

COPY



Application for Grant and Subsidies

The Twenty-Eighth Legislature
Application for Grants
Chapter 42F, Hawaii Revised Statutes

House District _____

Senate District _____

**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.

Hawaii Family Law Clinic dba **Ala Kuola**

STATE DEPARTMENT OR AGENCY RELATED TO THIS REQUEST (LEAVE BLANK IF UNKNOWN):

JUDICIARY

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

1. APPLICANT INFORMATION:

Hawaii Family Law Clinic

Legal Name of Requesting Organization or Individual:

Dbas: Ala Kuola

Street Address: 550 Halekauwila Street, #207

Mailing Address:

550 Halekauwila Street, #207

Honolulu, Hawaii 96813

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name EDWIN K. FLORES

Title Executive Director

Phone # 808-545-1880

Fax # 808-545-1887

E-mail edkflores@alakuola.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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

TEMPORARY RESTRAINING ORDERS FOR VICTIMS OF DOMESTIC ABUSE/VIOLENCE

4. FEDERAL TAX ID _____

5. STATE TAX ID #: _____

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2016 366,286

8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

- NEW SERVICE (PRESENTLY DOES NOT EXIST)
- EXISTING SERVICE (PRESENTLY IN OPERATION)

SPECIFY THE AMOUNT BY SOURCES OF FUNDS AVAILABLE AT THE TIME OF THIS REQUEST:

STATE \$ _____
 FEDERAL \$ 0
 COUNTY \$ 0
 PRIVATE/OTHER \$ 0

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

AUTHORIZED SIGNATURE

EDWIN K. FLORES EXECUTIVE DIRECTOR
NAME & TITLE

01/29/2015
DATE SIGNED



Background and Summary

For victims of domestic abuse, a temporary restraining order (TRO) is a legal shield from further abuse, and it can sometimes mean the difference between life and death. TRO's are critical to ensuring the safety of victims, but the process of obtaining one with the family justice system in Hawaii has not always been easily accessible. A TRO can be defined as an order of protection for victims of abuse against their abusers issued by the Family Court. A TRO creates a crucial line of defense for victims of domestic abuse by a creating that legal shield.

The Hawaii Family Law Clinic dba Ala Kuola, hereinafter Ala Kuola (*A Path to Safety and Life*), is a 501(c)(3) non- profit organization incorporated in 2004 whose primary focus is to assist victims affected by domestic abuse with the preparation and filing of temporary restraining orders (TRO's) under the purview of Hawaii Revised Statutes 586 with the Family Court of the First Circuit.

Since opening its doors in 2007, Ala Kuola has helped several thousand victims of domestic abuse to attain safety from their abusers. Ala Kuola offers open and unfettered access to victims as we assist them in the process of obtaining temporary restraining orders through the Family Court of the First Circuit.

Ala Kuola's administration and staff are highly experienced and capable and provide a high level of confidential professional services through its non-restrictive intake procedures. They also exhibit professionalism and proficiency when communicating with the Family Court.

Through this request for a grant and aid subsidy to the Twenty-Eighth Legislature, Ala Kuola's goal is to ensure that victims of domestic abuse are able to obtain protection orders from the Court to ensure their safety and well-being. Ala Kuola's objective is to accomplish this by providing greater access to victims by providing unfettered access for TRO services.

Public Purpose and Need for to Served

As previously noted, a TRO is a legal shield from abuse which can mean the difference between life and death. TRO's are critical to ensuring the safety of domestic abuse victims but the process of obtaining one within the family justice system in Hawaii has not always been easy in terms of access. In order for an individual to obtain service through the Family Court's Adult Client Services Branch (ACSB), a person must first call their office in advance to obtain an appointment. Appointments are only available in the morning hours, and the individual must be present in the office of ACSB no later than 8:00 a.m. on the scheduled day of the appointment.

Currently, ACSB does not provide TRO services to the public on Tuesdays and Thursdays in Honolulu and therefore, those who reside in East Honolulu and the Windward parts of Oahu must seek services in Kapolei. This requirement is too restrictive for many victims because of practical and logistical issues such as childcare, work commitments, and disabilities. Furthermore, the process of obtaining a TRO can sometimes compound the mental and emotional trauma already experienced by victims. Besides the physical wounds, victims of domestic abuse often suffer from issues of unresolved guilt, lingering attachment to the perpetrator, and uncertainty of dealing with their children's trauma and feelings. When these issues are disregarded or handled in an insensitive manner by those assisting the victim, the process can further devastate the victim emotionally, mentally, and physically.

