



"Enhancing Lives Through Self-Reliance"

January 28, 2014

Rod Becker
Senate Committee on Ways and Means
State Capitol, Room 208
Honolulu, HI 96813

Dear Rod,

Enclosed is our grant in aid request for Capital Improvement Project funds in the amount of \$500,000. Ka Lima O Maui is a 501(c)3 organization seeking funds to construct its own facilities and affordable housing for the consumers we serve.

Ka Lima O Maui has already raised \$800,000 of its own funds toward this capital project to more than match any State grant award. We are one of Maui's oldest private Not for Profit agency that delivers a crucial service to Maui's disabled population. Since 1955 we have been "Enhancing Lives through Self-Reliance" for this overlooked population through employment services.

Ka Lima O Maui was awarded a grant in aid for this capital project in FY 2009-2010 but the funds were never released. **The attached grant proposal is seeking \$500,000 to be applied for the construction of this project.**

If you have any questions or need additional information on Ka Lima O Maui or this request, please don't hesitate to contact me at 244-5502. Thank you for your attention to this matter.

Sincerely,


Chantal Ratte
Executive Director

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): _____

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

1. APPLICANT INFORMATION:

Ka Lima O Maui, Ltd.

Db:

95 Mahalani Street, Ste 19B
Wailuku, HI 96793

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name CHANTAL RATTE

Title Executive Director

Phone # 808-244-5502

Fax # 808-244-2077

e-mail Chantal@kalimaomaui.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:

CAPITAL FUNDS FOR NEW KA LIMA O MAUI FACILITIES

4. FEDERAL TAX ID #: _____

5. STATE TAX ID #: _____

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2015: \$ 500,000.00

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 \$900,000.00

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

AUTHORIZED SIGNATURE

CHANTAL RATTE / EXECUTIVE DIRECTOR
NAME & TITLE

1/27/14
DATE SIGNED

I. Background and Summary

1.) Brief description of the applicant's background:

Ka Lima O Maui is a private, non-profit, community rehabilitation program and has been providing vocational training, individualized habilitation, support and employment related services to disabled and economically disadvantaged adult residents of Maui since 1955. Ka Lima has over 58 years experience and is well known throughout the community for its employment outcomes and the quality and reliability of its services. **Ka Lima is the only private, community rehabilitation program currently providing services on Maui** and serves over 200 clients annually. Funding to support the \$2.8 million operational costs for the agency's services comes from a variety of public and private sources that include: Purchase of service contracts with the Division of Vocational Rehabilitation, Ticket to Work Program income, Medicaid Waiver Program income for home and community services provided to Severely Disabled adults, contractual income from the County of Maui and other community businesses for custodial and grounds maintenance service contracts, and fund raising income from special events and annual appeals. It is noteworthy that Ka Lima currently does not receive any public (Governmental) funding in the form of grants to support the agency's annual operational budget. This distinction along with the fact that the agency generates the majority of the funds required to support its annual operating budget from its work service contracts is important and it serves to separate the agency from the majority of other private, non-profits, many of whom rely heavily upon government funds for a portion of their annual operating budgets. As noted, Ka Lima's funding matrix is diverse and supports the agency's intent to be self reliant and independent.

For the past 39 years Ka Lima has been housed as a tenant in the J. Walter Cameron Center. Due in part to changes in State and Federal program emphasis, particularly for those programs serving persons with disabilities, many of Ka Lima's programs have evolved over the years and become more community based. As such the agency's need for program space has changed and been reduced from what it was when they first took occupancy in the Cameron Center. Over the course of the agency's 58 year history many programs have been created, changed and/or modified to meet the needs of the clients served by those programs. Various entrepreneurial activities have been initiated, expanded or abandoned based on what best met the needs of the clients enrolled and employed by those activities. Ultimately, it has remained the goal of the organization to provide a safe, clean, accessible and productive environment in which to deliver and maintain the agency's core services – employment, training, independent skills training and community supports. Today the greatest need facing the organization is to consolidate its campus and to house all its administrative services and programs in one area. To achieve

this goal the organization has embarked upon its first ever major capital campaign with the intent of raising \$5.9 million dollars for the purpose of planning and constructing new program, administrative and support facilities on the 2-acre site leased from the County of Maui. This property, the site of the organization's former Plant Nursery, will house:

- Renovations to a 4,000 multipurpose facility that currently house its Medicaid Waiver Program.
- A 5,000 sq. ft. 2 level program and administrative headquarters with a garage/storage/maintenance facility on the lower level.
- Two 4-single unit residential facility buildings for disabled adults that will be 100% affordable.

