

House District 5,6
Senate District 8,9,10,11

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:
Arc of Maui County
Dba:

Street Address: 95 Mahalani Street, Ste. 17, Wailuku, HI 96793

Mailing Address: 95 Mahalani Street, Ste. 17, Wailuku, HI 96793

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name ROBERT LANE

Title Chief Executive Officer

Phone # 808-242-5781

Fax # 808-244-4061

E-mail rob@arcofmaui.org

3. TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

PROGRAM ENHANCEMENT INITIATIVE FOR SPECIAL NEEDS CHILDREN AND ADULTS IN MAUI COUNTY

4. FEDERAL TAX ID: _____

5. STATE TAX ID #: _____

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2017: \$ 192,000

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 \$ _____

AUTHORIZED SIGNATURE

ROBERT LANE, CEO
NAME & TITLE

1-15-16
DATE SIGNED



RECEIVED

1/19/16 *MA*

Application for Grants

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

I. Background and Summary

1. A brief description of the applicant's background

Arc of Maui County was established in 1954 as a grassroots organization of parents and concerned citizens to help address the unmet service needs of intellectually and developmentally disabled residents of Maui County. Arc is now the only agency in the state providing residential Intermediate Care Facility group homes services on a neighbor island. Along with our ICF group homes, Arc has owned and operated domiciliary homes for over 28 years, recently opening Molokai's first licensed group home. Arc has assisted hundreds of Maui County families and steadily expanded the level of services available to our disabled clients and their families. The agency currently provides the following services: 1) Residential Group Homes; 2) DD Waiver Services (Adult Day Health, Respite, Personal Assistance Services, Behavioral Health and Nursing Services); 3) Employment Services; and 4) Transportation Services. Arc has consistently maintained a qualified professional staff (administrators, program specialists and direct support professional) that work directly with clients and their families to ensure a consistent level of care, support and assistance appropriate to the needs of each individual's circumstances. Administratively, Arc has developed record-keeping, accounting and reporting policies, procedures and tracking systems that are aligned with Federal, State and County rules and regulations to ensure compliance with bookkeeping and reporting requirements.

2. The goals and objectives related to the request

The mission of Arc of Maui County is to promote the human rights of people with intellectual and developmental disabilities and actively support programs and services that ensure full inclusion and participation in the community throughout life. To accomplish this mission Arc has consistently expanded and enhanced the level of services available in response to the changing needs of our client base. As Maui's population has grown, the number of intellectually and developmentally disabled individuals that require the specialized services provided by Arc has significantly increased and a higher level of assistance and support is required to address the behavioral issues associated with a progressively diverse and complex range of disabilities (including cerebral palsy, down syndrome, autism spectrum disorders, ADHD, etc).

This request for FY2017 GIA funds is based on the need to adjust and enhance our service strategy to provide an appropriate level of services to a larger number of clients with a more diverse and complex range of intellectual and/or developmental disabilities. The program enhancements that will be accomplished with the proposed Initiative include: 1) Development and implementation of individualized client service plans based on behavioral analyses to ensure

an appropriate level of care and support for all existing and new clients; 2) Expansion of vocational training and employment opportunities available for Arc clients; 3) Implementation of an in-house staff training program in Crisis Prevention and Intervention to better equip direct services staff in fostering healthy, positive working (and living) environment for our clients; and 4) Expansion of Arc's capacity to meet the transportation needs of Residential Group Home clients and clients participating in Adult Day Health or other special activities in the community. All of these enhancements are aimed at providing Arc of Maui County with sufficient capacity to continue to honor our commitment to the State DOH (and other funding sources) to provide an appropriate level of high-quality services for intellectually and developmentally disabled adults residing in Maui County, which enables them to reach their highest potential as participating members of the community.

3. The public purpose and need to be served

There are currently over 250 adults in Maui County that have been identified (by the State DOH/DDD) as severely intellectually and/or developmentally disabled and require a high level of specialized support and assistance to maintain independent lifestyles. Based on the number of current service referrals and inquiries made to Arc, the number of children in Maui County diagnosed as intellectually and/or developmentally disabled has dramatically increased in recent years and as these children grow into adults and aging family members are unable to provide the level of care required, the need for specialized services is expected to escalate significantly. Nationally, 1 out of every 10 families is impacted by severe intellectual disabilities and diagnoses of developmental disorders such as cerebral palsy, down syndrome, autism spectrum disorders and ADHD have increased by as much as 400% over the last 10 years. These individuals require a combination and sequence of special interdisciplinary care, treatment and other services which are life-long and individually planned and coordinated to enable them to maintain independent living and realize their full potential as members of the community. As the number of intellectually and/or developmentally disabled adults residing in Maui County continues to increase and the level of service support required has become more complex and intensive, Arc has steadily expanded its resource base and initiated new service strategies to meet the supportive service and residential needs of our clients.

