



January 30, 2015

Senator Jill N. Tokuda, Chair  
Senator Ronald D. Kouchi, Vice Chair  
Senate Committee on Ways and Means  
State Capitol, Rm 207  
Honolulu, HI 96813  
Attn: GIA

Dear Senators Tokuda and Kouchi,

Attached is a copy of the grant in aid application from LearningBiz, LLC. LearningBiz is requesting \$295,550 for the development of a West Oahu Career Education and Capacity Center Program.

With this grant, we will be able to develop a skilled and qualified workforce adequate to support the economic development of West Oahu communities. Raising the financial, career and job prospects of residents (including the unemployed and the underemployed) will help improve the economic self-sufficiency for families within the West Oahu district.

Should you have any questions, please feel free to contact me at (808)369-8502 or by email at [dan@learningbiz.com](mailto:dan@learningbiz.com).

Sincerely,

Dan Herbert  
Chief Operating Officer  
2250 Kalakaua Ave, Suite 319  
Honolulu, Hawaii 96815

House District 43  
Senate District 21

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: LearningBiz, LLC

Db: The LearningBiz Group

Street Address: 2250 Kalakaua Avenue, Suite 319  
Honolulu, HI 96815

Mailing Address: 2250 Kalakaua Avenue, Suite 319  
Honolulu, HI 96815

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name DAN HERBERT

Title Chief Operating Officer

Phone # 808-369-8500

Fax # 808-369-8509

E-mail dan@learningbiz.com

3. TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

WEST OAHU CAREER EDUCATION AND CAPACITY CENTER PROGRAM  
FUNDING IS REQUESTED TO SUPPORT THE LEARNINGBIZ TRAINING PROGRAMS,  
WHICH HELP PROVIDE WORKFORCE DEVELOPMENT FOR UNDEREMPLOYED AND  
UNEMPLOYED FAMILIES WITHIN THE WEST OAHU DISTRICT.

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

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

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2016: \$ 295,550

8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

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

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

STATE \$ \_\_\_\_\_  
FEDERAL \$ \_\_\_\_\_  
COUNTY \$ \_\_\_\_\_  
PRIVATE/OTHER \$ \_\_\_\_\_

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE

\_\_\_\_\_  
AUTHORIZED SIGNATURE

DAN HERBERT, CHIEF OPERATING OFFICER  
NAME & TITLE

01/30/2015  
DATE SIGNED



RECEIVED  
1-30-15

## Application for Grants

### I. Background and Summary

1. Applicant's background

LearningBiz LLC is a private Vocational School licensed by the State of Hawaii Department of Education. It provides training, coaching and consulting to businesses, non-profits, government agencies and individuals. Students include business executives and owners; white collar and blue collar staff; at-risk youth; previously incarcerated adults; unemployed adults; and veterans. Consulting services include business and human resource management; hospitality management; business process management; and community service.

Gregg Yamanaka is the President of LearningBiz. He has served on various State Commissions over the past thirty years, including eight years as chair of the State Workforce Development Council. He has also served on numerous community and social service boards, including Child and Family Service, Good Beginnings, and the national boards of Family Service America as well as the National Governor's Association's Council of State Workforce Chairs. He has chaired the Educational Workforce Council, created by the 2007 Hawaii State Legislature; and the Career & Technical Education Center Advisory Committee, University of Hawaii.

2. Goals and objectives related to the request

The objective of this request is the development of a sustainable education initiative that provides easy access and readily available presentations, classes, workshops and community events on a range of topics including:

- Pre-employment and Life Skills
- Family Literacy and Parenting Skills
- Personal and Family Financial Management
- Hospitality Services and Customer Service
- Critical Thinking and Problem Solving Skills
- Emotional Intelligence, Behavior Skills and Cultural Diversity
- Leadership, Managerial and Supervisory Skills

3. The public purpose and need to be served

With the continued development of West Oahu and the Leeward Coast, including the Ko Olina Resort, there is continued need for workforce capacity building and vocational education for residents in those communities. The purposes are to

- Develop a skilled and qualified workforce adequate to support the economic development of West Oahu communities;
- Nurture economic self-sufficiency for families;
- Raise the financial, career and job prospects for residents;
- Improve the self-esteem and emotional intelligence of the youth and adult workforce

4. **Target population to be served**  
The youth and adult population that can be served through this proposal is open to all residents of the State of Hawaii who work or intend to work in West Oahu. The population may include incumbent and dislocated workers; unemployed youth and adults; previously incarcerated youth and adults in transition; and Veterans. Family literary and parenting classes will be for families living in West Oahu.
5. **Geographic coverage**  
Eligible participants may be from anywhere within the State of Hawaii; with the majority of classes conducted at the Ko Olina Resort and various other West Oahu venues.