In FY 2010, Ka Lima O Maui was awarded a Capital Improvement Project grant in aid for \$250,000. However the funds were never released prior to the lapse of the grant.

2.) Goals and objectives related to this request:

The primary goal related to this request is to centralize service and program delivery from one campus location in Central Maui. The objectives that will support the attainment of this goal are:

1. To secure a matching GIA from the State of Hawaii in the amount of \$500,000
2. To dedicate \$800,000 in agency reserve funds to match the State GIA and prioritize the use of those funds for the initial planning and design phases of the project with the balance applied to construction.
3. To raise the balance of the required funds from a board driven capital campaign that will garner support from Maui's business and residential communities.
4. To plan and construct facilities (equipment storage, living quarters, program and administrative space) that will address agency and consumer needs both current and future.

3.) State the public purpose and need to be served:

The programs operated by Ka Lima address a number of public purposes that include:

- The right to work in the least restrictive environment. And,
- The right to reside in the least restrictive residential alternative.

There remains a critical need on Maui for programs that deliver services to adults with disabilities. Persons with disabilities have the highest rate of unemployment in the nation with Hawaii having one of the highest rate. Ka Lima's programs not only train and prepare persons with disabilities for a variety of community based employment options, but also provide the option of employment at Ka Lima. Ka

Lima is the largest employer of persons with disabilities in the County of Maui and has (11) mobile work crews that perform a variety of work tasks at various public and private work sites in Central and South Maui. These work crews hire over 55 persons with disabilities. In fact, in 2006, the State of Hawaii Department of Vocational Rehabilitation selected Ka Lima O Maui as the "Employer of the Year" for persons with disabilities for Maui, a recognition we are very proud of.

The agency's Medicaid Waiver Program addresses self-reliance and independence of severely developmentally disabled adults in self-directed programs that are by and large community based. These programs are consumer driven and often have staffing ratios of 1:1. Clients participate in small group activities or in programs components that are tailored to their individual needs. Many of the program activities are non-vocational in nature and directed more at assisting the consumers to increase their levels of independence and self-reliance.

Over the course of the agency's 58-plus year history, housing has been a chronic problem for many of the clients engaged in services at the agency. The two 4-unit residential facilities will address this issue and help to relieve the housing crisis experienced by some of the organization's disabled workers and program participants. Rents will be scaled and based on the client's ability to pay, with employment or program participation as a requirement for eligibility.

4.) Describe the target population to be served and the geographic coverage

Ka Lima's target populations include persons with disabilities and persons who are considered economically disadvantaged. The agency does not charge fees to eligible program consumers and operates a number of different programs and services to address client needs, goals and objectives. The mission statement for the organization is: **"Enhancing Lives through Self-Reliance"**.

Ka Lima's services are available in South, North shore, Central, West and Upcountry Maui areas. Due to geographic limitations the organization does not deliver services in the Hana district. Many of our employment related services are delivered at the consumer's place of employment through the use of agency job coaching and support staff. Our Medicaid Waiver program is consumer driven and provides services at many locations within our community as well as the old warehouse building once constructed for the Plant Nursery. A portion of the agency's program consumers and employees coordinate their transportation needs with the services offered by Maui Economic Opportunity's transportation services. Ka Lima does coordinate and provide transportation for many of its employees on the mobile work crews and participants in the Medicaid Waiver Program.

This Grant-In-Aid request will assist the organization in meeting its current challenges in terms of program operating space and enable the agency to meet current and future demands placed upon it from the consumer community. The consolidation of program and office space will help to ensure Ka Lima can continue its legacy of providing valuable and needed services to Maui's disabled and disadvantaged populations. Many of the agency's program consumers become contributing, tax-paying members of our community as a direct result of their employment with Ka Lima. The community experiences other direct benefits from much of the work our mobile work crews accomplish through their grounds and custodial work contracts with Ka Lima. Finally, our proposed residential facility will help to ease the tremendous housing shortage that exists on Maui, especially as it relates to affordable housing needs that are accessible to persons with disabilities.

