

House District _____
Senate District X

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:
Ethnic Education Foundation of Hawaii

Db/a:

Street Address: 888 Millilani Street #700 Honolulu HI 96813

Mailing Address: same as above

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name ABELINA MADRID SHAW

Title Executive Director

Phone # (808) 722-6786

Fax # (808) 523-5979

E-mail ashaw@abelinamadridiaw.com

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:

WORKING CAPITAL TO CONTINUE AS AN UMBRELLA FOR ETHNIC RADIO STATIONS THAT BROADCAST AND COMMUNICATE EMERGENCY AND ESSENTIAL PUBLIC MESSAGES IN 14 LANGUAGES AND DIALECTS WHILE AT THE SAME TIME, REORGANIZING TO CONTINUE SERVING THE LEP (LIMITED ENGLISH PROFICIENCY) COMMUNITIES IN HAWAII.

4. FEDERAL TAX ID #: _____

5. STATE TAX ID #: _____

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2017: \$ 250,000

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 \$ 90,000

FEDERAL \$ _____

COUNTY \$ _____

PRIVATE/OTHER \$ 6,000

ABELINA MADRID SHAW, EXECUTIVE DIRECTOR

NAME & TITLE

DATE SIGNED

1/22/2016



RECEIVED

1-23-16

Application for Grants

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

I. Background and Summary

This section shall clearly and concisely summarize and highlight the contents of the request in such a way as to provide the State Legislature with a broad understanding of the request. Please include the following:

1. A brief description of the applicant's background;
The Ethnic Education Foundation of Hawaii (EEFH) was established in 1993 to serve Hawaii's immigrant communities in their own respective languages and dialects. It has primarily ensured that those with limited proficiency in the English language or are linguistically-isolated are reached via established, regularly broadcasted ethnic radio programs and other media.
2. The goals and objectives related to the request;
The broad goal is to eliminate the inequalities for Hawaii's population who cannot benefit from the English media. This project's objectives are: a) to serve as an umbrella for ethnic radio stations like KNDI 1270AM, KZOO 1210 AM, and KREA 1540 AM that can continue to effectively reach out to target populations via the proven mechanism of regular ethnic radio programs, b) expand reach through other mechanisms such as community gathering activities, print media, and television, and c) stabilize and increase sustainability of operations.
3. The public purpose and need to be served;
Many Federal and State projects are required to be "language accessible" to fulfill Title VI, Civil Rights Act of 1964. Similarly, in 2006, the Hawaii State Legislature passed Act 290, now codified as HRS Section 371-21 et. seq.
4. Describe the target population to be served; and
It will serve the most vulnerable populations who do not speak or understand English well especially those who need help through the following languages or dialects – Chuukese, Cantonese, Hispanic, Ilokano, Japanese, Korean, Laotian, Mandarin, Marshallese, Okinawan, Pohnpeian, Samoan, Tagalog, Tongan, and Vietnamese. Among the most vulnerable of the LEP populations are the economically poor especially the homeless or at-risk of becoming homeless, seniors and elderly, newly arrived immigrants, victims of domestic violence or trafficking, the linguistically-isolated, the less educated, the disabled and others with health problems, at-risk youth, and others.
5. Describe the geographic coverage.

State of Hawaii (all areas covering C&C Honolulu; Counties of Maui, Big Island of Hawaii, and Kauai)

II. Service Summary and Outcomes

The Service Summary shall include a detailed discussion of the applicant’s approach to the request. The applicant shall clearly and concisely specify the results, outcomes, and measures of effectiveness from this request. The applicant shall:

1. Describe the scope of work, tasks and responsibilities; EEFH uncovers problems, gaps, and unmet information needs of the most vulnerable LEP populations within our multi-ethnic communities; secure and/or help align resources to be able to broadcast or disseminate public messages and important information in a timely and responsive way. The tasks and responsibilities include rapid assessment and prioritization activities; strategic and operation-level collaboration with entities on information and messages; cooperation with ethnic radio stations and communities to translate and disseminate messages and information; evaluation and accountability.
2. Provide a projected annual timeline for accomplishing the results or outcomes of the service;

Activity/Results	Q1	Q2	Q3	Q4
Rapid assessment & tailoring of programs and messages to be delivered; mid-project adjustments as needed; project evaluation	x	x	x	x
Continued securing of needed monetary and non-monetary resources (e.g. grants, partners)	x	x	x	x
Various messages and information translated, programs arranged and broadcasted as planned.	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; and

The program plan will set the expectations and deliverables to be addressed by collaborating ethnic radio stations. EEFH will work closely with collaborating ethnic radio stations and other partners to ensure that programs and messages are broadcasted in the languages and dialects agreed upon. Radio stations and other partners will provide an affidavit of airings on a regular basis. The EEFH will further design a multi-stakeholder tool to evaluate program delivery and feedback as a basis for improving results.

