

House District 36

Senate District 18

**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:

Legal Name of Requesting Organization or Individual:
Mililani Presbyterian Infant Toddler Center

Dbn:

Street Address:
95-410 Kuahelani Avenue
Mililani, HI 96789

Mailing Address:
Same

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name HUGH LEE

Title President

Phone # (808) 623-6663

Fax # (808) 626-6663

e-mail leeh005@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:

CAPITAL IMPROVEMENTS TO MILILANI PRESBYTERIAN INFANT TODDLER CENTER FACILITIES

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2015: \$ 250,000

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 \$0
 FEDERAL \$0
 COUNTY \$0
 PRIVATE/OTHER \$75,000

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[REDACTED]

HUGH LEE, PRESIDENT

JANUARY 30, 2014

AUTHORIZED SIGNATURE

NAME & TITLE

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;

Established in 1970 to meet the needs of central O'ahu's young families, Mililani Presbyterian Infant Toddler Center (MPITC) was the first child care center established in Mililani Town. For over 40 years, MPITC has served a diverse populace of infants and toddlers ranging from ages 6 weeks to 3 years of age. MPITC is licensed to operate through the Department of Human Services – State of Hawai'i (certificate of approval #015139).

MPITC operates 50 weeks each year to accommodate the schedules of its working class community members, closing only two weeks during the summer for caregiver training and orientation, as well as for facilities maintenance.

2. The goals and objectives related to the request;

Primary Goal: To establish a safe and comforting environment for central O'ahu families in search of a certified, quality child care center to care for their infants while parents and/or guardians are at work, school, or participating in other activities.

Objectives: To expand its current facility by constructing an additional 2,413 sq. ft. child care wing on to its existing facilities to meet a growing need in our working class community for out-of-home infant care.

3. The public purpose and need to be served;

At one time or another, all parents need to find someone to help with child care. The demand for quality child care continues to increase in response to the growing demand for out-of-home child care. Studies prove that the quality of care children receive during these crucial, early years will impact their future and lifelong success. It is estimated that only 15% of all child care meets quality care standards (Child Care Resources).

For over 40 years, MPITC has provided exceptional child care services to our central O'ahu community. Our infant and young toddler program offers a five full-day option from 7:30am – 5:00pm for infants from 3 – 24 months. Additionally, our older toddler program offers a five full-day option of toddlers from 2-3 years of age. To our knowledge, MPITC is the only center of its kind that provides licensed child care services in Mililani Town.

4. Describe the target population to be served; and

Target Population: 3,610 children 5-years old and under

Children ages 0-4 living in poverty: 6.4% of the population

Children ages 0-5 with all parents in the labor force: 76.4% of the population

**Information obtained from the Center on the Family, College of Tropical Agriculture & Human Resources, University of Hawai'i, ©2003*

5. Describe the geographic coverage.

The geographic coverage of MPITC includes Mililani, Aina Lani, Kipapa, Kumelewai, Launani Valley, Lininoe Hills, Mililani Mauka, Mililani Town, Mililani Uka, Mililani Waena, Waipi'o Acres, and parts of Wahiawa.

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;

MPITC launched its capital campaign with the intent of raising the appropriate level of funding to expand its facilities by constructing an additional 2,413 sq. ft. child care wing on to its existing campus that would accommodate a greater number of infants and young toddlers.

Construction of the new child care wing has been initiated. All preconstruction planning and permitting have been secured and are available for review (by request). At the time of this proposal submission, a permanent 44'x44' courtyard canopy has been erected to provide shelter for the elements during outdoor play. Additionally, we are pleased to report that approximately 90% of the construction of the new child care wing has been completed.

Contingent on the availability of funding, current construction plans call for the completion of the project in phases until the project is made ready for occupancy.

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

Month(s)	Outcome(s)
1-3	Complete construction of the child care wing to meet both the needs of infants and toddlers and building code standards
3-4	Install furniture, fixtures and equipment and ready the new child care wing for occupancy
5-6	Commence infant and young toddler care within its new facility
1-12	Compile data related to the project and program and prepare and submit progress reports in a timely manner to the State agency administering the grant-in-aid funding

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

MPITC will establish a finance and facilities committee to ensure quality and evaluate construction phases on a case-by-case basis. The finance and facilities committee will convene monthly to discuss current or future improvement projects and matters germane to the overall conditions of the facilities. During these meeting, the attendance and participation by a representative from the construction firm working on MPITC projects will be mandatory. Project updates will be requested in writing from the general contractor. Project reports will then be compiled and submitted to the Finance and Facilities Committee during monthly meeting or more frequently when necessary.

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.

Project Deliverables

- One (1) 2,413 sq. ft. child care wing
- Expanded infant and young toddler services once project is completed

III. Financial

Budget

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.
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
\$250,000	0	0	0	\$250,000

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

- Mililani Presbyterian Church, Congregational Support
- Mililani Presbyterian Church, Endowment Fund
- Kosasa Foundation
- The James and Juanita Wo Foundation
- The Rev. Takie Okumura Family Foundation
- Strong Foundation
- City and County of Honolulu, Grant-in-aid Program
- Samuel N. and Mary Castle Foundation
- Cooke Foundation, Ltd.

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.

MPITC has not been granted any state or federal tax credits within the past three years. Additionally, MPITC does not anticipate that it will apply for state or federal tax credits for the proposed capital improvement project.

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

\$119,437.27

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.

Established in 1970, MPITC was the first child care center established in Mililani Town. For over 40 years, MPITC has served a diverse populace of infants and toddlers ranging from ages 6 weeks to 3 years of age. MPITC is licensed to operate through the Department of Human Services – State of Hawai‘i.

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.