4. Describe the target population to be served

Arc programs and services target children and adults residing in Maui County with intellectual and/or developmental disabilities that require specialized support and assistance to maintain independent lifestyles and realize their full potential as members of the community. Intellectual disabilities are classified as "mild, moderate or severe" and 85% of the adults identified as intellectually disabled in Hawaii (by State DOH) are considered "mild" and can acquire academic skills up to 5-6th grade level and may work independently with minimal support. Nearly 50% of these disabled adults live with family members (compared to national average of 33%), which reflects the critical need for additional residential programs to accommodate this population as family members age and are unable to provide a sufficient level of care. A number of specific conditions are classified as developmental disabilities (i.e. cerebral palsy, down syndrome, autism spectrum disorders, ADHD, etc.) with the common feature being a severe chronic disability attributable to mental and/or physical impairment that is likely to continue indefinitely.

5. Describe the geographic coverage.

Arc of Maui County provides a comprehensive range of services throughout Maui County, including the remote rural communities of Hana and Molokai. In addition to operating an Adult Day Health Program in central Wailuku on an ongoing basis, Arc currently owns and operates 6 Residential Group Homes in located in Waiehu, Kihei, Lahaina and Maunaloa (Molokai) and two (2) in Kahului.

II. **Service Summary and Outcomes**

1. Describe the scope of work, tasks and responsibilities

The proposed Program Enhancement Initiative is based on an updated assessment of Arc's service delivery strategies which focused on identifying the resources needed to effectively address the increasingly diverse and complex needs of the agency's growing client base (intellectually and developmentally disabled adults residing in Maui County) to ensure an appropriate level of care and support that will result in a consistent, stable funding stream from our primary sources of support (Medicaid Home and Community Based Services and HUD). Each component of the Initiative will address specific service gaps associated with the growing number of Maui County residents in need of services and the increased diversity and complexity of the intellectual and developmental disabilities that are now referred to our agency. The Initiative will support program enhancements in 4 key service areas:

1) Client Assessment/Care Plan – A Board-certified Behavioral Analyst will be retained to develop and implement individualized client service plans based on detailed, individualized behavioral analyses to ensure an appropriate level of care and support for all existing and new clients;

2) Vocational Training/Employment – A qualified Vocational Training/Employment Specialist will be retained to develop and implement expanded vocational training and employment opportunities for clients participating in the Adult Day Health and Residential Group Home programs;

3) Staff Development – 3 Arc staff members will participate in training for Certification as Crisis Prevention/Intervention (CPI) Instructors and implement an in-house training program in Crisis Prevention and Intervention to better equip direct services staff in fostering healthy, positive working (and living) environment for our clients; and

4) Client Transportation – Two 12 passenger vans will be acquired to expand Arc's capacity to meet the transportation needs of Residential Group Home clients and clients participating in Adult Day Health or other special activities in the community.

The CEO, with support and assistance from the Program Director, will be responsible for coordinating the implementation of each component of the Initiative, including the selection and supervision of the Behavioral Analyst and Vocational Training/Employment Specialist, who will be retained as independent contractors for one year term.

The Program Director will work closely with the contracted Behavioral Analyst to establish standardized policies and procedures for the development of improved client care plans based on a detailed behavioral analysis of each individual client. The Behavioral Analyst will schedule a series of meetings with staff, clients and their families, caregivers and other service providers to develop an analysis of each client's characteristics and personal circumstances with the objective of determining appropriate service strategies to effectively address their specific physical, intellectual and emotional needs. The knowledge and expertise of a Board Certified Behavioral Analyst will equip Arc to effectively respond to the increasingly complex behavioral issues associated with a wide spectrum of intellectual and developmental disabilities. The Behavioral Analyst will also provide specialized training and support for staff assigned to the group home program and adult day health program to help them better meet the service needs of our clients.

Arc will retain a qualified Vocational Training/Employment Specialist with current experience in vocational training, employment preparation and employment placement (including supported employment opportunities). The Program Director will work closely with the consultant to establish specific objectives and benchmarks relative to the expansion of Arc's existing Vocational Programs. The Vocational Training/Employment Specialist will be responsible for developing training curriculum, implementing in-house employment preparation activities and networking to expand employment opportunities in the community (including supported employment) for persons with disabilities. In response to the relatively low rate of employment among disabled persons in Hawaii (compared to national average), the State of Hawaii has recently prioritized vocational training and employment placement as essential components of programs serving individuals with intellectual and developmental disabilities. The Vocational Coordinator will enable Arc to expand and improve the level of vocational and employment services available to assist our clients work in the community and lead more fulfilling, independent lives. It is important that Arc continues to maintain standards and service strategies that are consistent with State DOH/DDD priorities since the State Home and Community-based Services Program is a primary source of funding support for our programs and services.

The staff development component of the proposed Program Enhancement Initiative for Special Needs Children and Adults in Maui County will involve the participation of 3 Arc staff members in an intensive 4 day Non-Violent Crisis Intervention Instructor Certification Program conducted by *Crisis Prevention Institute (CPI)*, an international training organization committed to best practices and safe behavior management methods that focus on crisis prevention. CPI was established in 1980 by human service professionals to address the need for training in safe, respectful, noninvasive methods for managing disruptive and assaultive behavior in a way that is compatible with staff's duty to provide the best possible care. With a core philosophy of providing for the *Care, Welfare, Safety, and Security* of everyone involved in a crisis situation,

the program’s proven strategies give human service providers the skills to safely and effectively respond to anxious, hostile, or violent behavior while balancing the responsibilities of care. The principals and techniques of the Non-Violent Crisis Intervention approach are directly applicable to addressing behavioral issues associated with intellectual and developmental disabilities and this training will enable Arc to better deal with the characteristics and needs of each individual participating in our programs. The CEO will schedule the participation of 3 Arc staff members in the training program and upon completion of the 4 day Instructor Certification Program, these staff members will develop and implement an in-house non-violent crisis intervention training program based on the CPI model and tailored to address the specific needs of clients participating in Arc programs.

