

House District 19

Senate District 9

**WTHE 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.

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: HUGS for Hawaii's Seriously Ill Children & Their Families

Db: HUGS (Help Understanding & Group Support)

Street Address: 3636 Kilauea Avenue, Honolulu, HI 96816

Mailing Address: same as above

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name JOAN NAGUWA

Title Executive Director

Phone # (808) 732-4846

Fax # (808) 732-4881

E-mail joan@hugslove.org

3. TYPE OF BUSINESS ENTITY:

- NON PROFIT CORPORATION INCORPORATED IN HAWAII
- FOR PROFIT CORPORATION INCORPORATED IN HAWAII
- LIMITED LIABILITY COMPANY
- OTHER
- SOLE PROPRIETORSHIP/INDIVIDUAL

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

HUGS PEER TO PEER PROGRAM EXPANSION

4. FEDERAL TAX ID #:

5. STATE TAX ID #:

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2016: \$ 75,000

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 \$ 75,000

FEDERAL \$ 0

COUNTY \$ 0

PRIVATE/OTHER \$ 136,230

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[Redacted Signature]

AUTHORIZED SIGNATURE

JOAN NAGUWA, EXECUTIVE DIRECTOR

NAME & TITLE

JANUARY 30, 2015

DATE SIGNED



RECEIVED
1-30-15

✓

Application for Grants

I. Background and Summary

1. Description of HUGS (Help Understanding & Group Support for Hawaii's Seriously Ill Children and Their Families)

The mission of HUGS, a 501(c)(3) organization incorporated in 1982, is to improve the quality of life for Hawaii's families as they face the emotional and financial hardships of caring for a seriously ill child. HUGS annually serves over 250 families statewide who have children suffering from a life-threatening medical condition through programs and services that address their emotional, social, physical and financial needs. The overall goal of HUGS is to strengthen the whole family by meeting the needs of each family member from the time of crisis in initial diagnosis and throughout their long, challenging journey to remission or bereavement and beyond.

In its 33 years of experience of working closely with these families, HUGS recognizes that each family member is impacted differently by childhood illness, and has developed supportive programs specifically for each family member – the ill child, mothers, fathers, and siblings. HUGS also utilizes informal, natural strategies to build, facilitate and sustain community-based support networks to provide the information and emotional support that these families need to carry them through their challenges. Our programs and services include:

- **Peer to Peer Support** activities, such as Family Dinners and Moms and Dads Nights, and Teen groups, which provide a safe environment for affected family members to network, share useful information, express their emotions and reduce social isolation with others in similar situations;
- **Monthly and Emergency Respite** services to provide children and youth with nurturing, positive activities while their parents receive needed relief from the stresses of caregiving. Trained volunteers serve as "buddies" or mentors to provide individualized attention to each child.
- **Weekly Hospital Visits** and interactive activities for hospitalized children and youth to relieve the anxiety and stress of long term and/or multiple hospitalizations at HUGS' partner hospitals, Kapiolani Medical Center for Women & Children, Kaiser Medical Center and Tripler Medical Center;
- **Bi-monthly follow up contact** with each family to monitor their child's progress and assess additional family needs;
- **Sibling Support** activities to assist siblings of seriously ill children to process and understand their own emotions about their siblings' illness; and

- **Financial Assistance** for emergency airfare from the neighbor islands or to the mainland for specialized medical treatment as well as emergency food or funeral assistance.

No fees are assessed to families for HUGS services due to the financial hardships of the large medical bills that they face.

2. Goals and Objectives Related To The Request

Goal 1: To reduce stress, anxiety and social isolation among seriously ill children and their family members.

Objective 1: To provide 4 peer group activities for 15 Moms of HUGS children in West and Central Oahu.

Objective 2: To provide 4 peer group activities for 10 Dads of HUGS children in West and Central Oahu.

Objective 3: To provide 4 Teen group activities for 10 teen ill children and their siblings in West and Central Oahu.

Objective 4: To provide respite services for 25 ill children and their siblings in West and Central Oahu.

Goal 2: To develop long term, sustainable support networks among HUGS families.

Objective 1: To provide 4 peer group activities for 15 Moms of HUGS children in West and Central Oahu.

Objective 2: To provide 4 peer group activities for 10 Dads of HUGS children in West and Central Oahu.

Objective 3: To provide 4 Teen group activities for 10 teen ill children and their siblings in West and Central Oahu.