Ala Kuola, recognized these process issues and barriers several years ago and formed an organization dedicated to making the system more accessible and victim-friendly by creating unfettered access and conducting services in a safe and non-threatening environment.

Target Population To Be Served

The target population to be served are individuals and families residing on Oahu, who have experienced domestic abuse, and are in need of assistance in obtaining a TRO against their alleged abusers. Individuals who are served must meet the statutory requirements under Hawaii Revised Statutes Chapter 586. These persons shall be spouses, former spouses, persons who have child(dren) in common, parents/legal guardians on behalf of children or incapacitated person/person(s) related by blood, persons jointly residing or formerly residing in the same household, and persons who have or have had a dating relationship.

Geographical Coverage

All persons who reside on the island of Oahu seeking a TRO for protection through the court will receive assistance through Ala Kuola. Metropolitan Honolulu, East Honolulu and Windward Oahu will have greater and improved accessibility due to Ala Kuola's convenient open accessibility with no time restrictions and location of services.

Service Summary

Ala Kuola provides a safe and non-threatening environment for families and individuals to obtain information and also provides support services in the completion and processing of a request for a TRO with the Family Court of the First Circuit.

Ala Kuola's office hours are from 8:00 a.m. to 4:30 p.m. Monday thru Friday with the exception of all State holidays. Intake appointments are available throughout the business day either thru a pre-set appointment or on a walk-in basis.

Whether Ala Kuola is contacted via telephone or in person, Ala Kuola will initially qualify that the nature of the contact is within the purview of Hawaii Revised Statutes Chapter 586 Domestic Abuse Protection Orders. After it is determined that the nature of the matter falls within statutory requirements, Ala Kuola's staff will review with the individual the purpose of a TRO and its function. If the individual is prepared to proceed with the completion of a TRO, the intake worker provides to the individual the legal document entitled Petition For An Order For Protection or what is commonly referred to as the Petition. Ala Kuola's intake worker will walk the individual through the Petition line-by-line and will assist the individual with gathering their facts and organizing them in a clear, concise, and comprehensive manner. Ala Kuola does this to ensure that the individual has a thorough understanding of the document. The Petition must be completed in the Petitioner's own words. In some situations, when an individual is not able to complete the Petition either due to their inability to write or for other reasons, Ala Kuola will assist the individual with drafting the document and will note on the Petition that the Petition was completed with the assistance of Ala Kuola or by anyone else who may have provided assistance. Ala Kuola further reviews and explains the "Order" section of the Petition where the Family Court judge will issue their temporary order for protection.

Ala Kuola next will assist with the completion of "Serving Instructions" that will direct the Honolulu Police Department (HPD) on service of process of the Petition and Order. With regard to the Serving Instructions, should an individual wish not to hand deliver a granted Petition to HPD, they can indicate on the instructions to have it directly sent via email to HPD to effectuate service of process.

Next, Ala Kuola will contact the Family Court and obtain a case number and a court hearing date and will affix them to the Petition. After both the Petition and the Serving Instructions are completed, reviewed, and signed, both documents are electronically sent via email to the Family Court in Kapolei where they are presented to a Family Court Judge for review. It should be noted that if a child or children is/are reflected on the Petition, as mandated by law, Ala Kuola will also send a completed "Family Court Referral For Suspected Child Abuse/Neglect or Risk form to the Court to be made a part of the case file. Based on the allegations of the Petition, the Judge will either grant and sign the Petition, or deny the same.

Following this review, the Petition is once again sent back to Ala Kuola via email. If the Petition is granted, it must be certified by the Circuit Court. If it was not elected to have the Petition emailed to HPD from the Court, the individual is contacted to pick up copies of the certified Petition to be hand delivered to HPD for service on the opposing party.

Ala Kuola also provides services to the Family Court as court assistants or as Court Officers for cases that are processed by Ala Kuola. On the day of the scheduled date of the hearing, Ala Kuola's Court Officer(s) will seek out the involved parties and attempt to resolve certain issues in an effort to assist the Court to expedite the processing of the case. When the case is called before the Judge, Ala Kuola's Court Officers announce the appearance of the parties and indicates to the Judge, for the Court's record, any issues upon which the parties have reached an agreement. Ala Kuola's Court Officer will draft the orders for the Judge, along with the Court's staff, and will effectuate service of process on all parties to the proceedings.