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.

Effectiveness will be measured against priorities that will be detailed in a program plan. The measures of effectiveness will include:

1. Variance from number, timing, topic, and languages of programs and messages delivered set forth in the program plan.
2. Timeliness in spending funds awarded
3. Satisfactory to satisfactory program delivery rating from partners and collaborators with some narrative documentation of impact on various listeners

III. Financial

Budget

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.
(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
62,500	62,500	62,500	62,500	250,000

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2017.
(attached)
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.
n/a
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.
(attached)
6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2015.
EEFH's unrestricted assets as of December 31, 2015 is \$4,730.84 (ASB Checking Account).

IV. Experience and Capability

A. Necessary Skills and Experience

The applicant shall demonstrate that it has the necessary skills, abilities, knowledge of, and experience relating to the request. State your experience and appropriateness for providing the service proposed in this application. The applicant shall also provide a listing of verifiable experience of related projects or contracts for the most recent three years that are pertinent to the request.

EEFH has been in existence since 1993 and has demonstrated its ability to work with ethnic radio stations to broadcast educational programs or public information messages in 14 languages and dialects. It has handled different topics and has demonstrated ability to respond to urgent, constant, and changing needs of listeners who have limited English proficiency. It has enhanced its ability to address changing conditions by continuing to tap its recently retired executive director (Leona Jona) while bringing on board a community leader with a solid and broader experience in administration and community collaboration for helping Hawaii's diverse and vulnerable population. (Abelina Shaw).

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.

The EEFH has a new office in Mililani Street for its day-to-day office operations.

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.

Executive Director (0.4 FTE) - Serve as project director and assumes overall responsibility for strategic planning, development, collaboration and agreements. Abelina Shaw is a lawyer by profession and brings with her extensive experience as a senior-level administrator in government and leadership in various nonprofit organizations.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2016 to June 30, 2017

Applicant: _____ Ethnic Education Foundation of Hawaii

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 (Fees)	71,500			12,500
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST	71,500			12,500
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	4,000			
2. Insurance	1,500			
3. Lease/Rental of Equipment				
4. Lease/Rental of Space	10,000			
5. Staff Training	1,000			
6. Supplies	4,000			
7. Telecommunication				
8. Parking	8,000			
9. Services -Radio Translations & Broad	100,000			113,500
10. Services -Print, PSAs, non-radio	50,000			
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	178,500			113,500
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	250,000			126,000
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	250,000	Abelina Shaw	722-6786	Phone
(b) Total Federal Funds Requested	100,000			
(c) Total County Funds Requested				
(d) Total Private/Other Funds Requested	26,000	Signature of Authorized Official		Date
TOTAL BUDGET	376,000	Abelina Madrid Shaw, Executive Director Name and Title (Please type or print)		

On-call Consultant (0.10 FTE) – Assist the Executive Director as needed. Leona Jona is the founder and former executive director of the EEFH. She has extensive experience in implementing the proposed activities as well as knowledge of ethnic radio operations.

