



January 30, 2015

The Honorable Jill N. Tokuda, Chair
Senate Committee on Ways and Means
Hawaii State Legislature
State Capitol, Room 208
Honolulu, Hawaii 96813

Attn: GIA

Aloha Senator Tokuda:

As noted by the time and date affixed to this document by the Committee on Ways and Means, the State Senate hereby certifies that Ho`okupa`a has officially submitted, and the Senate Committee on Ways and Means has officially received prior to its stated deadline of 4:30 p.m. on January 30, 2015, one (1) copy of Ho`okupa`a Community Strengthening Program Application for Grants and Subsidies (per Chapter 42f, *Hawaii Revised Statutes*) for due consideration by the 28th Legislature of the State of Hawaii for Fiscal Year 2015-2016.

Mahalo.



Tracy Janowicz
Executive Director

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 & INDUSTRIAL RELATIONS

STATE PROGRAM I.D. NO. (LEAVE BLANK IF UNKNOWN): LRB903

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual: Ho'okupa'a

Db: Ho'okupa'a

Street Address: 1666A Waiea Street, Wahiawa, HI 96786

Mailing Address: P.O. Box 23120
Honolulu, HI 96823-3180

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name THERESA "TRACY" J JANOWICZ

Title Executive Director

Phone # (808) 754-7864

Fax # N/A

E-mail tracy@hookupaa.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:

HO'OKUPA'A COMMUNITY STRENGTHENING PROGRAM

4. FEDERAL TAX ID # _____

5. STATE TAX ID # _____

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2016: \$ 386,150.00

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 \$ 706,200

FEDERAL \$ _____

COUNTY \$ _____

PRIVATE/OTHER \$ 900

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

AUTHORIZED SIGNATURE

THERESA J JANOWICZ, EXECUTIVE DIRECTOR

NAME & TITLE

JANUARY 29, 2015

DATE SIGNED



RECEIVED
1-30-15

✓

Application for Grants

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. Please include the following:

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

Ho`okupa`a is a 501(c)(3) nonprofit organization organized in 2013 for the purpose of building capacity of Hawaii's nonprofits and community organizations. Ho`okupa`a provides and facilitates training and technical assistance to nonprofits and community organizations to prepare for and increase solicitation requests to secure funding necessary to accomplish larger projects, including capital improvement projects that build community infrastructure and create employment in low-income communities.

Ho`okupa`a and its network of provider agencies are committed to attracting increased outside (non-Hawaii) investment for qualified capital projects in the islands, which can reduce the need for funding from state and county governments and/or enhance local public investments by leveraging outside capital. To accomplish this goal, Ho`okupa`a works with its network of provider agencies, which includes but is not limited to the following:

- Pacific Growth Associates LLC (PGA)
- Auamo I Na Alakai (AINA)
- Hawaii Alliance for Community Based Economic Development (HACBED)
- Hawaii Association of Nonprofit Organizations (HANO)
- Pacific American Foundation (PAF)
- Akamai Initiative

In addition, as an emerging Community Development Financial Institution (CDFI), Ho`okupa`a began the process to becoming a certified CDFI in 2014.

2. The goals and objectives related to the request;

Ho`okupa`a was formed to build the capacity of Hawaii's nonprofit and community organizations to facilitate economic development and job creation for low income communities, which are achieved by the following:

- (a) Help nonprofits and communities establish the organizational requirements and skill sets needed to implement long-term community and economic development plans.
- (b) Facilitate community-based, strategic and business planning processes that build internal and external constituency support, which in turn ensure broad-based and long-term support.

- (c) Improve access to capital and other resources necessary to implement capital improvement projects, and to fund the operating costs related to these projects.
- (d) Provide sufficient and ongoing monitoring and technical assistance during compliance phases of these projects, to increase the success rate of participating organizations.
- (e) Provide access to affordable financial products and services.

3. The public purpose and need to be served;

Hawaii receives a disproportionately lower rate of economic benefit from federal programs intended to stimulate economic development and job creation through tax credit investments. While part of this disparity can be placed on the lack of information about these programs, a large portion of responsibility rests with the organizations and communities that would benefit.

Many organizations have the vision and will to create projects of benefit to their respective communities, but lack the necessary internal capacity to demonstrate to potential investors that sufficient oversight and management systems are in place to ensure both viability and sustainability.