## **II. Service Summary and Outcomes**

1. **Scope of work, tasks and responsibilities**  
The educational plan would provide training in the following areas:
  - **Pre-employment and Life Skills**  
These classes are designed for youth and adult in the fundamental responsibilities expected of mature adults both at home and in the workplace. Participants will cover topics such as attitude, communications, body language, image, time management, workplace skills, employer relations and job retention.
  - **Family Literacy and Parenting Skills**  
The Harvard Family Research Project of the Harvard Graduate School of Education suggest the following to enhance the overall effective development of children and youth:
    - Strive to understand parents' literacy strengths and reinforce their knowledge and skills;
    - Promote shared dialogue, where learners are actively contributing to their own learning.
    - Provide opportunities for adults and children to reflect on literacy practices in their daily lives;
    - Recognize the literacy history of parents and that all parents come with some memories of literacy;
    - Grow out of needs of participants and examine resources in a sociocultural context;
    - Adopt an empowerment philosophy and take action to break down patterns of social isolation;
    - Respond to the interests of adults and children;
    - Document their experiences and learn from them, which at the same time contributes to building a research base for family literacy.

Parenting and family workshops will be conducted to promote these concepts and nurture a home learning environment where youth are supported in their learning by their families.

- **Personal and Family Financial Management**  
These workshops will focus on basic financial management principles and practices of creating budgets, saving, credit policies, financing and banking basics.

- **Hospitality Services and Customer Service**  
These classes involve a range of introductory to advanced customer service classes for the hospitality, retail and restaurant industries. Included are concepts in understanding Ho'okipa, as well as cultural diversity and its impact on how visitors, guests, customers and employees behave.

The American Hotel and Lodging Association (AH&LA) Guest Service Gold Training Program will also be offered. Successful participants will earn an AH&LA Guest Service Gold designation, pin and certificate.

- **Critical Thinking and Problem Solving Skills**  
Critical thinking and problem solving are two sets of skills and competencies that are at the core of career success as well as every day success in the workplace. Topics include a framework for approaching problems and creating solutions.
- **Emotional Intelligence, Behavior Skills and Cultural Diversity**  
These courses cover the range of communication and behavior styles of people. Participants learn about differing inter-personal communication styles and the impact that those styles have on others as well as themselves. By understanding the differing styles, they learn how to successfully work together by building upon the strengths of individual differences.

Cultural awareness classes provide an overview of cultures and increase awareness of how sensitivity to cultural differences will improve visitor and customer satisfaction, loyalty, sales and performance.

- **Leadership, Managerial and Supervisory Skills**  
These classes are designed to promote workplace and career success; improve employee retention; and enhance workplace performance. Topics include:
  - Frontline supervision
  - Leadership and management
  - Coaching and Mentoring
  - Time Management
  - Conflict Management
  - Change Management
  - Team Building
  - Business Ethic

LearningBiz would develop the educational plan, curriculum and workshops for the above areas of need. It would also be responsible for scheduling all classes, venues, instructors, speakers and staff. Appropriate courseware will also be prepared and distributed; along with attendance tracking.

Class size:

Large workshops – up to 50 attendees

Small workshops – up to 24 attendees

2. Projected annual timeline

The educational implementation for this proposal would begin no later than July 1, 2015 and continue through June, 2016, with the emphasis being on the initial roll-out from July – November, 2015. Additional classes, workshops and events would continue through June, 2016.

