

MAILING ADDRESS

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Kealahou, HI 96750

KEALAKEKUA

81-1065 Konawaena  
School Road  
Kealahou, HI, 96750  
808-323-2626  
Mo - Fr, 8:00A - 3:00P

HONOKAA

45-539 Plumeria Street  
Building 3, Room 2  
Honokaa, HI 96727  
808-775-1090  
Mo & Th: 8:00A - 5:00P

Fax: 808-323-9444  
TDD: 808-323-2889

Federal ID  
99-0108896

TO: Senate Committee on Ways & Means    DATE: 1/29/15  
State Capitol, Room 207  
Honolulu, HI 96813  
Attention: GIA

FROM: Xandria Tobara, Administrative Coordinator

RE: Chapter 42F Grant Application

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**Enclosed are the following:**

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Copy of Completed/Signed THE TWENTYY-EIGHTH LEGISLATURE  
APPLICATION FOR GRANTS (Chapter 42F, Hawaii Revised Statutes),  
including all Attachments

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REMARKS: For processing. Thank you for the opportunity to become  
a recipient of the Chapter 42F State Grant.

Please note that the Original has been mailed to the House Committee  
on Finance as instructed.

United  
Way



carf  
Commission on Accreditation  
of Rehabilitation Facilities

The  
**ARC of Kona**

[www.arcofkona.org](http://www.arcofkona.org)

*"Expanding the Possibilities"*  
*"Ho'o Nui Ka Hiki"*

# COPY

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): \_\_\_\_\_

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

**1. APPLICANT INFORMATION:**

Legal Name of Requesting Organization or Individual: Kona Association for Retarded Citizens  
Dba: the Arc of Kona

Street Address: 81-1065 Konawaena School Road

Mailing Address: P.O. Box 127  
Kealahou, Hawaii 96750

**2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:**Name Michele KuTitle President/CEOPhone # 808-323-2626Fax # 808-323-9444E-mail michele@arcofkona.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:** Comprehensive Employment Services for Ka'u is a program will tie existing services in together to provide easy access to employment and axillary services for those identified as long term unemployed and youth with a diagnosis of a disability. By coordinating our strong partners into a system of referrals and case management we will enable to train for jobs that already exist but cannot be filled and create non-traditional employment for those who desire to operate a business, give job opportunities to at risk youth and build capacity in a community with one of the highest unemployment rates in the state. We plan to place at least 20 adults and 10 youth in this one year period.

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

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

**7. AMOUNT OF STATE FUNDS REQUESTED:**FISCAL YEAR 2016: \$112,015**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 \$ 0  
FEDERAL \$ 0  
COUNTY \$ 0  
PRIVATE/OTHER \$ 0

TYPE NAME &amp; TITLE OF AUTHORIZED REPRESENTATIVE:

AUTHORIZED SIGNATURE

Michele Ku, President/CEO

NAME &amp; TITLE

DATE SIGNED

1/28/2015

**RECEIVED**  
1-30-15 ✓



**I. Background and Summary**

**1. Description of Background**

The Arc of Kona is a private non-profit CARF accredited (Commission on Accreditation of Rehabilitation Facilities) organization established in 1962 as a response from a group of concerned parents of children with disabilities in the South Kona area that had absolutely no resources for services. From the beginning our mission "To assist people who are limited by disability to live their lives as independently as possible according to their own desire" has been the guiding force of our agency. Now over 50 years later, our Board of Directors and our staff have worked together to bring us to our current design. The Arc of Kona consistently focuses on providing a flexible and large array of services to ensure there is a service, support or program to fit all needs including deaf and blind participants from a wide variety of cultural backgrounds. The Arc of Kona has achieved its goals in resource development, strong long-term community collaborations, advocacy and a streamlined employment process. Over the last few years the Arc of Kona implemented new programs resulting in improved services resulting in the Arc of Kona becoming the "Go To" agency for employment services. Our Career Development and Training Center provides assessment, training and employment services in several ways. These components are Supported Employment, Job Placement and Retention, Transition from School to Community Work a Federal Employment Network (EN) through SSA.

The current supports and services offered by the full organization to people on the island of Hawaii include:

- A residential home in Captain Cook offering assisted living for five adults.
- An Adult Day Health program in Kealahou serving 25 participants including participants who travel in from Ka'u.
- A satellite office located in Ocean View that houses an Activity Center for our participants with a diagnosis of a disability and acts as a central location to our outreach in Ka'u. Our key partner agency, Family Support Services, co-locates with us at that site.
- A Career Development and Training Center to meet employment needs with portable materials to serve in the more rural areas.
- An island wide Personal Assistance/Habilitation program to assist people with a diagnosis of a disability with activities of daily living.
- Habilitation/Supported Employment through Medicaid Waiver Home and Community Based Services serving those participants who do not qualify for Department of Vocational Rehabilitation services.

- An Employment Network (EN) that assists SSI and SSDI recipients with employment services island-wide.
- Two vocational rehabilitation programs (SE and JP&R) designed to assist people find and retain work in a competitive environment.

Many of our staff have a 10 to 20 years or more experience working with the Arc of Kona, bringing consistency and stability to our service delivery. Our Participants come from all walks of life, cultures, and ethnic and socio-economic groups and we have bilingual staff when we need delivery of services in a participant's native language, particularly Marshallese.

## 2. Goals and Objectives Related to Request

The two major goals of this project are:

- a) To provide comprehensive employment services resulting in traditional and/or nontraditional employment for 20 adults and 10 youth residing in the geographic area of Ka'u.
- b) To identify children with a disability who are not yet receiving services from Department of Health DD Division so the children's extraordinary needs can be met and parents who want to work can have assistance and be able to make an income.

