

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.

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

DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:  
Hawaii Human Development Corporation  
Dbn:

Street Address: 4348 Waiialae Avenue, PMB 545  
Honolulu, Hawaii 96816

Mailing Address: same as above

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name A.G. AGUILLON

Title President/CEO

Phone # (808) 591-8628

Fax # (808) 734-7712

E-mail AGAglin@aol.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:

REINTEGRATION AND EMPLOYMENT PROGRAM



RECEIVED

1/27/15 1:47 pm

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

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

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2016: \$ 140,979

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 \$ \_\_\_\_\_

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

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

TYPED NAME, TITLE AND AUTHORIZED REPRESENTATIVE:

[Redacted Signature]

AUTHORIZED SIGNATURE

A.G. AGUILLON, PRESIDENT/CEO

NAME & TITLE

1/27/15

DATE SIGNED

## Application for Grants and Subsidies

If any item is not applicable to the request, the applicant should enter "not applicable".

### I. Background and Summary

**This section shall clearly and concisely summarize and highlight the contents of the request in such a way as to provide the State Legislature with a broad understanding of the request. Include the following:**

#### 1. A brief description of the applicant's background;

Hawaii Human Development Corporation (hereinafter "HHDC") is a 501(c)(3) private non-profit company incorporated in the State of Hawaii. Since its inception in 1985, HHDC has operated a number of human service and economic development programs under federal, state, city and private foundational auspices. HHDC provides a continuum of services to assist the socially disadvantaged, in particular, high-risk populations, with programs that are designed to achieve economic self-sufficiency and social well-being and to facilitate their integration into mainstream society as productive and contributing community members.

HHDC is currently administering a Work Readiness Training program that provides pre-employment, occupational skills development and related supportive services for youth offenders. The funding source is the City and County of Honolulu – Workforce Investment Act (WIA) Youth Participants, Ages 14 to 21.

#### 2. The goals and objectives related to the request;

**Primary Purpose:** The purpose of Hawaii Human Development Corporation's Reintegration and Employment Program (REP) is to provide individuals that have been categorized as "hard to serve" economically disadvantaged populations with a continuum of educational, socialization, and occupational skills development services to enhance employability and economic self-sufficiency. The populations targeted by this program include substance abusers and ex-offenders, primarily youth and/or young adults.

The specific goals and objectives of the program are as follows:

**Goal:** To provide program participants with a continuum of services to include, but not be limited to, mainstream or alternative secondary education, practical work experiences (unpaid, subsidized and/or unsubsidized), occupational skills training, leadership development, mentoring, counseling, supportive and other follow-up services to attain unsubsidized employment.

**Objectives:** A minimum of forty-five (45) youth offenders will be served through HHDC's REP program. Of the individuals served, the following objectives are projected:

100% of the program participants will be assessed and provided with individualized career planning assessments;

80% of the program participants will be enrolled in pre-occupational development, job search and/or educational placement workshops that are intended to enhance basic skills, work readiness, and/or pre-occupational skills goals; and

60% of program participants will attain basic skills, work readiness, and/or pre-occupational skills competencies that are detailed in their individualized career planning assessments prior to program completion.

**3. The public purpose and need to be served;**

The individuals targeted by HHDC are populations that are a burden on public resources, and given their deviant life circumstances, represent an especially high-risk population with serious barriers to employment. In addition to the individual's social deviances, which may include criminality, an additional barrier to unsubsidized employment and economic self-sufficiency for a significant percentage of these individuals is the lack of a stable home and/or social environment. Consequently, many of these individuals, while being "rehabilitated and/or treated" in structured environments, are discharged from such institutions without the skills and/or support system necessary to avoid further deviancy and/or criminality. Therefore, the program developed by HHDC not only focuses on educational and vocational skill development to enhance employability, but also incorporates other necessary supportive services to minimize exposure to unstable social and/or home environments.

**4. Describe the target population to be served; and**

Through this grant, HHDC is targeting individuals who are categorized as "hard to serve" economically disadvantaged populations and who face serious barriers to employment and economic self-sufficiency. These populations include substance abusers, which include both alcohol and drugs, and youth offenders and ex-offenders, populations, which, we note, are over-represented for public subsidies, correctional institutions and in our State's homeless shelters.

**5. Describe the geographic coverage.**

HHDC is targeting its services to individuals from the Hawaii Youth Correctional Facility with a minimum of forty-five (45) individuals being served over the grant term.

## II. Service Summary and Outcomes

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

### **1. Describe the scope of work, tasks and responsibilities:**

The purpose of the Hawaii Human Development Corporation's Reintegration and Employment Program (REP) is to provide youth offenders from the Hawaii Youth Correctional Facility with a continuum of educational, socialization, and pre-occupational skills development services to enhance employability upon their release from incarceration.