	Tasks	2015						2016					
		Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Pre-program Development	Curriculum Development	X											
	Curriculum Review Assessment			X			X		X		X		
	Community Outreach	X	X	X	X	X	X	X	X	X	X	X	X
	Recruitment	X	X	X	X	X	X	X	X	X	X	X	X
	Participant Screening	X	X	X	X	X	X	X	X	X	X	X	X
Training & Sustain- ability	Pre-employment & Life Skills	X		X		X		X		X		X	
	Family Literacy & Parenting Skills	X		X		X		X		X		X	
	Personal & Family Financial Management	X		X		X		X		X		X	
	Hospitality Services & Customer Service		X		X		X		X		X		X
	Critical Thinking & Problem Solving		X		X		X		X		X		X
	Emotional Intelligence & Behavior Styles		X		X		X		X		X		X
	Cultural Awareness		X		X		X		X		X		X
	Leadership, Managerial & Supervisory	X		X		X		X		X		X	
	One-to-One Coaching												
Employment	Job Placement Assistance			X			X			X			X
	Interview Skills		X			X			X			X	

3. Quality assurance and evaluation plans for the request

LearningBiz ensures quality deliverance of our training services by conducting program evaluations throughout the year based on quantity (numbers of persons attending) and quality (depth of experience for the individual attendees).

- Class evaluations of instructors as well as the students will be conducted; all classes will be on a pass/fail basis. Statistics will be maintained on percentage of students passing, and number of sessions attended.
- Attendees of each course will be filling out evaluation forms to provide us with their feedback, which is then incorporated into the planning and implementation of the following programs.
- Interns from a local community college, university or college will conduct random market research surveys to assess student, management and community reaction to the educational program
- Interviews, focus groups and meetings with human resource departments, employment agencies, unemployment offices and other community service organizations will be conducted to assess performance levels and updated needs.
- At the completion of course work, the appropriate LearningBiz instructor will follow-up with participants as needed to ensure comprehension and that supportive services are in place, if needed.
- Conduct on-going monitoring of participants by tracking their progress and findings within 2 weeks after initiation of course work.
- Monthly collaborative staff meetings to evaluate progress.

4. Measures of effectiveness

Data from major employers in the West Oahu/Ko Olina areas and the Oahu Worklinks offices will be monitored to assess employment statistics.

LearningBiz is committed to meet outcomes and to track data that effectively measures outputs and outcomes.

Target Outputs and Outcomes:

- 1) Outreach and Recruitment: Minimum of 400 participants will be recruited into the program.
- 2) Training: Coaching and training scheduled regularly; of the 400 participants recruited:
  - 25% will enroll in the family literacy program
  - 60% will become certified as customer service employees in accordance with the American Hotel & Lodging Educational Institute (AHLEI) standards.
  - 70% will have job placements in the hospitality/retail/visitor industry.

The average unemployment rate for the State of Hawaii is 4.4%, which is one of the lowest in the nation. However, this rate does not include the percentage of *underemployment*. The percentage of persons living in poverty on the western coast of Oahu is 21%. This program is designed for community capacity-building and to alleviate the underemployment of residents from these communities.

### III. Financial

#### Budget

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

Please see attached budget form for breakdown of requested funds.

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

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$86,140	\$72,710	\$68,350	\$68,350	\$295,550

3. Other sources of funding for fiscal year 2016.  
 Applicant will also be seeking funding from the State Department of Labor and Industrial Relations Workforce Development Division, the Oahu Worklinks program, the Beatrice Young Foundation and the Weinberg Foundation.
4. State and federal tax credits it has been granted within the prior three years.  
 Applicant has not sought nor received any State and federal tax credits.
5. Government contracts and grants it has been and will be receiving for program funding.  
 None yet.
5. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2014.  
 Not applicable.

### IV. Experience and Capability

#### A. Necessary Skills and Experience

LearningBiz has over fifteen years experience providing a comprehensive array of high-impact and effective training courses that accommodate the needs of participants and a diverse group of employers, such as government agencies, educational, social service, faith-based organizations, and businesses. It is an approved training provider for several funding programs, such as the Workforce Development Division’s ETF Program; Oahu Worklinks; and the Hawaii Hotel and Restaurant Industry Employment and Training Trust.

LearningBiz, together with its predecessor and sister companies TeraBiz and Green Era Training has been providing training and consulting services in Hawaii for over fifteen years. Its clients represent a broad spectrum of industries including healthcare, social services, hospitality, technology and financial services. It also brings considerable



expertise in business management, organizational development, workforce development, customer service, human resources, technology and training for individuals with multiple barriers to employment. The competencies of its staff in managing collaborative efforts and providing training to strengthen Hawaii's workforce, make it well suited for the proposed project. LearningBiz's administrators are adept in ensuring communication and coordination among multiple partners.