Objectives to Achieve the Goals:

- a) Identification of a minimum of 20 adults and 10 youth who reside in the Ka'u District who have significant employment barriers and desire to go to work.
- b) Successfully place those identified into employment with a 30 day retention rate as the milestone for success.
- c) Identification and referrals to Department of Health for those youth and adults with a disability who are not yet receiving services.
- d) Identification and referrals to Department of Vocational Rehabilitation for adults who qualify for rehabilitation/employment services.
- e) Provide certified training in Caregiver Course for adults 18 and over through UH Hilo Office of Community and Continuing Education to build capacity to work as Direct Service Workers or Caregivers for healthcare organizations and matching graduates with open positions.
- f) Referrals of youth and adults to GED/Adult Education programs.
- g) Referrals to Small Business Administration (SBA) and supports for those wanting to start a business.
- h) Referrals to Family Support Services for axillary social services.



3. The Public Purpose and Need to be Served

The rural Ka'u area has one of the highest unemployment rates in the State of Hawaii at 16.1 % and a per capita income of only \$14,118.00 which is lower than most other communities statewide. One third of the families in this area receive food stamps which is more than double the State average. In addition, the Ka'u area has the highest percentage in the State of "idle teens" (not in school and not working) and 16% of school age children have been identified as being disabled.\*

*\*Data is from UH Center on the Family current census report*

Ka'u historically has had poor service infrastructure in place for the purpose of identifying individuals with significant barriers to employment and providing the supports needed to assist in job placement and retention. Employment opportunities in this area are limited and jobs in Hilo or Kona require intensive transportation supports. In addition, the population has significant shifts over the years to now embrace a large Marshallese community that has talented and artistic members who do not fit the model of "traditional" employment but who could be successful entrepreneurs.

Funding for this program will allow the Arc of Kona to identify unmet and invisible needs and/or undiagnosed disabilities causing the high unemployment rate in the area and deliver critical services and resources to improve the quality of life for families residing in Ka'u.

In addition, the Arc is partnered with UH Hilo Office of Community and Continuing Education programs to provide Caregiver skills training for a fast growing industry in need of employees.

The Arc of Kona is proposing to address and offer solutions to these issues by:

- a. Providing outreach services for employment to long term unemployed individuals with significant barriers and tracking employment success.
- b. Provide access to training through SBA for small business start-ups.
- c. Providing outreach and services to disabled youth transitioning from Ka'u High School and to youth exited from high school seeking training and/or employment.
- d. Providing training for an industry that needs employees through partnership with UH Hilo Office of Continuing Education.

- e. Connecting and tracking families to services that lead to successful referrals to Department of Rehabilitation and Department of Health.
- f. Connecting and tracking referrals to other resources in our large collaborative of partners.

#### 4. Target Population

Our outreach includes youth ages 17 and older transitioning from or exited from Ka'u High School and adults who have significant barriers to employment. A special outreach to the Marshallese families, families with a family member with a disability, individuals utilizing SSI or SSDI (who will be identified through the Social Security Administration's monthly listings shared with our Employment Network), and those individuals with long term unemployment issues needing assistance for basic living needs.

#### 5. Geographic Coverage

The focus is all areas of Ka'u with emphasis on Pahala and Na'alehu where the schools are located and Ocean View where the largest Marshallese community resides as well as the more rural areas within geographic definition of Ka'u.

## II. Service Summary and Outcomes

### 1. Scope of Work, Tasks and Responsibilities

The Arc of Kona has designed our service delivery system that flows as a series of sequential steps that are tailored to the individuals. By following the order of strategies, the outcome will produce meaningful employment in a competitive, integrated environment that incorporates participants' desires, with wages, hours, and benefits and insures informed choice. It also allows for easier outcomes measurement for our target objectives.

Not all participants need all of the services offered. This provides appropriate time to assess participants' readiness in all areas (grooming, skills, motivation, resume preparation, SSA Benefits Education, etc.) and allows for resource allocation and referrals in a timely way prior to job search. By coordinating with our partner agencies these referrals may include food stamps, housing, recreation, transportation assistance, health, mental health, dental and training opportunities.



Meaningful employment is defined as meeting the needs of the individual as determined in planning sessions that include the person served and respect the wishes of that person and his or her informed choices.

- The process begins with coordinated outreach with our partner agencies, community centers, churches and other community access points to promote the program and provide the information for easy access to the services offered.
- Upon receipt of a referral from one of our partner agencies or from a walk into the office, staff responds timely (within 3 days) to acknowledge receipt and to notify the referring agency and the participant of the date set for intake. For walk ins, intake services can begin immediately.
- Once the referral is logged, the next step is to notify the individual and set up the initial appointment for 'intake'. The intake meeting will include the person served, any advocates, language interpreters, or family members requested. This meeting will occur within 10 days of notification. The intake meeting will take place in the location of the participant's choice. Due to the lack of public transportation and the distance to the Ocean View office, staff will meet participant at one of our partner offices in a confidential setting or participant's home.
- At the initial intake meeting such information as can be determined will be documented: previous, if any, work history, type of job desired, number hours requested, time availability for work, transportation to and from work, level of pay and benefits needed, any concern about the ability to pass an employment drug test, medication management issues, skill acquisition, attitude and aptitude, and information regarding the person's barriers or limitations. Ideas for accommodating, including job coaching will be discussed as well as confidentiality, disclosure and timelines. The outcome will be the beginning of ongoing Case Management with a description of roles and responsibilities and action plan for the next step which will be the Readiness Assessment period.
- The **Readiness Assessment** which can be up to 40 hours, will be conducted at Participant's pace with transportation needs considered. The Assessment Coordinator will provide the SDS Interest and Values Inventory, which is computerized for mobility, and the Brigance Job Skills Assessment which is a paper/pencil assessment completed with the Participant and Assessment Coordinator. Both assessments are non-biased. The Coordinator is experienced working with participants from a wide multi-cultural background.
- The participant answers various questions (with appropriate assistance as requested or desired). This assessment is then

translated to a written profile/report that is shared with the participant and referring counselor. This will be used to look at areas that need to be enhanced and further addressed.