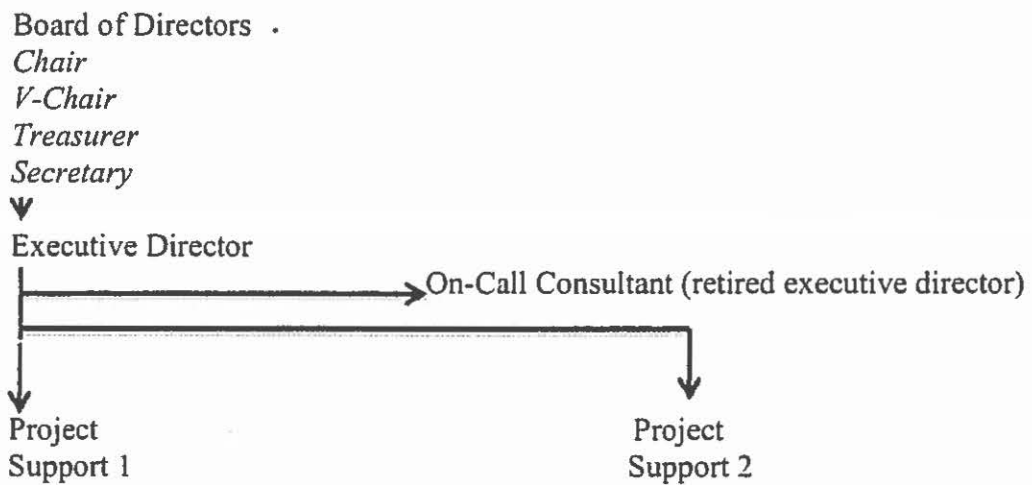
Project Support 1 (0.25 FTE) - Serve as grant project manager and assumes responsibility over assessment, implementation according to EEFH procedures and award requirements, reporting, and furthering sustainability efforts. Carolyn Hildebrand has broad experience in public-private sector partnerships and all phases of successful project implementation (from strategic grantseeking to final grant reporting).

Project Support 2 (0.25 FTE) – Serve as grant writer and liaison between EEFH and radio stations in matters of billing and payment and assumes responsibility over accuracy of radio station reports and furthering sustainability efforts. Ellen Kaluwailani has been the former executive director’s assistance in implementing past EEFH grant activities. She has also been an ethnic radio station manager.

All have lifelong career that demonstrate a passion for helping vulnerable populations especially those who are made more vulnerable because of their limited English proficiency.

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.



C. Compensation

The applicant shall provide the annual salaries paid by the applicant to the three highest paid officers, or employees of the organization by position.

Members of the Board of Directors are unpaid volunteers; Previously, EEFH had three officers who provide services as independent contractors namely the Executive Director, Program Director/Coordinator, and Clerical Support Staff. They are paid based on needs only and are not on an annual payroll. The proposed project will more or less maintain the same arrangement and retain its recently retired executive director as an on-call consultant.

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.

n/a

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.

n/a

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.

n/a

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.

Post FY 2016-17 sustainability plan include:

- (1) Extension of usefulness of a portion of all produced messages and programs through recording and re-broadcasting. It will apply to those that will not be obsolete at the end of the project period;
- (2) Enhancement of collaborations and provision of technical assistance to other entities who can support and meet some of the information needs;
- (3) Built-in development activities (other grantseeking, fundraising events, and others) to secure needed funds from diversified sources.

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.

(Attached)

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2016 to June 30, 2017

Applicant: Ethnic Education Foundation of Hawaii

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Executive Director	0.4	\$41,600.00	100.00%	\$ 41,600.00
Consultant (On-Call Retired Executive Director)	0.1	\$10,400.00	100.00%	\$ 10,400.00
Project Support 1	0.25	\$20,800.00	100.00%	\$ 20,800.00
Project Support 2	0.25	\$20,800.00	100.00%	\$ 20,800.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				93,600.00
JUSTIFICATION/COMMENTS:				
Personnel will be independent contractors and fees estimated at \$50/hr and \$25/hr respectively				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2016 to June 30, 2017

Applicant: Ethnic Education Foundation of Hawaii

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
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				
not applicable				

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2016 to June 30, 2017

Applicant: _____ Ethnic Educ: _____

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2014-2015	FY: 2015-2016	FY:2016-2017	FY:2016-2017	FY:2017-2018	FY:2018-2019
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS: <div style="text-align: center; padding: 10px;">not applicable</div>						

GOVERNMENT CONTRACTS AND / OR GRANTS

App: Ethnic Education Foundation of Hawaii

Contracts Total: 50,000

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	Provide updated emergency information in 15 languages	1/20/16 -8/20/16	HI Emergency Management Agency	HU Dept of Defense, Civil Defense Division	50,000
2	(Disaster preparedness messages; Live coverage of emergency situations with instructions in 15 languages)				
3					
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**DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS PURSUANT TO
CHAPTER 42F, HAWAI'I 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, Hawai'i 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, Hawai'i 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, Hawai'i 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, Hawai'i 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.