#### Overview of contracts, projects and clients

##### Contracts and Projects

- Department of Education, State of Hawaii – approved Professional Services Consultant; Provided Leadership Development Team Building, Communications and Conflict Management training to Complex Area Superintendents, Principals, administrators and staff
- State Department of Labor and Industrial Relations, Workforce Development Division – approved ETF training provider.
- Oahu WorkLinks – approved training provider.
- Honolulu Board of Water Supply – Leadership Development, Team Building, Career Skills, Communications and Conflict Management.
- MC&A, Inc. – Leadership Development, Customer Service, Team Building, Career Skills, Communications, and Conflict Management to Supervisors and Customer Service staff in the Hospitality Industry.
- Gemini Observatories; and Hawaii France Canada Observatory; on Mauna Kea
- Outrigger Hotels – Training, mentoring, and coaching for staff to become better prepared for career opportunities in the Hospitality Industry.
- Beach Activities of Maui – Executive training
- Outrigger Beachwalk – monthly training for tenants in customer service, Hawaiian culture and culture awareness

##### Professional References:

Outrigger Enterprises

Pila Hanson

Manager of Organizational Development and International Communications

2375 Kuhio Avenue

Honolulu, Hawaii 96815

[REDACTED]

Outrigger Enterprises

Barbara Campbell

Vice President Retail Leasing

2375 Kuhio Avenue

Honolulu, Hawaii 96815

[REDACTED]

Beach Activities of Maui

Mike Kelley, President

P.O. Box 10056

Lahaina, Hawaii 96761  
[REDACTED]

MC&A Inc.  
Chris Resich, President  
615 Piikoi Street, Suite 1000  
Honolulu, Hawaii 96814  
[REDACTED]

Canada-France-Hawaii Telescope  
Doug Simons, Executive Director  
65-1238 Mamalahoa Highway  
Kamuela, Hawaii 96743  
[REDACTED]

HARIETT  
James Hardway  
Executive Director  
560 N. Nimitz Highway, Suite #209  
Honolulu, Hawaii 96817-5315  
[REDACTED]

**B. Facilities**

At this time LearningBiz will be using available space at the Ko Olina Resort for a training facility with the intention of applying for a long-term funding to build a West Oahu facility. LearningBiz will be proposing a joint capital funding from The Harry & Jeanette Weinberg Foundation and the Beatrice M. H. Young Foundation through a partnership with the Menehune Foundation.

The Menehune foundation is a not-for-profit public corporation chartered and incorporated in the State of Hawai'i in July 2005. The Menehune Foundation was created to raise environmental awareness, and to teach values and life skills that children will need to make better choices in becoming responsible citizens of the world. This will be accomplished by promoting the economic and social development interests of the Native Hawaiian Community through financial and literary education; science and technology; and business development activities.

The Menehune Foundation will ultimately help children and their families become economically self-sufficient. This will be accomplished through proven financial literacy curriculum. Funding will be used to create television programs, learning DVD's, video games, workbooks, a supportive and interactive website, and other multimedia channels popular in Hawaiian culture.

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

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

#### **1. Proposed Staffing**

Gregg Yamanaka, President of LearningBiz will be the lead instructor and curriculum developer.

The LearningBiz staff is composed of highly qualified individuals who because of their varied background and experience are an integral part of the organization's operation and vitality. The following outlines the staffing pattern that will be involved in the curriculum development, technology development, instructional and assessment services.

The COO of LearningBiz, Dan Herbert, who is bilingual, possesses the skills, abilities, and knowledge necessary to supervise, schedule, and ensure the successful delivery of the proposed services, will oversee the administrative aspects of the Project, including future grant applications, facility development, classroom technology delivery.

LearningBiz has eight instructors who will be working on this project: Gregg Yamanaka, Chris Leong, Ka'ala Souza, Debbi Leilani Keolanui, Heidi Arrington, Laura Leong, Kaipo Ho, and David Asanuma.

Due to its business model of utilizing independent contract trainers, LearningBiz has the capacity to expand its existing training capacity if necessary to meet the demands of this RFP. Chris Leong, Ka'ala Souza, Debbie Keolanui, Heidi Arrington, Laura Leong each have the capacity for an increase of 40-60 hours per month. There are additional instructors who are capable of delivering this program's content if demand requires.

