



January 30, 2015

The Honorable Jill N. Tokuda, Chair
Senate Committee on Ways and Means
Hawaii State Legislature
State Capitol, Room 207
Honolulu, Hawaii 96813

Attn: GIA

Aloha Senator Tokuda:

As noted by the time and date affixed to this document by the Committee on Ways and Means, the State Senate hereby certifies that Hookupaa has officially submitted, and the Senate Committee on Ways and Means has officially received prior to its stated deadline of 4:30 p.m. on January 22, 2016, one (1) copy of Hookupaa Community Strengthening Program Application for Grants and Subsidies (per Chapter 42f, *Hawaii Revised Statutes*) for due consideration by the 28th Legislature of the State of Hawaii for Fiscal Year 2016-2017.

Mahalo.



Tracy Janowicz
Executive Director

House District _____

Senate District _____

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

Log No:

For Legislature's Use Only

Type of Grant Request:

GRANT REQUEST – OPERATING

GRANT REQUEST – CAPITAL

"Grant" means an award of state funds by the legislature, by an appropriation to a specified recipient, to support the activities of the recipient and permit the community to benefit from those activities.

"Recipient" means any organization or person receiving a grant.

STATE DEPARTMENT OR AGENCY RELATED TO THIS REQUEST (LEAVE BLANK IF UNKNOWN):
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
STATE PROGRAM I.D. NO. (LEAVE BLANK IF UNKNOWN): LRB903

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual: Hookupaa

Db: Hookupaa

Street Address: 1666A Walea Street, Wahiawa, HI 96786

Mailing Address: P.O. Box 23180, Honolulu, HI 96823-3180

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name TERESA "TRACY" JANOWCZ

Title Executive Director

Phone # (808) 754-7864

Fax # N/A

E-mail tracy@hookupaa.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:

HOOKUPAA COMMUNITY STRENGTHENING- PROGRAM

4. FEDERAL TAX ID #: _____

5. STATE TAX ID #: _____

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2017: \$550,000.00

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 \$179,617.15
 FEDERAL \$0.00
 COUNTY \$0.00
 PRIVATE/OTHER \$1,500.00

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

THERESA J JANOWCZ, EXECUTIVE DIRECTOR
NAME & TITLE

JANUARY 21, 2016
DATE SIGNED



RECEIVED

1/22/16 JM

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;

Hookupaa is a Hawaii domestic nonprofit corporation and 501(c)(3) private nonprofit organized in 2013. Hookupaa is committed to, but not limited to, building the socioeconomic capacity of mission-driven entities and communities by facilitating community economic development, entrepreneurship, job creation, and income generation among underserved and distressed communities.

Hookupaa utilizes its current and growing network of individuals, nonprofits, for-profits, and community organizations; private and public partnerships and collaborations; outreach strategies; referrals; workshops, and annual conferences, as strategies to accomplish its mission and performance measures.

Hookupaa currently serves and will continue to serve mission-driven entities and communities that fall within the definition of distressed areas, targeted populations, and other targeted populations. Those served are individuals, families, communities (e.g. Department of Hawaiian Home Lands Communities defined under the Hawaiian Homes Commission Act, 1920, as amended), for-profit entities, and nonprofit organizations (e.g. affordable housing developers). In short, Hookupaa is dedicated to providing responsible, affordable resources, training, and technical assistance to undeserved and distressed communities.

2. The goals and objectives related to the request;

Hookupaa was formed to build the socioeconomic capacity of mission-driven entities and communities by facilitating community economic development, entrepreneurship, job creation, and income generation among underserved and distressed communities with a strong focus on: 1) identified distressed areas with an Area Median Income (AMI) of 80% or less; 2) a targeted population community with an AMI between 81% and 120%; 3) low-income persons and those who lack adequate access to loans or equity investments; and 4) other targeted populations, such as: Native American, Alaska Natives, Native Hawaiians residing in Hawaii. Hookupaa achieves this by the following and not limited to:

- (a) Provide access to responsible, affordable financial products and services, which includes the necessary training and technical assistance as required.
- (b) Assisting nonprofits, for-profits, and community development corporations establish their organizational requirements and skill sets needed to implement long-term community economic development plans.