II. Service Summary and Outcomes:

This project is a construction project and not one that requests funding support for the delivery of programs or services. A brief narrative description of the agency's programs and services, as well as numbers served is included in the following section.

Please find attached the timeline proposed for this project. **(Attachment #1)**

III. Financials

1. Please find attached a budget for the proposed project. State budget forms have been completed as they relate to this project. Also attached is a timeline for the acquisition of funds to support this project. **(Attachments # 2 & 3)**
2. Anticipated quarterly funding requirements for the fiscal year 2014-2015:

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
		\$250,000	\$250,000	\$500,000

3. Ka Lima O Maui is not seeking other sources of funding for fiscal year 2015.
4. Ka Lima O Maui has not been granted or applied for any State or Federal Tax credits.
5. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2013.

IV. Experience and Capability

A. Necessary Skills and Experience

This grant in aid requests State funding support to enable Ka Lima O Maui to centralize its programs and office space, in order to develop its own facilities and campus. For an agency with a 58 year history the aspiration to develop its own facilities and to create a workable, efficient and centralized campus is not an unreasonable goal. Similarly it is not difficult to comprehend why the organization's existing facilities, designed, built and modified to address programs and staffing components that are over 39 years old are no longer functional. Perhaps more than any other Maui-based non-profit organization, Ka Lima has demonstrated its commitment to service and its ability to endure and withstand all the trials and tests one could encounter over such a long history. The funds requested in this application are for the construction of a new campus for Ka Lima O Maui and are not to be used for any program/service expenses.

Ka Lima was founded 58 years ago by a group of dedicated parents with the intent to create program options for developmentally disabled adults. Ka Lima, from its onset, set out to create and develop programs that would be of an enduring nature, focused on presenting activities and employment opportunities that would add dignity and value to the lives of its consumers of service. The agency has the unique distinction of being able to engage its consumers of service in work related activities that provide meaningful, gainful employment and at the same time generate revenues for program support. Over the course of the organizations 58 year history a number of work projects have been created to provide employment opportunities for its clients. Some of these work projects included: a woodshop that manufactured craft items and refurbished wooden furniture, a "sheltered-workshop" that employed over 50 severely disabled workers who produced gift items for the tourist industry, a commercial laundry, a thrift store, a commercial plant nursery, a newsprint recycling/shredding project and commercial grounds maintenance and custodial services. Today the organization has over \$1.7 million dollars of commercial grounds and custodial service contracts with various County departments and the private sector and provides employment opportunities for over 55 persons with disabilities. The County of Maui has supported this employment initiative and renewed annual service contracts with Ka Lima for over 29 years. In addition to these work projects the organization also operates employment training and placement services for adults with disabilities and a Medicaid Waiver, Home and Community based service program for the severely developmentally disabled population. Together these contracts provide services to over 200 disabled/disadvantaged adults and result in the placement and employment of over 60 clients annually.

The organization's (3) largest Purchase of Service contracts with State agencies are:

1. Medicaid Waiver Program with DOH and DHS, serves an average of 20 clients per year and generates \$690,000 in program revenue. This is the 18th year Ka Lima has operated this program.
2. The Division of Vocational Rehabilitation Employment Training Programs, places over 30 clients with severe disabilities per year into integrated, community based employment positions. This contract has been in place for over 29 years.
3. Ticket to Work program through the Federal Social Security Office assists individuals in their goals of reducing and eliminating their dependence on social security through employment and self-reliance. Last year this program placed 8 individuals into employment.

Ka Lima has a sustained and successful career in providing quality services to Maui's disabled populations. The organization is widely recognized for its achievements and remains committed to developing and maintaining creative programs that result in increased reliance and self sufficiency for its program consumers.

The funds requested as part of this grant in aid are to assist with the construction of a new "campus" for Ka Lima O Maui, more specifically with Phase I of the project. As noted in the project budget a project manager will be hired and charged with the responsibility to serve as a liaison between the various contractors, governmental/regulatory agencies and the agency's board of directors – to ensure the project meets its timeline and remains "on course" with its construction.

