

House District 6
Senate District 3

THE TWENTY-EIGHTH LEGISLATURE
APPLICATION FOR GRANTS
CHAPTER 42F, HAWAII REVISED STATUTES

Log No:
For Legislature's Use Only

Type of Grant Request:

- GRANT REQUEST - OPERATING GRANT REQUEST - CAPITAL

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

ACCESS CAPABILITIES, INC.
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:
ACCESS Capabilities, Inc.
Dba:
Street Address: 74-5583 Pawai Pl. B-125 Kailua Kona, HI 96740
Mailing Address: Same

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:
Name CHRISTOPHER N. AU
Title CEO ACCESS Capabilities, Inc.
Phone # 808-334-0979
Fax # 808-329-0449
E-mail jabadaa1@gmail.com

3. TYPE OF BUSINESS ENTITY:
 NON PROFIT CORPORATION INCORPORATED IN HAWAII
 FOR PROFIT CORPORATION INCORPORATED IN HAWAII
 LIMITED LIABILITY COMPANY
 OTHER
 SOLE PROPRIETORSHIP/INDIVIDUAL

4. FEDERAL TAX ID #:
5. STATE TAX ID #:

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:
SUBSTANCE ABUSE SERVICES FOR NEEDY APPLICANTS
Day Treatment Program Creation

7. AMOUNT OF STATE FUNDS REQUESTED:
FISCAL YEAR 2016: \$ \$10,000.00

8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:
 NEW SERVICE (PRESENTLY DOES NOT EXIST)
 EXISTING SERVICE (PRESENTLY IN OPERATION)
CA

SPECIFY THE AMOUNT BY SOURCES OF FUNDS AVAILABLE AT THE TIME OF THIS REQUEST:
STATE \$ _____
FEDERAL \$ _____
COUNTY \$ _____
PRIVATE/OTHER \$ _____

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE
AUTHORIZED SIGNATURE

Christopher Au CEO
NAME & TITLE

1/28/2015
DATE BILLED



Application for Grants

I. Background and Summary

A. Successful History of Providing Substance Abuse Services

In 1993, ACCESS began to provide comprehensive alcohol/drug assessments in the community and also became the primary service provider for Child Protective Services (West Hawai'i), providing both assessment and counseling services. Later in 1993 ACCESS initiated a men's intervention counseling program known as Men's Work, an intervention counseling program, specifically to address the needs of men with anger-management issues. In early 1996, a women's violence intervention counseling program was begun. In 1998, ACCESS Capabilities responded to an identified community need for additional chemical dependency treatment services. ACCESS continued to build on its clinical expertise in the treatment of individuals with dependence and anger issues. To date ACCESS has served over 1000 adult men and women in these programs. More recently, ACCESS Capabilities has served Family Court referrals under a Purchase Of Services Agreement with the Judiciary is the provision of services designed to intervene and treat domestic violence among men While we no longer work with the Family Court on this contract we still act as an independent provider of these services to any individuals who avail themselves of our programs.

ACCESS Capabilities has been the sole provider on the west side of Hawai'i Island for substance abuse services for both the Federal Probation Services and Federal Pre-Trial Services for the past three contract periods. Until the fall of 2011 ACCESS had continuously provided assessment, counseling, consulting and education services to individuals who have been released from correctional institutions all over the nation to return to the west side of the Big Island. We have worked closely with both federal offices to make sure that the defendants receive the best possible care to help rehabilitate them as they reenter society, or to prepare them to serve the terms of their sentences. We were not awarded the contract in the last period due to differences in pricing structure with other bidders.

Last year ACCESS began working with State of Hawaii, Drug Court of the Third Circuit in the provision of assessment, intervention and counseling services for individuals with substance abuse dependency diagnoses. Many of these individuals have co-occurring mental health conditions such as depression, anxiety, and psychotic disorders. Additionally, we started a community based adolescent program in conjunction with Kealakehe High School named the S.I.E.R.R.A. (Student Intervention, Evaluation, Recovery, Relapse, and Aftercare) program, which has been steadily growing and has had some success in overcoming student substance abuse issues. This program has been offered and is tentatively set to be implemented at Konawaena High School by the end of this school year.

