

THE TWENTY-EIGHTH LEGISLATURE
APPLICATION FOR GRANTS
CHAPTER 42F, HAWAII REVISED STATUTES

House District _____

Senate District _____

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:
Brantley Center, Inc.
Dbas:

Street Address:
45*370 Ohelo Rd. Honoka'a HI 96727
Mailing Address:
PO Box 1407 Honoka'a HI 96727

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name SHERI SALMON
Title Operations Manger
Phone # 808-775-7245
Fax # 808-775-0211
E-mail bcenter2@hawaiiintel.net

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:
INCREASE OF JOB SKILLS DEVELOPMENT PROGRAM

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2017: \$ \$60,000

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 \$8,000
FEDERAL \$0
COUNTY \$20,000
PRIVATE/OTHER \$3,000

TYPE [REDACTED] REPRESENTATIVE:

AUTHORIZED SIGNATURE

Sheri Salmon, Administrator/Operations Mgr.
NAME & TITLE

1-19-16
DATE SIGNED



RECEIVED

1/22/16 MR

Application for Grants

I. Background and Summary

The Brantley Center, Inc. has been providing services to individuals with intellectual and developmental disabilities since 1968. Services provided include center-based day programs designed to foster independent living as well as a vocational rehabilitation division designed to teach employable skills that will in turn get our clients out into the competitive workforce. Brantley Center, Inc. also offers a wide array of social and health related activities to enhance clients' well-being. The Center also provides door-to-door transportation services to otherwise shut in individuals living in very isolated parts of North Hilo, the Hamakua Coast, and North and South Kohala.

Brantley Center, Inc. is requesting funds to increase our Job Skills Development Program. This would include increasing the number of clients the Center serves which in turn would increase the amount of secured contracts and jobs available for said clients, readying them for the competitive workforce.

The main goal of Brantley Center is to assist and empower individuals with disabilities to live as independent and fulfilling lives as possible. Individuals that are able to live independently and maintain gainful employment are far less likely to be dependent on the government and the community to provide for them. They will live healthier, more fulfilling lives with much more positive outcomes. Because Brantley Center, Inc. is the only Center-Based Day Program of its kind serving the Special Community from North Hilo to Kohala the need to increase the amount of clients being served is crucial.

As stated, the target population are individuals with intellectual and developmental disabilities 18 years or older living in the specified service area.

II. Service Summary and Outcomes

Brantley Center, Inc. clients receive daily curb-to-curb transportation both to and from the Center free of charge. While at the Center clients receive a thorough job skills readiness assessment. Based on assessment results they are given an appropriate service array. These services include job readiness classes and hands-on job readiness training in the field. At the Center clients have the opportunity to explore different jobs and skills ranging from janitorial services, yard maintenance, landscaping, agricultural and hydroponic skills, green house maintenance, car wash and detailing, as well as small craft production. Clients are paid based on their productivity levels and are rewarded for increased and improved productivity. Once the necessary skills are obtained clients are then placed in competitive jobs within the community and continue to receive supportive follow-up services for the initial six months of employment.

If the funds are awarded, beginning July 1, 2016 Brantley Center, Inc. will immediately increase the number of clients brought into the Job Skills Development Program. A full restoration will be made to the Program allowing for more clients getting the necessary job-readiness training thus leading to more clients being placed into the workforce. A minimum of fifteen additional clients will be served during the fiscal year that would otherwise not have been provided these beneficial services.

To assure quality and effectiveness of the Program each client will have their employment skills thoroughly evaluated and individualized employment training plans will be tailored to best meet their needs. Each client will successfully complete individualized employment training that will specifically include: how to obtain and complete job applications, resume development, job interview skills, accessing jobs in the community through all available sources, and training on skills necessary to maintain long-term employment.

The effectiveness of the Program will best be measured in the amount of new clients added to the program and the number of clients that successfully complete the necessary steps in obtaining and sustaining employment in the competitive job market.

III. Financial

Budget

| Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | Total Grant |
|-----------|-----------|-----------|-----------|-------------|
| 15,000 | 15,000 | 15,000 | 15,000 | \$60,000 |

For fiscal year 2016-2017 Brantley Center, Inc. is or will be requesting funds from the County of Hawaii and its Mass Transit Authority as well as Hawaii Island United Way.

Within the prior three years Brantley Center, Inc. has no state or federal tax credits.