#### **2. Staff Qualifications**

- Gregg Yamanaka, President – 25+ years demonstrated leadership, management, training and workforce development experience as the founder of LearningBiz, in business, and as Chair of the State Workforce Development Council. He has strong experience in workforce development, organizational development, capacity building, youth development, and family literacy. He has been an approved trainer for the State Department of Education, the State Workforce Development Division, the Oahu WorkLinks office; and has served on the Boards of Child and Family Service, Good Beginnings, the national boards of Family Service America and the National Governor's Association's Council of State Workforce Chairs. He has chaired the Educational Workforce Council, created by the 2007 Hawaii State Legislature; and the Career & Technical Education Center Advisory Committee, University of Hawaii.
- Dan Herbert, COO – holds a Bachelor's degree in International Business and Economics. Over the last 10 years he has worked in Hawaii, Japan and Vietnam on hospitality, marketing and technology strategies. He has served as COO of

LearningBiz for the past year, focused on the administration of training processes and contracts.

- Elena Yoo, Director of Instructional Strategies and Asian Cultures– Holds a Master’s of Engineering in Technical Japanese, with an in-depth knowledge of educational technology and instructional design for adult learners. She has taught all levels of business courses at the Japan-America Institute of Management Science at the Shidler College of Business at University of Hawaii Manoa.
- Chris Leong, Ph.D. – holds a Ph.D. in Cross-cultural Psychology and a Masters in Counseling Psychology; experienced in both government and private sector coaching and training, he delivers both training and coaching to a wide range of clients. He conducts workshops for the Quality of Life Inc in anger management and interpersonal conflict management.
- Laura Leong – holds a Master of Arts in Behavioral Science – Clinical Psychology; and a Bachelor of Arts in Psychology. Most recently, she has been a counselor for the Kapiolani Community Center as a counselor for the iCAN program as an instructor and counselor. She has also worked as a mental health specialist for Child and Family Service, The Institute for Rehabilitation and Research, the VA Medical Center Hospital in Houston, Texas; and other clinics.
- Debbi Leilani Keolanui has been an adjunct instructor for the University of Hawai’i – Kapi’olani Community College for 9 years. She has over 17 years of management experience in the hospitality industry; and 14 years of experience in private and public education and training in management, hospitality, tourism, career development, and service excellence. Leilani has created and conducted many management and customer service training programs in the private sector, and for the Hawai’i State Government; and is a Certified Facilitator of Franklin Covey’s “The 7 Habits for Managers”. She currently wears many volunteer hats, and is especially proud of being a volunteer trainer for APEC Hawai’i 2011. Her style is “training, management, and service with Aloha”.
- Heidi Arrington, Senior Instructor, has over 30 years of experience in the hospitality training industry having worked as Front Office Training Coordinator, Sr. Instructor for United Airlines where she helped design, develop and facilitate curriculum for Reservations and Customer Service training programs currently used. In addition, Heidi has worked as Contract Service Manager for Hawaiian Airlines and for the Department of Transportation, Federal Aviation Administration. During her career with United, Heidi supported offshore operations in India, the Philippines, China and Canada working with third party vendor instructors to ensure the curriculum was delivered and implemented to customer satisfaction standards. In addition, she worked closely with multiple departments on Leadership Development strategies for both management and non-management (union & non-union) employees. During APEC 2011, she

trained over 650 State and Federal Airport employees in the Ho'okipa (Hospitality) training program. Heidi has been lecturing at Kapi'olani Community College in the Hospitality & Tourism Department since 2010. She previously taught Travel & Tourism courses at Travel University International's Honolulu campus from 1999 to 2005. Heidi holds a BA in Psychology from the University of Hawai'i West O'ahu and is currently working on the completion of a Master's in Educational Psychology at the UH Manoa.

- Ka'ala Souza, trainer for Customer Service, Leadership, Team Building, Conflict Management, and Workplace Skills, was born and raised in Hawai'i (along with some formative years in the continental U.S.). He attended Hawaii Pacific University and graduated with a B.S. in Business Administration-Marketing. Over the past 20 years, Ka'ala has worked with many of the largest private and public organizations in Hawai'i.
  - For Castle Medical Center, he provided hospital-wide training for all frontline and management staff integrating Hawaiian values and customer service in health care in "Share Aloha" Customer Service program.
  - For Kamehameha Schools leadership conference, he provided a series of workshops on leadership, team-building, and accountability.
  - He has also designed and delivered Customer Service training for four hundred Kauai City and County employees and their managers.
  - Other organizations include Queens/Diagnostic Labs, Honolulu Police Department, HMSA, McDonalds, and Bank of Hawaii.