Our leadership team is comprised of community leaders dedicated to the provision the quality mental health services Our leaders dedicated countless hours working with consumers, families, community leaders, and the community support systems to promote recovery in West Hawaii and beyond.

services and the receipt of payment from insurance carriers. ACCESS Capabilities has attempted to create these services in the past but has always run into issues with the initial funding for personnel and materials. These funds would solely go towards paying for services until third part payment is received, usually thirty to ninety days after services are rendered.

The ACCESS Quality Management Program

ACCESS Capabilities utilizes a comprehensive Quality Management Program as its foundation for outcomes-based service delivery. ACCESS QA Plans have been approved and credentialed by Kaiser Health Plan, HMSA, HMAA, and University Health Alliance. ACCESS currently has accreditation with the Joint Commission. QA Program Evaluation has been developed so measurable treatment outcomes are updated as necessary.

ACCESS Capabilities has a comprehensive quality management program in place. Specific modifications that are tailored to meet the needs of the State of Hawaii services will be indicated in each individual section. The program focuses on the following areas

- **Hiring:** ACCESS Capabilities only hires employees who meet contract standards. Within the scope of this proposal ACCESS will only hire or contract with individuals meeting the standard set forth in this request for funding.
- **Training:** ACCESS Capabilities will assure that individuals working under scope of contract meet the contract criteria for orientation, training, and continuing education. For the purposes of this request for funding, case managers and team leaders are required to obtain a minimum of 16 hours of continuing education annually.
- **Policy:** ACCESS Capabilities shall develop clear administrative policy and review this policy on a regular basis. Employees are oriented to ACCESS policies and procedures at the time of hire.
- **Documentation:** ACCESS Capabilities works to assure accurate clinical and billing documentation. This documentation shall be reviewed by a clinician weekly, upon employee supervision and again administratively prior to billing submission.
- **Records:** Records management process shall be uniform between offices. Records shall be audited for clinical appropriateness and accuracy.
- **Supervision:** ACCESS Capabilities assures that all employees meet supervision standards set forth in applicable contracts. For a detailed discussion of supervision in relation to this proposal, please see "Section IV: Service Delivery."
- **Consumer-Driven Care:** In all areas of service delivery, care shall be client-centered. Goals shall consumer-driven. Therapists shall collaborate on all treatment with consumers.
- **Trending:** Unusual Incidents, Adverse Events, Grievances, Consumer Satisfaction, Grievances, and Outcomes Measures shall all be tracked as part of this Quality Management Program.
- **Organizational Review:** The Quality Management Program shall be reviewed quarterly and annually for efficacy, assurance and compliance to relevant contracts and the ACCESS Mission.

The ACCESS Quality Management Program will be tailored to specifically address activities related to Continuous Quality Improvement (CQI) as indicated in this request for funding, including:

HAR Title 11 and Federal Certificate

ACCESS agrees to comply with HAR Title 11, Chapter 175, Mental Health and Substance Abuse System and the Federal Certificate which will be located in the attachment section.

45 Code of Federal Regulations (45CFR)

ACCESS complies with 45 Code of Federal Regulations (45CFR), part 96, Substance Abuse Prevention and Treatment Block Grants and will institute the following policies, ACCESS Capabilities, Inc. agrees:

- We will not use federal funds to support the distribution of sterile needles for the hypodermic injection of any illegal drug or the distribution of bleach for the purpose of cleansing needles for such use.
- We will not use funds to provide inpatient hospital services.
- We will not use funds to provide cash payments to intended recipients of health services.
- We shall not use funds to purchase or improve land, purchase, construct, or permanently improve (other than minor remodeling) any building or other facility, or purchase major medical equipment.
- We will not use funds to provide financial assistance to any entity other than a public or non-profit private entity.
- We will not expend funds for the purpose of providing treatment services in penal or correctional institutions of the STATE as prescribed by section 1931(a)(3) of the Public Health Service Act.

I. Financial**1. A. Budget**

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.
2. ACCESS Capabilities anticipates the following quarterly budget for funding in the 2016 fiscal year:

| Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | Total Grant |
|------------|------------|-----------|-----------|-------------|
| \$5,000.00 | \$5,000.00 | 0 | 0 | \$10,000.00 |

1. The only federal tax credits ACCESS Capabilities has received within the prior three years is the Health Insurance Premiums Credit, it has received no state tax credits.