Currently, Brantley Center receives 60% funding from public sources and 40% funding from private sources. Public funding is received through County of Hawaii Mass Transit grant, Hawaii Island United Way, as well as the State Legislative GIA grant.

Balance of unrestricted current assets as of December 31, 2015: \$185,060.88

IV. Experience and Capability

A. Necessary Skills and Experience

The Brantley Center, Inc. has been providing services within the specified service areas for over forty years. Brantley Center, Inc. staff goes through extensive

training in these areas and have successfully placed dozens of clients in the competitive job market over the years.

The Job Skills Development Program provided by Brantley Center, Inc. has proven successful by the number of clients placed and still employed in the workforce. Currently, the Center has four clients employed at the local grocery store, three clients working as permanent members of a yard crew, and two other clients that have held the position of janitorial and green house supervisor for over five years. Because of the quality of work produced by current clients going through the program we have been able to secure numerous janitorial and yard maintenance jobs throughout the community as well as three different restaurants who purchase the lettuce grown by clients working in the agricultural section of the Program.

B. Facilities

Brantley Center, Inc. has a facility built in the early 1970s in Honoka'a town on Ohelo Road. The existing structure is 7,800 square feet complete with work stations, office space, and classroom and meeting space, a social area for the day program, a full kitchen, and male and female restrooms. Though the facility met the necessary requirements at the time of construction we are currently in the process of getting the building up to current ADA compliance. All necessary funds have been secured for Plan, Design and Construction.

V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

Brantley Center, Inc. has an extremely experienced staff that meet and exceed its own minimum qualifications for this program. Center staff also meet or exceeds the requirements set by the Department of Human Services' Division of Rehabilitation and Services. The Administrator of the Center has a Bachelor's Degree in Education. The Program Director has a Bachelor's Degree in Special Education. Together with Program Supervisors, there is a total of over 30 years of experience working in this specific area with this target population. If able to secure the funds to take on 15 new clients, staff will be able to provide a 3:1 ratio of supervision.

B. Organization Chart

| Title | Line of Responsibility and Supervision |
|----------------------------------|---|
| Administrator/Operations Manager | Train all staff. Assist Supervisors and Clients as needed with Job Skills Development Program |
| Program Director | Train all staff. Assist Supervisors and Clients as needed with Job Skills Development Program |
| Program Supervisor 1 | Train and Supervise all current and incoming clients of the Job Skills Development Program in their respected division (yard crew). |
| Program Supervisor 2 | Train and Supervise all current and incoming clients of the Job Skills Development Program in their respected division (yard crew) |
| Program Supervisor 3 | Train and Supervise all current and incoming clients of the Job Skills Development Program in their respected division (janitorial, greenhouse, small craft production) |

C. Compensation

| Position | Annual Salary |
|----------------------------------|---------------|
| Administrator/Operations Manager | \$41,300 |
| Program Director | \$40,000 |
| Program Supervisor | \$25,344 |

VI. Other

A. Litigation

Not Applicable. No pending litigation

B. Licensure or Accreditation

Brantley Center, Inc. has been approved its Special Minimum Wage Certificate so as to compensate all clients with disabilities based on their specific output of work.

C. Private Educational Institutions

Brantley Center, Inc. is a not-for-profit corporation that provides a care facility serving individuals with developmental and intellectual disabilities.

D. Future Sustainability Plan

If Brantley Center's Job Skills Development Program receives funding for fiscal year 2016-2017 but not received thereafter, the Center will continue and fund its Program through secured community contracts. Examples of currently secured contracts are multiple yard maintenance and landscaping jobs in the Waimea and Honoka'a areas, approximately five different janitorial contracts within Honoka'a, as well as providing goods in the form of hydroponic greens to numerous restaurants and small craft production for a Kona tropical fish farm. With the funding and intake of more clients we will be able to secure more contracts thus leading to a sustained Program.