- Other areas that will be covered individually at this time will be dress and grooming skills, personal hygiene, the participant's need for tools, supplies, clothing, referrals, drug testing, medication management, work habits and existing skills. These areas are addressed at the beginning so as to coordinate with other agencies and have the resources in place prior to job search, interviewing and employment drug testing.
- **Resume/Application Preparation:** A resume and mock application will be completed so that the job seeker has the information at hand when attending an interview or working on line, and to assess the ability to complete an application without assistance. Today's paperless world has made the job application process difficult for many participants who lack computer skills, access, and /or the ability to follow on-line instructions to submit the applications correctly. Many on line applications now have lengthy multi-choice questionnaires which are confusing to our participants. Staff is prepared to work with the participants in person at our sites or with laptops in the community to complete this time consuming process successfully.
- **Benefits Education:** Many participants have relied on SSI/SSDI for extended period of time. Parents of younger participants are often concerned when they learn how SSA benefits may be effected when the participants goes to work, which often becomes a barrier to placement. Benefits education, during this phase of our services is a crucial step to determine satisfaction with hours, wages, full time, part time and benefits. The Arc of Kona reports these outcomes to the VR Counselor so that plans can be adjusted accordingly.
- **Individualized Job Placement Plan** is the next step in the Service Delivery Design. The plan is developed with the participant. The plan will include but not be limited to the following:
  - a) Type of job desired, geographic location desired, transportation needed, and training that will be needed.
  - b) Job Coaching needs (ongoing assessment of needs for each individual and especially those who need extraordinary services.
  - c) SSA Benefits Counseling, type of job search that will be conducted, how we will conduct ongoing Case Management for the Participant. We will also explore ways to assist with sustainability funding for long term supports. The Individualized Job Placement Plan includes the timeline for these services and determines the persons responsible for each area. This plan is



the documentation for our individual service delivery and is updated as needed.

- d) **Develop opportunities for employment:** The Arc of Kona Job Placement Specialist will actively begin to identify appropriate job openings and set up interviews. This includes creative job development such as carving out a position for a participant. From experience, our staff is aware that job opportunities often need to be created for our participants, especially in the more rural smaller communities. We have an experienced staff that can work with the large and strong employer base, to build a new job around an employer's needs that he/she has not yet thought of, and offer the support to the participant to make this new job valuable to the employer.
- Depending upon the level of the participant's needs, the participant may follow-up and interview independently if that is his or her choice or interview with the support of the Arc of Kona staff. If the participant needs the assistance, the employer is informed of the reasons for the presence of the job developer/coach at the interview.
  - **Job Placement:** Additional counseling of individual work adjustment skills, both social and technical, will be a part of the ongoing case management. Successful employment milestone is a 30 day retention rate.
  - **Retention Services:** If the participant falls out of placement for any reason before the 30 day milestone, he or she will receive employment counseling and if needed referral to a partner agency for services and an attempt to re-employ will be made. If after the 30 day benchmark, they will receive the same services but not be counted a second time for the measurement of success.

In addition, each referral made to the various agencies is logged and tracked for follow up. Special attention will be given to those children identified with special needs who are not receiving services from the Department of Health. The staff will closely follow the individuals' steps into the DOH/DD Division system and provide assistance with the process.

#### Coordination of Services Partner Agencies

The Arc of Kona continuously pursues opportunities for collaboration with community service organizations and programs so participants can benefit from those life sustaining community resources. The Arc has many long standing resources that we have developed over time. These resources

assist the Arc of Kona to provide the invisible bridge to a better quality of life for participants.

- **Family Support Services Ka'u:** A formal partnership with this organization brings together over 30 organizations to coordinate services: Partners include The Food Bank, HOPE, services to homeless, SNAP, food stamps, and transportation for youth in the Ka'u area and shares office space with the Arc of Kona as well as outreach to the Marshallese population in Ka'u where they serve.
- **Department of Vocational Rehabilitation:** Referrals to and from DVR identifying persons with physical or mental health barrier who need strong support in order to find and keep employment. Partner with their new PETS (Pre Vocational Transition Services) program for youth 14-22 for pre vocational services and referral to Family Support Youth Programs.
- **Ka'u High School:** Partnership with school Transition Program for youth to employment services in partnership with Vocational Rehabilitation for youth with disabilities and use of facility for delivery of services in the field. Also partnered for GED services.
- **Department of Health Developmentally Disabled Division:** Referrals to the DD Division and receive referrals from the Division as we build capacity to serve with local residents being hired as Caregivers.
- **Hawaii island United Way:** As a partner agency with United Way we have access to resources of other partner agencies for housing, food security, mental health services, and training.
- **Center for Independent Living:** The CIL has provided services to participants enrolled at the Arc of Kona for various needs such as helping to locate housing, accessing the food bank, money management classes, researching accessibility and ADA issues.
- **Hawaii Disability Rights Center:** Availability for consultation if there is suspicion of family violence or civil rights violations.
- **Veterans Services:** Partnered for employment services for Vets in Ka'u.
- **Workforce Development:** The Arc of Kona staff serve on workforce committees both at the Hilo and Kona offices and share job leads and resources. In addition we are part of the Business Leadership Network comprised of employers who hire persons with disabilities and long term unemployment.
- **Bay Clinic and West Hawai'i Health Centers:** Informal collaboration for assistance with low cost medical exams, health and dental referrals, and pharmacy needs.
- **Enhanced Healthy Start:** Partnered to better provide early intervention.