Ka'ala blends an island-style and high energy culture into all of his sessions. He links the strengths of the local culture with corporate best practices from around the country. He also wrote and published the book, *Pono: A Hawaiian-Style Approach to Balance and Well-Being*, which became a finalist in both the Spiritual and Motivational categories in Next Generation Indie Book Awards.

- Kaipo Ho, Hawaiian Culture Trainer, was born and raised in Honolulu, and is a 38 year veteran with Hawai'i's hospitality industry. He began his career as a cultural interpretive guide with the Bernice Pauahi Bishop Museum and enjoyed the opportunity to learn from the many cultural scholars that frequented the campus. He later joined the E Noa Corporation, the present day owner/operator of the Waikiki Trolley system, and developed the company's first formal driver-interpreter training and certification program. In 1986, Kaipo joined the Amfac Resorts operations management team in Po'ipu, Kaua'i as assistant guest services manager of the Waiohai Beach Resort. He was later promoted to Guest Services manager overseeing the luxury resort's concierge, bell and valet departments. In 1990, Kaipo was appointed hotel manager of the Stouffer's Po'ipu Beach Hotel and oversaw its daily operations. In 1993, Kaipo returned to his O'ahu home and joined Outrigger Enterprises. During his 20 years with Outrigger, Kaipo has been instrumental in planning, designing and facilitating Outrigger's successful management-by-values process known as Ke 'Ano Wa'a, The Outrigger Way, and ensuring that the process is aligned with the company's business goals and objectives. In 2011, Kaipo played a key role in the design and facilitation of the

APEC 2011 Hawaii conference hospitality training for the 3,000 volunteers state-wide. Kaipo currently serves on the Kauhale O Hookipa Scenic Byway Local Byway Committee sponsored by the Native Hawaiian Hospitality Association (NaHHA) and Ho'okuleana, LLC. The committee is responsible for developing a Scenic Byway in Waikiki. Kaipo is also a Hawaiian Kahu and practitioner of Hawaiian cultural protocol and spiritual healing, and is a licensed wedding celebrant in the State of Hawai'i.

- David Asanuma, a native of Tokyo, Japan, has lived in Hawaii for 24 years and has spent those years accomplishing many things creatively and productively. Since 2001, he has done volunteer work for the Bishop Museum and has an in-depth knowledge of Hawaiian culture and history, as well as the history of Japanese Americans in Hawaii. David acquired the knowledge of cultural exchange during his 45 years at JTB (Japan Travel Bureau) as Director of Community Relations, and as the executive director of Honolulu Festival since 2004. He is a recipient of the "Foreign Minister's Commendation 2013" from the Japanese Government for cultivating cultural exchange between the United States and Japan.

He has been a lecturer at several universities in Japan for Hawaiian culture, tourism in Hawaii, cross-cultural communication, etc.

Other associations include:

- Hawaii Visitors & Convention Bureau (Board of Director 2002~2014)
- Japan-America Society of Hawaii (Board of Director 2006~present)
- Japan Hawaii Travel Association (President 1996~1997)
- Japanese Culture Center Of Hawaii (Board of Governor 2003~present)
- Hawaii Tourism Japan (Chair, Cultural Initiatives Committee 2012~present)

Instructors – All LearningBiz instructors have at least 4 years minimum experience working with adult learners and demonstrated competencies in their respective fields of training.