- (c) Facilitating community-based, strategic and business planning processes that builds their internal and external constituency support, which in turn ensure broad-based and long-term support.
- (d) Improve access to capital and other resources necessary to implement capital improvement projects, and to fund the operating costs related to these projects.
- (e) Provide sufficient and ongoing monitoring and technical assistance during the various phases of projects (e.g. start-up, community consultation, capacity building, assessment and evaluation, project implementation, and compliance), to increase the success rate of participating organizations.

Hookupaa utilizes its current and growing network of individuals, nonprofits, for-profits, and community organizations; private and public partnerships and collaborations; outreach strategies; referrals; workshops, and annual conferences, as strategies to accomplish its mission and performance measures.

3. The public purpose and need to be served;

Hawaii receives a disproportionately lower rate of economic benefit from federal programs intended to stimulate economic development and job creation through tax credit investments. While part of this disparity can be placed on the lack of information about these programs, a large portion of responsibility rests with the organizations and communities that would benefit.

Many organizations have the vision and will to create projects of benefit to their respective communities, but lack the necessary internal capacity to demonstrate to potential investors that sufficient oversight and management systems are in place to ensure both viability and sustainability.

This application, if funded, will allow Hookupaa to continue to provide training and technical assistance to nonprofits and community development organizations that are (a) start-ups needing basic information to organize properly; (b) have management systems in place but need assistance in preparing for larger funding opportunities; and (c) seek immediate outside investments to implement their project.

With guidance and assistance provided by Hookupaa, these organizations can prepare for and increase solicitation requests to secure funding necessary to accomplish larger projects, including capital improvement projects that will build community infrastructure and create employment in low-income communities.

This program will increase investments to Hawaii projects with outside (non-Hawaii) funds into Hawaii and reduce the need for funding from the local government and/or enhance local public investments by leveraging outside capital.

In addition, Hookupaa is an emerging community development financial institution (CDFI) working through the application process of becoming a certified CDFI. CDFI Certification opens the doors to opportunities for CDFIs to excel – both operationally and financially. The primary mission of all CDFIs is to serve low-income individuals and communities, Hookupaa is focused on loan funds. As a loan fund we will provide financing, technical assistance and financial literacy workshops/training to small businesses, microenterprises, affordable housing developers, and community service organizations. By building capacity in economically distressed communities and with low-income people we will be empowering people and organizations to enter the financial mainstream.

4. Describe the target population to be served; and

Hookupaa intentionally serves the following as its target population:

- Low-income persons as defined by 80% of area median family income (AMFI).
- Individuals who lack adequate access to loans or equity investments.
- Census tracts at or below 120%.
- Federal Indian Reservations, Off-Reservation Trust Lands, Hawaiian Home Lands, and Alaska Native Village Statistical Areas.
- Has a population poverty rate of at least 20%.
- Has an unemployment rate 1.5 times the national average.

5. Describe the geographic coverage.

The geographic coverage of this project includes the entire State of Hawaii.

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;

Hookupaa provides and facilitates training and technical assistance (TTA) through consultation, demonstration, training, conferences, educational tools and techniques, on- and off-site assistance and via computers, internet, telephone or written communication. Whenever possible, we partner with other service providers, organizations and entities, and community resource partners.

Hookupaa ensures that all training notifications as well as communication during training sessions be provided in a manner that is effective for persons with hearing, visual, and other communications-related disabilities consistent with Section 504 of the Rehabilitation Act of 1973.

Whenever and wherever possible, Hookupaa utilizes existing telecommunications services available within the University of Hawaii system and other providers to conduct training for those organizations located on the neighbor islands. The use of telecommunications includes training sessions specifically tailored for general training sessions (such as webinars) and is open to all organizations.

When training facilities are needed, Hookupaa uses ADA-compliant locations. When physical accessibility for persons with disabilities is not available or achievable, priority will be given to alternative methods of product delivery in an integrated setting, and in accordance with Section 504 of the Federal Rehabilitation Act of 1973 (29 U.S.C. §794) and its implementing regulations (24 CFR Part 8, and Title II/Title III of the Americans with Disabilities Act), as applicable. Furthermore, Hookupaa ensures that electronic and information technology is made available to persons with disabilities on a comparable basis with those persons without disabilities.