Objective 4: To provide respite services for 25 ill children and their siblings in West and Central Oahu.

Goal 3: To increase access to HUGS programs by families residing in West and Central Oahu.

Objective 1: To provide 4 peer group activities for 15 Moms of HUGS children in West and Central Oahu locations.

Objective 2: To provide 4 peer group activities for 10 Dads of HUGS children in West and Central Oahu locations.

Objective 3: To provide 4 Teen group activities for 10 teen ill children and their siblings in West and Central Oahu locations.

Objective 4: To provide respite services for 25 ill children and their siblings in West and Central Oahu locations.

Goal 4: To recruit, train and supervise 25 volunteers to assist in implementing peer support and respite activities in West and Central Oahu.

Objective 1: To recruit and train 25 volunteers from West and Central Oahu resources.

Objective 2: To conduct at least 2 volunteer training sessions.

Objective 3: To supervise and evaluate volunteer involvement in project activities.

3. The Public Purpose and Need To Be Served

According to the American Academy of Pediatrics (Journal of American Academy of Pediatrics, Shudy, Almeida, et.al., 2006), critical illness in childhood impact the entire family and can "exhaust family finances, relationships and coping abilities." Initial diagnosis is usually very sudden, require immediate treatment and create great stress and confusion on the family. This stress usually continues throughout medical treatment, often several years. These families become at-risk for family dysfunction and individual family members can suffer from depression, chronic anxiety and negative behaviors, especially for siblings who are often 'forgotten'.

Other documented research state that the continual stress and anxiety of dealing with childhood illness place individual family members at high risk of depression, sustained anxiety, emotional exhaustion, negative behaviors which can lead to family dysfunction. The Health Science Journal (Theofanidis, et.al., 2007) reports that establishing and maintaining support systems, such as peer support, is critical for each member of the family to "develop effective coping strategies" that impact their ability to manage their stress levels and psychological well-being as they navigate through the challenges of their child's illness. Numerous research studies have identified that social support is crucial for parents to successfully cope and adapt to the child's serious illness (Mastroyannopoulou, Stallard, Lewis & Lenton, 1997). Parents experiencing stress as a result of their child's serious illness have described the need for informational, emotional and practical support and expressed the view that informal support (e.g. parent to parent) was more significant to them than formal social support (e.g. a professionally-led support group (Beckman, 1991; Cohen, 1999, Mercer & Ritchie, 1997).

Thirty-two (32) years of experience also has taught us that the very best support for families with a child who has a life-threatening illness comes from other families who share a common plight. Families who have lived through their own personal medical crises with their children offer unique support systems to families with new diagnoses. Children interacting with each other in similar situations have a connection that normalizes their fears and concerns. The results of these facilitated relationships are the long term sustainability and continual supportive relationships that empower families through the progression, remission and sometimes reoccurrence of the illness.

HUGS Peer Support Programs are uniquely designed to facilitate and nurture relationships among newly diagnosed families and current family members to build long term community support networks that can be sustained throughout their many challenges of childhood illness. HUGS recognizes that childhood illness impacts each member of the family differently, and therefore, has specific peer support programs for Moms, Dads, Teens and Siblings. These programs provide opportunities for specific family members to meet each other, exchange information, share common experiences and emotions, engage in activities for which they normally do not have financial resources, and enjoy time away from the daily challenges of caring for a seriously ill child in informal settings. Our Respite Program provides needed relief for parents to have time for themselves as a couple while providing opportunities for both the ill child and their siblings to experience play in a safe, nurturing environment without fear or concern for exposure that will compromise their fragile health or insensitive comments from others.

HUGS' current peer support programs for Moms, Dads, Teens and its Respite Program are conducted in community sites in Honolulu or at the HUGS Center in Kaimuki. However, the location of these activities have been difficult to access for many family members. Over 48% of HUGS families reside in Central or West Oahu. Oahu's continual road construction and daily heavy traffic congestion in the area add to the barriers that prevent participation of HUGS families who reside in West and Central Oahu, as expressed in a 2014 survey of families. The proposed program will conduct peer support programs in their communities and address their needs for social connections and building support networks.