### 3. Supervision and Training

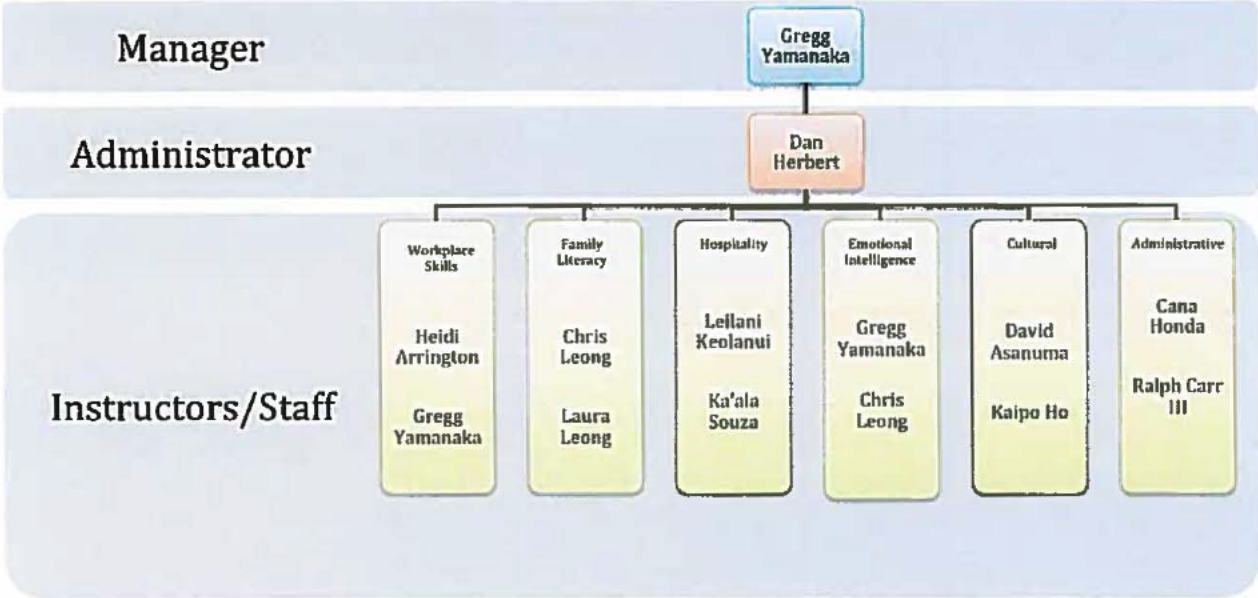
LearningBiz is an employer of lifelong learning and is at the basis of all new hiring's. All staff must possess a passion for lifelong learning as that is what we instill in all of our training participants. Instructors are carefully selected based on their real-life experience pertinent to their area of instruction, level of academic achievement, and personality. Our instructors possess that "it" factor that is infectious to everyone around them and this is prevalent in the training room.

LearningBiz offers annual one-to-one coaching led by our Chief Learning Officer, Gregg Yamanaka. In addition we require all employees to attend a variety of leadership, behavior styles, critical thinking and problem solving programs as they are the basis for all programs and individual success.

We encourage instructors to participate in a variety of industry specific webinars and conferences. Many choose to study for new licensing or certifications. Quarterly the Chief Learning Officer, Directors of Instructional Strategies, Chief Operating Officer and key instructors sit down and review client feedback, training participant feedback and the industry need for our training materials and update accordingly.

**B. Organization Chart**

# Project 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.

Dan Herbert, Chief Operating Officer: \$60,000  
Cana Honda, Head Administrative Assistant: \$30,720  
Ralph Carr, Administrative Assistant: \$24,960

**VI. Other**

**A. Litigation**

The applicant is not in any pending litigation.

**B. Licensure or Accreditation**

LearningBiz is a private Vocational School licensed by the State of Hawaii Department of Education.  
In addition LearningBiz is a State approved Eligible Training Provider.

**C. Federal and County Grants**

C. Federal and County Grants

Since July 1, 2014 LearningBiz has been a subcontractor for the following State wide grants:

**GOVERNMENT CONTRACTS AND/OR GRANTS**

Applicant: LearningBiz, LLC

	<b>CONTRACT DESCRIPTION</b>	<b>EFFECTIVE DATES</b>	<b>AGENCY</b>	<b>GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)</b>	<b>CONTRACT VALUE</b>
1.	Subcontracted by the Japan Hawaii Travel Association to develop & deliver a State wide Japanese Customer Service/Culture Program	07/2014 - 07/2015	Workforce Development Division Department of Labor Industrial Relations	State	\$112,500
2.	Subcontracted by the Retail Merchants of Hawaii to develop & deliver a State wide Retail job readiness/management training program.	07/2014 – 07/2015	Workforce Development Division Department of Labor Industrial Relations	State	\$112,500
3.	Approved Eligible Training Provider for the State of Hawaii providing training at Subsidized costs for Employers paying into the unemployment tax fund for incumbent workers.	01/2015 – 12/2016	Workforce Development Division Department of Labor Industrial Relations	State	Tuition Subsidized Varies
4.	Approved training provider for dislocated workers/chronically unemployed.	01/2014 – 06/2015	O'ahu Worklinks	State	Varies
				<b>TOTAL</b>	<b>\$225,000 +</b>

**D. Private Educational Institutions**

LearningBiz will use funds awarded to support or benefit a non-sectarian vocational school.