For all of the agency's Purchase of Service contracts with the various State agency's with whom it contracts, each of those contracts has its own standards to assess and evaluate the programs and their outcomes as measured against the goals and objectives as stated in their contracts.

A detailed description of the facilities to be constructed as part of this GIA is attached to this request. **(Attachment #4)** Please consider the following information as justification/motivation for why Ka Lima O Maui has undertaken this effort to build its own program space, administrative offices and support buildings.

B. Facilities

Ka Lima O Maui first moved into the J. Walter Cameron Center in the mid-1970's and occupied an entire building which housed its administrative offices, snack shop, cafeteria, woodshop, general workshop, carwash and storage areas. The

total square footage occupied was in excess of 7,000 sq. ft. Over the years as programs changed and services transitioned to more community based, the organization's space needs changed and in general were reduced. Currently, the organization occupies less than 3,000 sq.ft. in space that was formerly the agency's woodshop that was remodeled to create office and meeting space. Additional program space was created, on the former site of our Plant Nursery in a multi-purpose/utility building also modified to address the space needs of our Medicaid Waiver Program. Both "remodels" are less than adequate solutions to the agency's need for administrative and program space. During the agency's last completed Strategic Planning Process the need for a centralized, well-planned campus, capable of adequately meeting the current and future needs of the programs, consumers and staff was identified and assigned the highest priority as an immediate goal for the agency.

Ka Lima's administrative staff and board members have already taken the necessary action steps to re-negotiate both the terms and duration of our lease on the 2-acre site to be the location for this new campus. The County of Maui has renewed our lease for a 50 year period at a cost of \$1 per year. This renewal will assist solicit and acquire support from locally based trusts, foundations and corporations.

Ka Lima has been working with Mike Munekiyo from Munekiyo Planning and Maui Architectural Group for the planning and design of this project. Maui Architectural Group has completed the plans for phase I of the project; the renovation of the Medicaid Waiver building. The plans are about to be submitted for permitting. They will also assist with construction documents, permitting, contractor selection and contractor administration. All components of the campus will meet or exceed the Federal ADA accessibility standards.

V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

This project is an effort to consolidate program space and to centralize the operations and service delivery of programs and services offered by Ka Lima O Maui. There is no intent to expand or create new programs as a direct component of this project. It is however, very likely the agency will continue to pursue and expand services in the future to meet the needs of the consumers of service. As such it is not applicable for this section to be completed. Having said that, the following abbreviated program descriptions should help support this request and impart an understanding of what programs and services are currently offered by the agency.

request and impart an understanding of what programs and services are currently offered by the agency.

- a) **Medicaid Waiver Program:** This program serves the organization's most severely developmentally disabled adults. The Waiver Program is primarily non-vocational in nature and intended to be consumer driven. Program activities are designed to meet the individual needs of the program consumers and include such activities as: independent living skills training, classes in basic meal preparation, community awareness/access, gardening, yoga, recreation and group/social activities. Waiver participants select their program provider and take an active role in determining the nature of their respective programs. Each participant has his/her own Department of Health case manager and an individual program plan that is developed to meet their respective needs. DOH case management staff does all eligibility determination. The program is housed in the former multi-purpose building. Part of the program is community based with some activities taking place off-site. The ratio on the majority of the consumers served through this program is 1:1. This program employs 19 staff, serves 20 consumers and generates \$690,000 per year.
- b) **Division of Vocational Rehabilitation Employment Services Programs:** These programs serve persons with disabilities and have employment as an outcome objective for all persons served. Each consumer is enrolled in work experience programs where they are taught basic work skills and exposed to the demands and expectations of community based employment. These programs employ 4 staff, serve over 50 consumers and generate close \$240,000 per year.
- c) **Ticket to Work Program:** This program targets adults with disabilities receiving social security benefits. The goal is to reduce or eliminate their dependence on social security benefits by helping them find meaningful successful employment. This program employs one staff, serves 8 consumers and generates \$20,000 per year.
- d) **Ka Lima O Maui's extended employment program:** This is the agency's largest department and provides training and employment for over 55 disadvantaged and disabled consumers. Workers provide commercial grounds maintenance services, which include mowing, raking, weed eating, edging, hedge trimming and litter control services. Commercial custodial services are also offered to the public and include all areas of building custodial maintenance required by the public including: floor care, stripping, waxing, mopping, sweeping, vacuuming, window cleaning and litter control. Workers are trained to acquire the work skills necessary to transition into competitive employment positions. This program

employs 13 staff, over 55 consumers and generates over \$1,700,000 per year.