- **St. Jude Catholic Church in Ocean View:** Partnership for referral to the Senior Services and medical van and sharing those clients with our employment programs and other services as needed.
- **Next Steps:** Provides \$500.00 micro loans to Marshallese families starting business.
- **Ocean View Parks and Recreation:** Referrals to program.
- **Na'alehu Parks and Recreation:** Referrals to program and use of facility for in field service delivery.

2. Projected Annual Timeline for Accomplishing Results and Outcomes (See Attachment A)

3. Quality Assurance and Evaluation Plans

The Arc of Kona uses 'Best Practices' recommendations for quality services. This effort has resulted in the design of an evaluation tool that measures those criteria that are basic to good service delivery. The results of the measurement are then analyzed to insure the areas that are strong are enhanced and those areas that are weak are given more attention to help bolster the results. Evaluation is comprised of two components, Qualitative and Quantitative.

Qualitative: This component measures participant satisfaction with both their employment outcomes and with the quality of services they received from our staff. A companion satisfaction survey with a satisfaction rating is also given to our referring partner agencies and employers. Knowing what our partners believe about our level of service provision ensures we meet the expectations of our collaborators on this project and our funding source. Surveys are conducted each quarter. Our goal is an 80% satisfaction rate by the end of the fiscal year.

Quantitative: This tool measures:

- Number of intakes each quarter (people using the program)
- Time from receipt of referral to acknowledgement 3 days
- Time from acknowledgement to initial intake meeting 10 days
- Time from intake to employment plan development 10 days
- Time from intake to referrals to partners (phone or fax) Immediate

In order to adequately evaluate progress towards the goal, Arc of Kona has designed a tracking tool so we can at any time identify the number of active cases, their progress through the service delivery system, and

the numbers placed into training and/or employment. This entire report is reviewed by the staff assigned to this project each quarter and adjustments to required areas.

**4. List Measures of Effectiveness that will be Reported to the State**

Measures will provide a standard and objective way for the State to assess the program's achievement. Measures of effectiveness will include:

- a) Appropriate draw down of funds as planned per quarter: \$28,004.
- b) Numbers of adults referred to the program for services: goal of 30.
- c) Number of youth referred to the program for services: goal of 20.
- d) Number of placements into employment for a total of 10 youth and 20 adults with a 30 day retention rate in the one year period.
- e) Number of persons attending the UH Hilo Caregiver Course and number who graduate successfully: goal of 10.
- f) Number of persons hired after skills attainment from the Caregiver Course: goal of 8.
- g) Number of small business/entrepreneurial startups (counted as part of placement for non-traditional employment): goal of 5.
- h) Number of youth referred to Family Support Services: goal of 10.
- i) Number of Marshallese served: goal of 40 overall.
- j) Number of referrals to Department of Health DD Division: 8.
- k) Number of referrals to Division of Vocational Rehabilitation: 8.

**III. Financial**

**Budget**

**1. Budget Forms (See Attachment B - 4 Forms)**

**2. Anticipated Quarterly Funding Request for Fiscal Year 2016**

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$28,004	\$28,004	\$28,004	\$28,003	\$112,015

**3. All Other Sources of Funding for Fiscal Year 2016**

The planned grants are: a) Hawaii Island United Way for Life Skills Training for participants in Arc of Kona's Developmentally Disabled programs \$30,000 and through the Hawaii Community Foundation; b) Atherton Family Fund; and c) FLEX Grant \$30,000 for use in the Adult Day Health Classroom.



The Arc will be applying for State of Hawaii Division of Vocational Rehabilitation funds again for fiscal year 2016-2018 when the RFP is released in February of 2015. We have also applied for the Hawaii County Non Profit grant for \$24,500 to also assist with Life Skills for our DD participants island wide.

We have held our two signature fundraisers and continuously work with Rotary and the West Hawaii Association of Realtors that have been donors this year giving us additional unrestrictive funds.

4. State and Federal Tax Credits Granted Within Prior Three Years/State and Federal Tax Credits Applying/Anticipate Applying Pertaining to Any Capital Project

Not Applicable. The Arc of Kona is a non-profit organization and does not utilize tax credits.

5. Government Contracts and Grants Receiving for Program Funding

- a) 2013-2015 Received State of Hawaii Division of Vocational Rehabilitation Job Training and Retention: \$285,000 (\$142,500 per year total for two year funding cycle).
- b) 2013-2015 Received State of Hawaii Division of Vocational Rehabilitation Supported Employment: \$195,500 (\$43,500 per year for a two year cycle including a \$108,500 supplement for placing additional clients in this category over the set goal).
- c) 2013-2016 Received State of Hawaii Division of Vocational Rehabilitation VWATS (Vocational Work Adjustment and Training Services) \$140,000 total for a three year funding cycle.  
Note: The Arc will be applying for the Job Training and Retention funds and the Supported Employment funds again for fiscal year 2016-2018 when the RFP is released in February of 2015.
- d) County of Hawaii 2014-2015: \$24,500.
- e) Federal EN Contract: Funds are earned rather than awarded when placement is made for an adult using SSI or SSDI and retention goes beyond 90 days at a wage higher than \$1080 per month.