Specific program services include pre-occupational skills training, educational, counseling, supportive and other follow-up services to attain unsubsidized employment.

The Project Coordinator/Director, under the direction of the President/CEO of HHDC, shall be responsible for coordinating these program services. In addition to case management responsibilities, the Employment/Training Specialist will also be responsible for client recruitment, assessment and follow-up. Independent contractors will be utilized for the provision of training and counseling services (e.g., pre-employment and/or occupational skills enhancement training and substance abuse counseling services) as necessary.

A minimum of forty-five (45) youth offenders will be served through HHDC's REP program for the grant term. Of the individuals served, the following objectives are projected:

100% of the program participants will be assessed and provided with individualized career planning assessments;

80% of the program participants will be enrolled in pre-occupational development, job search and/or educational placement workshops that are intended to enhance basic skills, work readiness, and/or occupational skills goals; and

60% of program participants will attain basic skills, work readiness, and/or pre-occupational skills competencies that are detailed in their individualized career planning assessments prior to program completion.

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

In order to maximize service delivery HHDC intends to service fifteen (15) individuals per class for a total of forty-five (45) youth offenders to be served for the grant term.

Accordingly, the following is a proposed timeline of significant events in the implementation of the HHDC's REP program for FY15-16.

FY 15-16

Activity	Class One	Class Two	Class Three
Recruitment/Assessment	7/15	10/15	01/16
Training Services	8/15 to 11/15	12/15 to 2/16	3/16 to 6/16
Follow-Up Services	12/15 to 2/16	3/16 to 5/16	7/16 to 9/16

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

HHDC has been a qualified employment service and job training provider for economically disadvantaged and other high risk populations for thirty (30) years and has adapted its information management system to accommodate the client profiles and program reporting requirements of the specific funding source. This includes the CETA, JTPA, CDBG, JAIBG, YO and WIA programs among others.

Program participants shall be tracked through computer generated client profiles. The Program Director/Coordinator shall be responsible for tracking and monitoring participant progress on weekly basis. Cost calculation will be recorded through individual program components (i.e., initial job search, advanced employability skills training and vocational training activities).

Furthermore, as part of its evaluation plan, HHDC will initiate quarterly evaluations on the following program activities:

- Number of Participants Enrolled;
- Number of Participants Completing Pre-Employment Training;
- Number of Participants Enrolled in a Traditional or Alternative Secondary Educational Institution;
- Number of Participants Completing Secondary Education Goal;
- Number of Participants Enrolled in Occupational Skills Training;
- Number of Leadership Development Hours Completed Per Participant;

Number of Participants Placed in Post-Secondary Educational/  
Vocational Institutions/Programs;  
Number of Participants Placed in Unsubsidized Employment; and  
Operating Costs in Meeting Program Objectives.

HHDC is evaluated annually by its Board of Directors for program and organizational management. In terms of program performance and service delivery, each program administered by HHDC is monitored in accordance with specified contractual deliverables and program compliance by the applicable funding agency.

- 4. List the measure(s) of effectiveness that will be reported to the State agency through which grant funds are appropriated (the expending agency). The measure(s) will provide a standard and objective way for the State to access the program's achievement or accomplishment. Please note that if the level of appropriation differs from the amount included in this application that the measure(s) of effectiveness will need to be updated and transmitted to the expending agency.**

Program participants will be tracked through computer generated client profiles. The Program Director/Coordinator shall be responsible for tracking and monitoring participant progress on a weekly basis. Cost calculations will be recorded through individual program components (i.e., initial job search, advanced employability skills training and vocational training activities).

### **III. Financial**

#### **Budget**

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

Attached

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

Not Applicable

- 3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2016.**

City and County of Honolulu Vendor for Workforce Investment Act services – Fee for Service

4. **The applicant shall provide a listing of all state and federal tax credits it has been granted within the prior three years. Additionally, the applicant shall provide a listing of all state and federal tax credits they have applied for or anticipate applying for pertaining to any capital project, if applicable.**

Not Applicable

5. **The applicant shall provide the balance of its unrestricted current assets as of December 31, 2014.**

None

#### **IV. Experience and Capability**

##### **A. Necessary Skills and Experience**

**The applicant shall demonstrate that it has the necessary skills, abilities, knowledge of, and experience relating to the request. State your experience and appropriateness for providing the service proposed in this application. The applicant shall also provide a listing of verifiable experience of related projects or contracts for the most recent three years that are pertinent to the request.**

Since its inception in 1985, HHDC, a 501(c)(3) private non-profit Hawaii corporation, has been consistently providing employment training and related supportive services for economically disadvantaged, displaced, and other disenfranchised individuals.