- e) Ka Lima O Maui's long term placement and employment services support program: For all of our vocational programs, Ka Lima offers long-term job coaching and support. It is not uncommon for Ka Lima staff to be in contact with its consumer years after the original job placement. We are committed to long-term successful employment for our consumers.
- f) Ka Lima O Maui's social program: A relatively new program is our active HUI club for our consumers. The HUI consists of consumer representatives from each department that plan and organize social activities for all of our consumers. One staff is assigned to help them coordinate monthly outings and activities. Often times, for many of our consumers work becomes their only social network so Ka Lima wanted to help them expand their opportunities in this area.

B. Organization Chart

Attached is Ka Lima O Maui's organizational chart. **(Attachment #5)**

C. Compensation

Please refer to Attachment # 6.

VI. Other

A. Litigation:

Ka Lima O Maui is not involved in any litigation or party to any lawsuits.

B. Licensure or Accreditation

Ka Lima O Maui is required to obtain the following licenses and/or permits to be in compliance with County, State and Federal regulatory authorities:

Ka Lima O Maui has a general excise tax license in order to properly record its income derived from service contracts and reports on a monthly basis to the department of taxation.


The agency also has proper accreditations with the State and Federal Department of Labor and Taxation for all payroll related taxes.

As a 501c(3) organization, Form 990 is filed on an annual basis with the Internal Revenue Service and the Attorney General's office.

All Ka Lima O Maui clients are paid the State minimum wage or higher.

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

Applicant: Ka Lima O Maui, Ltd.

BUDGET CATEGORIES	Total State Funds Requested (a)	(b)	(c)	(d)
A. PERSONNEL COST				
1. Salaries				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST				
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance				
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			
TOTAL (A+B+C+D+E)	500,000			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	\$ 500,000	Chantal Ratte	808-244-5502	
(b)				
(c)				
(d)		Signature of Authorized Official	Date	
TOTAL BUDGET	\$ 500,000	Chantal Ratte / Executive Director Name and Title (Please type or print)		

BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: Ka Lima O Maui, Ltd.

Not applicable
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)
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Ka Lima O Maui, Ltd.

Period: July 1, 2014 to June 30, 2015

Not applicable

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:			\$ -	

JUSTIFICATION/COMMENTS:

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:			\$ -	

JUSTIFICATION/COMMENTS:

**BUDGET JUSTIFICATION
CAPITAL PROJECT DETAILS**

Applicant: Ka Lima O Maui, Ltd.

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
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION			\$ 500,000			
EQUIPMENT						
TOTAL:			\$ 500,000			
JUSTIFICATION/COMMENTS:						

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

The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants and subsidies pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant or subsidy is awarded;
 - b) Complies with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
 - c) Agrees not to use state funds for entertainment or lobbying activities; and
 - d) Allows the state agency to which funds for the grant or subsidy were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and ensuring the proper expenditure of the grant or subsidy.

- 2) The applicant meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is incorporated under the laws of the State; and
 - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant or subsidy is awarded shall be conducted or provided.

- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
 - b) Has a governing board whose members have no material conflict of interest and serve without compensation.

Pursuant to Section 42F-103, Hawaii Revised Statutes, for grants or subsidies used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant or subsidy was awarded and disposes of the land in fee simple or by lease, the organization shall negotiate with the expending agency for a lump sum or installment repayment to the State of the amount of the grant or subsidy used for the acquisition of the land.