The organizational leadership of ACCESS is familiar with diagnostics, treatment and case management concerns of individuals with substance abuse and dependency issues. Although we recognize that individual life issues often shadow diagnostic stereotypes. A careful review of ACCESS resumes submitted in this proposal reveals a strong history in the provision of behavioral health services to individuals with mental health issues and illness and experience in the delivery of substance abuse services.

Access Capabilities shares the commitment to recovery as indicated in the mission, vision, and guiding principles of the Alcohol and Drug Abuse Division. We wish to share the journey to promote choice and potential for our all of our community members. We currently work with individuals with co-occurring disorders, substance use disorders and other mental health issues and illnesses.

B. Knowledge, Skills and Abilities

ACCESS Capabilities, Incorporated is a local leader in providing counseling, substance abuse and related treatment services to families and consumers. Headquartered in Kailua-Kona, the company provides consumer-centered treatment and behavioral health services throughout Hawai'i County. We have developed agency and individual skill sets working with various populations in various settings.

ACCESS has the knowledge, skills and abilities to deliver services as we have hired and maintained individuals with years of experience working with youth, as well as their families, who have been adversely affected by drug and alcohol use. A careful review of supervisor and employee skills set will reveal a vast employment history working with individuals with substance abuse and dependency issues. The majority staff will have master's level training in counseling and mental health related fields.

Of particular note, to the State of Hawaii and consumers, is the vast experience ACCESS has in the delivery in substance abuse counseling, which is often co-occurring with pre-existing mental health conditions. This experience, as well as experience working with various aspect of the court system and violence mitigation programs places the agency in a position to utilize it's understanding of dual-diagnosis, the courts, and family systems to foster rehabilitation and recovery. This perspective must be holistic. Consumers may self-medicate and place recovery in jeopardy. When community supports are not strong, consumers may end up in the court system. We offer expertise in multiple areas. We have worked in various arenas within the context of behavioral health, treatment and recovery. We understand the importance of these services in the context of a comprehensive, community-based mental health system.

Access Capabilities was established in 1993, and has provided services to parents, families, state, and community agencies extensively since that time. We have gained stature as a recognized leader and an active community partner in Hawai'i. The company is committed to work concurrently with consumers and the State of Hawaii to meet the specific case management needs of the Division..

V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

i. Staff Qualifications:

All ACCESS employees will meet the contract standards as indicated in this request for funding. ACCESS will assure that all staff meet the minimum provider qualifications of the level of service within the context of the use of this funding prior to service delivery. We do not aim to staff with the minimum credential, however awareness of minimum standards shall demonstrate knowledge of contract criterion.

All candidates seeking employment will meet all applicable hiring standards. This will be accomplished by aggressive screening of candidates.. Candidates must meet the position descriptions associated with each service component. Please see Attachment D: "Job Descriptions" for demonstrated compliance with established minimum qualifications.

Supervision and Training

Recruitment: ACCESS Capabilities has an aggressive and continuous campaign to find quality employees. All candidates must meet the aforementioned hiring criteria. See "Initial Screening Process" below for hiring norms. We have a full-time Recruitment Specialist who coordinates all recruiting and hiring activities. The Recruiting Specialist tracks data to assure the most successful approaches to recruiting are utilized. Recruitment strategies include:

- **Collaborating with local colleges and universities.** The recruitment specialist works with local college and university career development personnel in attending job fairs, sending out job postings, educating schools about practicum and internship opportunities, and coordinating company informational sessions.
- **Advertising in local newspapers.** The recruitment specialist will place classified ads in the all of the state's major newspapers, utilizing Access Capabilities Human Resource guidelines and recommendations.
- **Exhibiting at all the major job fairs.** The recruiting specialist coordinates and attends all the major job fairs on all of the islands.
- **Utilizing internet resources.** The recruiting specialist utilizes internet resources such as Careerbuilder.com, where potential candidates can submit resumes, and the Access Capabilities.com web page which has electronic application capabilities. Access Capabilities receives applications daily, and as a nationwide organization Access Capabilities can direct candidates moving to Hawaii to the appropriate local branch.
- **Community Involvement/Word of Mouth.** Many applicants apply with Access Capabilities as a result of positive feedback given from community members and employees who are asked about employment opportunities by curious job seekers.

Hiring: Access Capabilities seeks to hire and retain the best individuals through vigorous recruiting, providing comprehensive administrative support, and through offering competitive pay and benefits.