This application, if funded, will allow Ho`okupa`a to provide training and technical assistance to nonprofits and community development organizations that are (a) start-ups needing basic information to organize properly; (b) have management systems in place but need assistance in preparing for larger funding opportunities; and (c) prepared seek immediate outside investments to implement their project.

With guidance and assistance provided by Ho`okupa`a, these organizations can prepare for and increase solicitation requests to secure funding necessary to accomplish larger projects, including capital improvement projects that will build community infrastructure and create employment in low-income communities.

This program will increase investments to Hawaii projects with outside (non-Hawaii) funds into Hawaii and reduce the need for funding from the local government and/or enhance local public investments by leveraging outside capital.

In addition, Ho`okupa`a is an emerging community development financial institution (CDFI) working through the application process of becoming a certified CDFI. CDFI Certification opens the doors to opportunities for CDFIs to excel – both operationally and financially. The primary mission of all CDFIs is to serve low-income individuals and communities, Ho`okupa`a is focused on loan funds. As a loan fund we will provide financing and technical assistance to small businesses, microenterprises, affordable housing developers, and community service organizations. By building capacity in economically distressed communities and with low-income people we will be empowering people and organizations to enter the financial mainstream.

4. Describe the target population to be served; and

The project will focus services on 501c(3) nonprofit organizations in the State of Hawaii, with preference given to community-based and economic development organizations.

5. Describe the geographic coverage.

The geographic coverage of this project includes the entire State of Hawaii.

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;

Ho'okupa'a provides and facilitates training and technical assistance (TTA) through consultation, demonstration, training, conferences, educational tools and techniques, on- and off-site assistance and via computers, internet, telephone or written communications such as hard copy and e-newsletters.

The primary mode of delivery is through mass media approaches including monthly webinars, quarterly workshops and conferences, online tools (web based) and newsletters (hard copy and electronic). These group approaches are open to the public and available to any organization or individual. Training and technical assistance is provided at no cost, but participants may be charged to cover expenses not addressed by this grant-in-aid request.

Ho'okupa'a ensures that all training notifications as well as communication during training sessions be provided in a manner that is effective for persons with hearing, visual, and other communications-related disabilities consistent with Section 504 of the Rehabilitation Act of 1973.

Whenever and wherever possible, Ho'okupa'a utilizes existing telecommunications services available within the University of Hawaii system and other providers to conduct training for those organizations located on the neighbor islands. The use of telecommunications includes training sessions specifically tailored for general training sessions (such as webinars) and is open to all organizations.

When training facilities are needed, Ho'okupa'a uses ADA-compliant locations. When physical accessibility for persons with disabilities is not available or achievable, priority will be given to alternative methods of product delivery in an integrated setting, and in accordance with Section 504 of the federal Rehabilitation Act of 1973 (29 U.S.C. §794) and its implementing regulations (24 CFR Part 8, and Title II/Title III of the Americans with Disabilities Act), as applicable. Furthermore, Ho'okupa'a ensures that electronic and information technology is made available to persons with disabilities on a comparable basis with those persons without disabilities.

Ho'okupa'a provides and facilitates training and technical assistance using several processes and delivery systems. These will include the following:

Community Development Conferences

Conferences are opportunities for beneficiaries to engage in peer learning activities; share lessons learned in the course of their own community and organizational development challenges and successes; meet others in the community development arena and to identify emerging trends and opportunities that will impact on their planning and development.

Ho'okupa'a will continue to convene two community development conferences per year including one in the Fall and one in Spring. Ho'okupa'a engages the support of its partner organizations to plan and convene these conferences.

Objectives for the Fall Conference include:

- Strengthen networks among community development practitioners and build peer (geographic, topical and other interest) groups;
- Share information on issues and opportunities available to nonprofits and community organizations;
- Provide training and technical assistance to participating nonprofits and community organizations with topics including organizational and board assessment, roles and responsibilities of board of directors, strategic planning, fund development;
- Address challenges that affect community development practices; and
- Identify and examine best practices.

Activities at the Fall Conference will include:

- Site visits and dialogue with key community leaders,
- Presentations by local practitioners addressing key areas of community development interest, and
- Workshops and individual consultations by Ho'okupa'a and partner organizations and consultants.

The Spring Conference provides a venue for continued discussions between organizations and community associations and provides an opportunity to network with and learn from the experiences of national practitioners.