4. Target Population To Be Served

HUGS serves children and youth, ages birth to 21 years old, with life-threatening illnesses and their families throughout the State of Hawaii. They suffer from a variety of life-threatening diseases: 25.12% cardiac diseases; 55.45% cancer; and 19.43% other illnesses, including rare diseases. Sixty-six percent (66%) of HUGS families have household incomes at 150% or below federal poverty guidelines. Eighteen percent (18%) of HUGS families are active duty members of the military whose child became suddenly ill and transported to Tripler Medical Center for emergency treatment. These families are most at-risk of isolation as they are away from family and established resources for support.

Families are referred to HUGS by physicians and social workers from its three partner medical facilities – Kapiolani Medical Center for Women & Children, Kaiser Medical Center and Tripler Medical Center. Referrals are also made by other community resources, such as Department of Health and nonprofit agencies, statewide. Seriously ill children from the Neighbor Islands usually are sent to Honolulu medical facilities for in-hospital treatment and follow up treatments.

The target population to be served through this project is children with life-threatening illnesses, their siblings and family members, including those residing in the West and Central Oahu area.

5. Geographic Coverage

HUGS serves seriously ill children and their families who reside on the islands of Hawaii, Maui, Lanai, Molokai, Kauai and Oahu. The proposed project addresses the needs of families residing in West and Central Oahu.

II. Service Summary and Outcomes

1. Scope of Work, Tasks and Responsibilities & Projected Annual Timeline

Under the supervision of the HUGS Director of Programs and in coordination with the HUGS Program Manager, one (1) .80 FTE Program Specialist will be hired to plan, coordinate and implement the proposed peer support and respite activities in West and Central Oahu. HUGS will seek potential partnerships with community sites and resources to support this project. The Program Specialist will be responsible for identifying and securing appropriate venues, resources and activities in West and Central Oahu for each peer group activity (16 total during the project period). He/she will also be responsible for recruiting, training and supervising 25 volunteers to support the proposed activities. He/she will also create information tools to communicate with families, conduct and document follow up calls with families to assess their progress, and administer evaluation tools.

Peer group and respite activities will be held on a quarterly basis in addition to regular programming at the HUGS Center. These events will be open to all family members regardless of the location of their residence in order to maximize the opportunity to establish support networks among a variety of participants.

The HUGS Director of Programs and Executive Director will be responsible for monitoring overall progress of the project and completing required program and fiscal reports.

The following service outcomes will be met through this proposal:

- 80% of participants (Moms, Dads, and Teens) in HUGS' peer support programs will report a decrease in their stress and anxiety levels as a result of establishing relationships with others who have a child with a serious illness.
- 80% of the children with a serious illness engaged in HUGS services and programs will report higher self-esteem and improved positive peer relationships.
- 65% of the participating Teens will report an increase in their feelings of self-esteem and improved positive peer relationships.

- 20% increase in the number of partnerships between HUGS and community organizations and volunteers.

The following tasks will be completed during the project year:

Time Period	Project Activity
Quarter 1	Hire and train Program Specialist.
	Plan activities for one Moms, Dads, Teens and Respite event.
	Identify and secure activity site locations in West and Central Oahu.
	Identify and develop partnerships with West and Central Oahu resources that may be needed to execute each event.
	Recruit and train volunteers to serve as mentors for respite activities.
	Execute one Moms event.
	Execute one Dads event.
	Execute one Teen group event.
	Execute one Respite event.
	Prepare and submit required reports.
Quarter 2	Plan activities for one Moms, Dads, Teens and Respite event.
	Identify and secure activity site locations in West and Central Oahu.
	Identify and develop partnerships with West and Central Oahu resources that may be needed to execute each event.
	Coordinate volunteers to serve as mentors for respite activities.
	Execute one Moms event.
	Execute one Dads event.
	Execute one Teen group event.
	Execute one Respite event.
	Prepare and submit required reports.
Quarter 3	Plan activities for one Moms, Dads, Teens and Respite event.
	Identify and secure activity site locations in West and Central Oahu.
	Identify and develop partnerships with West and Central Oahu resources that may be needed to execute each event.
	Recruit and train volunteers to serve as mentors for respite activities.
	Execute one Moms event.
	Execute one Dads event.

Quarter 3	Execute one Teen group event.
	Execute one Respite event.
	Prepare and submit required reports.
Quarter 4	Plan activities for one Moms, Dads, Teens and Respite event.
	Identify and secure activity site locations in West and Central Oahu.
	Identify and develop partnerships with West and Central Oahu resources that may be needed to execute each event
	Coordinate volunteers to serve as mentors for respite activities.
	Execute one Moms event.
	Execute one Dads event
	Execute one Teen group event.
	Execute one Respite event.
	Administer post evaluation surveys
	Prepare and submit required reports.