The CEO will be responsible for the acquisition of two new 12 passenger vans (1 w/handicap lift) through a competitive procurement process that complies with all State requirements (at least 3 verifiable bids). The new vans will be placed into service to provide transportation services for clients residing on Maui and participating in the Residential Group Home and/or Adult Health Care programs. The new vans will enable Arc to initiate transportation services for disabled clients residing on Molokai (one vehicle from our current fleet can be shipped to Molokai), which will help meet the needs of clients being placed in the Residential Group Home recently opened in Maunaloa, Molokai.

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

Activity	Month	1	2	3	4	5	6	7	8	9	10	11	12
Behavioral Analyst													
Retain consultant/orientation		x	x										
Conduct client analyses/develop care plans				x	x	x	x						
Implement individualized care plans							x	x	x	x			
Monitor and adjust care plans											x	x	x
Vocational/Employment Specialist													
Retain consultant/orientation		x	x										
Develop expansion plan for Vocational/ Employment Services Program				x	x	x							
Implement new vocational training and Employment placement opportunities							x	x	x	x	x	x	x
Crisis Intervention Training													
3 Arc staff attend and complete CPI Instructor Training Program		x											
Develop in-house CPI training program			x	x									
Implement in-house staff CPI training					x	x	x	x	x	x	x	x	x
Transportation Services													
Conduct competitive procurement process		x	x										
Complete purchase of new vehicles				x									
Place new vehicles in service to provide client transportation					x	x	x	x	x	x	x	x	x

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

The success of the proposed Initiative will be evaluated on the basis of achieving specific performance benchmarks associated with each component of the Initiative. Each of these benchmarks will be aligned with accomplishing the overall objective of enhancing the level of services provided to ensure the continuation of primary funding from the Medicaid Home and Community-Based Services and HUD. Specifically:

- Client Assessment/Care Plans – The Behavioral Analyst will be required to submit regular reports indicating the number of analyses completed, number of individualized client care plans developed and implemented, service improvements resulting from improved care plans and details of all staff consultations/trainings. The Program Director and/or CEO will conduct regular meetings with the Behavioral Analyst to discuss progress in accomplishing objectives and identify strategies to improve the results of the program.
- Vocational Training/Employment Services – The Vocational Training/Employment Specialist will be required to submit regular reports indicating progress in developing and implementing enhanced services including data on number of clients assisted, type of assistance provided, number of new training and/or employment opportunities made available to clients, number of employment-related contacts made in the community and number of clients successfully placed in appropriate vocational training and employment (including supported employment).
- Staff Development - The 3 Arc staff members that participate in and complete CPI Instructor Certification will work as a team to develop an in-house CPI training program and will submit regular reports indicating their progress in developing curriculum and implementing training for Arc program staff. The number of training sessions conducted and number of staff members participating will be tracked to gauge the success of this program component.
- Transportation Services – Detailed logs on the usage of all Arc vehicles are maintained to document the specific type of transportation services provided (i.e. – Transport clients between home and Adult Day Health Programs, medical and dental appointments, community outings and events) and ensure that vans are used only for the authorized purpose of meeting the transportation needs of direct service clients. The impact of 2 new vans will be indicated by the increased number of transports provided to clients when they are placed into service.

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

measure(s) of effectiveness will need to be updated and transmitted to the expending agency.

Arc of Maui County will utilize measures of effectiveness specific to each separate component of the proposed Initiative to provide reports to the State that will enable an assessment of the program’s achievements and accomplishments:

Client Assessment/Care Plans – During the one year grant term, the Behavioral Analyst will conduct comprehensive behavioral analyses and develop individualized client care plans for at least 30 intellectually and/or developmentally disabled adults participating in Arc’s Residential Group Home and/or Adult Day Health Programs.

Vocational/Employment Services – During the one year grant term, the Vocational Training/Employment Specialist will work directly with at least 20 clients to place them in a vocational training and/or employment opportunity appropriate to their needs and abilities, AND implement at least 1 new in-house vocational training or employment placement program for Arc clients.

Staff Development – During the one year grant term, 3 Arc staff members will complete CPI training and become certified as CPI Instructors and implement an in-house program that will provide CPI training to at least 40 Arc caregivers/program staff members.

Transportation Services - During the first year that the 2 new vans are in service, the total mileage logged by Arc vehicles while providing client transportation will increase by at least 50% (compared to past year with existing fleet).

III. Financial

Budget

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request. – SEE ATTACHED
2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2017.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$132,000	\$20,000	\$20,000	\$20,000	\$192,000

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2017. – Budget for FY2017 has not been approved. Please see copy of approved operating budget for FY2016 which lists all sources of funding projected for FY2016. The sources of funding projected for FY2017 are anticipated to continue at the same approximate level.