Objectives of the Spring Conference include:

- Strengthen networks between local community development practitioners and national resources;
- Share information on issues and opportunities for community development in the nation and applying these lessons to Hawaii communities;
- Address challenges affecting community development practitioners, nonprofit organizations and community organizations from a national perspective; and
- Identify and examine best practices from national models and experiences.

Activities at the Spring Conference will include:

- Presentations and training sessions by national community development practitioners;
- Discussion and training related to utilizing federal tax credit programs including New Markets Tax Credits, Low Income Housing Tax Credits, Historic Tax Credits, Alternative Energy Tax Credits and other national funding resources and practices.
- Workshops on best practices and an examination of models from other communities across the country.

Specific information provided in both conferences addresses issues and questions raised by community leaders in training and technical assistance sessions, needs assessments, and surveys.

Ho`okupa`a works to ensure quality control of these conferences and the work of participating partners. Quality control methods include clearly articulating measurable outcomes, verbally articulating objectives at the conferences, workshops and activities, and participant evaluations conducted throughout the conference.

Monthly Webinars

Ho`okupa`a works with its partner organizations and consultants to host monthly webinars on topics identified in assessment exercises, from surveys, interviews of community leaders and funding agencies. Webinars are set up with sufficient time to inform community leaders of the event and completed webinars are placed on the online to create an online resource library (see below).

Ho`okupa`a works to ensure quality control of these monthly webinars. Quality control methods include clearly articulating measurable outcomes for each webinar prior to conducting the session, verbally articulating objectives at the beginning of each webinar, and with participant evaluations conducted at the completion of the webinar.

Online Resource Library

Ho`okupa`a is establishing an online resource bank for community leaders, nonprofit organizations conducting community development activities, and community associations. This online site is available 24/7. Our goal is to provide current information on community development topics and resources; access to "best practices," funding and grant opportunities; and provide a communication vehicle for communities in Hawai'i, using social media options such as Facebook, to share information, make announcements, and communicate on progress and issues.

This feature allows communities, non-profit organizations, and individuals the opportunity to comment and share experiences, information, and ideas with each other. It offers a forum for practitioners to gain feedback from each other. Webinar sessions are also be archived on the site for continual access.

Ho`okupa`a works to ensure quality control of the Online Resource Library. Quality control methods will include clearly articulating measurable outcomes, visitor counts, and with surveys of community leaders and practitioners to determine value and relevance of the service.

Printed Materials and Tools

Ho`okupa`a will continue to identify and/or develop materials for training including guides, self-assessment tools, evaluation forms and bibliographies of resource materials for community organizations and community leaders who prefer to pursue training on their own or need access to this information after training sessions or webinars have been completed. Materials will be used and/or shared at conferences, workshops and posted on the Online Resource Library.

Materials developed will be designed so that, with appropriate training, other training and technical assistance providers may independently conduct the courses. Funding is being requested in this application to develop materials.

Direct Technical Assistance.

Organizations receiving individual training and technical assistance are identified with an intake form that assesses the organization's organizational structure, leadership capacity, community support and community impact and benefit.

Organizations selected for individual training and technical assistance are required to meet all of the following criteria:

- Nonprofit and tax-exempt status as demonstrated by active status with the State of Hawaii Department of Commerce and Consumer Affairs and the United States Department of Internal Revenue Service.
- Located in a low-income community or primarily serving low-income communities and/or individuals.¹ Organizations not located in these census tracts but can identify that no less than 50% of their clients or employees are residents of low-income communities.
- Twenty percent of the organizations benefitting from individual consultations are organizations and/or communities located on an island other than Oahu.

Organizations selected for individual training and technical assistance are required to meet at least one of the following criteria:

- Potential for job creation in the next two years demonstrated in preliminary business plans and pro forma.
- Demonstrated ability to solicit and secure capital for operating and/or capital campaigns.

Ho`okupa`a works with selected organizations and by identifying a participating training and technical assistance partner(s), prepares a detailed work plan with measureable goals, set timelines and deliverables supportive of training and technical assistance need(s). Ho`okupa`a also prepares an initial budget, based on projected hourly rates and indirect costs as listed in the budget portion of this application. Each training and technical assistance recipient organization will be allotted up to \$15,000 to budget training and

¹ For the purposes of this program, low income communities will be defined as any population census tract where (a) the poverty rate for that tract is at least 20 percent, or (b) the median family income for the tract does not exceed 80 percent of statewide median family income.

technical assistance services; neighbor island organizations will be allotted additional funding to cover travel expenses.