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

Certificate attached.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2016 to June 30, 2017

Applicant: _____ Brantley Center, Inc.

| 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 | 43,792 | | 35,000 | |
| 2. Payroll Taxes & Assessments | 8,500 | | 8,300 | |
| 3. Fringe Benefits | | | | |
| TOTAL PERSONNEL COST | 52,292 | | 43,300 | |
| B. OTHER CURRENT EXPENSES | | | | |
| 1. Airfare, Inter-Island | | | 10,000 | |
| 2. Insurance | | | 400 | |
| 3. Lease/Rental of Equipment | | | | |
| 4. Lease/Rental of Space | | | 1,300 | |
| 5. Staff Training | | | 6,000 | |
| 6. Supplies | 7,708 | | | |
| 7. Telecommunication | | | | |
| 8. Utilities | | | | |
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| TOTAL OTHER CURRENT EXPENSES | 7,708 | | 17,700 | |
| C. EQUIPMENT PURCHASES | | | | |
| D. MOTOR VEHICLE PURCHASES | | | | |
| E. CAPITAL | | | | |
| TOTAL (A+B+C+D+E) | 60,000 | | 61,000 | |
| SOURCES OF FUNDING | | Budget Prepared By: | | |
| (a) Total State Funds Requested | 60,000 | Sheri Salmon (808) 715-7245 | | |
| (b) Total Federal Funds Requested | | Name: [Redacted] (print) Phone | | |
| (c) Total County Funds Requested | 61,000 | Date: 1-19-16 | | |
| Sales and Services | 127,400 | Signature: [Redacted] (print) Title: Administrator | | |
| TOTAL BUDGET | 248,400 | Name and Title (Please type or print) | | |

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2016 to June 30, 2017

Applicant: _____

Brantley Center

| POSITION TITLE | FULL TIME EQUIVALENT | ANNUAL SALARY A | % OF TIME ALLOCATED TO GRANT REQUEST B | TOTAL STATE FUNDS REQUESTED (A x B) |
|--------------------------------|----------------------|--------------------|---|--|
| Program Director | | \$40,000.00 | 25.00% | \$ 10,000.00 |
| Program Supervisor | | \$25,344.00 | 50.00% | \$ 12,672.00 |
| Program Supervisor | | \$21,120.00 | 50.00% | \$ 10,560.00 |
| Program Supervisor | | \$21,120.00 | 50.00% | \$ 10,560.00 |
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| TOTAL: | | | | 43,792.00 |
| JUSTIFICATION/COMMENTS: | | | | |

GOVERNMENT CONTRACTS AND / OR GRANTS

Applicant: _____

Brantley Center

Contracts Total: 121,000

| | CONTRACT DESCRIPTION | EFFECTIVE DATES | AGENCY | GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau) | CONTRACT VALUE |
|----|-------------------------|-----------------|-----------------------|---|----------------|
| 1 | Mass Transit of Clients | FY 2016-2017 | Dept. of Mass Transit | Hawaii | 21,000 |
| 2 | GIA | FY 2016-2017 | State Legislature | State | 60,000 |
| 3 | County Grant | FY 2016-2017 | County | Hawaii | 40,000 |
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**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.

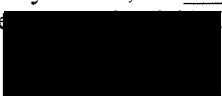
- 2) If the applicant is an organization, the applicant meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is incorporated under the laws of the State; and
 - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant 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.

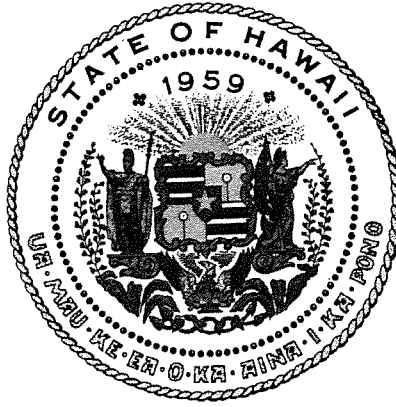
Pursuant to Section 42F-103, Hawaii Revised Statutes, for grants used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant was awarded and disposes of the land in fee simple or by lease, the organization shall negotiate with 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.

Brantley Center, Inc. _____
(Type Name of Applicant or Organization)

(Signature)  _____
(Date) 1-19-16

(Typed Name) Sheri Salmon Administrator/Operations Manager
(Title)



Department of Commerce and Consumer Affairs

CERTIFICATE OF GOOD STANDING

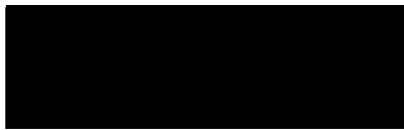
I, the undersigned Director of Commerce and Consumer Affairs of the State of Hawaii, do hereby certify that

BRANTLEY CENTER, INC.

was incorporated under the laws of Hawaii on 02/13/1968 ;
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 19, 2016



Director of Commerce and Consumer Affairs