Hookupaa provides and facilitates training and technical assistance using several processes and delivery systems. These will include the following:

Community Development & Financing Conference: Kanu Me Ka Laulima Kakou

Conferences are opportunities for beneficiaries to engage in peer learning activities; share lessons learned in the course of their own community and organizational development challenges and successes; meet others in the community development arena and to identify emerging trends and opportunities that will impact on their planning and development.

Hookupaa continues to convene an annual Community Development & Financing Conference in the Spring. Hookupaa engages the support of its partner organizations to plan and convene these conferences.

The Spring Conference provides a venue for continued discussions between organizations and community associations and provides an opportunity to network with and learn from the experiences of national practitioners.

Objectives of the Spring Conference include:

- Strengthen networks between local community development practitioners and national resources;
- Share information on issues and opportunities for community development in the nation and applying these lessons to Hawaii communities;
- Address challenges affecting community development practitioners, nonprofit organizations and community organizations from a national perspective; and
- Identify and examine best practices from national models and experiences.

Activities at the Spring Conference will include:

- Presentations and training sessions by national community development practitioners;
- Discussion and training related to utilizing federal tax credit programs including New Markets Tax Credits, Low Income Housing Tax Credits, Historic Tax Credits, Alternative Energy Tax Credits and other national funding resources and practices.
- Workshops on best practices and an examination of models from other communities across the country.

Specific information provided in the conference addresses issues and questions raised by community leaders in training and technical assistance sessions, needs assessments, and surveys.

Hookupaa works to ensure quality control of its conference and the work of participating partners. Quality control methods include clearly articulating measurable outcomes, verbally articulating objectives at the conference, workshops and activities, and participant evaluations conducted throughout the conference.

Direct Technical Assistance/Development Services.

Organizations receiving individual training, technical assistance and education are identified with an intake form that assesses the organization's organizational structure, leadership capacity, community support and community impact and benefit. These services are currently being funded through State of Hawaii Grants-in-Aid and other funding sources specifically designated for training, technical assistance, and education.

Since its inception, Hookupaa has developed and/or provided services that include and not limited to:

- Structuring and arranging of private and tax advantage financing, including use of tax credits, tax increment financing, and federal, state and local subsidies.
- Facilitating lender and investor relationships.
- Monitoring job creation, employment, and other engineered community benefits and impacts generated by projects.
- Assist with attaining 501(c)(3) designation from the IRS.
- Compliance reporting to county, state, and federal programs.
- Compliance reporting to private foundations.
- Grant writing, loan applications, and New Markets Tax Credit solicitations.
- Planning, entitlement, pre-construction services, construction oversight and building stabilization.
- Preparation of a firm's business plan and the reconciliation of the risks and rewards of the development with the business plan.
- Board training and development.
- Strategic Planning.
- Capital fundraising and access to gap financing.
- Enterprise Zone Partnership Program enrollment.
- Community leadership development and capacity building.
- Organizational capacity building.
- Accounting basics for non-financial managers.
- Linking money to mission.
- Community outreach and qualitative data collection.
- Grant management and oversight.
- Indigenous community training and human rights and protective measures.
- Facilitation of community planning and consensus building.
- Development of forward looking strategies for economic, cultural, and social development
- Assessment of state and federal historic preservations issues.
- Cultural and natural resource identification (tangible and intangible).
- Cultural and natural resources and mapping,
- Stakeholder assessment(s).
- Designing community benefit packages at county, state, and federal levels.
- Facilitation of conflict resolution.
- Negotiation and drafting of MOU's memorializing agreements and cooperative arrangements between the community (its constituents) and projects.

Hookupaa intentionally serves the following as its target population:

- Low-income persons as defined by 80% of area median family income (AMFI).
- Individuals who lack adequate access to loans or equity investments.
- Census tracts at or below 120%.
- Federal Indian Reservations, Off-Reservation Trust Lands, Hawaiian Home Lands, and Alaska Native Village Statistical Areas.
- Has a population poverty rate of at least 20%.
- Has an unemployment rate 1.5 times the national average.