4. The applicant shall provide a listing of all state and federal tax credits it has been granted within the prior three years. Additionally, the applicant shall provide a listing of all state and federal tax credits they have applied for or anticipate applying for pertaining to any capital project, if applicable.
NOT APPLICABLE
5. The applicant shall provide a listing of all federal, state, and county government contracts and grants it has been and will be receiving for program funding. – SEE ATTACHED FY2016 APPROVED OPERATING BUDGET (which lists all federal, state and county government contracts and grants projected for FY2016.
6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2015. – SEE BALANCE SHEET ATTACHED

IV. Experience and Capability

A. Necessary Skills and Experience

Arc of Maui County has 62 years of services to hundreds of families throughout Maui County and continue to expanded the level of services available to our clients with intellectual and developmental disabilities. The agency currently provides the following services:

1) Residential Group Homes - Arc owns and operates 6 group homes that are licensed by the State Department of Health and provide round the clock supportive services (24/7) by trained Arc staff to meet the individual needs of each residents.

2) Medicaid Home and Community Based Services - Arc provides a full variety of programs that include: Adult Day Health Program (8am-2pm Mon-Fri); Personal Assistant Services 1&2; Respite Programs; Behavioral Health and Nursing Services. Services are provided on Maui including rural Hana; on Molokai and Lanai.

3) Employment Services - Pre-Vocational and Supported Employment. Arc holds a Special Minimum Wage Certificate by the State Department of Labor for our "Helping Hands" pre-vocational work program. We produce items that are for sale in more than twenty stores on Maui.

4) Transportation Services – Arc provides all transportation needs for clients within our programs. Transportation services are essential for everyone, especially those with limited mobility, restricting those to oportunitites to particiate in community outings such as adaptive kayaking with Maui County, visits to the lavender farm or programs at Maui Arts and Cultural Center.

As Maui's population has grown, the number of intellectually and developmentally disabled individuals that require the specialized services provided by Arc has significantly increased and a higher level of assistance and support is required to address the behaviorial issues associated with a progressively diverse and complex range of disabilities (including cerebral palsy, down

syndrome, autism spectrum disorders, ADHD, etc). Arc has responded to the increased need for services by gradually enlarging our core direct service programs, which currently serve 72 disabled children, adults and their families; and expanding our Residential Group Home program to provide community living opportunities in the community to as many as 29 severely disabled adults whose families are unable to provide the necessary level of care. Arc is currently in the process of occupying 2 new group home facilities (Central Maui, Molokai) and based on a commitment to prioritizing those with the greatest need for services, it is anticipated that the residents of these new facilities will include individuals with intellectual and/or developmental disabilities that are associated with significant behavioral issues which require a high level of specialized service support.

B. Facilities

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

Arc of Maui County currently leases approximately 4,400 s.f. in the J. Walter Cameron Center community service facility to provide appropriate space for programs (Adult Day Health Program) and offices for Arc staff. Arc also own and operates 6 large Residential Group Homes that are located throughout Maui County (Waiehu, Lahaina, Kihei, Maunaloa (Molokai) and 2 (two) in Kahului).

V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

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

All aspects of the proposed Initiative will be coordinated by the Arc management team, which consists of the CEO, CFO and Program Director.

The CEO (Rob Lane) is responsible for managing all aspects of agency operation, community networking and serving as a liaison with the Arc Board of Directors. Rob Lane has over 20 years of executive level experience in the administration and management of programs and projects serving special needs individuals. His experience includes providing the leadership and management for several successful large service provider agencies, coordinating various capital projects (i.e.- property acquisition, facility development, rehabilitation/improvements) and managing multiple public and private funding sources to support service programs.

The CFO (Nancy Segundo) is responsible for all accounting, record-keeping and reporting functions associated with the Arc programs and projects. Nancy has been with Arc since 1997 which has provided extensive experience in administering the financial and record-keeping activities for public and private grant programs including the State DOH Home and Community-based Services Program, Federal Medicaid programs and County of Maui Line-Item, Affordable Housing Fund and CDBG funds.

The Program Director (Valerie Sly) works closely with the CEO to assist with the coordination of all programs and services associated with the Residential Group Home Program and serves as a direct liaison with the current residents of each group home to ensure their needs and service expectations are being met on an ongoing basis. Valerie is also responsible for the hiring, training and direct supervision of employees, development and implementation of policies, procedures and service strategies. Valerie has worked with intellectually and developmentally disabled individuals in various professional capacities for over 25 years and her knowledge, experience and dedication are tremendous assets to Arc and the clients we serve.

The Arc administrative staff has extensive experience in managing public funds, including State DOH Home & Community-based Services Program, HUD Section 202, HUD Section 8 Rental Assistance, Medicaid payments and County of Maui CDBG program funds.

B. Organization Chart

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

The organization chart showing staff and lines of authority for Arc of Maui County is attached. This request involves program enhancements that will supplement and improve the staff resources already in place at the agency.

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.

CEO - \$82,090

CFO - \$76,949

Program Director - \$60,890

VI. Other

A. Litigation

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

Arc of Maui County is not a party in or subject to any pending litigation or outstanding judgements.

B. Licensure or Accreditation

The applicant shall specify any special qualifications, including but not limited to licensure or accreditation that the applicant possesses relevant to this request. Arc of Maui County currently operates 3 licensed Intermediate Care Facilities (Hale Kanaloa, Hale Kihei, Mana Ola Na Keanuenu), 2 licensed Domiciliary Home Facilities (Hale Lahaina, Hale Maunaloa) and 1 additional Domiciliary Home in the process of licensing (Hale Malaihi).

