

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):

HAWAII STATE DEPARTMENT OF HEALTH (AND OTHERS THAT RELATE TO HUMAN SERVICES, EDUCATION AND PUBLIC SAFETY)

STATE PROGRAM I.D. NO. (LEAVE BLANK IF UNKNOWN): HTH 100 AND OTHERS

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization: LIFE FOUNDATION

Dbn:

Street Address: 677 Ala Moana Blvd., Ste. 226, Honolulu, HI 96813

Mailing Address: 677 Ala Moana Blvd., Ste. 226, Honolulu, HI 96813

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name PAUL GROESBECK

Title Executive Director

Phone # (808) 853-3234

Fax # (808) 521-1279

e-mail pgroesbeck@lifefoundation.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:

**THE KUA`ANA PROJECT - A TRANSGENDER SERVICE PROGRAM OF LIFE FOUNDATION.**

Through the Kua`ana Project, Life Foundation, Hawaii's oldest and largest AIDS organization, will attempt to lessen the negative impact of societal intolerance of one part of our community through public education and a wide array of services for transgender people throughout the islands.

4. FEDERAL TAX ID #: \_\_\_\_\_

5. STATE TAX ID #: \_\_\_\_\_

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2015: \$ 150,000

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 \$ <PLEASE BUDGET NOTES ON PAGE 16 >

FEDERAL \$ \_\_\_\_\_

COUNTY \$ \_\_\_\_\_

PRIVATE/OTHER \$ \_\_\_\_\_

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

AUTHORIZED SIGNATURE

PAUL GROESBECK, EXECUTIVE DIRECTOR  
NAME & TITLE

JANUARY 22, 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;

Life Foundation is Hawaii's oldest and largest AIDS organization, established more than thirty years ago to confront the looming AIDS epidemic. Currently, Life Foundation programs fall into three general areas: HIV prevention services, HIV care services and at-risk groups support services. This application relates to that latter program area.

Life Foundation was the first response to AIDS in Hawaii and, throughout the past three decades has anticipated and responded to the changing nature of AIDS. Life Foundation was the first program in the nation to take AIDS education into schools; the first in Hawaii to implement a sterile needle exchange program and the first to begin HIV rapid testing on a widespread basis.

Life Foundation's HIV care services department has provided case management for over 3,000 HIV positive people and currently assists 718 clients in their efforts to survive AIDS. Our HIV prevention services include peer-to-peer HIV risk reduction outreach and rapid testing for HIV and Hepatitis C. In the past year, more than 2,500 HIV tests were administered at the Life Foundation site office and remote sites throughout Oahu.

At-risk programs recognize that there are segments of our community that are extremely vulnerable not just to HIV infection but to bullying, intimidation, ridicule and discrimination. As we identify these high-risk groups, we are implementing programs to support them. For example, two years ago, Life Foundation established GSA Hawaii, a project to establish and nurture Gay-Straight Alliances at Hawaii high schools and colleges. Currently, there are 32 GSAs in local public and private schools.

The Kua`ana Project, which is the topic of this GIA application, is Life Foundation's effort to provide a full range of services to transgender people in Hawaii.