6. Balance of Unrestricted Current Assets as of December 31, 2014  
**\$2,324,166 is the current amount.**

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

##### **1. Necessary Skills and Experience**

The Arc of Kona has been accredited by the Commission on Accreditation of Rehabilitation Facilities (**CARF**) since 2000. All of our personnel responsible for completing the goals of the program are experienced and have demonstrated success in helping people with disabilities and the long term unemployed find employment in the geographically large and rural communities that we serve.

Michele Ku, the President/CEO of the Arc of Kona, holds a BA degree in Business Administration and an MA in Non Profit Management. Prior to coming to the Arc of Kona 10 years ago, she worked in Human Resources and is familiar with Employment Law. She is also active in the business community and is a member of the Kona-Kohala Chamber of Commerce and Rotary. Her responsibilities include oversight of the grant's funds and the overall success of the program. Michele reports to the Board of Directors.

The Vice President for Program Services, Jean Navarro, serves as the Program Manager for all of the Arc of Kona programs including our Vocational Rehabilitation Contracts and our Federal Employment Network. Jean holds a BA Degree, is a former special education instructor and California Private Post-Secondary School Administrator. She has over 30 years of experience with training and job placement programs and services for persons with a wide range of employment barriers including addiction, ESL, high school drop outs, homelessness, persons with a criminal history and physical and mental disabilities. Jean has a strong background in assessment, job development and adaptive equipment and holds a National Certification in Supported Employment Services from Virginia Commonwealth University, is a certified Para Professional Career Counselor and a SSA Benefits Educator.

Jean has served on the Mayor's Committee on Persons With Disabilities and was the Employment Committee Chairperson. She is a founding member of the Hamakua Rural Outreach Services Initiative (ROSI).

Because of her training, experience and community involvement, Jean has provided the leadership of all the Arc of Kona programs for the past 13 years and will be the lead for this project serving Ka'u. Her responsibilities will include the general startup of the program, staff



training, outreach to community partners, assistance with job development/creation, outreach to employers and oversight of job placements and tracking of DD referrals. She will also coordinate with UH Hilo Office of Community and Continuing Education for the Caregiver Training Course certifications and liaison with the Arc of Kona and other health agencies that hire Personal Caregivers. In addition, she will also coordinate services with the SBA for on line training and personal small business startup consultation. Jean reports to the CEO.

Juilee Debina is the Job Placement Specialist for the Arc of Kona. She has extensive background working with persons with a diagnosis of a disability, holds certifications in Supported Employment from UH Manoa Center for Disability Studies and has eight years of experience with persons with hard to serve populations and persons with disabilities. She currently serves participants referred by the Department of Vocational Rehabilitation and the Department of Health DD Division. Her responsibilities will be to accept employment referrals from the program, assist with identification of qualifications for Vocational Rehabilitation or Department of Health Pre Employment training and assist with Ka'u High School transitioning students. She will be responsible for completing the initial employment intake and along with input from the Assessment Coordinator and the Program Manager put together the Individualized Employment Plan for the participant. Along with the team, she will match or develop a job in the individual's community of choice and provide one on one job coaching when needed. Juilee reports to the VP for Program and Vocational Services (Program Manager for this program).

Maryann Mariano: Has worked for the Arc of Kona for the past four years. She holds a BA Degree in Communications from UH Manoa and speaks Marshallese as her first language. She has seven years of experience with outreach and working with a wide variety of populations including persons that are hard to serve and persons with a diagnosis of a disability. She has been designated as the full time staff at the Ocean View office. Her responsibilities include initial intake of walk ins and logging the services and referrals made to other agencies.

She will also be receiving and logging employment services requests/referrals from our partner agencies and contacting the appropriate Arc of Kona staff to begin services. (The logs are continually reviewed to ensure service delivery). Maryann reports to

the VP of Program and Vocational Services. (Program Manager for this program).

Chris Barnett will act as the Assessment Coordinator for the project. Chris has worked for the Arc of Kona for the past four years. She has a BA in Adult Education and post graduate certificate in Organizational Development and Working with Groups. Chris has 30 years of experience working with corporations to help employees find other suitable employment. Certifications she holds include the Birkman Method, Neuro-Linguistic Programming I, II, Myers-Briggs type Indicator, Strong Interest Inventory and Conflict Resolution. She serves as our key staff person in Job Readiness Assessment. Chris travels to the home of the client when transportation is not available or is too far, and provides the assessments via a laptop as well as paper and pencil, then writes a report that is shared with the rest of the staff and the client and referring agency. This assessment is used to develop the Job Placement Plan. Chris reports to the VP for Program and Vocational Services. (Program Manager for this program).

The Arc of Kona has a strong 20 plus years working relationship with the West Hawaii Vocational Rehabilitation Specialists and with Department of Vocational Rehabilitation and Department of Health DD Division on the island of Hawaii.

Recent successful contracts over the past three years that are pertinent to the success of this proposal include:

1. Hawaii State Division of Vocational Rehabilitation, Supported Employment (contracted for two year cycle) placing the most significantly disabled into competitive or nontraditional employment with and without job coaching supports.
2. Hawaii State Division of Vocational Rehabilitation, Job Training/Retention (contracted for two year cycle) placing less significantly disabled persons into competitive or nontraditional employment.
3. Hawaii State Division of Vocational Rehabilitation, Vocational Work Adjustment Services (contracted for 3 year cycle). Providing one on one and classroom training for individuals to overcome basic or significant barriers prior to seeking employment.
4. National Walmart School to Community Grant: Partnered with three local high schools to identify and prepare youth with a diagnosis of a disability to have pre-employment skills and volunteer/work experience and be prepared to transition to paid work.
5. Department of Health DD Division: Employment Services Contract.
6. Department of Health DD Division: Personal Assistance Contract.