C. Private Educational Institutions

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

NOT APPLICABLE

D. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 2016-17 the activity funded by the grant if the grant of this application is:

- (1) Received by the applicant for fiscal year 2016-17, but
- (2) Not received by the applicant thereafter.

Arc of Maui County is dedicated to providing a comprehensive range of support and assistance for intellectually and/or developmentally disabled children and adults, Arc has established a solid track record in service delivery that has enabled the agency to consistently secure the funding resources necessary to support its operations. Arc currently supports an annual operating budget of over \$4.3 million with 93% of total funding derived from 3 sources (Medicaid Home and Community-based Services Program – 48%; Medicaid Long-term Care – 40%; and HUD Tenant Assistance Program – 5%). Arc works closely with representatives of DOH/DDD, Medicaid and HUD to ensure compliance with all requirements and performance standards and it is anticipated that these funding sources will continue to provide primary support for Arc over the long-term. The GLA funds requested in this proposal will supplement our primary funding sources to help

Arc expand our capacity to address the changing needs of our client base and respond to shifts in State policies and priorities. This Program Enhancement Initiative represents a proactive step towards positioning Arc to maintain a stable funding stream from our primary sources of support which will enable Arc sustain long-term viability.

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

If the applicant is an organization, the applicant shall submit one (1) copy of a certificate of good standing from the Director of Commerce and Consumer Affairs that is dated no earlier than December 1, 2015.

PLEASE SEE ATTACHMENT

**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 Maui County

(Typed Name of Individual or Organization)

(Signature)

(Date)

Robert Lane

(Typed Name)

CEO

(Title)

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2016 to June 30, 2017

Applicant: Arc of Maui County

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
A. PERSONNEL COST				
1. Salaries				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST				
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training	12,000			
6. Supplies				
7. Telecommunication				
8. Utilities				
9. Consultant Fee (Behavioral Analyst)	40,000			
10. Consultant Fee (Vocational Specialist)	40,000			
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	92,000			
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES	100,000			
E. CAPITAL				
TOTAL (A+B+C+D+E)	192,000			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	192,000	Robert Lane, CEO	808-242-5781 x203	
(b) Total Federal Funds Requested		[REDACTED]	Phone	
(c) Total County Funds Requested		[REDACTED]	Date	
(d) Total Private/Other Funds Requested		Robert Lane, CEO	1-15-16	
TOTAL BUDGET	192,000	Name and Title (Please type or print)		

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2016 to June 30, 2017

Applicant: Arc of Maui County

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
12 Passenger Van w/wheelchair lift	1.00	\$55,000.00	\$ 55,000.00	55000
12 Passenger Van (accessible w/o lift)	1.00	\$45,000.00	\$ 45,000.00	45000
			\$ -	
			\$ -	
			\$ -	
TOTAL:	2		\$ 100,000.00	100,000
JUSTIFICATION/COMMENTS:				
Vans will be utilized for the sole purpose of providing necessary transportation services for Arc clients participating in the Residential Group Home and/or Adult Day Health Programs				

ARC OF MAUI COUNTY: OPERATING BUDGET - FISCAL YEAR 07/2015 to 06/30/2016			
Budget # 2 "Actual" means	1	2	3
9 months actual PLUS	ORIGINAL	ACTUAL	PROPOSED
3 months projected	7/14 - 6/15	7/14 - 6/15	7/15 - 6/16
INCOME			
DD/MR Waiver	2,012,244	2,020,924	2,235,264
ICF Program	1,738,055	1,728,940	1,733,384
ICF Program PPS Increase	0	32,850	0
ICF Budget Rebasing Increase	0	0	22,064
Social Security			
Cost Share (ICF)	87,255	87,624	89,401
Cost Share (Waiver)	4,440	4,440	4,440
Social Security/SSI	89,872	88,919	89,602
Rental Income			
HUD Tenant Assistance	220,785	218,284	219,611
Lahaina Budget Increase	0	0	14,000
Client Rent	66,540	68,534	75,009
DOM Subsidy from DOH	76,906	76,906	76,906
Grants			
Hotel Charity Walk	3,600	3,705	3,705
DOT Van Grant	76,800	0	0
HCF for Polly Smith	500	500	500
Fred Baldwin Grant	0	0	10,000
HC & S	0	7,500	0
Sec 811	90,129	0	0
Vocational Program	14,009	12,994	14,293
Int, Div & Investments	7,789	5,550	5,606
Cont, Don and Miscellaneous	2,500	7,152	2,800
In-Kind Donation from Section			
811 Developer's Fee	51,070	0	0
TOTAL INCOME	4,542,494	4,364,821	4,596,586
EXPENSES			
Salaries	824,991	878,308	842,406
2% Salary Increases	0	0	17,910
Payroll	1,891,676	1,842,317	1,936,176
2% Payroll Increases	0	10,021	40,084
FICA	207,825	208,894	216,998
SUTA	36,061	18,954	22,693
W/C	49,749	39,267	48,723
TDI	17,681	18,295	19,005
Health Care	416,620	406,175	410,237
Retirement	42,366	44,927	48,374
Insurances	32,614	35,976	36,696
Staff Training & Incentives	17,512	0	0
Staff Training	0	1,975	2,014
Staff Incentives	0	6,783	25,500
Taxes, Licenses & Permits	7,918	7,046	7,918
Fire Protection	754	722	754
Pest Control	2,264	2,162	2,183
Office Rent	60,793	57,841	60,733
Storage	1,284	1,284	1,284
Audit	26,094	26,921	24,218
Office Supplies	24,842	21,037	21,247
Prog Supplies & Activities	41,365	44,072	41,365
Postage	2,222	1,834	1,871
Telephone and Internet	9,037	9,413	9,696
Electricity	40,803	41,658	42,491
Water	7,626	7,287	7,432