2. The goals and objectives related to the request;
  - a. GOAL: Outreach to transgender women who engage in survival sex to help them understand that their lives have value and that they don't have to buy shelter, food or love with their bodies. OBJECTIVE: To send project staff at least once a week to each site frequented by transgender prostitutes to build trust and inform them of services available from the Kua'ana Project.
  - b. GOAL: Training and assistance to help transgender people return to school, gain employment skills and learn how to acquire and keep a job. OBJECTIVE: Develop and implement a skills building program tailored to the needs of transgender people who have been away from the education system for a while.
  - c. GOAL: HIV risk reduction outreach, rapid HIV and Hepatitis C testing and linkage to and retention in care through case management for people who test positive for HIV. OBJECTIVE: Make rapid HIV testing available from mobile vans anywhere on Oahu where transgender people gather and take steps to encourage HIV positive transgender people to enroll in Life Foundation case management and, as a result, consistently adhere to a lifesaving healthcare regimen.
  - d. GOAL: Referral to healthcare resources such as experienced doctors that relate to transgender health and body image issues. OBJECTIVE: Identify all current local providers of healthcare to transgender people and establish a referral network to these providers, especially those who are willing to prescribe and provide hormone treatments.
  - e. GOAL: Capacity building training regarding transgender issues for police, ambulance and emergency room personnel and other healthcare providers to enhance their ability to interact professionally with transgender people. OBJECTIVE: That first responders in each county receive culturally competent training about transgender issues so that transgender people who need emergency assistance do not hesitate to call for help for fear that they will be treated with disrespect by responding personnel.
  - f. GOAL: A public awareness campaign to educate the general public about transgender issues. OBJECTIVE: Increased awareness, exposure to positive transgender role models and a reduction in negative stereotypes and consequent overcoming of former barriers to employment, housing and other necessities of life.
  - g. GOAL: Assistance with legal issues such as name changes as well as advocacy with the criminal justice system. OBJECTIVE: Assistance with issues such as legal name changes to match transgender people's self-identity. Advocacy with courts and law enforcement personnel to reduce the likelihood of transgender people being incarcerated. Reduction of the transgender recidivism rate.

3. The public purpose and need to be served;

The purpose of this application is twofold. One part involves a multifaceted program that reaches out to transgender people and helps them develop self-esteem and necessary life skills so that they don't have to resort to selling drugs or their bodies to survive. The other part relates to the world in which transgender people reside and seeks to help that external environment become more understanding and more accepting of transgender people.

4. Describe the target population to be served;

The target population of the Kua`ana Project is transgender people in Hawaii, with a significant emphasis on the younger members of the male to female (MTF) transgender community, especially those who are Native Hawaiian or Pacific Islanders.

5. Describe the geographic coverage.

Direct services proposed in this application will be provided throughout Oahu with an emphasis on the Leeward Coast, Chinatown, Waikiki, Wahiawa, Aiea/Pearl City and the Waipahu area. Training and capacity building services will be available statewide.

## II. Service Summary and Outcomes

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

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

The recent special session of the legislature relative to marriage equality was an eloquent demonstration of how uncomfortable many people in our state are with issues that have anything to do with sex, sexuality or gender that stray from "normal." The subject matter of Life Foundation's GIA application takes us to one of the most misunderstood categories of people in our society – people whose self-identity differs from their birth gender.

The Native Hawaiian, Asian and Pacific Islander transgender community faces many challenges when trying to access basic health needs, social support, and legal advocacy. The Kua`ana Project is designed to empower and provide healthier options for this stigmatized and misunderstood community group. Kua`ana is the Hawaiian word for older sibling, the older brother of a boy or older sister of a girl or in this case, an older transgender woman who can provide guidance and protection for a younger transgender person.

To achieve the goals and objectives described above, Life Foundation proposes to do the following:

Outreach to Transgenders at Risk: The Kua`ana Project will be staffed entirely by transgender members of the Life Foundation staff. These are people who are well known throughout the local transgender community. They have experienced the same things that young transgender girls are encountering and, as a result, have knowledge of just about all of the places where transgender people who make their livings on the street congregate. This will facilitate our ability to periodically visit each of these sites and make the transgender people on the street aware of services available at Life Foundation.

Kua`ana Project Services: The staff of the Kua`ana Project all have the experience and capacity to assist transgender people in areas such as preparation for work other than prostitution, which includes getting people to finish high school, teaching them how to dress, how to write resumes and how to present themselves to prospective employers. In addition to classes that help people succeed in school and prepare for employment, services will include help with issues such as legal name changes to reflect a gender changing identity and transgender related case management to assist project participants with finding trans-friendly physicians, acquiring health insurance, referrals to mental health and addiction services, locating affordable housing and accessing emotional support services ranging from support groups to individual counseling.