Organizations selected for individual training and technical assistance are required to meet all of the following criteria:

- Nonprofit and tax-exempt status as demonstrated by active status with the State of Hawaii Department of Commerce and Consumer Affairs and the United States Department of Internal Revenue Service.
- Located in a low-income community or primarily serving low-income communities and/or individuals. Organizations not located in these census tracts but can identify that no less than 50% of their clients or employees are residents of low-income communities.
- Twenty-five (25%) percent of the organizations benefitting from individual consultations are organizations and/or communities located on an island other than Oahu.

Organizations selected for individual training and technical assistance are required to meet at least one of the following criteria:

- Potential for job creation in the next two years demonstrated in preliminary business plans and pro forma.
- Demonstrated ability to solicit and secure capital for operating and/or capital campaigns.

Hookupaa works with selected organizations and by identifying a participating training and technical assistance partner(s), prepares a detailed work plan with measureable goals, set timelines and deliverables supportive of training and technical assistance need(s). Hookupaa also prepares an initial budget, based on projected hourly rates and indirect costs as listed in the budget portion of this application. Each training and technical assistance recipient organization will be allotted funds to budget training and technical assistance services based on a written agreement with a detailed scope of services; neighbor island organizations will be allotted additional funding to cover travel expenses.

Service providers continue to use one-on-one encounters; however, emphasis is placed on increasing telecommunications as a training tool. This transition allows for more time spent on training while also reducing the costs of providing that training, and develops the capacity for community groups to utilize telecommunications as an ongoing tool in the future.

Throughout the service period, Hookupaa will continue to work to ensure quality control of the work of participating partners relative to the approved work plan and timeframes to assure successful delivery. (See Quality Control below).

Just prior to completion of each training and/or technical assistance service, Hookupaa facilitates an evaluation by the beneficiary of the services received. Hookupaa reviews survey results with the participating partner(s), identifying strong and weak points and incorporate actions for improvement.

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

Hookupaa's services are on-going and meet the needs and timelines of the organizations with which it works. Undoubtedly, organizations are at different stages of their growth and projects. Therefore, providing a specific timeline for results or outcomes is difficult to present.

At any given time, Hookupaa's goal is to be providing services to ten (10) to twenty (20) organizations. The timeline and outcomes are determined by the specific needs of each organization.

In the Spring of each year (usually March), Hookupaa hosts its conference on Community Development & Financing: Kanu Me Ka Lailima Kakou. The comfortable attendance to this conference is 125-130 individuals. Our outcomes include:

- 75% of attendees found the information gathered at the conference useful in moving their organization forward on its project.
- 40% of attendees seek assistance to move their organization/project forward.

Hookupaa's annual organizational outcomes include and are not limited to the following:

- 10% increase in job creation among underserved and distressed communities.
- 10% increase in economic development among underserved and distressed communities.
- 5% increase in entrepreneurship among underserved and distressed communities.
- 10% increase in the socioeconomic capacity of mission-driven entities providing services to and/or located in underserved and distressed communities.
- 5% increase in income generation among underserved and distressed communities.

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

Hookupaa outsources a compliance and quality control officer position with experience and expertise in programming and regulatory requirements, and who:

- Prepares procedures for compliance reviews in conjunction with program requirements and intended results.
- Review materials and subject matters to be used for all program and capacity building guidance in all written, electronic and in-person activities.
- Serve as single-point of compliance oversight to assure consistency and accuracy.
- Determine and prepare any necessary course of action for curing any eligibility or product quality issues that may arise.

Procedures and activities to evaluate the performance of training and technical assistance activities have been established by Hookupaa. These include the following;

- Developing work plans for each assigned training and technical assistance recipient assigned individualized consultation.
 - Clearly articulated and measurable outcomes for each training and technical assistance recipient or project related activity is included in the work plan.
 - Pre- test and post-test assessments are conducted at each training and technical assistance activity.
 - Verbally articulated activity objectives at each training event. Participants receive clear descriptions of the objectives of each training and technical assistance activity in which they participate. The ability of the training and technical assistance provider is determined with post-tests and in participant evaluations conducted at the completion of the training and technical assistance.
 - Training and technical assistance participant evaluations. Evaluations are reviewed by the Compliance and Quality Control Officer with adjustments in the provider, content or delivery based on feedback from participants.
- 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.**

July – June: Quarterly Reports detailing:

- Progress on contracted organization/project products and services provided.
- Number of and scope of work for new organizations/projects contracted with Hookupaa for products and services.
- Impact on outcomes, i.e. socioeconomic capacity of mission-driven entities and communities by facilitating community economic development, entrepreneurship, job creation, and income generation among underserved and distressed communities.
- Completed projects.