Outcomes

All persons who utilize the services of Ala Kuola will receive comprehensive information and assistance with the completion and processing of a TRO. They will also receive appropriate referrals for additional social and legal services. Ala Kuola will also assist the Family Court by resolving certain issues to expedite the court process and draft and process orders rendered by the Court.

Quality Assurances and Evaluation

Ala Kuola manages a system of improving service to all whom it serves through external and internal monitoring, on-going case evaluations, and problem-solving.

Formal internal program evaluations serve as useful tools to Ala Kuola in determining whether the program objectives are being met and service contract obligations are being fulfilled. Ala Kuola employs the use of the Ala Kuola Satisfaction Questionnaire that is distributed and voluntarily completed by those who have used Ala Kuola's services. This questionnaire is used to improve and ensure a high quality of service is rendered. Ala Kuola also has policies and procedures in place for ensuring client satisfaction through its standard grievance policy.

Measure of Effectiveness

Throughout the course, Ala Kuola tracks client information through an agency-wide data management system. Information from this system will be reviewed weekly by the Executive Director, and compiled quarterly in the form of an activity report which will be submitted to the Hawaii State Judiciary, as well as to Ala Kuola's Board of Directors. These reports will allow the organization to track progress during the duration of the program. Weekly staff meetings are held to discuss any obstacles that may arise while working toward achieving the goal outlined in this GIA request. If and when necessary, corrective action plans have been developed in conjunction with Ala Kuola program staff, the Executive Director and the Board of Directors.

Experience and Capability

Ala Kuola is the only private agency that assists victims of domestic abuse with the preparation and filing of temporary restraining orders, (TRO's) with the Family Court of the First Circuit. Ala Kuola has provided TRO services to the public since 2007, and has assisted several thousand individuals seeking protection from their abusers.

In addition, Ala Kuola fills a void in service availability that exists as the public agency charged with providing temporary restraining services to the public is available only during limited hours on select days. Currently, the public agency on Oahu is the Adult Client Services Branch (ACSB) of the Family Court. In order for the public to utilize their services, individuals must have a pre-set appointment and must be at their offices no later than 8:00 a.m. the morning of their appointment. Their service is not provided on Tuesday's and Thursday's. Also, due to ACSB's location in Kapolei (approximately 23 miles from metropolitan Honolulu and more from East Honolulu and Windward parts of the island), this can be an impediment for those seeking protection from their abusers. Ala Kuola has filled these gaps in services by conducting intake services throughout the business day five days a week, does not require a pre-set appointment, and has no restrictions that an individual be present by a designated time. Further, Ala Kuola conducts its intake services in a non-threatening and confidential setting on a one-on-one basis. In special circumstances, Ala Kuola will conduct intake services outside of its office ensuring the safety of the individual and Ala Kuola staff.

Ala Kuola's staff receives training and is knowledgeable of the Hawaii Revised Statutes, Chapter 586, (Domestic Abuse Protection Orders). This understanding is important in order to effectively assist individuals and is paramount in its assistance to the Family Court. Ala Kuola's staff also receives extensive training and possesses a complete working knowledge of the petition and order requesting a temporary restraining order. This knowledge extends to each and every provision of the document in order to effectively assist and answer all inquiries competently and accurately in order to allow individuals to complete their petitions.

In addition to Ala Kuola assisting individuals with the preparation and completion of a TRO, Ala Kuola provides a unique service to the Family Court unlike any private agency or organization. This service consists of Ala Kuola's staff performing the duties of what the Family Court terms as "Court Officers". As "Court Officers", Ala Kuola's staff will attempt to facilitate agreements between the parties in an effort to assist the Court with the disposition of cases. Also, in this capacity as "Court Officers", Ala Kuola's staff have a thorough understanding of all legal forms used in TRO court hearings and are skilled with the completion of such forms which are utilized when orders are issued by the judge.

Further, pursuant to Hawaii Revised Statutes, Ala Kuola is mandated to report any suspected child abuse and neglect. Ala Kuola's staff is knowledgeable with the preparation and submission of the Family Court Referral For Suspected Child Abuse/Neglect Or Risk referral form that is a required by the court to be submitted upon submission of a TRO petition where a child or children is/are reflected on the petition.