Service providers continue to use one-on-one encounters, however emphasis is placed on increasing telecommunications as a training tool. This transition allows for more time spent on training while also reducing the costs of providing that training, and develops the capacity for community groups to utilize telecommunications as an ongoing tool in the future.

Throughout the service period, Ho'okupa'a will continue to work to ensure quality control of the work of participating partners relative to the approved work plan and timeframes to assure successful delivery. (See Quality Control below).

Just prior to completion of each training and/or technical assistance service, Ho'okupa'a facilitates an evaluation by the beneficiary of the services received. Ho'okupa'a reviews survey results with the participating partner(s), identifying strong and weak points and incorporate actions for improvement.

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

| Month | Activities | Outcomes |
|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| September | Monthly Webinar Conduct outreach activities on each island | 50 participants in webinar sessions 45 webinar participants rate the session favorably |
| October | Fall Conference Identify individual consultation recipients Start individualized consultation services Monthly Webinar | 100 attendees at the conference 10 agencies identified for individual consultation 50 participants in the webinar sessions 45 webinar participants rate the session favorably |
| November | Monthly Webinar Develop print materials and resource guides Launch Online Resource Library Continue individualized consultation services | 50 participants in the webinar sessions 45 webinar participants rate the session favorably 10 agencies receive individual consultations |
| December | Monthly Webinar Continue individualized consultation services | 50 participants in the webinar sessions 45 webinar participants rate the session favorably |
| January | Monthly Webinar Continue individualized consultation services | 50 participants in the webinar sessions 45 webinar participants rate the session favorably |
| February | Monthly Webinar Continue individualized consultation services | 50 participants in the webinar sessions 45 webinar participants rate the session favorably |

| | | |
|--------|-----------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| March | Spring Conference Identify individual consultation recipients Start individualized consultation services Monthly Webinar | 175 attendees at the conference 10 agencies identified for individual consultation 50 participants in the webinar sessions 55 webinar participants rate the session favorably |
| April | Monthly Webinar Continue individualized consultation services | 50 participants in the webinar sessions 45 webinar participants rate the session favorably 5 agencies receive individual consultations |
| May | Monthly Webinar Continue individualized consultation services | 50 participants in the webinar sessions 45 webinar participants rate the session favorably 5 agencies receive individual consultations |
| June | Monthly Webinar Continue individualized consultation services | 50 participants in the webinar sessions 45 webinar participants rate the session favorably |
| July | Monthly Webinar Continue individualized consultation services | 50 participants in the webinar sessions 45 webinar participants rate the session favorably |
| August | Monthly Webinar Continue individualized consultation services | 50 participants in the webinar sessions 45 webinar participants rate the session favorably |

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

Ho'okupa'a outsources a compliance and quality control officer position with experience and expertise in programming and regulatory requirements, and who:

- Prepares procedures for compliance reviews in conjunction with program requirements and intended results.
- Review materials and subject matters to be used for all program and capacity building guidance in all written, electronic and in-person activities.
- Serve as single-point of compliance oversight to assure consistency and accuracy.
- Determine and prepare any necessary course of action for curing any eligibility or product quality issues that may arise.

Procedures and activities to evaluate the performance of training and technical assistance activities have been established by Ho'okupa'a. These include the following;

- Developing work plans for each assigned training and technical assistance recipient assigned individualized consultation.
- Clearly articulated and measurable outcomes for each training and technical assistance recipient or project related activity is included in the work plan.
- Pre- test and post-test assessments are conducted at each training and technical assistance activity.
- Verbally articulated activity objectives at each training event. Participants receive clear descriptions of the objectives of each training and technical assistance activity in which they

- participate. The ability of the training and technical assistance provider is determined with post-tests and in participant evaluations conducted at the completion of the training and technical assistance.
 - Training and technical assistance participant evaluations. Evaluations are reviewed by the Compliance and Quality Control Officer with adjustments in the provider, content or delivery based on feedback from participants.
4. **List the measure(s) of effectiveness that will be reported to the State agency through which grant funds are appropriated (the expending agency). The measure(s) will provide a standard and objective way for the State to assess the program's achievement or accomplishment. Please note that if the level of appropriation differs from the amount included in this application that the measure(s) of effectiveness will need to be updated and transmitted to the expending agency.**

