1) receive phone calls and emails, respond to inquiries and provide information and forward messages and inquiries as appropriate; (2) coordinate logistics for training and technical assistance sessions, workshops, conferences and webinars; (3) work with the Accounting Service, provide revenue and expense activity reports, and coordinate accounting reports to the board; (4) monitor training sessions, distribute and collect evaluations and comments from participants; and (5) arrange for meetings of the board and provide reports as determined by the board and the assigned state agency.

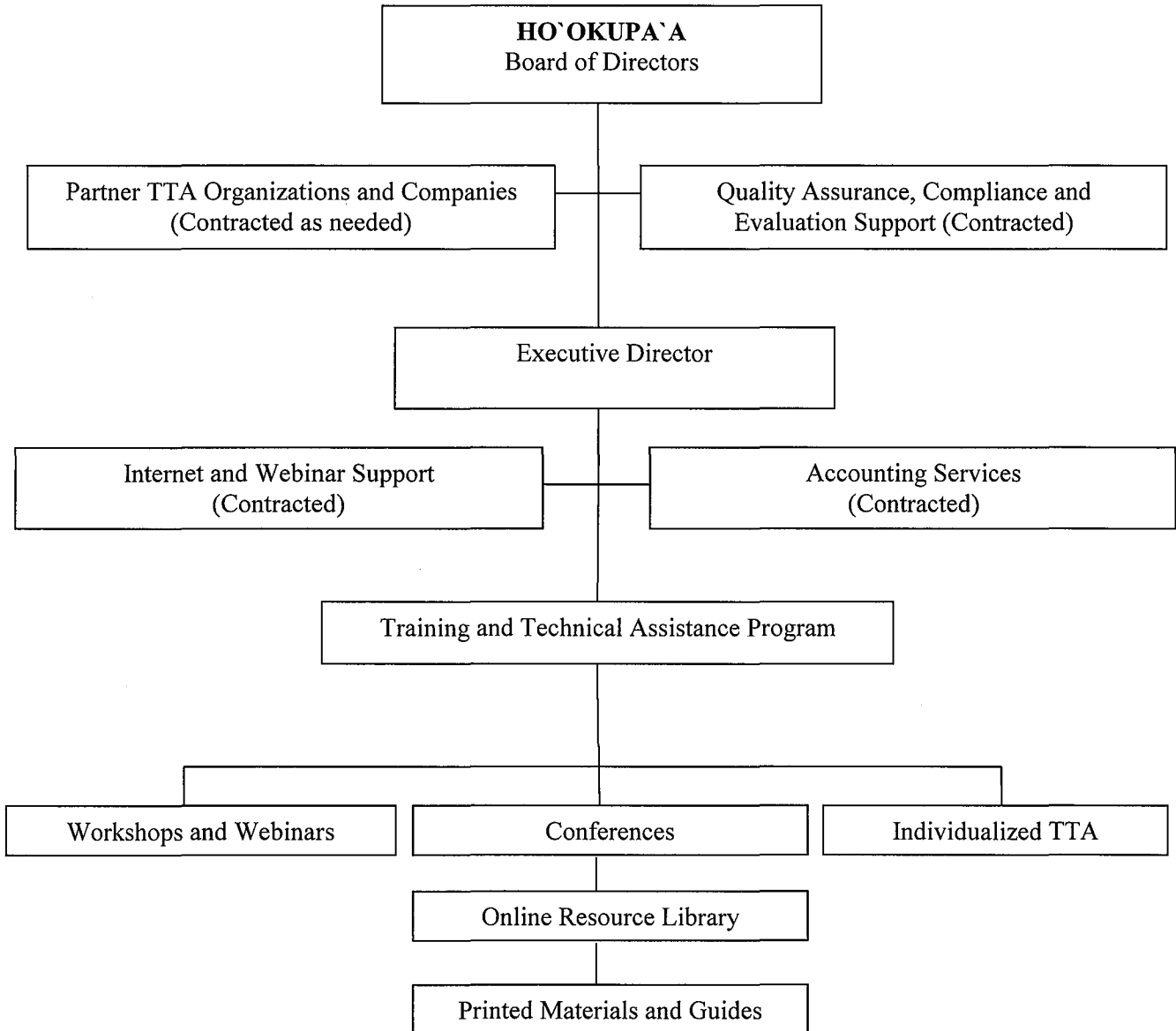
Accounting Services will be contracted. This position will monitor revenues and expenses and provide monthly reports to the board. These reports will include income and expense statements and balances.