ARC OF MAUI COUNTY: OPERATING BUDGET - FISCAL YEAR 07/2015 to 06/30/2016			
Budget # 2 "Actual" means	1	2	3
9 months actual PLUS	ORIGINAL	ACTUAL	PROPOSED
3 months projected			
	7/14 - 6/15	7/14 - 6/15	7/15 - 6/16
Vocational Wages	5,487	6,307	5,487
Vocational Expenses	7,383	7,801	8,269
Cleaning	927	1,011	1,011
Home Repairs	12,148	22,834	12,391
Garbage Disposal	5,985	6,102	6,407
Vehicle Maintenance	8,089	10,538	13,699
Gas and Mileage	73,602	0	0
Gasoline		15,868	15,868
Mileage		58,995	58,995
Client Personal Allowance	18,580	21,180	21,180
Advertisement	50	178	300
Administrative	2,400	3,130	3,130
Food Allowance	132,722	130,107	132,710
Client Rent	66,540	68,535	75,009
Consultants	16,966	13,330	17,596
Contributions and Membership	8,000	8,225	10,000
Legal	2,573	0	4,000
Travel/Air	3,400	1,878	3,400
Conferences and Meetings	1,276	755	1,276
Finance Charges	1,725	2,050	2,050
Depreciation	58,626	84,792	85,055
Special Projects:			
DOT Van from Grant	76,800	0	0
DOT Van Match (Baldwin)	0	6,000	0
CDBG	0	0	0
Sec 811	90,129	0	0
Mana Renovations	0	0	10,000
TOTAL EXPENDITURES	4,355,505	4,202,787	4,375,841
Balance	186,989	162,034	220,745

Balance Sheet
As of 12/31/2015

ARC OF MAUI COUNTY (ARC)

ASSETS

CASH

1113-01	PEX CARD - MAIN	\$ 50.00	
1114-01	PEX CARD - VALERIS SLY	\$ 100.00	
1115-01	PEX CARD - SAM CHARLES	\$ 200.00	
1116-01	PEX CARD - RON HOVIOUS	\$ 100.00	
1117-01	PEX CARD - SUZIE HOLTZMAN	\$ 100.00	
1118-01	PEX CARD - STEVE BROWN	\$ 100.00	
1119-01	PEX CARD - SUSAN GALLO	\$ 100.00	
1122-01	AMERICAN SAVINGS BANK - VOCATIONAL ACCOUNT	\$ 18,063.70	
1125-14	PETTY CASH (VENDING) - VOCATIONAL	\$ 25.00	
1126-01	AMERICAN SAVINGS CHECKING ACCOUNT (SPECIAL)	\$ 253,473.97	
1127-01	MUTUAL OF AMERICA INSTITUTIONAL FUND	\$ 2,595.39	
1129-01	CLIENT ALLOWANCE ACCOUNT	\$ 12,402.91	
1131-01	AMERICAN SAVINGS BANK CHECKING (NEW)	\$ -36,314.58	
1132-01	AMERICAN SAVINGS BANK - HALE MAUNALOA CHECKING	\$ 30,795.10	
1164-01	FRANK FREDIA CLIENT NEEDS ACCOUNT	\$ 2,762.45	
1165-01	SAFEWAY-GIFT CARD ADVANCE	\$ 242.37	
1166-01	COSTCO- GAS CARD	\$ 628.79	
1185-01	WAILUKU FEDERAL CU - CD - (2 YEARS)	\$ 241,585.13	
1186-01	WAILUKU FEDERAL CU - SAVINGS	\$ 50.74	
1187-01	VALLEY ISLE COMMUNITY FCU - CD - (1 YR)	\$ 234,967.92	
1188-01	VALLEY ISLE COMMUNITY FCU - SAVINGS	\$ 50.42	
1191-30	RESERVE FOR REPLACEMENTS-LAHAINA HUD	\$ 321.87	
1191-40	RESERVE FOR REPLACEMENTS-KIHEI HUD	\$ 3,610.12	
1191-50	RESERVE FOR REPLACEMENTS-MANA HUD	\$ 2,687.83	
1191-60	RESERVE FOR REPLACEMENTS-KANALOA HUD	\$ 711.11	
1193-01	HI USA FCU - SAVINGS	\$ 56.12	
1195-01	HI USA FCU - CD (1 YEAR)	\$ 129,609.33	
1196-01	HI USA FCU (1 YR JUMBO CD)	\$ 125,884.02	
1197-01	MAUI FEDERAL CREDIT UNION - SAVINGS	\$ 100.14	
1198-01	MAUI FEDERAL CREDIT UNION - 1 YR CD	\$ 100,478.76	
1199-01	MAUI FEDERAL CREDIT UNION - 1 YR CD	\$ 102,479.81	
1200-01	MAUI FEDERAL CREDIT UNION - 1 YR CD	\$ 40,184.02	
1202-01	FIRST HAWAIIAN BANK - 1 YR CD	\$ 60,150.19	
1203-01	FIRST HAWAIIAN BANK - 1 YR CD	\$ 153,398.35	
1204-01	HAWAII NATIONAL BANK - 2-YR CD	\$ 240,000.00	
	Total CASH:		\$ 1,721,750.98