September

- At least 50 people participate in webinars and 75% rate the session favorably
- 10 agencies receive individual consultations, monthly evaluations are conducted
- Five additional intake forms are received

October

- 100 people attend the conference and 75% of completed evaluations are favorable
- Five additional intake forms are received
- 10 agencies are identified for individual consultation and work plans are completed
- At least 50 people participate in webinars and 75% rate the session favorably

November

- At least 50 people participate in webinars and 75% rate the session favorably
- 10 agencies receive individual consultations, monthly evaluations are conducted
- Five additional intake forms are received

December

- At least 50 people participate in webinars and 75% rate the session favorably
- 10 agencies receive individual consultations, monthly evaluations are conducted
- Five additional intake forms are received

January

- At least 50 people participate in webinars and 75% rate the session favorably
- 10 agencies receive individual consultations, monthly evaluations are conducted
- Five additional intake forms are received

February

- At least 50 people participate in webinars and 75% rate the session favorably
- 10 agencies receive individual consultations, monthly evaluations are conducted
- Five additional intake forms are received

March

- 175 people attend the conference and 75% of completed evaluations are favorable
- 10 agencies will identified for individual consultation and work plans are completed
- At least 50 people participate in webinars and 75% rate the session favorably
- Five additional intake forms are received

April

- At least 50 people participate in webinars and 75% rate the session favorably
- 10 agencies receive individual consultations, monthly evaluations are conducted
- Five additional intake forms are received

May

- At least 50 people participate in webinars and 75% rate the session favorably
- 10 agencies receive individual consultations, monthly evaluations are conducted
- Five additional intake forms are received

June

- At least 50 people participate in webinars and 75% rate the session favorably
- 10 agencies receive individual consultations, monthly evaluations are conducted
- Five additional intake forms are received

July

- At least 50 people participate in webinars and 75% rate the session favorably
- 10 agencies receive individual consultations, monthly evaluations are conducted
- Five additional intake forms are received

August

- At least 50 people participate in webinars and 75% rate the session favorably
- 10 agencies receive individual consultations, monthly evaluations are conducted
- Five additional intake forms are received

III. Financial

Budget

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

Budget forms have been completed and are attached to this application.

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2016.

| Q1: July 1 – Sept 30, 2015 | Q2: Oct 1 – Dec 31, 2015 | Q3: Jan 1 – Mar 31, 2016 | Q4: Apr 1 – June 30, 2016 | Total Grant FY 2015-2016 |
|----------------------------|--------------------------|--------------------------|---------------------------|--------------------------|
| \$96,537.50 | \$96,537.50 | \$96,537.50 | \$96,537.50 | \$386,150.00 |

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

- U.S Department of Treasury – CDFI Fund
- U.S. Department of Health and Human Services – Administration for Native Americans
- Hawaii Community Foundation
- Atherton Family Foundation
- The GIFT Foundation Hawaii
- Cooke Foundation
- G.N. Wilcox Foundation
- Bank of Hawai'i
- Other federal and local opportunities as they become available

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. Ho'okupa'a is a not-for-profit organization, and as such, has not been granted any state and/or federal tax credits.

5. The applicant shall provide a listing of all government contracts and grants it has been and will be receiving for program funding.

State of Hawaii, Department of Labor and Industrial Relations: Office of Community Services – Contract No. OCS-CIP-14-15. \$335,600.00

2014 Hawaii State Legislature – Act 122, SLH 2014. \$370,600 appropriated

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

Not Applicable. Ho'okupa'a is a not-for-profit organization, and as such, its assets are restricted.

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.

As an organization, Ho'okupa'a has been providing the services described in the application for over six (6) months through funds appropriated in the 26th Legislature and assigned to the State of Hawaii, Department of Labor and Industrial Relations: Office of Community Services – Contract No. OCS-CIP-14-15. The Board of Directors hired its fulltime Executive Director in March 2014 and began in good faith to build the online web access as described in the application and providing services to nonprofits and community organizations in advance of negotiating the contract with DLIR – Office of Community Services. In 2013 and 2014, Ho'okupa'a hosted the *Conference on Community Development: Kanu Me Ka Laulima Kakou*. On March 23-24, 2015, Ho'okupa'a will host the *3rd Annual Conference on Community Development: Kanu Me Ka Laulima Kakou* at Windward Community College. Presently, we have contracts with nine (9) organizations and are reviewing seven (7) intakes.