For more than ten consecutive years, HHDC has been providing pre-employment, occupational skills and related supportive training services for incarcerated young adults. (Funding Source: City and County of Honolulu – WIA Work Readiness Program)

##### **B. Facilities**

**The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the request. If facilities are not presently available, describe plans to secure facilities.**

HHDC will provide all program services for participants directly within the Hawaii Youth Correctional Facility.

**V. Personnel: Project Organization and Staffing**

**A. Proposed Staffing, Staffing Qualifications, Supervision and Training**

**The applicant shall describe the proposed staffing pattern and proposed service capacity appropriate for the viability of the request. The applicant shall provide the qualifications and experience of personnel for the request and shall describe its ability to supervise, train and provide administrative direction relative to the request.**

The President serves as the Chief Executive Officer for HHDC and is directly accountable to the Board of Directors. The President also serves as Program Manager over all programs administered by HHDC. See the attached Organizational Chart for specific lines of accountability.

Each program implemented by HHDC is to be coordinated by a Program Director/Coordinator. The minimum educational qualifications for the Program Director/Coordinator shall be a Bachelor of Arts in Social Work or an equivalent field of study and two years of experience in employment training programs for economically disadvantaged populations.

Program staff is dependent on the specific level of services to be provided for the target population. For HHDC's REP program, an Employment Specialist(s) shall provide case management services, which includes the coordination of individualized service strategies (i.e., Employment Development Plans) to attain program goals and/or objectives. The Employment Specialist, at the minimum, shall possess a Bachelor of Arts in Social Work or an equivalent field of study of two years of experience in employment training/job development services for economically disadvantaged populations.

With respect to specific program services, independent contractors will be utilized to alleviate program costs. These contractors shall possess, at the minimum, the necessary licenses, educational qualifications and two years of experience in the applicable service area. With respect to this project and in consideration of the population targeted (i.e., substance abusers or ex-offenders), HHDC will enter into contracts for educational, life skills and psychological services.



**B. Organization Chart**

**The applicant shall illustrate the position of each staff and line of responsibility/supervision. If the request is part of a large, multi-purpose organization, include the organizational chart that illustrates the placement of this request.**

See attached HHDC Organizational Chart.

**C. Compensation**

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

HHDC has one employee who is paid depending on funding levels.

**VI. Other**

**A. Litigation**

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

Not Applicable

**B. Licensure or Accreditation**

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

Not Applicable

**C. Federal and County Grants**

**The applicant shall separately specify the amount of federal and county grants awarded since July 1, 2014**

City and County of Honolulu – Workforce Investment Act, Work Readiness Program, Fee for Service

**D. Private Educational Institutions**

**The applicant shall specify whether the grant will be used to support or benefit a sectarian or non-sectarian private educational institution. Please see Article X, Section 1, of the State Constitution for the relevance of this question.**

Not Applicable

**E. Future Sustainability Plan**

**The applicant shall provide a plan for sustaining after fiscal year 2015-16 the activity funded by the grant if the grant of this application is:**

**(1) Received by the applicant for fiscal year 2015-16, but**

**(2) Not received by the applicant thereafter.**

Hawaii Human Development Corporation will use grant-in-aid to leverage federal, foundation, city, and private funding.

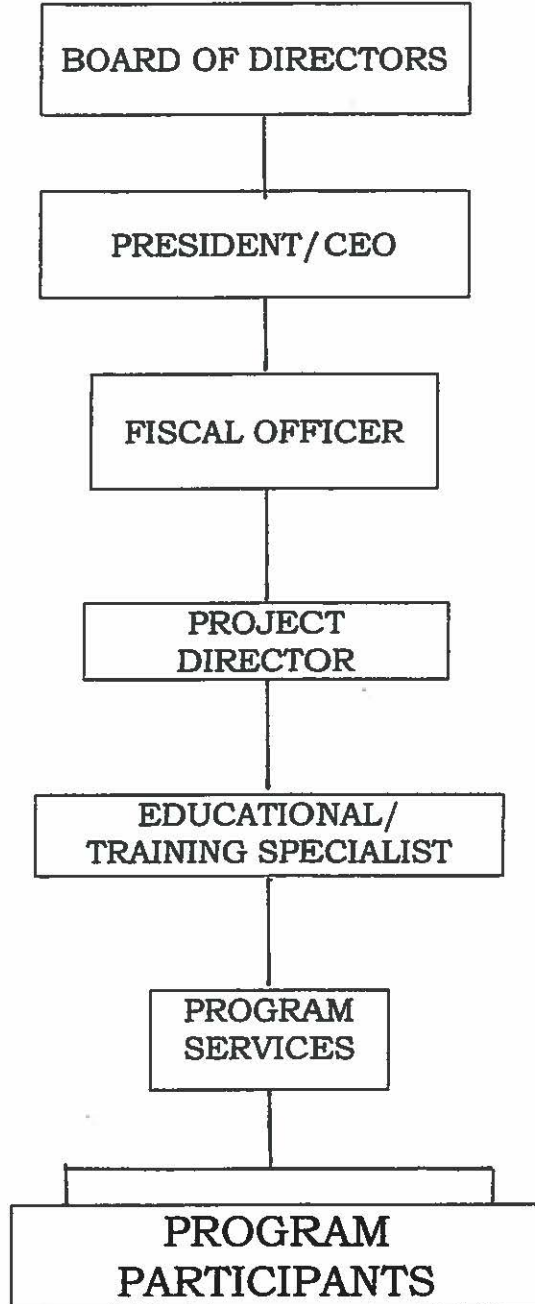
**F. Certificate of Good Standing (If the Applicant is an Organization)**