**E. Future Sustainability Plan**

The applicant will be seeking longer-term capital and operational funding for this educational project from local and national foundations. In addition, private employer funding as well as State funding through the Workforce Development Division Employment Training Fund will be utilized for incumbent worker training.

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

Please review Attachment 1 of this application for an updated Certificate of Good Standing.

## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2015 to June 30, 2016

Applicant: LearningBiz, LLC.

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
<b>A. PERSONNEL COST</b>				
1. Salaries	280,550			0
2. Payroll Taxes & Assessments	0			0
3. Fringe Benefits	0			0
<b>TOTAL PERSONNEL COST</b>	<b>280,550</b>			<b>0</b>
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island	0			0
2. Insurance	0			0
3. Lease/Rental of Equipment	0			0
4. Lease/Rental of Space	0			0
5. Staff Training	0			0
6. Printing/Supplies	15,000			0
7. Telecommunication	0			5,000
8. Utilities	0			5,000
9. Building/Construction				250,000
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>15,000</b>			<b>260,000</b>
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>	<b>295,550</b>			<b>260,000</b>
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	295,550	Daniel Herbert (808) 369-8502		
(b) Total Federal Funds Requested		Name (Please type or print) _____ Phone _____		
(c) Total County Funds Requested		Signature of Authorized Official _____ Date 1/30/2015		
(d) Total Private/Other Funds Requested	290,000	Date		
<b>TOTAL BUDGET</b>	<b>585,550</b>	Daniel Herbert COO Name and Title (Please type or print)		

## BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2015 to June 30, 2016

Applicant: LearningBiz, LLC.

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Program Administrator	1	\$60,000.00	70.00%	\$ 42,000.00
Administrative Assistants (4)	2	\$98,400.00	100.00%	\$ 98,400.00
Workplace Skills Instructor(s)	0.5	\$56,060.00	50.00%	\$ 28,030.00
Family Literacy Instructor(s)	0.75	\$56,060.00	50.00%	\$ 28,030.00
Hospitality Instructor(s)	0.73	\$56,060.00	50.00%	\$ 28,030.00
Emotional Intelligence Instructor(s)	0.25	\$56,060.00	50.00%	\$ 28,030.00
Cultural Instructors(s)	0.3	\$56,060.00	50.00%	\$ 28,030.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				<b>280,550.00</b>
<b>JUSTIFICATION/COMMENTS:</b>				



## 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 according to the records of this Department,

**LEARNINGBIZ, LLC**

was organized under the laws of the State of Hawaii on 06/21/2005 ;  
that it is an existing limited liability company in good standing  
and is duly authorized to transact business.



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 30, 2015

*Catherine P. Awai-Cohen*

Director of Commerce and Consumer Affairs



STATE OF HAWAII  
STATE PROCUREMENT OFFICE

**CERTIFICATE OF VENDOR COMPLIANCE**

This document presents the compliance status of the vendor identified below on the issue date with respect to certificates required from the Hawaii Department of Taxation (DOTAX), the Internal Revenue Service, the Hawaii Department of Labor and Industrial Relations (DLIR), and the Hawaii Department of Commerce and Consumer Affairs (DCCA).

Vendor Name: **LEARNINGBIZ, LLC**

DBA/Trade Name: **THE LEARNINGBIZ GROUP**

Issue Date: **01/28/2015**

Status: **Compliant**

Hawaii Tax#: XXXXXXXXXX  
FEIN/SSN#: XX-XXX6799  
UI#: XXXXXX3968  
DCCA FILE#: 37949

Status of Compliance for this Vendor on issue date:

Form	Department(s)	Status
A-6	Hawaii Department of Taxation	Compliant

**DECLARATION STATEMENT OF  
APPLICANTS FOR GRANTS PURSUANT TO  
CHAPTER 42F, HAWAII REVISED 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.

LearningBiz, LLC.

\_\_\_\_\_  
(Typed Name of Individual or Organization)

\_\_\_\_\_

(Signature)

01/30/2015

(Date)

Daniel Herbert

(Typed Name)

Chief Operating Officer

(Title)