Spring Conference on Community Development & Financing (March)

- Detailed report on Conference attendance, evaluations and outcomes.

III. Financial

Budget

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

Budget forms have been completed and are attached to this application.

- 2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2017.**

Q1: July 1 – Sept 30, 2017	Q2: Oct 1 – Dec 31, 2017	Q3: Jan 1 – Mar 31, 2018	Q4: Apr 1 – June 30, 2018	Total Grant: FY 2017 - 2018
\$137,500.00	\$137,500.00	\$137,500.00	\$137,500.00	\$550,000.00

- 3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2017.**

- U.S Department of Treasury – CDFI Fund
- U.S. Department of Health and Human Services – Administration for Native Americans
- Hawaii Community Foundation
- Atherton Family Foundation
- McInerney Foundation
- Cooke Foundation
- G.N. Wilcox Foundation
- Other federal and local opportunities as they become available

- 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. Hookupaa is a not-for-profit organization, and as such, has not been granted any state and/or federal tax credits.

- 5. The applicant shall provide a listing of all government contracts and grants it has been and will be receiving for program funding.**

State of Hawaii, Department of Labor and Industrial Relations: Office of Community Services – Contract No. OCS-GIA-14-15. \$335,600.00 released by Governor Abercrombie.
 No. OCS-GIA-15-07. \$200,000.00 appropriated less 10% released by Governor Ige.

2015 Hawaii State Legislature – Act 199, SLH 2015. \$300,000 appropriated less 10% - released by Governor Ige \$270,000.

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2015.

Not Applicable. Hookupaa is a not-for-profit organization, and as such, its assets are restricted.

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.

As an organization, Hookupaa has been providing the services described in the application for over eighteen (18) months through funds appropriated in the 26th and 27th Legislatures and assigned to the State of Hawaii, Department of Labor and Industrial Relations: Office of Community Services – Contract No. OCS-GIA-14-15 and No. OCS-GIA-15-07. The Board of Directors hired its fulltime Executive Director in March 2014 and began in good faith to build an online web presence providing services to nonprofits and community organizations in advance of negotiating the contract with DLIR – Office of Community Services. In 2013, 2014 and 2015, Hookupaa hosted the *Conference on Community Development & Financing: Kanu Me Ka Laulima Kakou*. On March 23-24, 2016, Hookupaa will host the *4th Annual Conference on Community Development & Financing: Kanu Me Ka Laulima Kakou* at the University of Hawaii – William S. Richardson School of Law. Presently, we have contracts with fourteen (14) organizations and are reviewing six (6) intakes.

Hookupaa's ability to leverage State of Hawaii Grant-in-Aid (GIA) dollars reflects the various stages of development and readiness in each contracted nonprofit / community organization.

For example, with the first year of GIA funding Hookupaa provided training & technical assistance (TTA) in two successful New Markets Tax Credit (NMTC) projects developed on Hawaiian Home Lands. These projects are the Waimanalo Hawaiian Homestead Association (WHHA) Community Technology, Education, and Employment Center and the LaiOpua 2020/West Hawaii Community Health Center.

The WHHA Community Technology, Education and Employment Center (CTEEC) facilities include classrooms, recording studio, business center, restrooms and an additional parking lot at a cost of \$2.3M. Funding for the new facility derived from a NMTC investment, Hawaiian Home Lands land asset, and federal and state grants that would not have occurred unless the NMTC Program allowed for WHHA to include several new investments by means of a land asset and federal and state grants over time to serve as leverage by way of monetization. Travois New Markets provided \$7.2M in allocation. Wells Fargo Bank is the Tax Credit Investor. The CTEEC facilities provide access to high technology and information business incubation services in partnership with local schools, colleges, community health centers, other non-profit organizations and private businesses. It will also provide Internet access, distance learning and technology training to residents. The project created fifteen (15) construction jobs and will create four (4)

permanent jobs provided by Na Kuhio Ike (NKI). CTEEC was the first NMTC project on Hawaiian Home Lands and the first Targeted Population in the State of Hawaii. In short, Hookupaa's investment of \$36,000 in T/TA services¹ was able to secure \$7.2M in allocation in NMTC funding and \$750k in State of Hawaii GIA funding.