After an applicant has completed an application and passed the initial screening examination, they will be granted an interview. Interviews are conducted by Program Directors or Program Supervisors. A major goal of the interview is to assess past performance and future competence. Access Capabilities utilizes behavioral interviewing techniques which emphasize the quality of past performance as the key indicator of future success. During the interview, candidates are prompted with situational questions to provide insight into past work experience, specifically those experiences related to education and/or the target population.

After successful interview the employee must meet the secondary screening process. This secondary screening allows Access Capabilities to meet remaining company and contractual hiring requirements. These include:

- ***Completion of criminal background checks.*** State criminal background checks are conducted by the Recruiting Specialist. Candidates are disqualified for offenses involving violent action or jeopardizing the health and welfare of others, including individuals. Candidates who have been convicted of a non-violent, non-safety related offense must complete a statement of explanation. This statement shall be reviewed by the Program Director. The Director will complete a statement of review that will deem the applicant eligible or ineligible for orientation and hire. The the State of Hawaii shall be notified of any prospective employee who has been convicted of a criminal offense and may determine them ineligible to provide service under this contract.
- ***Completion of tuberculosis test.*** Access Capabilities requires that employees submit certification of TB clearance prior to hire. This is to assure that the applicant is free of contagious tuberculosis. Annual clearance is required thereafter.
- ***Adult Protective Services (APS) and Individual Welfare Service (CWS) checks.*** APS and CWS checks are completed to determine if there has ever been a complaint of abuse or neglect filed. Confirmed instances involving incidents regarding the health and welfare of individuals and/or adults shall result in applicant disqualification. The the State of Hawaii shall be informed of any applicant who has a confirmed instance on record with APS/CWS.

Retention: Access Capabilities invests significant time and energy in the recruitment and training of quality employees, thus it would be wise to minimize staff turnover. Access Capabilities pays competitive wages and offers competitive benefits to its employees to assure minimal staff turnover and maximize service capacity.

Supervision: Day-to-day supervision is provided by the Program Director. Employees may have administrative, case-specific, scheduling, payroll, and/or human resource needs that may need to be addressed, however the assigned supervisor is the point for all case concerns.

All case managers report to a supervisor or director that provides oversight of case performance, supervision on appropriate interventions, tracking data and outcomes, and being the main agency contact for concerns they may have. This program director or supervisor shall meet all the requirements of state certification boards.

B. Organization Chart

See Attached Organizational Chart

C. Compensation

Corporate Officers are not currently reimbursed for their duties. The three highest paid employees are Christopher Au, CEO; Debra Ravey, Executive Director; and Michael Spain, CSAC; The levels of compensation for Mr. Au and Ms. Ravey are both \$36000 and Mr. Spain is compensated at \$30,000 annually.

VI. Other

A. Litigation

Access Capabilities has no pending cases or legal claims.

B. Licensure and Accreditation

ACCESS Capabilities is currently accredited by the Joint Commission for both substance intervention and mental health services. We will be seeking accreditation during our upcoming visit, April, 2015, for residential, group home, and Day Treatment Services, along with re-credentialing our current services. ACCESS Capabilities currently has two Certified Substance Abuse Counselors, one Certified Criminal Justice Addictions Professional, and has three individuals who are seeking their CSAC's currently.

C. Federal and County Grants

ACCESS Capabilities currently does not receive any funding from Federal or County grants.

D. Private Educational Institutions

This grant will not be used to support or benefit a sectarian or non-sectarian private educational institution. ACCESS Capabilities is not, nor has any plans, to enter into any agreements with private education institutions of any description. Unless they have a need for substance abuse counseling in which case the parents or responsible individuals will be responsible for health coverage or out of pocket payment.