HIV Services: Life Foundation has always provided HIV prevention and care services to transgender people including HIV testing, risk-reduction counseling and case management for HIV positive trans. This effort will continue but will be enhanced by the increased availability of experienced transgender staff members who can attempt to overcome the mistrust transgender people often have for anyone outside their tight-knit community and, as a result, HIV positive transgender people will be linked to and stay in care and be able to acquire lifesaving healthcare and be much more likely to maintain a productive relationship with their healthcare providers.. Life Foundation has a longstanding relationship with the AIDS branch of the Hawaii State Department of Health, which provides support and training for Life Foundation staff.

Self-Image Improvement Services: Keeping in mind that many transgender people have been criticized from the moment they show any cross-gender tendencies, they need a great deal of support to restore a reasonable level of self-esteem that would enable them to actually believe they can get an education, go to college, handle a good job and live in a healthy loving relationship. To help people move along the continuum from self-loathing to self-love, Life Foundation will offer group and individual counseling to fortify their fragile emotions. At the same time, trans members of Life Foundation, with the assistance of supportive professionals in the fashion and cosmetic worlds, will help transgender youth to see themselves as beautiful and worth saving.

External Services: While Life Foundation works to improve the lives and prospects of transgender people, it will also attempt to improve the environment in which the people live. This will include culturally competent training about transgender issues for emergency service

providers such as police, ambulance and emergency room personnel and healthcare providers in general. This will enable these first responders to treat transgender people with understanding and respect and will also build trust.

These training will be offered by Life Foundation’s transgender staff, a group that has conducted these training locally and at government sponsored national conferences for years. Another aspect of building a more receptive society will be a public awareness campaign to educate the public about their transgender neighbors. This effort will be supported by Life Foundation’s communications office.

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

Project Activity in FY 2015	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Project Organizing and Staffing	■											
Identify Outreach Sites	■	■										
Spread the Word - Publicize	■											
Trans Site Weekly Outreach			■	■	■	■	■	■	■	■	■	■
Quarterly Gatherings/Events			■			■			■			
Job and School Prep Classes			■	■	■	■	■	■	■	■	■	■
Self-Image Workshops					■			■			■	
Weekly HIV Testing Outreach		■	■	■	■	■	■	■	■	■	■	■
Linkage to HIV Care		■	■	■	■	■	■	■	■	■	■	■
First Responder Training				■			■			■		
Public Awareness Activities			■	■	■	■	■	■	■	■	■	■
Annual Celebration												■

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

Services provided by the Kua`ana Project will be monitored and evaluated in a number of ways, depending upon the particular service.

Outreach Services: Outreach efforts by transgender staff to places where transgender prostitutes congregate will be documented using a tool that records statistical data as well as a subjective narrative of each encounter. These will be compiled on a regular basis by the Kua`ana team and consulted for information that would help refine the program as needed. These reports would also be useful for reporting progress to the legislature relative to this GIA grant and also to other private or public funding sources.

Self-Improvement Services: Services ranging from support groups to makeover sessions offered by MAC cosmetics will also be documented in a consistent manner. In addition to statistical information about participants, this documentation, always with the prior consent of the participants, will include individual stories, photographs and any other materials that can

demonstrate the degree to which participants' self-image has improved. These materials will also be used to recruit future participants.

Capacity Building Services: The success of services that help people return to school or prepare for employment will be documented by statistical and anecdotal information that pays special attention to the number of participants who take part in and complete the program as well as their feedback about the process. Data will also be gathered about participants who were able to obtain employment and keep the job.

External Services: The success of training programs will be monitored through the number of entities such as police department and ER staff that seek training, and feedback from them about the perceived value or the trainings, especially if they can include examples of how they put the information to practical use. Anecdotal feedback from transgender people who interact with some of the trained entities will also be solicited to determine if positive changes have occurred. While the impact of a general public awareness campaign is hard to evaluate, we will be looking for feedback and other evidence of changing opinions.