Likewise, the West Hawaii Community Health Center (WHCHC), a federally qualified health center, in partnership with a native Hawaiian Home Lands community located on Hawaii Island represented by LaiOpua 2020 (L2020) were able to close the gap funding and move forward and complete the construction of a new health care facility that includes infrastructure, because of NMTC financing. WHCHC received a \$5M grant for vertical construction from the U.S. Department of Health and Human Services Health Resources and Services Administration that was near expiration and would have been lost but for NMTC. L2020 received a general lease and grant funds from the State of Hawaii - Department of Hawaiian Home Lands that were leveraged with the \$5M HRSA grant that generated NMTC equity that made the development of this new facility possible. The new facility is now providing medical, dental, behavioral health, family planning, and health education services to the residents of the Kailua-Kona community, predominately native Hawaiians. With this clinic, West Hawaii residents will no longer need to travel long distances for preventative and maintenance health care. The health center will also have the ability to stabilize patients and call ambulatory transportation assistance when more specialized treatment is necessary. The health center and related infrastructure created 159 construction jobs and 49 permanent jobs, and the facility is on track to serve 2,700 households annually. The NMTC investments were provided by U.S. Bancorp Community Development Corporation (\$2.75M), Nonprofit Finance Fund (\$10M), and Punawai O Puuhonua (\$9.7M). Nonprofit Finance Fund provided a bridge loan. U.S. Bancorp Community Development Corporation was the Tax Credit Investor. In short, Hookupaa invested \$42,500 in T/TA services over 2 years² to bring this project to fruition.

In general, for every \$1 spent on T/TA services provided by Hookupaa, contracted nonprofit / community organization have secured roughly \$35,500 in outside (non-Hawaii funding) including and not limited to investments, gap funding, guaranteed loans and/or NMTC allocations.

Hookupaa's list of contracts includes:

- Waimanalo Hawaiian Homestead Association (Oahu)
- West Hawaii Community Health Center – LaiOpua 2020 (L2020) (Hawaii Island)
- Molokai Community Health Center (Molokai)
- Lanai Community Health Center (Lanai)
- Kailapa Community Association (Hawaii Island)
- Saint Louis Alumni Association (Oahu)
- Pacific American Foundation (Oahu)
- Waiohuli Hawaiian Homesteaders Association (Oahu)
- Hale Kipa, Inc. (Oahu)
- Iwalani Foundation (Oahu)
- Waianae Coast Comprehensive Health Center (Oahu)
- Kahumana Organic Farm & Organic Café (Oahu)
- Kalaeloa Heritage & Legacy Foundation (Oahu)

¹ State of Hawaii Contract No. OCS-GIA-14-15.

² State of Hawaii Contract Nos. OCS-GIA-14-15 and OCS-GIA-15-07

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.

Hookupaa does not use its facilities to conduct any services described in this application.

Wherever possible, Hookupaa utilizes telecommunications services available within the University of Hawaii's community college system and other providers to conduct training with organizations located on the neighbor islands. The use of telecommunications includes training sessions specifically tailored for general training sessions (such as webinars) open to all organizations.

When workshop or conference facilities are needed, Hookupaa utilizes public facilities. Hookupaa uses training facilities and services that are physically accessible to persons with disabilities.

Where physical accessibility is not achievable, Hookupaa gives priority to alternative methods of product delivery that offer programs and activities to qualified individuals with disabilities in the most integrated setting appropriate in accordance with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. §794) and its implementing regulations at 24 CFR Part 8, and Title II/Title III of the Americans with Disabilities Act as applicable. Furthermore, Hookupaa ensures that electronic and information technology is made available to persons with disabilities on a comparable basis as it is made available to persons without disabilities.

On-site training and technical assistance services are conducted at the recipient organization's facilities or at a facility of the recipient organization's choosing.

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.

Fiduciary oversight of all project activities is the purview of the Board of Directors and Executive Director.