2. Quality Assurance and Evaluation

HUGS conducts an initial assessment of family members upon entry into the program to identify needs of family members, gather baseline data of their emotional, social and financial status as well as to develop service plans if needed. Individual and family member group charts will be maintained and regularly updated. Chart reviews are a regular part of bi-weekly supervision with staff to maintain compliance with agency and best practice standard and to ensure programs goals and objectives are being met. This is also a time in which program staff will monitor and evaluate progress of program goals and service outcomes and to make necessary program adjustments as needed in a timely fashion.

3. Measures of Effectiveness

There are several evaluative tools that HUGS utilizes to measure services and programs.

- Post-Event and Client Satisfaction surveys will be completed by participants. The objective of these surveys is to explore what went well and which areas need improvement. In addition, the survey is designed to review quantitative and qualitative information in order to improve the activity/event.
- Social Connections survey will be completed by parents to assess their stress and anxiety levels at mid-term and at the end of the project period.

Assisting parents to build a social network goes a long way to decreasing their sense of isolation and increasing their parental resiliency. Facilitating parent problem solving, place difficulties and challenges in perspective, and draw on trusting relationships and other resources helps to alleviate stress and anxiety when a family is under stress.

- Rosenberg Self-Esteem Scale will be administered to participating children youth and their siblings. It is a research validated tool with high reliability and validity. It is a self-report scale with scores ranging from 0-30 with higher scores indicating high self-esteem and lower scores indicating lower self-esteem. There are no distinct ranges, and scores between 15 and 25 suggest a normal level of self-esteem. The scale includes 10 items scored from strongly agree to strongly disagree. This instrument will be used to gauge general movement in self-esteem and to assist in program development to ensure progress. Participating ill children and youth will be administered this self-esteem scale at the time of initial assessment, mid-year and after the project period. HUGS tracks the level of participation of each activities. This tracking allows for better planning events and activities.

III. Financial

1. Budget

See attached budget forms.

2. Anticipated Quarterly Funding Requests For The Fiscal Year 2016.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$18,750	\$18,750	\$18,750	\$18,750	\$75,000

3. Other Sources of Funding For Fiscal Year 2016.

Private Foundations:

Friends of Hawaii Charities Inc.
 Hawaii Community Foundation
 Central Pacific Bank Foundation
 James & Abigail Campbell Foundation
 Armstrong Foundation
 Kosasa Family Foundation
 Na Lei Aloha Foundation
 Other local and national foundations

Individual and Corporate Donors and Sponsors

4. State and Federal Tax Credit Applications

None.

5. Government Contracts and Grants for Program Funding

HUGS is not a recipient of any government grant or contract for Program funding.

6. Unrestricted Current Assets as of December 31, 2014

\$282,120

IV. Experience and Capability

A. Necessary Skills and Experience

HUGS has provided supportive programs and services for seriously ill children and their families for the past 33 years. HUGS has an extensive corps of 300 volunteers and a strong community partnership network which include nonprofit organizations, such as Ronald McDonald House of Hawaii, Make a Wish Foundation, and Hospice Hawaii; educational institutions, such as University of Hawaii at Manoa, John A. Burns School of Medicine, Kapiolani Community College and private schools; and for profit corporations, small businesses, and community organizations.

The HUGS Executive Director has 37 years of nonprofit program and administrative experience as well as legislative/government contract management experience. She has managed both City and State government grants for the past 8 years and served as Executive Director for 3 nonprofit organizations. The HUGS Board of Directors Program Committee work directly with staff to ensure the highest program standards are maintained. This Committee includes the Director of Pediatrics and Critical Care at a major medical center and a former chief financial officer of a large nonprofit organization and 3 parents of former HUGS children.

HUGS' Director of Programs has a Masters of Social Work degree with over 20 years of experience working with families and vulnerable children in state government and the nonprofit sector. The Program Manager has a Bachelor's degree in Women's Studies and has over 3 years of experience planning and executing peer support activities at HUGS. Prospective candidates for the proposed Family Specialist I – West and Central Oahu will have a Bachelors in Social Work or related educational degree as well as 2 or more years of experience in working with families and children.