It should be noted that in 2009, when all departments of the State of Hawaii were furloughed due to a budget shortfall, Ala Kuola was sought to fill the void of services for domestic abuse victims. Seeing the need to continue to provide protection to victims of domestic abuse through the Courts and recognizing Ala Kuola's competency and expertise in the processing of TRO's, the Chief Justice of the Judiciary and the Senior Judge of the Family Court at that time approached Ala Kuola to provide TRO services. Through arrangements and procedures set in place by then Family Court Judge Sabrina McKenna, Ala Kuola assisted with the preparation and processing of TROs during the furlough period. Recognizing the abilities and value of Ala Kuola's services, former Family Court Senior Judge Sabrina McKenna issued a court order filed in the Family Court of the First Circuit designating Ala Kuola a non-judicial agency to assist petitioners in completing petitions for domestic abuse protection orders. (See attachment 1)

In March of 2014, the Family Court and the Honolulu Police Department (HPD) entered into a pilot program and included Ala Kuola as a participant. This pilot program, that continues in effect, allows a petitioner to indicate on serving instructions to have the Family Court send the petition directly to HPD for service of process.

Facilities

Ala Kuola's facilities are located in Honolulu in the Kakaako area and is accessible by public transportation and as well as private vehicle. Adequate parking is available within the vicinity of the office. The office is accessible and ADA compliant.

Personal: Project Organization and Staffing

Ala Kuola is staffed by the Executive Director, Program Director, Court Program Coordinator, Intake Specialist, and two Court Assistants/Court Officers/Intake Assistants.

Executive Director: Edwin K. Flores

Mr. Flores has been the Executive Director for Ala Kuola for 10 years and was one of the founders of the organization. He has over 23 years of legal experience and 10 years of experience working with victims of domestic abuse. Mr. Flores was the creator of the TRO program with Volunteer Legal Service Hawaii, the agency that previously provided this service to the Judiciary of the First Circuit.

Throughout his work with domestic abuse victims, he has assisted several hundred individuals with the preparation and filing of TRO's and has made numerous court appearances assisting the Court with facilitating disposition of cases and drafting court orders. The Executive Director will be responsible for complete oversight of the program, management and fiscal oversight.

Program Manager/Intake Coordinator:

The Program manager assists the Executive Director with the coordination of all aspects of the program including planning, organizing, staffing, leading and controlling program activities. The program manager will also take the lead in and will ensure training needs of all staff are met timely and efficiently. Further, the program manager will oversee and coordinate all intake activities and outreach services

Intake Specialist:

The intake specialist is responsible for all aspects of client intake activities and ensures quality control. The intake specialist will be responsible for all intake documents submitted to the Family Court of the First Circuit and will insure the documents are submitted timely and in conformity with court standards and are complete. The intake specialist ensures that all intake activities are conducted in a standardized manner as set forth in Ala Kuola's intake manual. The Intake Specialist shall have a minimum of three years of experience with interviewing and fact gathering with victims of domestic abuse. The Intake Specialist is also charged with maintenance and revision to Ala Kuola's intake procedure manual.