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.

Ho'okupa'a does not use its facilities to conduct any services described in this application.

Wherever possible, Ho'okupa'a utilizes telecommunications services available within the University of Hawaii's community college system and other providers to conduct training with organizations located on the neighbor islands. The use of telecommunications includes training sessions specifically tailored for general training sessions (such as webinars) open to all organizations.

When workshop or conference facilities are needed, Ho'okupa'a utilizes public facilities. Ho'okupa'a uses training facilities and services that are physically accessible to persons with disabilities.

Where physical accessibility is not achievable, Ho'okupa'a gives priority to alternative methods of product delivery that offer programs and activities to qualified individuals with disabilities in the most integrated setting appropriate in accordance with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. §794) and its implementing regulations at 24 CFR Part 8, and Title II/Title III of the Americans with Disabilities Act as applicable. Furthermore, Ho'okupa'a ensures that electronic and information technology is made available to persons with disabilities on a comparable basis as it is made available to persons without disabilities.

On-site training and technical assistance services are conducted at the recipient organization's facilities or at a facility of the recipient organization's choosing.

V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

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

Fiduciary oversight of all project activities is the purview of the Board of Directors and Executive Director.

Ho'okupa'a's Executive Director serves as the administrator for this program. This means that overall supervision, monitoring and management of program activities will be done by the Executive Director who then reports progress, etc. directly to the Board of Directors. This will be done in quarterly meetings of the board. The Executive Director will work directly with the state agency responsible for this program and meet with the agency representative(s) as needed. Board members will not be paid for this function. In addition, the Executive Director is responsible for the following: (1) receive phone calls and emails, respond to inquiries and provide information and forward messages and inquiries as appropriate; (2) coordinate logistics for training and technical assistance sessions, workshops, conferences and webinars; (3) work with the Accounting Service, provide revenue and expense activity reports, and coordinate accounting reports to the board; (4) monitor training sessions, distribute and collect evaluations and comments from participants; and (5) arrange for meetings of the board and provide reports as determined by the board and the assigned state agency; (6) oversee and manage the organization.

Quality Assurance, Compliance and Evaluation Support is a contracted position. This contractor is responsible for overseeing the activities of this program and collecting data on its appropriateness, accuracy and relevance to participants. This is done through evaluation forms, surveys and observation. (See Section II, Item 3 for more information on the responsibilities of this person).

Accounting Services is a contracted position. Ho'okupa'a has hired a certified public accountant to perform its accounting services. This position monitors revenues and expenses and provide monthly reports to the Executive Director. These reports include income and expense statements and balances.

Internet and Webinar Support is contracted. Ho'okupa'a's technology is continuously maintained and updated to meet the needs of participants. This includes the program website, online resource library and monthly webinars.

Consultants and Partner Agencies are continuously identified and engaged as activities are scheduled. Depending on the topic required (as determined by the intake forms received), services are purchased as needed.

The Project Coordinator is a contracted position responsible for allocations of assignments and funding, and logistical issues.

B. Organization Chart

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

Please see attached Ho'okupa'a Organization 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.

Theresa J. Janowicz, Executive Director - \$75,000

VI. Other

A. Litigation

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

Ho'okupa'a has no pending litigation or outstanding judgments.

B. Licensure or Accreditation

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

None.

C. Federal and County Grants

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

None.

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.**

Ho'okupa'a's is creating a comprehensive and integrated development strategy which enjoys a diverse base of revenues and is not dependent upon any one source for its primary funding. To that effect, Ho'okupa'a has increase marketing, public relations and fundraising opportunities through the integration of existing and developed resources, initiate a training program for lay and professional leadership, so that they can implement and sustain a comprehensive financial resource development strategy that will engage personnel, board members and key volunteers in the fundraising process; and develop a campaign structure for implementing the various fundraising campaigns through a coordinated and integrated approach.

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.