ACCOUNTS RECEIVABLE

1201-01	A/R-HUD BILLINGS	\$ 3,230.00	
1212-15	A/R- HALE MANALOA	\$ 75,331.77	
1248-01	A/R - CLIENT ALLOWANCE ACCOUNT	\$ -294.28	
1249-01	A/R - SECTION 811	\$ 61,332.36	
1291-01	A/R-ACS	\$ 148,938.67	
1292-01	A/R-DOH FOR WAIVER SERVICES	\$ 162,724.22	
1293-01	A/R-DOH (ACT 162)	\$ 6,603.70	
1294-01	A/R-ARC OF MAUI COUNTY - MOLOKAI RESIDEN	\$ 5,000.00	
1693-01	ALLOWANCE FOR DOUBTFUL ACCOUNTS	\$ -5,062.15	
	Total ACCOUNTS RECEIVABLE:		\$ 457,804.29

OTHER CURRENT ASSETS

1320-01	PREPAID INSURANCE	\$ 14,163.78	
1325-01	PREPAID EXPENSES	\$ 15,133.30	
1670-01	SECURITY DEPOSIT	\$ 4,927.69	
	Total OTHER CURRENT ASSETS:		\$ 34,224.77

FIXED ASSETS

Balance Sheet
As of 12/31/2015

ARC OF MAUI COUNTY (ARC)

FIXED ASSETS		(Continued)	
1530-02	OFFICE EQUIPMENT		\$ 1,022.72
1609-01	MOLOKAI LAND		\$ 103,823.11
1610-01	LAND		\$ 212,133.00
1611-01	LAND (MALAIHI)		\$ 104,160.00
1621-01	IMPROVEMENTS		\$ 103,948.00
1625-01	HALE 'O EKOLU		\$ 609,214.60
1627-01	HALE MAUNALOA GROUP HOME		\$ 1,494,771.07
1630-01	OFFICE EQUIPMENT		\$ 61,225.64
1631-01	OFFICE EQUIPMENT-PICL		\$ 1,989.45
1635-01	EQUIPMENT		\$ 20,103.48
1650-01	FURNITURE AND EQUIPMENT		\$ 57,663.43
1673-01	2007 TOYOTA SIENNA-HANA		\$ 20,660.91
1674-01	GENERATORS		\$ 6,220.80
1675-01	SOLAR WATER HEATING SYSTEM (MALAIHI)		\$ 6,354.13
1678-01	2007 FORD VAN - KIHEI		\$ 58,855.00
1679-01	2007 VAN-MANA		\$ 58,855.00
1680-01	2013 MV-1		\$ 58,512.00
1681-01	2010 TOYOTA SIENNA		\$ 24,900.78
1685-01	2002 FORD - CC ADH		\$ 8,144.05
1688-01	2011 CHEVY IMPALA		\$ 3,976.13
1689-01	2005 TOYOTA SIENNA - MANA ADH		\$ 24,481.26
1698-01	2008 CHEVY UPLANDER		\$ 2,775.00
1702-01	2007 CHEVROLET UPLANDER		\$ 4,212.38
1703-01	2006 CHEVROLET UPLANDER		\$ 3,913.37
1800-01	BUILDING		\$ 918,975.00
1805-01	ACCUMULATED DEPRECIATION		\$-1,118,064.08
Total FIXED ASSETS:			<u>\$ 2,852,826.23</u>
Total ASSETS:			<u><u>\$ 5,066,606.27</u></u>
LIABILITIES			
CURRENT LIABILITIES			
2100-01	ACCRUED PAYROLL		\$ 35,271.27
2101-01	ACCRUED VACATION		\$ 101,245.36
2110-01	ACCOUNTS PAYABLE		\$ 20,736.80
2110-15	ACCOUNTS PAYABLE		\$ 0.20
2122-01	STATE W/H: ARC		\$ 0.06
2124-01	FEDERAL W/H AND FICA DUE		\$-240.54
2140-01	STATE UNEMPLOYMENT DUE		\$ 4,841.20
2141-01	A/P-MISCELLANEOUS		\$ 50.00
2150-01	MUTUAL OF AMERICA		\$ 1,898.14
2190-10	DEFERRED REVENUE		\$ 10,091.25
Total CURRENT LIABILITIES:			<u>\$ 173,893.74</u>
Total LIABILITIES:			<u>\$ 173,893.74</u>
EQUITY			
3130-01	PROJECT EQUITY		\$ 255,356.09
3132-01	TEMPORARILY RESTRICTED EQUITY		\$ 5,000.00
3136-01	EQUITY		\$ 15,871.86
3200-01	Retained Earnings-Current Year		\$ 47,798.31
3200-01	RETAINED EARNINGS - PRIOR		\$ 3,949,489.75
3201-01	PROJECT EQUITY-PRIOR		\$-129,885.55
3202-01	UNRESTRICTED NET ASSETS		\$ 749,149.00
Total EQUITY:			<u>\$ 4,892,779.46</u>