Hookupaa's Executive Director serves as the administrator for this program. This means that overall supervision, monitoring and management of program activities will be done by the Executive Director who then reports progress, etc. directly to the Board of Directors. This is done in quarterly meetings of the board. The Executive Director will work directly with the state agency responsible for this program and meet with the agency representative(s) as needed. Board members are not paid. In addition, the Executive Director is responsible for the following: (1) receive phone calls and emails, respond to inquiries and provide information and forward messages and inquiries as appropriate; (2) coordinate logistics for

training and technical assistance sessions, workshops, conferences and webinars; (3) work with the Accounting Service, provide revenue and expense activity reports, and coordinate accounting reports to the board; (4) monitor training sessions, distribute and collect evaluations and comments from participants; and (5) arrange for meetings of the board and provide reports as determined by the board and the assigned state agency; (6) oversee and manage the organization; and (7) provide training and technical assistant services to nonprofits and community organizations.

Quality Assurance, Compliance and Evaluation Support is a contracted position. This contractor is responsible for overseeing the activities of this program and collecting data on its appropriateness, accuracy and relevance to participants. This is done through evaluation forms, surveys and observation. (See Section II, Item 3 for more information on the responsibilities of this person).

Accounting Services is a contracted position. Hookupaa has hired a certified public accountant to perform its accounting services. This position monitors revenues and expenses and provide monthly reports to the Executive Director. These reports include income and expense statements and balances.

Internet and Webinar Support is contracted. Hookupaa's technology is continuously maintained and updated to meet the needs of participants. This includes the program website, online resource library and monthly webinars.

Consultants and Partner Agencies are continuously identified and engaged as activities are scheduled. Depending on the topic required (as determined by the intake forms received), services are purchased as needed.

The Project Coordinator is a contracted position responsible for allocations of assignments and funding, and logistical issues.

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.

Please see attached Hookupaa 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.

Theresa J. Janowicz, Executive Director - \$75,000

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.

Hookupaa has no pending litigation or outstanding judgments.

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.

None.

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.

E. 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.**

Currently Hookupaa is engaged in a five-year strategic planning process that includes and is not limited to operations, services and sustainability (including financial). Hookupaa's is creating a comprehensive and integrated development strategy which enjoys a diverse base of revenues and is not dependent upon any one source for its primary funding. To that effect, Hookupaa has increase marketing, public relations and fundraising opportunities through the integration of existing and developed resources, initiate a training program for lay and professional leadership so that we can implement and sustain a comprehensive financial resource development strategy that will engage personnel, board members and key volunteers in the fundraising process; and develop a campaign structure for implementing the various fundraising campaigns through a coordinated and integrated approach.

F. 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 attached State of Hawaii, Department of Commerce and Consumer Affairs – Certificate of Good Standing, January 15, 2016.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2016 to June 30, 2017

Applicant: Hookupaa

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	75,000			
2. Payroll Taxes & Assessments	5,775			
3. Fringe Benefits	22,890			
TOTAL PERSONNEL COST	103,665			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	18,000			4,000
2. Insurance	4,000			
3. Lease/Rental of Equipment	3,500			
4. Lease/Rental of Space	10,000			
5. Legal Expenses	33,000			7,000
6. Supplies	3,435			400
7. Administrative Expenses	7,200			800
8. Accounting (Contracted)	6,000			
8. Coordination (Contracted)	43,200			
9. TTA Consultants (Contracted)	300,000			86,000
10. QAEC Support (Contracted)	18,000			6,000
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	446,335			104,200
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	550,000			104,200
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	550,000	Theresa J Janowicz (808) 754-7864		
(b) Total Federal Funds Requested		Phone		
(c) Total County Funds Requested		January 21, 2016		
(d) Total Private/Other Funds Requested	104,200	Date		
TOTAL BUDGET	654,200	Theresa J Janowicz, Executive Director Name and Title (Please type or print)		

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2016 to June 30, 2017

Applicant: Hookupaa

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Not Applicable			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:			\$ -	

JUSTIFICATION/COMMENTS:

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
Not Applicable			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:			\$ -	

JUSTIFICATION/COMMENTS:

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2016 to June 30, 2017

Applicant: Hookupaa

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OTHER SOURCES 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: Not Applicable						