Ethnic Education Foundation of Hawaii

	1/22/16
(Signature)	(Date)
Abelina Madrid Shaw, Executive Director	
(Typed Name)	(Title)

Ethnic Education Foundation of Hawaii

Grants from Previous Three Years (2013-2015)

2013

Hawaii Chamber of Commerce Public Health Fund	\$ 8,000
Hawaii Justice Foundation	\$ 5,500
Hawaii Department of Defense (Civil Defense)	50,000

2014

Hawaii Justice Foundation	\$ 6,000
State Department of Labor and Industrial Relations Office of Community Services	\$20,000
Office of Language Access	3,664.92

2015

DLIR Office of Community Services (in progress)	\$90,000
Hawaii Justice Foundation	6,000
Hawaii Department of Defense (Civil Defense)	50,000

Grants Sought for 2016

CDBG Public Services Grant	\$100,000
Hawaii Justice Foundation	6,000
Others (Not Finalized)	20,000

Ethnic Education Foundation of Hawaii
 Board of Directors
 as of December 8, 2015

Name, Role, Area	Years in BOD
Gary Singh, President and Chair Legal immigration, nationality and consular law	12
Faalepo Faalepo Jr., Vice President Broadcasting for Samoan Community	22
Ernie Bautista, Treasurer Broadcasting for Filipino Community	22
Joy Bounds, Secretary Mediation, Conflict Resolution, Community Reconciliation	9
Rose Churma, member Housing, Literacy, Entrepreneurship	22
Jennifer Kim, Member Broadcasting for Korean Community	6
Bill Malone, Member Civic Engagement, Volunteerism	22
Patricia Masters, Ph.D. Member Asian Languages, Health	10



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: **ETHNIC EDUCATION FOUNDATION OF HAWAII**

DBA/Trade Name: **ETHNIC EDUCATION FOUNDATION OF HAWAII**

Issue Date: **10/15/2014**

Status: **Compliant**

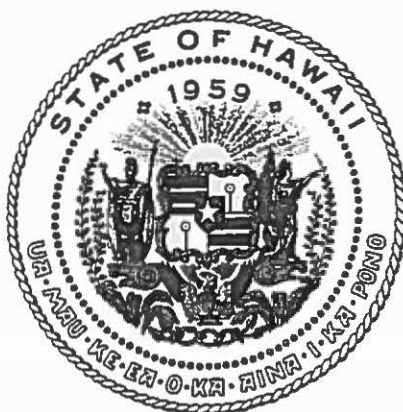
Hawaii Tax#:
FEIN/SSN#:
UI#: No record
DCCA FILE#: 90251

Status of Compliance for this Vendor on issue date:

Form	Department(s)	Status
A-6	Hawaii Department of Taxation Internal Revenue Service	Compliant Compliant
COGS	Hawaii Department of Commerce & Consumer Affairs	Exempt
LIR27	Hawaii Department of Labor & Industrial Relations	Compliant

Status Legend:

Status	Description
Exempt	The entity is exempt from this requirement
Compliant	The entity is compliant with this requirement or the entity is in agreement with agency and actively working towards compliance
Pending	The entity is compliant with DLIR requirement
Submitted	The entity has applied for the certificate but it is awaiting approval
Not Compliant	The entity is not in compliance with the requirement and should contact the issuing agency for more information



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

ETHNIC EDUCATION FOUNDATION OF HAWAII

was incorporated under the laws of Hawaii on 02/01/1993 ; 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: December 11, 2015



Director of Commerce and Consumer Affairs

The three Radio Stations KZOO, KEAR and KNDI covering 13 ethnic groups in 15 dialects:

	GROUPS		DIALECTS	
KNDI	Chinese	1	Cantonese	1
	"		Mandarin	1
	Laotian	1	Laotian	1
	Hispanic	1	Hispanic	1
	Vietnamese	1	Vietnamese	1
	Samoan	1	Samoan	1
	Tongan	1	Tongan	1
	Chuukese	1	Chuukese	1
	Phonpeian	1	Phonpeian	1
	Marshallese	1	Marshallese	1
	Filipino	1	Ilocano	1
	"		Tagalog	1
	Okinawan	1	Okinawan	1
		11		13
KZOO	Japanese	1		1
KREA	Korean	1		1
TOTAL		13		15