**B. Facilities**

For this program our team will remain mobile as we recognize that transportation is a major barrier and it is important to outreach in each community to provide services as needed. Each staff is equipped with a cell phone and lap top to provide immediate intake/assessment and referral coordination in the field.

In 2008 the Arc of Kona received a donation of a three bedroom home in Ocean View which we opened as an office and activity center for our participants with a diagnosis of a disability. It has a full working kitchen and large living room area for training, meetings, and job search skills workshops. The bedrooms have been converted to offices for the Arc of Kona and Family Support Services and have computers and internet, fax/copier machines and lockable file cabinets. The facility has wheelchair access and parking.

Evacuation plans are posted and fire extinguishers are in readily accessible locations. Health and safety issues are a large component of the CARF accreditation process and our facilities meet all standards in this area. Files are kept in this facility until the individual has completed the program and then stored at the main office.

The main facility for the Arc of Kona is located in the town of Kealahou in South Kona and houses all of the Executive and Administrative staff and our Career Development and Training Center. These offices can be utilized for the convenience of the clients if they prefer or live closer to South Kona or are traveling to town. This facility is also meets CARF standards.

In addition, we maintain an office in Hilo inside the Workforce Development Division offices and partner with them for use of their conference room, computers, job leads, Business Leadership Network/Small Business Center and other job related information. This office is also ADA compliant and has wheelchair access for parking and restrooms.

Our partnerships in the communities we will be serving will give us access to community centers and Parks and Recreation facilities as needed.

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

**A. Staffing**

**1. Proposed Staffing**

Staffing Pattern: The Arc of Kona is a relatively small organization. The funding from this contract will serve to support these staff people: a) Program Manager, b) Job Placement Specialist, c) Assessment Coordinator, d) Outreach Worker/Office Manager for Ocean View, and e) over site by the CEO. Direct supervision is the responsibility of the Vice President for Program and Vocational Services (Program Manager for this program).

**2. Staff Qualifications**

The minimum qualifications for the **Administrator** (President/CEO) are:

Skills/Knowledge

- Knowledge in working with budgets.
- Must have good oral/written communication and interpersonal skills.
- Must be able to promote positive morale and motivation among staff.
- Must have empathy, understanding, and respect for individuals with disabilities.

Education/Experience

- MA degree in Human Service field, three years administrative experience, plus one year working directly with persons with developmental disabilities; or
- BA degree (or equivalent years of education) in Social Science field, five years administrative experience in human service related agencies or in administration of private business, plus one year experience working directly with persons with developmental disabilities.

The minimum qualifications for the **Program Manager** are:

Skills/Knowledge

- Knowledge of rehabilitation intervention and training techniques.
- Knowledge of production and vocational training methods.
- Knowledge of Department of Health DD Division Standards.



- Must be able to communicate clearly, concisely, and effectively both verbally and in writing and possess strong technical skills.
- Must have working knowledge of production and vocational training methods.
- Must have empathy, understanding, and respect for individuals with disabilities.
- Possess cultural competency for the diverse populations of Ka'u.

Education/Experience

- BS or BA Degree plus one year experience in rehabilitation, social services, developmental disabilities of comparable service area, or
- AA Degree plus two years work experience in rehabilitation, social services, developmental disabilities or comparable service area.

The minimum qualifications for the **Job Placement Specialist** are:

Skills/Knowledge

- Communicate clearly, concisely, effectively both verbally and in writing and possess strong technical skills.
- Have working knowledge of production and vocational training methods.
- Have empathy, understanding, and respect for individuals.
- Possess cultural competency for the diverse populations of Ka'u.

Education/Experience

- BS or BA Degree plus one year experience in rehabilitation, social services, developmental disabilities or comparable service area, or
- AA Degree plus two years work experience in rehabilitation, social services, developmental disabilities or comparable service area, or
- Any combination of education and/or experience that is deemed comparable to the above.

The minimum qualifications for the **Outreach/Office Manager** are:

Skills/Knowledge

- Communicate clearly, concisely, effectively both verbally and in writing in both English and Marshallese.

- Have working knowledge of production and vocational training methods.
- Have empathy, understanding, and respect for individuals.
- Demonstrate knowledge of wireless/technology for field work.
- Possess cultural competency for the diverse populations of Ka'u.

#### Education/Experience

- BA or BS Degree plus at least one year of experience with outreach and case management for hard to serve population.

The minimum qualifications for the **Assessment Coordinator** are:

#### Skills/Knowledge

- Communicate clearly, concisely, effectively verbally and in writing.
- Have working knowledge of production and vocational training methods as they may relate to assessment scores and profiles.
- Have empathy, understanding, and respect for individuals.
- Have extensive background in non- biased testing and assessment.
- Have ability to interpret assessments to staff and participants.
- Possess cultural competency for the diverse populations of Ka'u.

#### Education/Experience

- BA or BS Degree plus one year of experience in testing and assessment in non-profit or corporate environments in relation to career interests and accommodations for persons with a diagnosis of a disability.
- AA Degree plus two years of work experience in a career center setting working with high risk or hard to serve individuals.

### 3. Supervision and Training

The CEO, Michele Ku, will provide the budget and administrative oversight for this program in regard to quarterly draw down and progress attainment.