B. Facilities

The HUGS offices are located at 3636 Kilauea Avenue in Kaimuki, Oahu in a house formerly occupied by physicians at Leahi Hospital. Over 80% of HUGS

programs are implemented on site; however, community sites are also utilized for some program activities. A small playground and large open area is available for use by HUGS children and families during program activities. HUGS offices and outdoor areas meet ADA compliance standards.

The proposed project will utilize appropriate public and private community locations and facilities for program activities in West and Central Oahu.

V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

See Section IV-A above.

B. Organization Chart

See Attachment A.

C. Compensation

HUGS' 3 highest paid employees:

Executive Director - \$80,000
Director of Programs - \$57,000
Development Coordinator - \$46,000

VI. Other

A. Litigation

No pending litigation

B. Licensure or Accreditation

Not applicable.

C. Federal and County Grants

No federal or county grants awarded.

D. Private Educational Institutions

Not applicable.

E. Future Sustainability Plan

If the proposed project is funded through the legislative grant process and not received thereafter, HUGS will combine several fundraising strategies to continue the project: 1) Solicit corporate sponsorships and in-kind contributions from area businesses and community groups to support program expenses; 2) Submit grant applications to local foundations; 3) Designate a portion of its unrestricted cash contributions to sustaining the project.

F. Certificate of Good Standing (If the Applicant is an Organization)

See Attachment B.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2015 to June 30, 2016

Applicant: HUGS (Help Understanding & Group Support)

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
A. PERSONNEL COST				
1. Salaries	45,230	0	0	69,470
2. Payroll Taxes & Assessments	4,640	0	0	7,130
3. Fringe Benefits	5,600	0	0	8,600
TOTAL PERSONNEL COST	55,470	0	0	85,200
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	0	0	0	0
2. Insurance	305	0	0	3,390
3. Lease/Rental of Equipment	0	0	0	2,300
4. Lease/Rental of Space	1,400	0	0	0
5. Staff Training	0	0	0	0
6. Supplies-Office	400	0	0	820
7. Telecommunication	2,325	0	0	11,600
8. Utilities	0	0	0	1,750
9. Accounting & Audit Fees	0	0	0	9,160
10. Vehicle Expenses	0	0	0	460
11. Payroll Fees	0	0	0	3,500
12. Program Activity Expenses	1,600	0	0	3,400
13. Program Supplies	13,300	0	0	6,850
14. Postage	0	0	0	550
15. Printing	0	0	0	3,900
16. Staff Mileage	0	0	0	100
17. Telephone	0	0	0	2,150
18. Volunteer Training & Support	200	0	0	1,100
19				
20				
TOTAL OTHER CURRENT EXPENSES	19,530			51,030
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	75,000			136,230
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	75,000	Joan Naguwa (808) 732-4846		
(b) Total Federal Funds Requested	0	Name (Please type or print) Phone		
(c) Total County Funds Requested	0	[Redacted Signature] 1/30/15		
(d) Total Private/Other Funds Requested	136,230	Signature of Authorized Official Date		
TOTAL BUDGET	211,230	Joan Naguwa, Executive Director Name and Title (Please type or print)		

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2015 to June 30, 2016

Applicant: HUGS (Help Understanding & Group !

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
NA			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

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

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2015 to June 30, 2016

Applicant: HUGS (Help Understanding & Group Support)

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:						

GOVERNMENT CONTRACTS AND/OR GRANTS

Applicant: HUGS (Help Understanding & Group Support)

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1.	NA				
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
				TOTAL	