Internet and Webinar Support will be contracted. This position will develop and maintain the program website, online resource library and monthly webinars.

Consultants and Partner Agencies will be identified and engaged as activities are scheduled. Depending on the topic required (as determined by the intake forms received), services will be purchased as needed. The Project Coordinator will be responsible for allocations of assignments and funding, and logistical issues.

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.



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.

At present, there are no paid officers, directors or employees.

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.

There is no pending litigation, nor are there any outstanding judgments.


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.

None.

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

Applicant: Ho'okupa'a

BUDGET CATEGORIES	Total State Funds Requested (a)	State Funds (FY 2013-2014) (b)	(c)	(d)
A. PERSONNEL COST				
1. Salaries	70,000	70,000		
2. Payroll Taxes & Assessments	5,390	5,390		
3. Fringe Benefits	22,890	22,890		
TOTAL PERSONNEL COST	98,280	98,280		
B. OTHER CURRENT EXPENSES				
1. Travel Expenses (Air, Car & Lodging)	16,200	16,200		
2. Insurance	4,000	4,000		
3. Lease/Rental of Equipment	2,400	2,400		
4. Lease/Rental of Space	9,000	9,000		
5. Office Supplies	3,600	3,600		
6. QAEC Support (Contracted)	24,000	24,000		
7. Accounting (Contracted)	4,000	4,000		
8. Coordination (Contracted)	24,000	24,000		
9. TTA Consultants (Contracted)	108,000	108,000		
10. Telecommunications	18,000	18,000		
11. Administrative Expenses	4,400	4,400		
12. Equipment	19,720	19,720		
13. Legal Expenses	35,000	35,000		
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	272,320	272,320		
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	370,600	370,600		
SOURCES OF FUNDING			Budget Prepared By:	
(a) Total State Funds Requested	370,600		Tracy Janowicz (808) 754-7864	
(b)	370,600			
(c)				
(d)				
TOTAL BUDGET	741,200		Lance K. Yoshimura, President Name and Title (Please type or print)	

BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: Ho'okupa'a

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)
				\$ -
EXECUTIVE DIRECTOR	Yes.	\$70,000.00	100.00%	\$ 70,000.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
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				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				70,000.00
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Ho'okupa'a

Period: July 1, 2014 to June 30, 2015

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
			\$ -	
NOT APPLCABLE.			\$ -	
			\$ -	
			\$ -	
			\$ -	
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: Ho'okupa'a

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	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
PERSONNEL		98280	98280			
PROJECTED ANNUAL OPERATING EXPENSES		57600	57600			
CONTRACTED SERVICES		160000	160000			
LEGAL EXPENSES		35000	35000			
EQUIPMENT		19270	19720			
TOTAL:		370600	370,600			
JUSTIFICATION/COMMENTS: Funds listed for FY 2-13-1014 were appropriated by the Legislature in the 2013 Regular Session, but have not yet been released.						

**DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS AND SUBSIDIES PURSUANT TO
CHAPTER 42F, HAWAII REVISIED STATUTES**

The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants and subsidies pursuant to Section 42F-103, Hawaii'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, Hawaii'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, Hawaii'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, Hawaii'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.

Ho'okupa'a

(Typed Name of Individual or Organization)



1/31/14

(Date)

Lance K. Yoshimura
(Typed Name)

President
(Title)