Balance Sheet
As of 12/31/2015

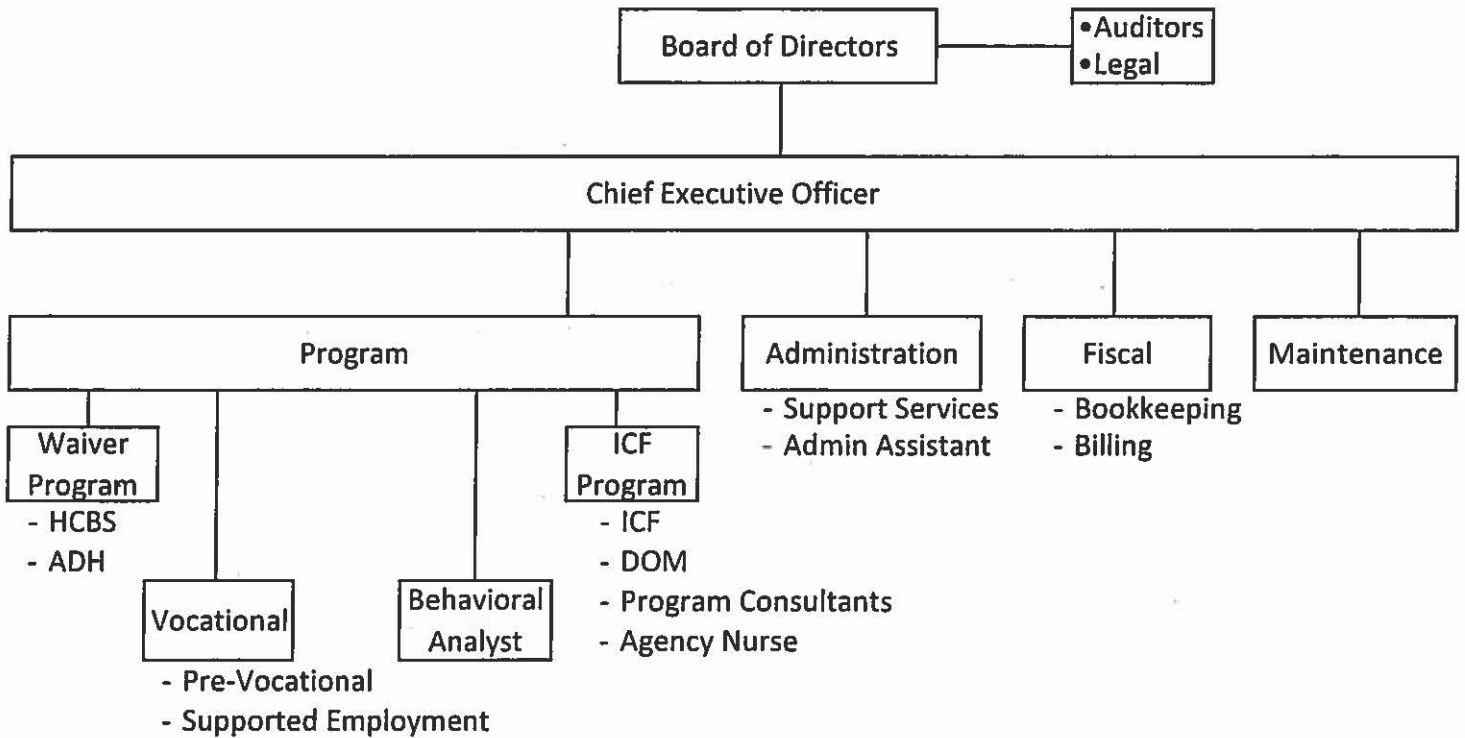
ARC OF MAUI COUNTY (ARC)

Total LIABILITIES & EQUITY:

\$ 5,066,673.20



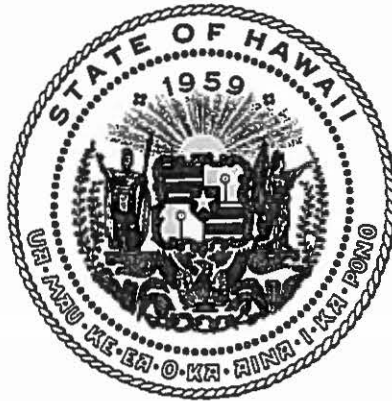
2015/2016 Organizational Chart



NOTE: Requested positions are highlighted.

Employee Breakdown as of PRE 01.10.16:

- Full-time (40 hours) - 55
- Part-time Plus (36-39.75) - 16
- Part-time (20-35.75) - 19
- Partial Part-time (less than 19.75) - 26
- Relief - 18
- TOTAL EMPLOYEES: 134**



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

ARC OF MAUI COUNTY

was incorporated under the laws of Hawaii on 08/24/1960 ; 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 11, 2016



Director of Commerce and Consumer Affairs