HIV Services: Life Foundation's HIV programs have been developed and refined over thirty years and have always welcomed transgender people. However, we have always known that transgender people do not have much trust for how confidential their AIDS-related information will be kept. This aspect of the Kua'ana Project will be evaluated by a demonstrable increase in the number of transgenders who seek HIV tests and, if found to be HIV positive enroll in case management so that they can take advantage of the lifesaving treatments that are not available. All HIV related data will be recorded in the databases provided by the Hawaii Department of Health and the Centers for Disease Control and Prevention (CDC).

An annual survey designed to provide useful feedback about the Kua'ana Project will be developed and circulated. An annual report encompassing all aspects of the project will be compiled and made available to all stakeholders.

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.

As noted in the preceding question, data and other material will be gathered from all program components and used to evaluate and improve the project. These measures of effectiveness for each aspect of the project are:

Outreach Services:

- Statistics recorded on standardized encounter forms.
- Subjective observations.

Self-Improvement Services:

- Participation statistics for each program
- Anecdotal reports by participants
- Subjective observations
- Photographs, recordings and other material that evidences program results

Capacity Building Services

- Documented evidence of returns to school or attainment of employment
- Statistical documentation of program participants
- Anecdotal reports from participants
- Follow up data documenting the number of participants who graduated from school or maintained employment over an extended period of time

External Services:

- Documentation of requests for training
- Evaluation forms providing feedback after the trainings
- Subsequent reports from trained entities about incidents when the training was useful
- Anecdotal feedback from transgender people about any changes in behavior of trained entities

HIV Services:

- Documentation using standardized forms of the number of HIV tests administered to transgender people
- Documentation of HIV positive tests
- Documentation of linkage to care for HIV positives



**III. Financial**

**Budget**

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

All required budget forms are included toward the end of this GIA application.

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

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$37,500	\$37,500	\$37,500	\$37,500	\$150,000

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

The subject of this GIA application is a new program that will be added to Life Foundation’s list of programs. As such, it has no current funding and is seeking funds from several sources including the legislature’s Grant in Aid program. These potential funding sources include:

- Violence Against Women grants from Office of the Hawaii Attorney General.
- Hawaii Community Foundation
- Substance Abuse and Mental Health Services Administration (SAMHSA)
- Centers for Disease Control and Prevention (CDC)
- Training program fees for presentations to first responders

As a Life Foundation program, however, the Kua`ana Project will benefit from Life Foundation’s infrastructure, management and accounting services and fundraising activities, all of which will allow the Kua`ana Project to incubate while seeking more diverse funding.

However, considering that the target population of this application is such a misunderstood group and, as a result, does not tend to attract private donations, the importance of the legislature’s Grants In Aid program as a source of seed money for this project cannot be overstated.

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

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

Life Foundation unrestricted current assets as of December 31, 2013 are \$250,380.

#### **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.

Life Foundation has been providing many of the services described in this application to the general public for thirty years. We have a great deal of experience in all forms of risk-reduction outreach both to groups and individuals, especially to gay men, women in the sex trade and injection drug users. In addition, Life Foundation was the first AIDS program in the nation to take HIV education into schools, which enabled us to build our capacity to design and implement hundreds of public awareness presentations throughout three decades. We have also operated an HIV testing program, second in size only to the Department of Health, that encourages people engaged in risky sexual behavior to learn their HIV status. Currently, we test about 2,500 a year using the rapid test procedure that returns a result in about fifteen minutes. Tests are performed at our Kaka'ako site office and throughout Oahu from our mobile units.

For more than twenty-five years, Life Foundation case managers have assisted HIV positive people by taking steps to ensure they are under the care of experienced AIDS-treating physicians, that they can acquire and adhere to lifesaving medications prescribed by their doctors, successfully apply for public benefits for which they are eligible, are able to live in housing they can afford and have access to services that help them overcome challenges such as addiction and mental illness. Life Foundation has provided case management services for more than 3,000 HIV positive people including 718 current clients.