**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.

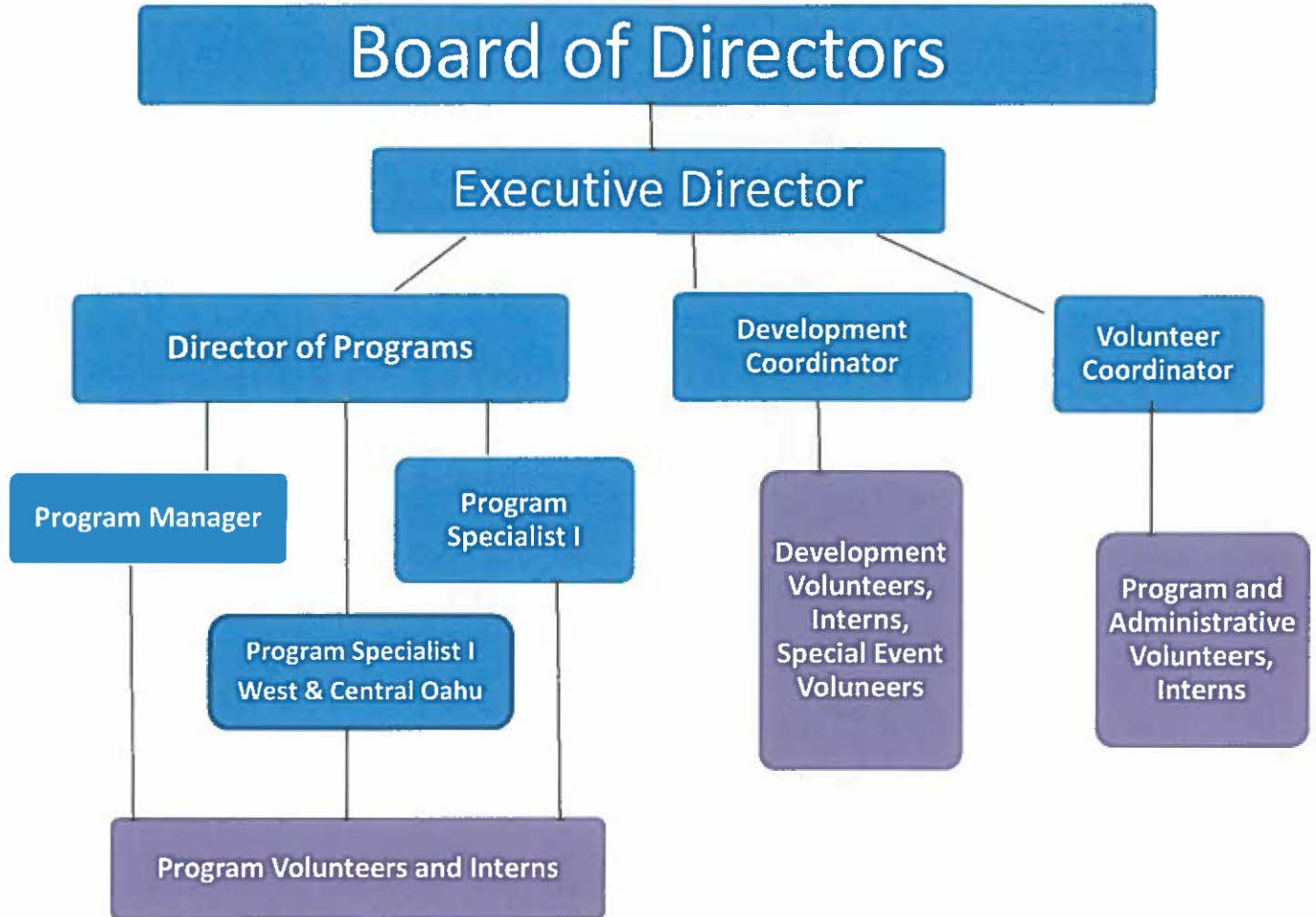
Pursuant to Section 42F-103, Hawaii Revised Statutes, for grants used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant was awarded and disposes of the land in fee simple or by lease, the organization shall negotiate with 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.

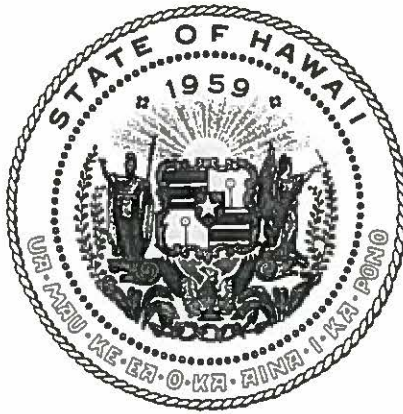
Further, the undersigned authorized representative certifies that this statement is true and correct to the best of the applicant's knowledge.

HUGS (Help Understanding & Group Support)
(Typed Name of Individual or Organization)

 _____
(Signature) 1/30/15
(Date)

Joan I. Naguwa _____
(Typed Name) Executive Director
(Title)





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

HUGS (HELP, UNDERSTANDING & GROUP SUPPORT)

was incorporated under the laws of Hawaii on 02/17/1982 ; that it is an existing nonprofit corporation; and that, as far as the records of this Department reveal, has complied with all of the provisions of the Hawaii Nonprofit Corporations Act, regulating domestic nonprofit corporations.



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