GOVERNMENT CONTRACTS AND / OR GRANTS

Applicant: Hookupaa

Contracts Total: 515,600

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	Community Strengthening Program	6/27/14	DLIR - Office of Community Services	State	335,600
2	Community Strengthening Program	6/29/15	DLIR - Office of Community Services	State	180,000
3					
4					
5					
6					
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24					

**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.

Hookupaa

(Typed Name of Individual or Organization)



January 21, 2016

(Date)

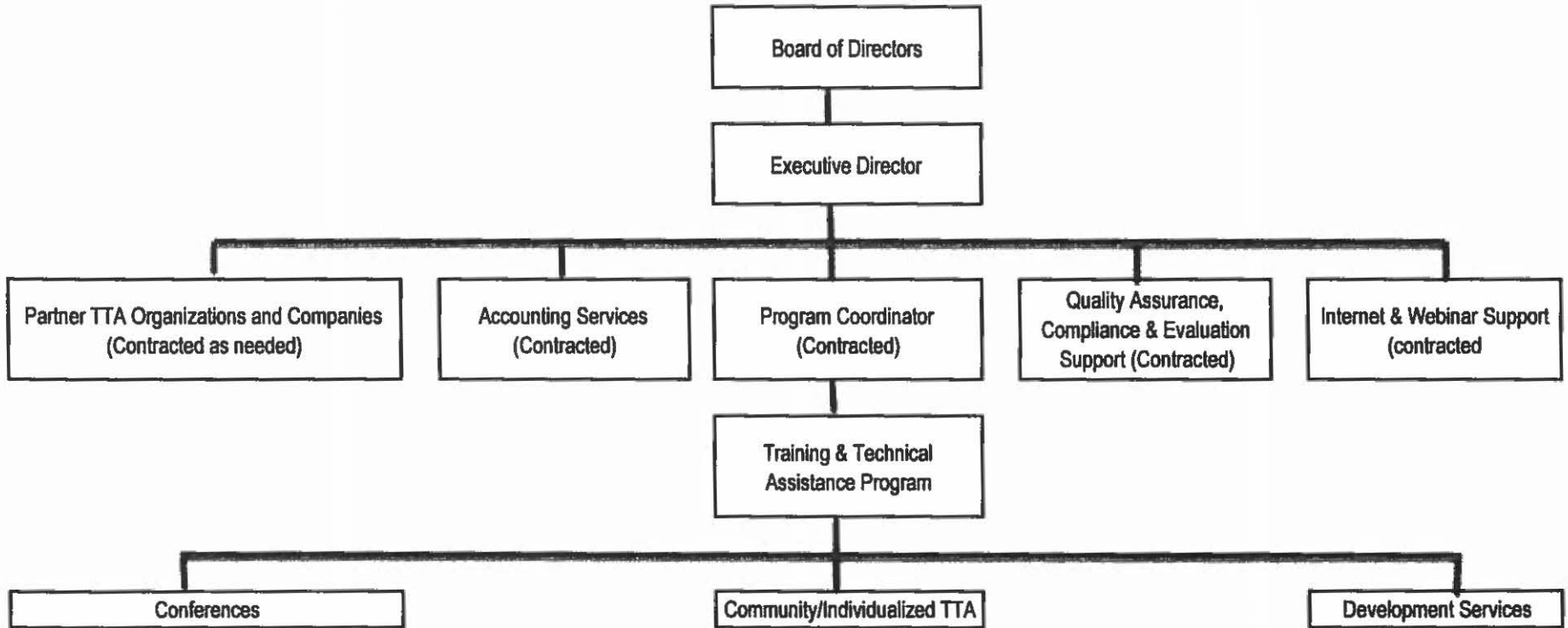
Theresa J Janowicz

(Typed Name)

Executive Director

(Title)

Hookupaa Organization Chart





Department of Commerce and Consumer Affairs

CERTIFICATE OF GOOD STANDING

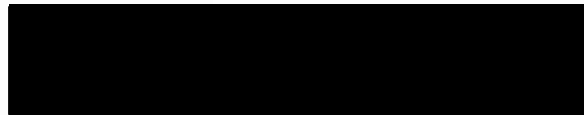
I, the undersigned Director of Commerce and Consumer Affairs of the State of Hawaii, do hereby certify that

HOOKUPAA

was incorporated under the laws of the State of Hawaii on 01/22/2013 ; 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