Please see attached State of Hawaii, Department of Commerce and Consumer Affairs – Certificate of Good Standing.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2015 to June 30, 2016

Applicant: HO'OKUPA'A

| 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 | 75,000 | | | |
| 2. Payroll Taxes & Assessments | 5,775 | | | |
| 3. Fringe Benefits | 22,890 | | | |
| TOTAL PERSONNEL COST | 103,665 | | | |
| B. OTHER CURRENT EXPENSES | | | | |
| 1. Travel Expenses (Air, Car & Lodging) | 18,000 | | | |
| 2. Insurance | 4,000 | | | |
| 3. Lease/Rental of Equipment | 2,650 | | | |
| 4. Lease/Rental of Space | 10,000 | | | |
| 5. Supplies | 3,600 | | | |
| 6. Legal Expenses | 35,000 | | | 5,000 |
| 7. Telecommunication | 15,000 | | | |
| 8. Administrative Expenses | 6,000 | | | |
| 9. Accounting (Contracted) | 6,000 | | | |
| 10. Coordination (Contracted) | 36,000 | | | |
| 11. TTA Consultants (Contracted) | 120,235 | | | 126,850 |
| 12. QAEC Support (Contracted) | 26,000 | | | |
| 13 | | | | |
| 14 | | | | |
| 15 | | | | |
| 16 | | | | |
| 17 | | | | |
| 18 | | | | |
| 19 | | | | |
| 20 | | | | |
| TOTAL OTHER CURRENT EXPENSES | 282,485 | | | 131,850 |
| C. EQUIPMENT PURCHASES | | | | |
| D. MOTOR VEHICLE PURCHASES | | | | |
| E. CAPITAL | | | | |
| TOTAL (A+B+C+D+E) | 386,150 | | | 131,850 |
| SOURCES OF FUNDING | | Budget Prepared By: | | |
| (a) Total State Funds Requested | 386,150 | Theresa J Janowicz (808) 754-7864 | | |
| (b) Total Federal Funds Requested | | Phone | | |
| (c) Total County Funds Requested | | January 29, 2015 | | |
| (d) Total Private/Other Funds Requested | 131,850 | Date | | |
| TOTAL BUDGET | 518,000 | Theresa J Janowicz, Executive Director Name and Title (Please type or print) | | |

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2015 to June 30, 2016

Applicant: Ho'okupa'a

| POSITION TITLE | FULL TIME EQUIVALENT | ANNUAL SALARY A | % OF TIME ALLOCATED TO GRANT REQUEST B | TOTAL STATE FUNDS REQUESTED (A x B) |
|--------------------------------|----------------------|--------------------|-------------------------------------------|----------------------------------------|
| Executive Director | Yes | \$75,000.00 | 100.00% | \$ 75,000.00 |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| TOTAL: | | | | 75,000.00 |
| JUSTIFICATION/COMMENTS: | | | | |

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2015 to June 30, 2016

Applicant: Ho'okupa'a

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

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

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2015 to June 30, 2016

Applicant: Ho'okupa'a

| FUNDING AMOUNT REQUESTED | | | | | | |
|----------------------------------------|----------------------------------------------|---------------|-----------------------|----------------------------------|--------------------------------------|--------------|
| TOTAL PROJECT COST | ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS | | STATE FUNDS REQUESTED | OTHER SOURCES OF FUNDS REQUESTED | FUNDING REQUIRED IN SUCCEEDING YEARS | |
| | FY: 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: NOT APPLICABLE | | | | | | |

GOVERNMENT CONTRACTS AND/OR GRANTS

Applicant: Ho`okupa`a

| | CONTRACT DESCRIPTION | EFFECTIVE DATES | AGENCY | GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau) | CONTRACT VALUE |
|-----|---------------------------------|-----------------|-------------------------------------|-----------------------------------------------------------------|----------------|
| 1. | Community Strengthening Program | 06/27/2014 | DLIR - Office of Community Services | State | \$335,600 |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |
| 5. | | | | | |
| 6. | | | | | |
| 7. | | | | | |
| 8. | | | | | |
| 9. | | | | | |
| 10. | | | | | |
| | | | | TOTAL | \$335,600 |