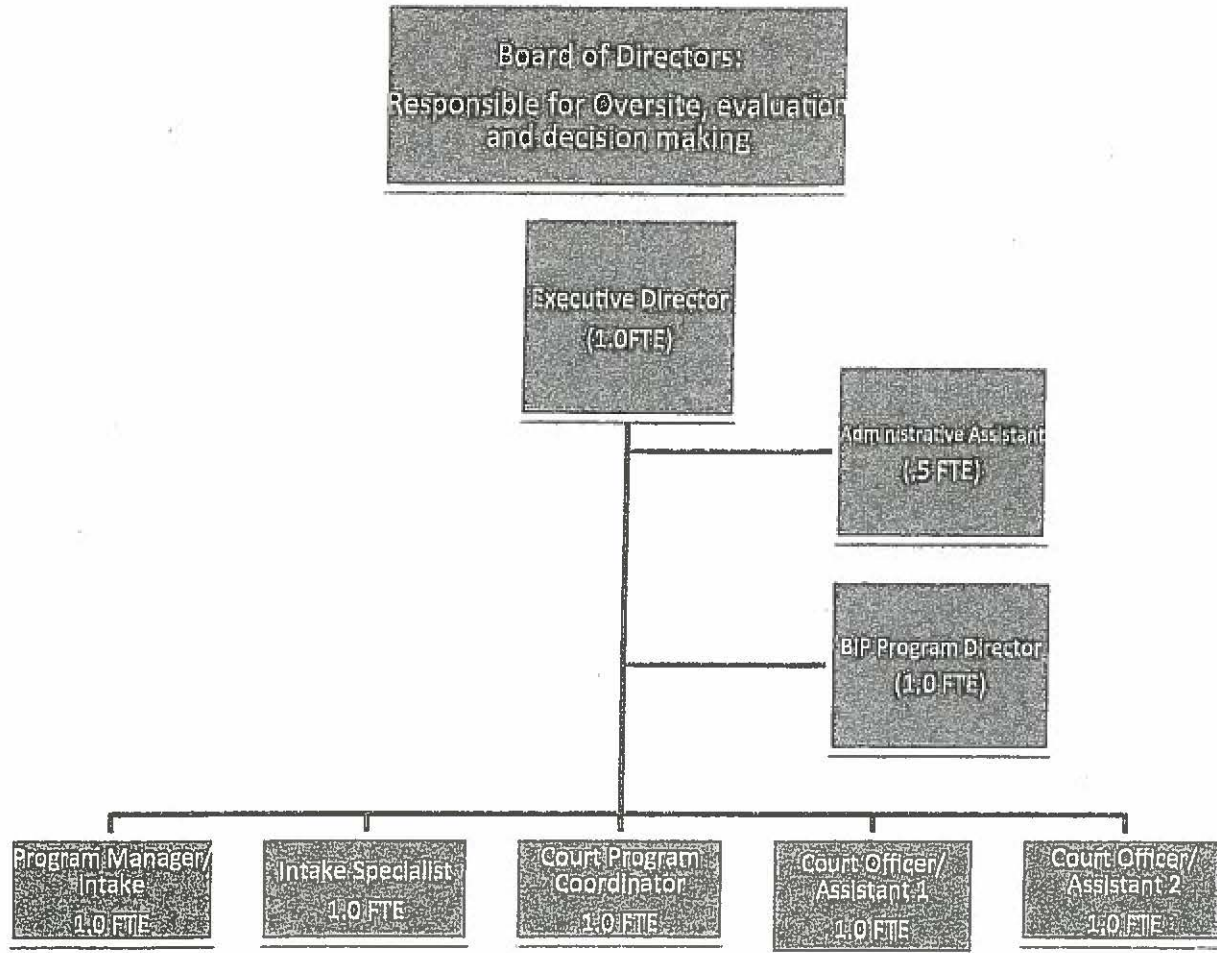
Court Program Coordinator/Court Officer:

The Court Program Coordinator will be the lead Court Assistant/Court Officer that is responsible for the oversight and supervision of all Ala Kuola's staff that make appearances before the Family Court. The Coordinator has a firm working knowledge of all court forms and procedures with regard to delivery of services to the Family Court. The Coordinator ensures that staff has a complete working knowledge of all court forms and are able to efficiently and competently draft any and all court orders issued by the Court. The Court Program Coordinator will ensure that all staff making appearances before the Court are trained with all aspects with Ala Kuola's delivering of services to the Family Court. The Court Program Coordinator shall have a minimum of at least five years of experience working in a Courtroom setting working with victims of domestic abuse.

Court Officers/Courts Assistants:

The Court Officers/Courts Assistants will possess a working knowledge of all court forms and be well versed with utilizing various court forms and to competently and accurately complete them. The Court Officers/Court Assistants fall under the supervision at all times by the Court Program Coordinator.

Ala Kuola Organization Chart



COMPENSATION

Executive Director: 78,750.50; Program Coordinator: 41,674.50
Administrative Assistant: 38,000.00

Anticipated Quarterly Funding

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$91,571.50	\$91,571.50	\$91,571.50	\$91,571.50	\$366,286

BUDGET

(Period 07/01/15 to 06/30/16)

Applicant/Provider:

Hawaii Family Law Clinic dba ALA KUOLA

Contract Period:

07/01/15 - 06/30/16

Contract No. (As Applicable):

BUDGET CATEGORIES	Budget Request (a)	(b)	(c)	(d)
A. PERSONNEL COST				
1. Salaries	273,997			
2. Payroll Taxes & Assessments	31,948			
3. Fringe Benefits	12,000			
TOTAL PERSONNEL COST	317,945			
B. OTHER CURRENT EXPENSES				
1. Insurance	3,000			
2. Lease/Rental of Equipment	2,200			
3. Lease/Rental of Space	22,187			
4. Staff Training	440			
5. Supplies	850			
6. Telephone	4,840			
7. Professional Fees	6,000			
8. Advertisement	0			
9. Parking/Mileage	382			
10. Audit	7,892			
11. Publication & Printing	550			
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				
TOTAL OTHER CURRENT EXPENSES	48,341			
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
TOTAL (A+B+C+D)	366,286			
(a)		Budget Prepared By:		
(b)		<u>EDWIN K. FLORES</u> 545-1880		
(c)		Name (Please type or print) Phone		
(d)		<div style="background-color: black; width: 150px; height: 20px; display: inline-block;"></div>		
		Signature of Authorized Official Date		
		<u>EDWIN K. FLORES</u> <u>01/29/2015</u>		
		Name and Title (Please type or print)		
		<u>Executive Director</u>		
TOTAL REVENUE		For State Agency Use Only		
		Signature of Reviewer Date		

BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: Hawaii Family Law Clinic dba Ala Kuola

Period: July 1, 2015 to June 30, 2016

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Executive Director	1	\$78,750.50	100.00%	\$ 78,750.50
Court Officer #1	1	\$41,674.50	100.00%	\$ 41,674.50
Court Officer #2	1	\$34,000.00	100.00%	\$ 34,000.00
Court Officer #3	1	\$31,500.00	100.00%	\$ 31,500.00
Court Officer Superviaor	50	\$28,113.00	100.00%	\$ 28,113.00
Administrative Assistant	75	\$38,000.00	75.00%	\$ 28,459.00
Bookkeeper	50	\$31,500.00	100.00%	\$ 31,500.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				273,997.00
JUSTIFICATION/COMMENTS:				

**BUDGET JUSTIFICATION
PERSONNEL: PAYROLL TAXES, ASSESSMENTS, AND FRINGE BENEFITS**

Applicant/Provider: Hawaii Family Law Clinic dba Ala Kuola

RFP No.: _____ Period: 7/2015 to 6/2016

Date Prepared: 1/29/2015

Contract No.: _____
(As Applicable)

TYPE	BASIS OF ASSESSMENTS OR FRINGE BENEFITS	% OF SALARY	TOTAL
PAYROLL TAXES & ASSESSMENTS:			
Social Security	As required by law	As required by law	20961
Unemployment Insurance (Federal)	As required by law	As required by law	0
Unemployment Insurance (State)	As required by law	As required by law	8247
Worker's Compensation	As required by law	As required by law	1507
Temporary Disability Insurance	As required by law	As required by law	1233
SUBTOTAL:			31948
FRINGE BENEFITS:			
Health Insurance	Per Employee Policy	1	12000
Retirement			
SUBTOTAL:			
TOTAL:			43,948

JUSTIFICATION/COMMENTS:

Other

Litigation: N/A

Licensure or Accreditation: N/A

Federal and County: N/A

Private Educational: N/A

Future Sustainability:

Ala Kuola has submitted a proposal application the Judiciary under RFP No. J15068 RFP Title : Health and Human Services and is currently pending.

Certificate of Good Standing: see attached

FAMILY COURT
FIRST CIRCUIT COURT
STATE OF HAWAII
FILED

2010 APR 16 AM 10:24

IN THE FAMILY COURT OF THE FIRST CIRCUIT
STATE OF HAWAII

M.N. TANAKA
CLERK

In the Matter of the Designation

of

HAWAII FAMILY LAW CLINIC, dba ALA KUOLA
as a non-judicial agency to assist petitioners in completing
petitions for domestic abuse protection orders pursuant to
Hawaii Revised Statutes Section 586-3(d)

Pursuant to Hawaii Revised Statutes Section 586-3(d), HAWAII FAMILY LAW
CLINIC, dba ALA KUOLA, is hereby designated a non-judicial agency to assist petitioners in
completing petitions for domestic abuse protection orders, effective immediately and until further
order of this Court.

DATED: Kapolei, Hawaii, April 16, 2010.

Deborah A. McKenna

Senior Judge



Attachments:



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: **HAWAI'I FAMILY LAW CLINIC**

DBA/Trade Name: **Ala Kuola**

Issue Date: **01/29/2015**

Status: **Compliant**

Hawaii Tax#: **[REDACTED]**
FEIN/SSN#: **XX-XXX5420**
UI#: **XXXXXX7000**
DCCA FILE#: **208646**

Status of Compliance for this Vendor on issue date:

Form	Department(s)	Status
A-6	Hawaii Department of Taxation	Compliant
	Internal Revenue Service	Compliant
COGS	Hawaii Department of Commerce & Consumer Affairs	Exempt
LIR27	Hawaii Department of Labor & Industrial Relations	Compliant

Status Legend:

Status	Description
Exempt	The entity is exempt from this 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

**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.

Ala Kuola
(Typed Name of Individual or Organization)



(Signature)

01/29/2015

(Date)

Edwin K. Flores
(Typed Name)

Executive Director
(Title)