Relative to transgender people, we have always offered our services to transgender people although finding that members of that group were reluctant to come forward for assistance. We consistently provided services to transgender support organizations as they came and went throughout the years and, came to the conclusion that the needs of this misunderstood group required the kind of consistent and sustainable attention that Life Foundation can offer.

Currently, seven of our 28 employees are transgender women, several of whom came from the last freestanding trans organization to cease operations about two years ago. They bring with

them a significant amount of life and work experience and, as the Kua`ana Project takes shape, will staff that program.

Contractually, Life Foundation has provided HIV prevention and care services for more than twenty-five years to the STD/AIDS Prevention Branch (SAPB) of the Hawaii State Department of Health (DOH). For about four of those years, SAPB provided us HIV prevention funding geared specifically to transgenders at risk. Unfortunately, SAPB decided to end that targeted approach and redirected that money (about \$110,000 per year) toward programs related to gay men. Currently, as part of our direct funding from the Centers for Disease Control and Prevention (CDC), we operate a small transgender related program that emphasizes HIV prevention and does not provide us resources for the much broader array of services we will offer in the Kua`ana Project, for which we are seeking this Grant in Aid.

In addition to funding from DOH and CDC, Life Foundation contracts or has contracted with the City and County of Honolulu, the Office of Minority Health, the U. S. Office of Minority Health and the AIDS Foundation of Japan.

#### **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.

Life Foundation provides its services on both an outreach and site office basis, depending upon the nature of the service and the convenience or preference of the client being assisted.

The Life Foundation site office is located in the 677 Ala Moana Building (formerly the Gold Bond Building) in the Kaka`ako district of Honolulu. The 9,000 square foot space houses all client services and prevention programs as well as the fundraising and administrative departments.

The site office was renovated in 1995 and again in 1006 to be accessible in all respects to people with disabilities and is in compliance with the requirements of the Americans with Disabilities Act (ADA). The building itself is accessible from both the parking garage and pedestrian entryways. The building is centrally located, has plenty of parking and is on eight bus routes.

The office provides both privacy and comfort for people who work in it, visit it or are served therein. In addition to program areas, the site contains a kitchen, large meeting room and Internet enabled computers for client use. The entire office is wired for computers and a modern computer network links all people in the office and provides access via email and Internet to the world at large.

In addition, client intake meetings are frequently conducted in hospitals, hospices, correctional facilities or in the client's home if the client finds that to be necessary, more convenient or less threatening. Case managers meet with their clients throughout Oahu on a regular basis in order to accommodate the clients and to develop productive comfortable relationships with them. In addition to the meeting places listed above, these meeting may take place in parks, on street corners, in primary care facilities or any number of other locations. Clients are never compelled to visit the site office although many people prefer to do so because of the anonymity it provides and because of the availability of various ancillary services such as support groups and counseling.

The services offered to transgender people by the Kua`ana Project will be a combination of outreach and site office activities. Support groups and counseling as well as employment readiness and self-image trainings will usually take place at the Kaka`ako site office, while outreach services will happen wherever the people who need the assistance can be found

## **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 Kua`ana Project will be located, for administrative purposes, in Life Foundation's HIV prevention services department and generally overseen by that department's director. The staffing of the project, all transgender women, will include a fulltime project coordinator and four halftime project service providers. The balance of the time of these halftime workers will be dedicated to other aspects of Life Foundation's HIV program, in most cases to work already being performed by the project staff.

HIV prevention services director Kunane Dreier has been a member of our prevention staff for eleven years and has served as department director for seven years. Executive director Paul Groesbeck has held that post for twenty-one years and, prior to that, worked a total of nineteen years as a clerk magistrate in the Massachusetts Trial Court, an attorney in private practice and in various nonprofit organization management positions.

The seven transgender employees of Life Foundation who comprise the group from which the Kua`ana Project staff will most likely be selected, have more than twenty years of combined employment at Life Foundation along with many years of previous employment at private and public organizations in Hawaii. In addition, they have all had life experiences that make them peers of the people that the Kua`ana Project seeks to help.