**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.

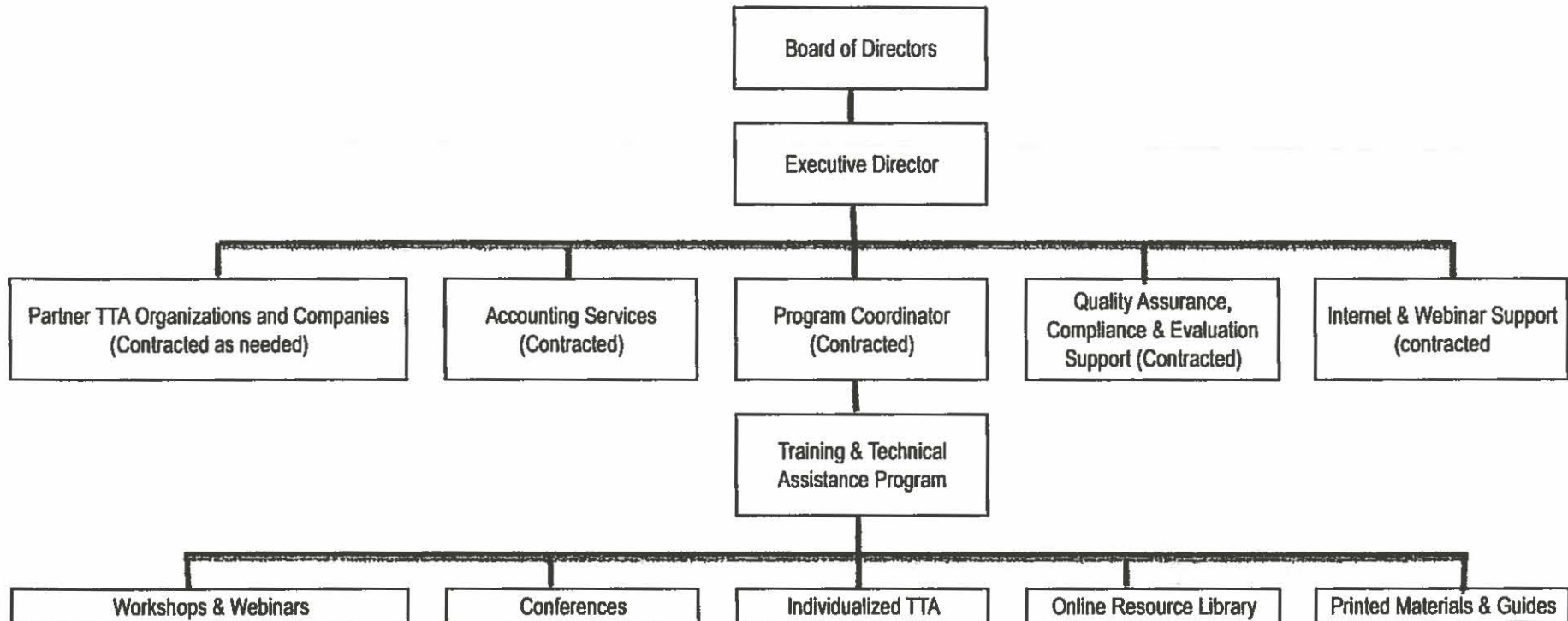
Ho`okupa`a
(Typed Name of Individual or Organization)

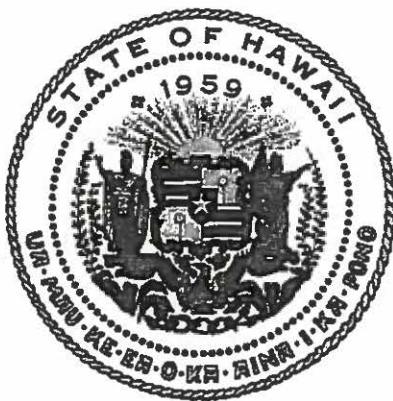

(Signature)

January 29, 2015
(Date)

Theresa J Janowicz, Executive Director
(Typed Name) (Title)

Ho'okupa'a Organization Chart





Department of Commerce and Consumer Affairs

CERTIFICATE OF GOOD STANDING

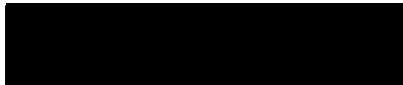
I, the undersigned Director of Commerce and Consumer Affairs of the State of Hawaii, do hereby certify that

HOOKUPAA

was incorporated under the laws of Hawaii on 01/22/2013 ; 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 26, 2015



Interim Director of Commerce and Consumer Affairs