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

Ka Lima O Maui, Ltd.
(Typed Name of Individual or Organization)


(Signature)

1/27/14
(Date)

Chantal Ratte
(Typed Name)

Executive Director
(Title)

KA LIMA O MAUI

Attachment # 2

BUDGET FOR CAPITAL CAMPAIGN**TO INCLUDE HOUSING, GARAGE AND ADMINISTRATION BUILDING****Construction Cost:**

Renovate present waiver program building	\$ 500,000
One 5,000 sf administrative building/storage maintenance area	\$ 1,000,000
Two - 4 single apartment housing structure (100% affordable)	\$ 2,900,000
Sub-total	<u>\$ 4,400,000</u>

Architectural & Engineering expenses:

Architectural expenses	\$ 289,000
Structural Engineer	\$ 25,000
Civil Engineer	\$ 25,000
Mechanical Engineer	\$ 12,000
Soil Engineer	\$ 12,000
Survey	\$ 12,000
Sub-total	<u>\$ 375,000</u>

Onsite and off site expenses:

Offsite expenses	\$ 63,000
Site work	\$ 170,000
MECO	\$ 10,000
Water	\$ 115,000
Sewer	\$ 40,000
Phone/cable	\$ 10,000
Landscaping	\$ 75,000
Paving / Asphalt	\$ 250,000
Sub-total	<u>\$ 733,000</u>

Fees / Other expenses:

Building Permit	\$ 10,000
Builders Risk Insurance	\$ 40,000
General liability	\$ 40,000
Appraisal	\$ 5,000
Legal	\$ 20,000
Planning Consultant	\$ 25,000
Project Manager	\$ 50,000
Archaeologist	\$ 2,000
Furniture and furnishing	\$ 100,000
Contingency	\$ 100,000
Sub-total	<u>\$ 392,000</u>

Grand total \$ 5,900,000

KA LIMA O MAUI

ACQUISITION OF FUNDS TO SUPPORT PROJECT

Type of Donor	Total	Cumulative Total	Timeline
Ka Lima O Maui	\$ 800,000	\$ 800,000	Immediate
State of Hawaii Grant in Aid	\$ 500,000	\$ 1,300,000	Summer 2014
Foundation	\$ 1,900,000	\$ 3,200,000	on-going
Lead gifts	\$ 700,000	\$ 3,900,000	on-going
Trusts and Foundations	\$ 500,000	\$ 4,400,000	on-going
County grants	\$ 600,000	\$ 5,000,000	on-going
Corporations	\$ 500,000	\$ 5,500,000	on-going
Board gifts	\$ 200,000	\$ 5,700,000	on-going
Individuals	\$ 200,000	\$ 5,900,000	on-going

**KA LIMA O MAUI
DESCRIPTION OF FACILITIES TO BE CONSTRUCTED**

Phase I

Renovation of existing building where Adult Day Program operates:

This building is 20 years old and was originally constructed as a warehouse in conjunction with our Plant Nursery. Since then, modifications have been made to accommodate our Medicaid Waiver program serving adults with developmental disabilities through adult day health programs. The building is in urgent need of renovation with a leaking roof, rusting and several high cost maintenance issues in the near future.

Estimated renovation cost: \$500,000

Phase II

Administrative / Program building / Storage, maintenance area for equipment:

This building will be 5,000 square feet and will house all administrative staff, all vocational employment staff and office space for related program activities. It will include the following:

The top level of this building will include the following:

- Reception area
- Accounting offices
- Executive Director's office
- Records room / Supply room
- Grounds and Custodial supervisors' offices
- Job Placement Coordinators' offices/program areas
- Classroom for pre-employment classes
- Laundry area for custodial department
- Conference room
- Kitchen
- 2 ADA compliant Restrooms
- Covered lanai for clients' special functions

The bottom level of this building will include the following:

This portion of the administrative building will serve as an area for storage of our vehicles and grounds equipment as well as a work space for repairs and maintenance where we can teach our clients the basics on maintenance of equipment.