Ms. Jean B. Navarro, the Vice President for Program and Vocational Services for the Arc of Kona, provides direct supervision to all Arc programs. Jean owned and operated a private post-secondary school certified by the State of California that provided computer training and job placement services through Federal and



State funded grants, specializing in programs for high risk youth and adults with long term unemployment and multiple employment barriers including persons with disabilities. She has 30 years experiencing in grant management, supervising a large staff, designing training in employment readiness skills and creating avenues for job inclusion and placement retention.

Jean worked for the Department of Labor and Industrial Relations, Workforce Development Division, creating the new Workforce Investment Board and assisting with the development of the One Stop Career Centers in which she is still involved for client access to services.

Jean joined the Arc of Kona staff in 2003 and brings to the organization not only her strong knowledge of operations and grant administration, but also has working relationships with the employer base on the Big Island that benefits our clients. She provides staff training on creative ways to develop jobs and keep job retention high for the harder to serve client population. She has a BA Degree, is a Certified Para Professional Career Counselor, and holds National Certification in Supported Employment from Virginia Commonwealth University. Because of her own visual disability she has strong knowledge of adaptive equipment for persons with low or limited vision.

**B. Organizational Charts (See Attachment C)**

**C. Compensation**

(The highest paid officers, directors or employees of the organization by position)

1. President/CEO: \$88,795
2. Vice President for Program and Vocational Services: \$81,266
3. Director of Administration: \$60,000

**VI. Other**

**A. Litigation**

There is no pending litigation or outstanding judgments involving the Arc of Kona.

B. Licensure or Accreditation

1. The Arc of Kona is a 501(c)(3) Charitable Organization: **Federal ID No. 99-0108896.**
2. Current and long standing Accreditation by CARF (Commission on Accreditation for Rehabilitation Facilities): **Renewing December 2015.**
3. Certified Federal Employment Network for persons on SSI and/or SSDI: **Award No. SS00-12-E2674.**

C. Federal and County Grants

1. 2014-2015 Hawaii County Grant Funding: \$24,500
2. No Federal Grant funding received

D. Private Education Institutions

Not Applicable.

E. Future Sustainability Plan

This proposal, when funded, allows the Arc of Kona the opportunity to build critical infrastructure in rural Ka'u that will bring community capacity for a variety of services that tied together can transform the lives of many residents. Since we own the building where our office is housed and have many strong partnerships, our expenses are low and we are asking for the bulk of our funding to be in the startup of staffing.

If the program is only funded for one year, we believe that the synergy created and the visibility raised will, through our other fundraising efforts, donor base, and social media, generate the support to keep the project continually moving forward.

The Arc of Kona has two signature events each year which generate unrestricted funds. In November, we hold a large bazaar and craft fair in Kealakekua and in January we have an annual Bluegrass Concert at the Aloha Theater in Kainaliu. The Board of Directors has a goal of increasing our donor base as part of the strategic plan this year. We are continually writing meaningful proposals to local community funds as well as larger State and foundation grants for specific needs such as assisting persons with a diagnosis of disability toward more independent living and creating employment opportunities for hard to serve at risk populations.



The funding from this grant gives the Arc of Kona the ability to build on the strengths of the larger Ka'u community and continue forward to build a bridge to life sustaining services.

F. Certificate of Good Standing (See Attachment D)

**ARC OF KONA 2016 GRANT IN AID  
COMPREHENSIVE EMPLOYMENT SERVICES FOR KA'U  
TIMELINE**

OBJECTIVE	ACTIVITY	STAFF	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
Community Outreach and Recruitment/Office already open for business and all staff on board	Announce to Partner Agencies /Presentations to church and community centers and Marshallese Community-ongoing	Program Manager and Outreach staff	x	x	x	x	x	x	x	x	x	x	x	x
Officially announce program	Media employer base announcement-ongoing	CEO Job Placement Specialist	x	x	x	x	x	x	x	x	x	x	x	
Develop and fine tune referral systems and measurement tool	Create a universal form for all agencies to use	Program Manager/Partner Agencies/Outreach staff	x	x										
Referral/Intake begins to and from Agency Partners and screening for employment and training needs	Attend community events and network with schools Ongoing through May using universal forms	All staff on project Outreach Coordinator in lead		x	x	x	x	x	x	x	x	x	x	
Advertise for Caregiver Course Training: 2 cohorts during fiscal year	Partner UH Hilo mail-outs and flyers in community	Program Manager Outreach staff		x				x						
Caregiver Training begins September 2015; ends November 2015 in Ocean View: Cohort 1	UH Staff on board for teaching/Arc has students prepared	Program Manager and UH Hilo OCCES			x	x	x							
Caregiver Training begins Na'alehu January 2016 and ends March 2016: Cohort 2	UH Staff on board for teaching/Arc has students prepared	Program Manager/UH staff							x	x	x			
Outreach to Ka'u High School for transition students begins-ongoing	Identification of youth with disabilities exiting school	Job Placement Specialist		x						x	x			
Individual small business start up workshops begin	Identify adults Work with Partner SBA Training in Ocean View	Program Director and SBA staff			x	x	x		x	x	x	x	x	
Ongoing employer contact and job placement activity/review	Job creation, job activities and workshops/ placements	Job Placement Specialist/ Assessment Coordinator		x	x	x	x	x	x	x	x	x	x	x
Quarterly Program/Fiscal review	Review of all goals	CEO/All staff			x			x			x			x





**BUDGET JUSTIFICATION**  
**PERSONNEL: PAYROLL TAXES, ASSESSMENTS, AND FRINGE BENEFITS**  
 (Period July 1, 2015 to June 30, 2016)