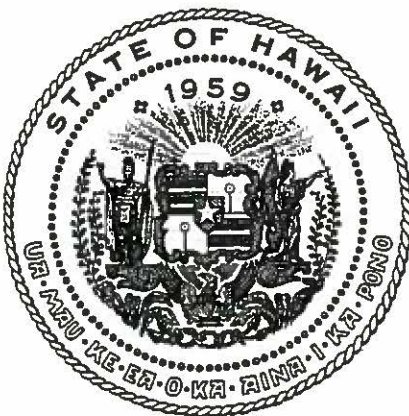
**If the applicant is an organization, the applicant shall submit one (1) copy of a certificate of good standing from the Director of Commerce and Consumer Affairs that is dated no earlier than December 1, 2014.**

See Attached.

**HAWAII HUMAN DEVELOPMENT CORPORATION**

**Organizational Chart**





## 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

**HAWAII HUMAN DEVELOPMENT CORPORATION**

was incorporated under the laws of Hawaii on 08/02/1994 ; 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 16, 2015

Interim Director of Commerce and Consumer Affairs

## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2015 to June 30, 2016

Applicant: Hawaii Human Development Corporation

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
<b>A. PERSONNEL COST</b>				
1. Salaries	85,680			
2. Payroll Taxes & Assessments	8,570			
3. Fringe Benefits	10,685			
<b>TOTAL PERSONNEL COST</b>	<b>104,935</b>			
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island				
2. Insurance	12,000			
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies	1,000			
7. Telecommunication				
8. Utilities				
9. Contractual Services	18,000			
10. Accounting/Payroll Services	5,044			
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>36,044</b>			
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>	<b>140,979</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	140,979	A.G. Aguillon <span style="float: right;">808 591-8628</span>		
(b) Total Federal Funds Requested		Name (Please type or print) <span style="float: right;">Phone</span>		
(c) Total County Funds Requested		<span style="float: right;">1/27/15</span>		
(d) Total Private/Other Funds Requested		Signature of Authorized Official <span style="float: right;">Date</span>		
<b>TOTAL BUDGET</b>	<b>140,979</b>	A.G. Aguillon, President/CEO Name and Title (Please type or print)		

## BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2015 to June 30, 2016

Applicant: Hawaii Human Development Corporation

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
See Attached Budget Summary				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS:</b>				

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2015 to June 30, 2016

Applicant: Hawaii Human Development Corporatic

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

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

## BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2015 to June 30, 2016

Applicant: Hawaii Human Development Corp.

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	Not Applicable					
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
<b>TOTAL:</b>						
<b>JUSTIFICATION/COMMENTS:</b>						



# GOVERNMENT CONTRACTS AND/OR GRANTS

Applicant: Hawaii Human Development Corporation

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau )	CONTRACT VALUE
1.	Workforce Investment Act-Work Readiness Program	July 1, 2014 through June 30, 2016	Department of Community Services	City and County of Honolulu	Fee for Service
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
				TOTAL	Fee for Service

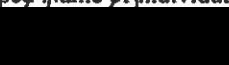
**DECLARATION STATEMENT OF  
APPLICANTS FOR GRANTS PURSUANT TO  
CHAPTER 42F, HAWAII REVISIED STATUTES**

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.

<p>A.G. AGUILLON _____ (Typed Name of Individual or Organization)</p>	
<p> _____ (Signature)</p>	<p>1/27/15 _____ (Date)</p>
<p>A.G. Aguillon _____ (Typed Name)</p>	<p>President/CEO _____ (Title)</p>