While all project staff members will be involved in all aspects of the program, the project's organizational design calls for each person to be principally responsible for overseeing the day-to-day activities of a project service area.

The Kua`ana Project Coordinator will be responsible for the overall coordinating of the project. In so doing, she will report to Life Foundation's HIV prevention services director who will provide administrative oversight. The coordinator will be the project team leader and the chair of an advisory group of community members who will provide feedback and advice.

The Project Outreach Coordinator will coordinate outreach by the team to sites where transgender people who are engaged in prostitution and drug sales tend to congregate.

The Educational Coordinator will coordinate project activities related to moving TG girls off the streets and back into the classrooms. These programs will also focus on preparing for employment and developing a healthy self-image.

The Public Awareness Coordinator will coordinate culturally competent training programs about transgender issues for audiences such as police departments and healthcare facilities. This staff person will also coordinate development of educational materials that help people understand transgender people.

The Project Case Manager will coordinate the provision of individual direct services for transgender people, especially related to TG-specific health 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.

Organizational charts for the entire Life Foundation and the Kua`ana Project can be found on page 13.

**C. Compensation**

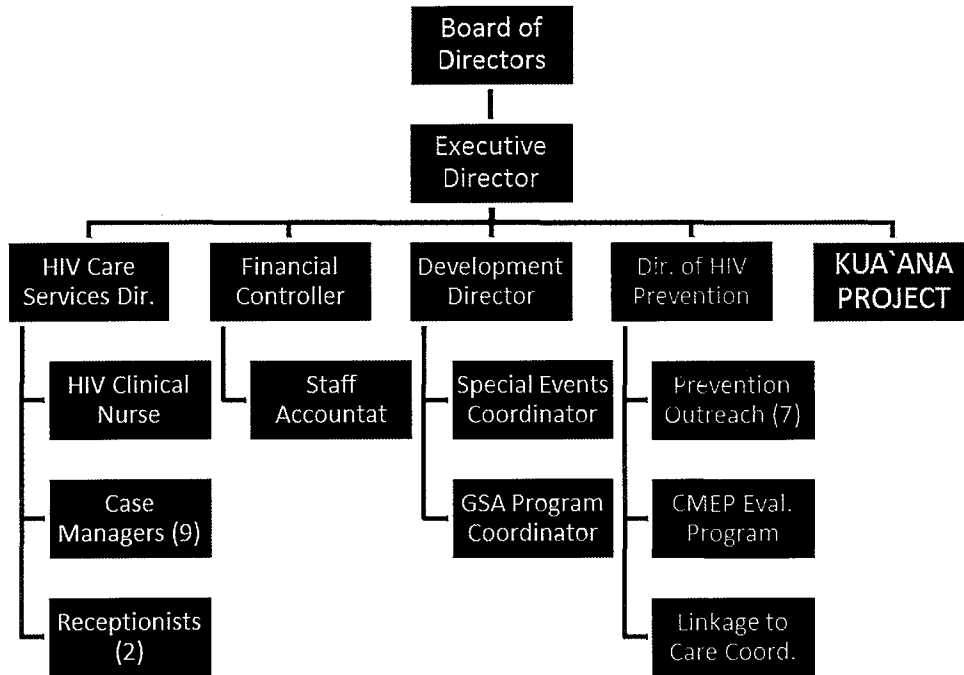
The applicant shall provide the annual salaries paid by the applicant to the three highest paid officers, directors, or employees of the organization by position.