E. Future Sustainability Plan

It is our belief that after the 2015-2016 fiscal year the insurance law will not only be in full effect but most individuals will get the necessary coverage for substance related

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2015 to June 30, 2016

Applicant: ACCESS Capabilities, Inc.

| BUDGET CATEGORIES | Total State Funds Requested (a) | Total Federal Funds Requested (b) | Total County Funds Requested (c) | Total Private/Other Funds Budgeted (d) |
|---|------------------------------------|--|-------------------------------------|---|
| A. PERSONNEL COST | | | | |
| 1. Salaries | 4,800 | | | 2,500 |
| 2. Payroll Taxes & Assessments | 585 | | | 500 |
| 3. Fringe Benefits | 1,115 | | | |
| TOTAL PERSONNEL COST | 6,500 | | | 3,000 |
| 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 | 1,500 | | | |
| 7. Telecommunication | 500 | | | |
| 8. Utilities | 900 | | | |
| 9 | | | | |
| 10 | | | | |
| 11 | | | | |
| 12 | | | | |
| 13 | | | | |
| 14 | | | | |
| 15 | | | | |
| 16 | | | | |
| 17 | | | | |
| 18 | | | | |
| 19 | | | | |
| 20 | | | | |
| TOTAL OTHER CURRENT EXPENSES | 2,900 | | | |
| C. EQUIPMENT PURCHASES | 600 | | | |
| D. MOTOR VEHICLE PURCHASES | 0 | | | |
| E. CAPITAL | 0 | | | |
| TOTAL (A+B+C+D+E) | 10,000 | | | 3,000 |
| SOURCES OF FUNDING | | Budget Prepared By: | | |
| (a) Total State Funds Requested | 10,000 | <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <i>Christopher Au</i> Name (Please type or print) </div> <div style="width: 35%;"> 808334017 Phone </div> </div> | | |
| (b) Total Federal Funds Requested | | <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> [Redacted] Signature of Authorized Official </div> <div style="width: 35%;"> 1/28/15 Date </div> </div> | | |
| (c) Total County Funds Requested | | <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <i>Christopher Au CEO</i> Name and Title (Please type or print) </div> </div> | | |
| (d) Total Private/Other Funds Requested | 3,000 | | | |
| TOTAL BUDGET | 13,000 | | | |
| | 10,000 | | | |

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Applicant: ACCESS Capabilities, Inc.

| POSITION TITLE | FULL TIME EQUIVALENT | ANNUAL SALARY A | % OF TIME ALLOCATED TO GRANT REQUEST B | TOTAL STATE FUNDS REQUESTED (A x B) |
|-----------------------------------|----------------------|--------------------|---|--|
| Substance Abuse Counselor (Kona) | 1 | \$30,000.00 | 8.00% | \$2,400.00 |
| Substance Abuse Counselor (Pahoa) | 1 | \$30,000.00 | 8.00% | \$2,400.00 |
| | | | | \$- |
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| TOTAL: | | | | 4,800.00 |
| JUSTIFICATION/COMMENTS: | | | | |

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2015 to June 30, 2016

Applicant: ACCESS Capabilities, Inc.

| DESCRIPTION EQUIPMENT | NO. OF ITEMS | COST PER ITEM | TOTAL COST | TOTAL BUDGETED |
|--------------------------------|-----------------|------------------|---------------|-------------------|
| Chairs | 10.00 | \$30.00 | \$300.00 | |
| Tablet | 2 | \$150.00 | \$300.00 | |
| | | | \$- | |
| | | | \$- | |
| | | | \$- | |
| TOTAL: | 12 | | \$600.00 | |
| JUSTIFICATION/COMMENTS: | | | | |

| DESCRIPTION OF MOTOR VEHICLE | NO. OF VEHICLES | COST PER VEHICLE | TOTAL COST | TOTAL BUDGETED |
|---------------------------------|--------------------|---------------------|---------------|-------------------|
| N/A | | | \$- | |
| | | | \$- | |
| | | | \$- | |
| | | | \$- | |
| | | | \$- | |
| TOTAL: | | | | |
| JUSTIFICATION/COMMENTS: | | | | |

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2015 to June 30, 2016

Applicant: ACCESS Capabilities, Inc.

| 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: 2013-2014 | FY: 2014-2015 | FY:2015-2016 | FY:2015-2016 | FY:2016-2017 | FY:2017-2018 |
| PLANS | | | | | | |
| LAND ACQUISITION | | | | | | |
| DESIGN | | | | | | |
| CONSTRUCTION | | | | | | |
| EQUIPMENT | | | | | | |
| TOTAL: | | | | | | |
| JUSTIFICATION/COMMENTS: <i>N/A</i> | | | | | | |

GOVERNMENT CONTRACTS AND/OR GRANTS

Applicant: ACCESS Capabilities, Inc.