Estimated construction cost: \$1,000,000

Phase III

Eight single 100% affordable apartment unit for housing clients:

This plan consists of two four unit apartments for housing Ka Lima O Maui's clients with chronic housing needs. All residents will be independent with respect to their functional level(s). Each apartment will be one bedroom unit of 600sf and will include:

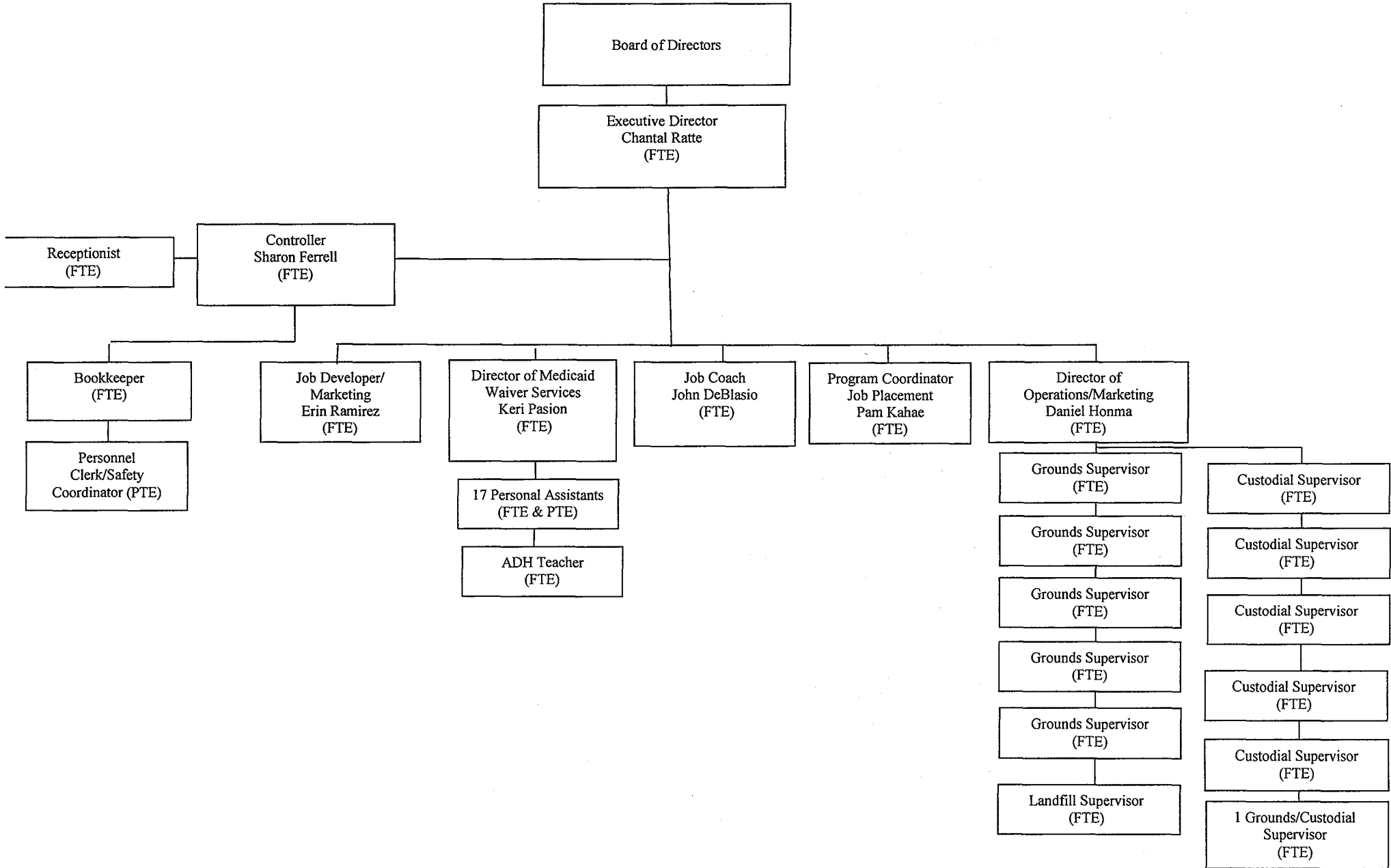
- Full kitchen
- Living room
- Dining area
- One bedroom
- Full bathroom
- Utility room with washer and dryer

Each apartment will have its own private entrance to maximize independence.

Estimated construction cost: \$2,900,000

Ka Lima O Maui Table of Organization and Programs

Attachment # 3



**Ka Lima O Maui, Ltd
Highest Paid Salaries by Positions**

Positions	Annual Salaries	Years with organization
Executive Director	\$80,245	21 years
Controller	\$52,766	9 years
Director of Operations	\$45,792	5 years