The three highest paid employees of Life Foundation are:

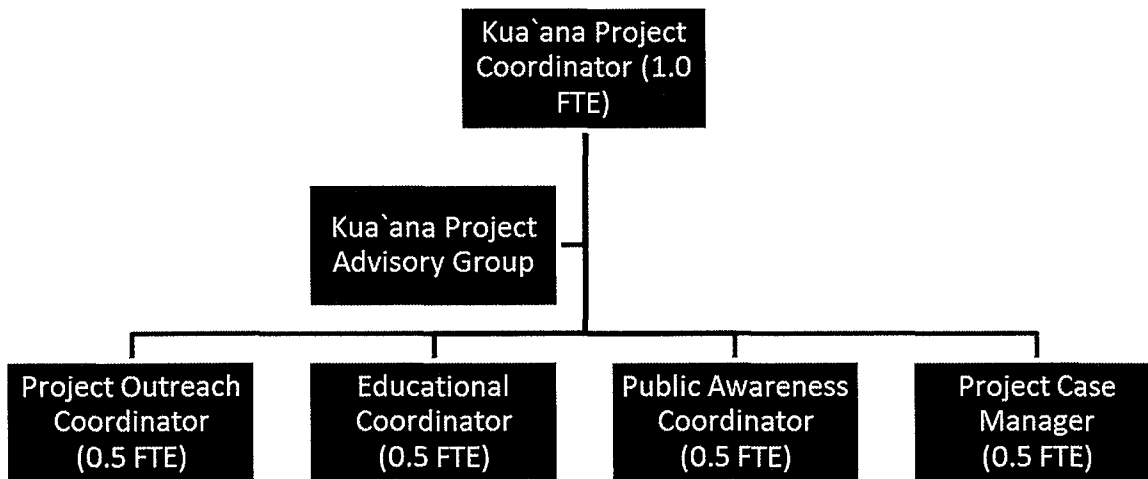
- [REDACTED], \$112,000
- [REDACTED], \$65,000
- [REDACTED], \$65,000

# LIFE FOUNDATION

## Summary Organizational Chart



## Project Organizational Chart



## **VI. Other**

### **A. Litigation**

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgement. If applicable, please explain.

NOT APPLICABLE

### **B. Licensure or Accreditation**

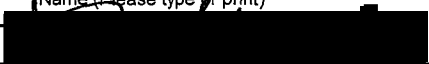
The applicant shall specify any special qualifications, including but not limited to licensure or accreditation that applicant possesses relevant to this request.

While Life Foundation is not required to carry any licensure or accreditation for its services in general, various components of the program require levels of training and certification as follows:

- All Life Foundation employees who perform HIV testing have been trained and certified by the STD/AIDS Prevention Branch of the Hawaii State Department of Health.
- Life Foundation's HIV rapid testing program is a certified CLIA waived activity. CLIA is the Clinical Laboratory Improvement Amendments section of the U. S. Centers for Medicare and Medicaid Services.
- Life Foundation's clinical nurse is an RN in good standing with relevant state licensing boards.

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

Applicant: LIFE FOUNDATION

<b>BUDGET CATEGORIES</b>	<b>Total State Funds Requested (a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>
<b>A. PERSONNEL COST</b>				
1. Salaries	100,000			
2. Payroll Taxes & Assessments	7,650			
3. Fringe Benefits	21,350			
<b>TOTAL PERSONNEL COST</b>	<b>129,000</b>			
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island	2,000			
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies	1,500			
7. Telecommunication				
8. Utilities				
9. Transportation	2,500			
10. Program Incentives	3,000			
11. Printing and Publications	3,000			
12. Administrative Services	9,000			
13				
14				
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>21,000</b>			
<b>C. EQUIPMENT PURCHASES</b>	<b>0</b>			
<b>D. MOTOR VEHICLE PURCHASES</b>	<b>0</b>			
<b>E. CAPITAL</b>	<b>0</b>			
<b>TOTAL (A+B+C+D+E)</b>	<b>150,000</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	150,000	Paul Groesbeck	853-3234	
(b) <See budget notes, next page>		Name (Please type or print)	Phone	
(c)			1/22/14	
(d)		Signature of Authorized Official	Date	
<b>TOTAL BUDGET</b>	<b>150,000</b>	Paul Groesbeck, Executive Director		
		Name and Title (Please type or print)		



## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2014 to June 30, 2015)

### ADDENDUM

#### Budget Notes

The Kua`ana Project is a new program of Life Foundation, Hawaii's oldest and largest AIDS organization. As a new venture, the Kua`ana Project will reside within Life Foundation and, in a sense be incubated by it.