Located on 95-410 Kuahelani Avenue in Mililani Town, Mililani Presbyterian Church is home to MPITC. The total lot size is approximately two (2) acres which includes the infant toddler center, preschool classrooms, child-centered play areas, a large covered lanai, a business office, chapel, and an open parking area.

The 40-year old campus has been retrofitted during the last construction phase to meet ADA accessibility requirements in general areas. Through the proposed final phase of this capital improvement project, the new infant toddler center will meet ADA accessibility requirements.

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.

With over 40 years of experience providing child care services to our central O‘ahu community, MPITC maintains an appropriate level of trained staff to safely provide child care services. MPITC is licensed through the State of Hawai‘i Department of Human Services, Benefit, Employment and Support Services Division to provide child care services (certificate of approval #015139).

Director Lani L. Julian is well qualified to lead MPITC’s team of child-care providers. Since 1994, Ms. Julian has dedicated her career to providing quality child care to Hawai‘i’s infants and young toddlers. Prior to joining MPITC, Ms. Julian served as a

family child-care specialist and training and curriculum specialist at Child Development Center, Hickam AF; child-care director at Harbor Child Development Center, Hickam AFB; and child development specialist at PATCH, Honolulu, HI. In addition to serving as MPITC director, Ms. Julian also serves as a trainer for PATCH, conducting early childhood training classes for Hawai'i's child-care providers.

In recognition of a strong link between quality child care programs and caregiver development opportunities, MPITC caregivers regularly engage in professional development opportunities and attend PATCH classes in an effort to continuously improve the infant and young toddler offerings at MPITC. Through training, providers learn how to plan for children who are at different stages of development and who have different needs.

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.

<p align="center">Mililani Presbyterian Infant Toddler Center Board of Directors</p> <p>Responsible for providing general oversight for all matters related to the infant toddler center's operations.</p>
<p align="center">MPITC, Finance and Facilities Committee</p> <p>Responsible for managing all components of the capital improvement project and related fundraising campaign including, but not limited to, project management, fundraising including grant proposal submissions and reporting, and other related duties and responsibilities.</p>
<p align="center">MPITC Director</p> <p>Responsible for managing daily operations of the infant toddler center</p>
<p align="center">Kingdom Builders, General Contractor</p> <p>Responsible for the day-to-day oversight of the construction site, management of vendors and trades, and communication of information to involved parties throughout the course of a building project.</p>

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.

██████████, \$15,000/year, .20 FTE
 ██████████ \$10/hour

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.

MPITC does not have any pending litigation or outstanding judgements placed on it at the time of this proposal submission.


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.

MPITC is licensed through the Department of Human Services – State of Hawai‘i (certificate of approval #015139).

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

App Millani Presbyterian Infant Toddler Center

BUDGET CATEGORIES	Total State Funds Requested (a)	Organization's Funding (b)	Private Foundations And Trusts (c)	(d)
A. PERSONNEL COST			0	
1. Salaries	0	0		
2. Payroll Taxes & Assessments	0	0	0	
3. Fringe Benefits	0	0	0	
TOTAL PERSONNEL COST				
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	0	0		
2. Insurance	0	0	0	
3. Lease/Rental of Equipment	0	0	0	
4. Lease/Rental of Space	0	0	0	
5. Staff Training	0	0	0	
6. Supplies	0	0	0	
7. Telecommunication	0	0	0	
8. Utilities	0	0	0	
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	0			
C. EQUIPMENT PURCHASES	0			
D. MOTOR VEHICLE PURCHASES	0			
E. CAPITAL	250,000	75,000	75,000	
TOTAL (A+B+C+D+E)	250,000	75,000	75,000	
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	250,000	Hugh Lee	626-6663	
(b) Organization's Funds	75,000	Name (Please type or print)	Phone	
(c) Private Foundations and Trust	75,000		1/30/2014	
(d)		Signature of Authorized Official	Date	
TOTAL BUDGET	400,000	Hugh Lee, President		
		Name and Title (Please type or print)		

**BUDGET JUSTIFICATION
PERSONNEL - SALARIES AND WAGES**

Applicant: Milliani Presbyterian Infant Toddler Center

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)
N/A				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				0.00
JUSTIFICATION/COMMENTS: No positions are being requested at this time				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Mililani Presbyterian Infant Toddler Ce Period: July 1, 2014 to June 30, 2015

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
N/A			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				0
JUSTIFICATION/COMMENTS: MPITC is not requesting funds for equipment at this time				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
N/A			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				0
JUSTIFICATION/COMMENTS: MPITC is not requesting funds for motor vehicles at this time				

**BUDGET JUSTIFICATION
CAPITAL PROJECT DETAILS**

Applicant: Mililani Presbyterian Infant Toddler Center

Period: July 1, 2014 to June 30, 2015

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OTHER SOURCES OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2012-2013	FY: 2013-2014	FY:2014-2015	FY:2014-2015	FY:2015-2016	FY:2016-2017
PLANS	\$0.00			\$0.00		
LAND ACQUISITION	\$0.00			\$0.00		
DESIGN	\$5,000.00			\$0.00		
CONSTRUCTION	\$70,000.00		\$250,000.00	\$75,000.00		
EQUIPMENT	\$0.00			\$0.00		
TOTAL:	\$75,000.00		\$250,000.00	\$75,000.00		
JUSTIFICATION/COMMENTS: MPITC will continue to submit grant application to Hawaii-based Foundations and Trusts until raises its total campaign goal to expand its child care facilities.						

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

Mililani Presbyterian Infant Toddler Center

(Typed Name of Individual or Organization)

(Signature)
Hugh Lee

01-30-2014

(Date)
President

(Typed Name)

(Title)