| | CONTRACT DESCRIPTION | EFFECTIVE DATES | AGENCY | GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau) | CONTRACT VALUE |
|-----|---|--------------------|---|---|---|
| 1. | Substance Abuse Services | 7/1/2014-6/30/2015 | Drug Court Third Circuit | State | \$2,000.00 |
| 2. | Substance Abuse Services Adult | 7/1/2015-6/30/2017 | Judiciary Third Circuit Drug Court/ Circuit/ District | State | Depends on demand Min. \$15,000/year |
| 3. | Substance Abuse Services- Juvenile | 7/1/2015-6/30/2017 | Judiciary Third Circuit | State | Depends on demand Min. \$10,000/year |
| 4. | Substance Abuse Services- Juvenile | 7/1/2015-6/30/2017 | Drug Court Third Circuit | State | Depends on demand Min. \$10,000/year |
| 5. | Child and Adult Violence Intervention Services | 7/1/2015-6/30/2017 | Judiciary Third Circuit | State | \$36,000 a year requested |
| 6. | | | | | |
| 7. | | | | | |
| 8. | | | | | |
| 9. | | | | | |
| 10. | | | | | |
| | | | | TOTAL | Potentially \$61,000.00 annually |

Numbers 2-5 have been submitted to the RFP process and have not been responded to as of yet.

**DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS 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 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 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 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.
- 2) If the applicant is an organization, 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 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 used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant 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 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.

ACCESS Capabilities Inc
(Typed Name of Individual or Organization)

[Redacted Signature] 1/29/15
(Signature) (Date)

Christopher Au CEO
(Typed Name) (Title)



STATE OF HAWAII
STATE PROCUREMENT OFFICE

CERTIFICATE OF VENDOR COMPLIANCE

This document presents the compliance status of the vendor identified below on the issue date with respect to certificates required from the Hawaii Department of Taxation (DOTAX), the Internal Revenue Service, the Hawaii Department of Labor and Industrial Relations (DLIR), and the Hawaii Department of Commerce and Consumer Affairs (DCCA).

Vendor Name: **ACCESS CAPABILITIES, INC.**

DBA/Trade Name: **ACCESS Capabilities, Inc.**

Issue Date: **01/28/2015**

Status: **Compliant**

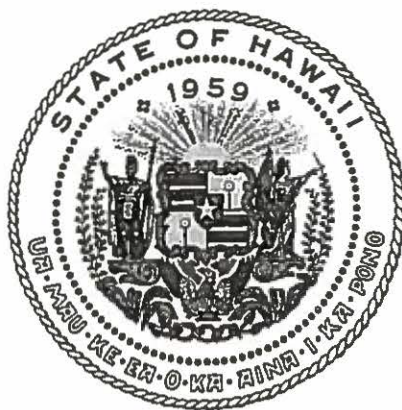
Hawaii Tax# [REDACTED]
FEIN/SSN# **XX-XXX7815**
UI# **No record**
DCCA FILE# **88550**

Status of Compliance for this Vendor on issue date:

| Form | Department(s) | Status |
|-------|---|-----------|
| A-5 | Hawaii Department of Taxation Internal Revenue Service | Compliant |
| COGS | Hawaii Department of Commerce & Consumer Affairs | Compliant |
| LIR27 | Hawaii Department of Labor & Industrial Relations | Compliant |

Status Legend:

| Status | Description |
|---------------|---|
| Exempt | The entity is exempt from the requirement |
| Compliant | The entity is compliant with this requirement or the entity is in agreement with agency and actively working towards compliance |
| Pending | The entity is compliant with DLIR requirement |
| Submitted | The entity has applied for the certificate but it is awaiting approval |
| Not Compliant | The entity is not in compliance with the requirement and should contact the issuing agency for more information |



Department of Commerce and Consumer Affairs

CERTIFICATE OF GOOD STANDING

I, the undersigned Director of Commerce and Consumer Affairs of the State of Hawaii, do hereby certify that according to the records of this Department,

ACCESS CAPABILITIES, INC.

was incorporated under the laws of Hawaii on 01/31/1995 ; and that it is an existing corporation in good standing, and is duly authorized to transact business.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Department of Commerce and Consumer Affairs, at Honolulu, Hawaii.

Dated: January 28, 2015

Interim Director of Commerce and Consumer Affairs



ORGANIZATIONAL CHART
ACCESS Capabilities, Inc.
Kona Branch