The funds requested through this GIA application are for the minimal program costs of supporting the new program area and do not include any overhead expenses at this time.

Since the transgender program staff will also continue to perform their current HIV-related duties, they are already provided with infrastructure (office space, computers, Internet access and general office equipment). Life Foundation also provides administrative and personnel management services.

With the exception of a modest amount of administrative services costs that cannot be expensed against our current HIV-related contracts, the supportive services provided by Life Foundation are de facto in-kind revenue for the new program but are not easily separated from the general expenses of Life Foundation. Accordingly, we have not listed an amount in column two of the Budget Request form.

We are seeking GIA funds as seed money for a unique and important program with confidence that we can attract other funding in year two and beyond, once the effectiveness of the Kua`ana Project becomes evident.

As noted earlier in the application, potential sources of program support are: the Hawaii State Attorney General's Office (violence against women grant funds), the State Department of Public Safety (funding to lower the recidivism rate for transgenders who are leaving prison). Other income may be derived from fees we would eventually charge for training first responders, school personnel and healthcare providers. We will also be identifying foundations that support LGBT causes.

#### Specific Line Item Notes

1. Interisland Airfare (\$2,000): This is the cost of four roundtrip interisland flights for two Kua`ana Project staff members for the purpose of conducting transgender-related cultural competency training for social service providers on the islands of Maui, Kauai and Hawaii.
2. Supplies (\$1,000): General office supplies.
3. Transportation (\$2,500): Mileage costs for project staff on Oahu who will be traveling on a regular basis throughout the island for outreach purposes and to provide transportation for transgender people who lack transport to social services and medical care located in town.
4. Program Incentives (\$3,000): Offering small incentives (gift cards, snacks and so forth) are frequently used in outreach programs to entice potential program participants to attend a support group, submit to HIV or STD testing.
5. Printing and Publications (\$3,000): This is the cost of preparing or procuring training materials related to employment readiness training and the public awareness campaign.
6. Ancillary Administrative Services (\$9,000): These are various expenses, some not anticipated at this point, that cannot be expenses to our HIV contracts. Such expenses may be additional insurance, minimal administrative supervision costs and partial reimbursements for staff mobile phones costs.

## BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: LIFE FOUNDATION

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)
Kua`ana Project Coordinator	1.0 FTE	\$40,000.00	100.00%	\$ 40,000.00
Project Outreach Coordinator	0.5 FTE	\$30,000.00	50.00%	\$ 15,000.00
Educational Coordinator	0.5 FTE	\$30,000.00	50.00%	\$ 15,000.00
Public Awareness Coordinator	0.5 FTE	\$30,000.00	50.00%	\$ 15,000.00
Project Case Manager	0.5 FTE	\$30,000.00	50.00%	\$ 15,000.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				<b>100,000.00</b>
<b>JUSTIFICATION/COMMENTS:</b>				

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Applicant: LIFE FOUNDATION

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: LIFE FOUNDATION

Period: July 1, 2014 to June 30, 2015

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
NOT APPLICABLE			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>			\$ -	
<b>JUSTIFICATION/COMMENTS:</b>				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
NOT APPLICABLE			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>			\$ -	
<b>JUSTIFICATION/COMMENTS:</b>				

Application for Grants and Subsidies

Applicant: LIFE FOUNDATION

## BUDGET JUSTIFICATION CAPITAL PROJECT DETAILS

Applicant: LIFE FOUNDATION - N/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
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
<b>TOTAL:</b>						
<b>JUSTIFICATION/COMMENTS:</b>						

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Application for Grants and Subsidies

Applicant: LIFE FOUNDATION

**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.

LIFE FOUNDATION

(Typed Name of Individual or Organization)



(Signature)

January 22, 2014

(Date)

Paul Groesbeck

(Typed Name)

Executive Director

(Title)