Applicant Kona Association for Retarded Citizens dba The Arc of Kona

TYPE	BASIS OF ASSESSMENTS OR FRINGE BENEFITS	% OF SALARY	TOTAL
<b>PAYROLL TAXES &amp; ASSESSMENTS</b>			
Social Security	7.65%		\$6,735
Unemployment Insurance (State)	2.00%		\$1,761
Worker's Compensation	5.00%		\$4,402
Temporary Disability Insurance	1.00%		\$880
SUBTOTAL			\$13,778
<b>FRINGE BENEFITS</b>			
Health Insurance	\$6,000	115%	\$6,900
SUBTOTAL			\$6,900
TOTAL			\$20,678
<b>JUSTIFICATION/COMMENTS</b>			



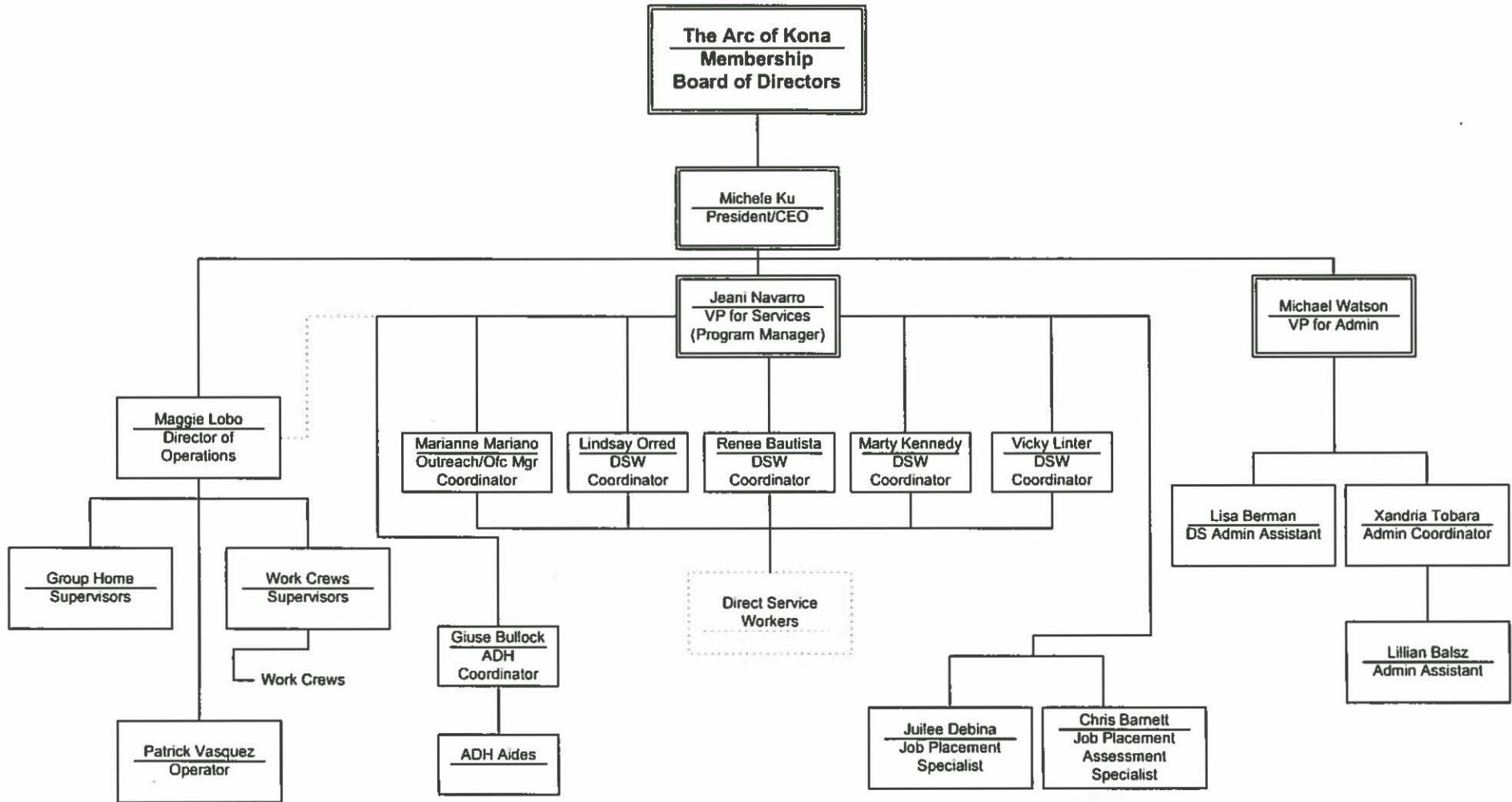






# The Arc of Kona

## 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

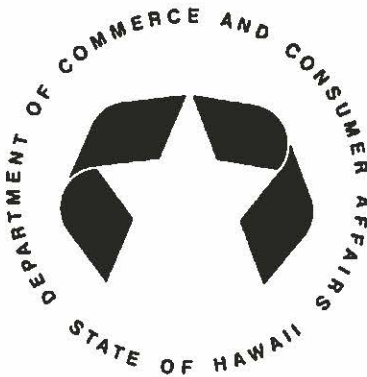
**KONA ASSOCIATION FOR RETARDED CITIZENS**

was incorporated under the laws of Hawaii on 12/19/1966 ; 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 13, 2015

Interim Director of Commerce and Consumer Affairs





**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.

Arc of Kona

(Typed Name of Individual or Organization)

(Signature)

Michele L. Ku

(Typed Name)

(Date)

President/CEO

(Title)