

House District 27

Senate District 13

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:
Palama Settlement

Dbn:

Street Address:
810 N. Vineyard Blvd.
Honolulu, HI 96817

Mailing Address: same as above

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name DEE OKAHARA

Title Fund Development Director

Phone # (808) 848-2533

Fax # (808) 847-2873

E-mail dokahara@palamasettlement.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:

EXPANSION OF PALAMA SETTLEMENT'S AFTERSCHOOL PROGRAM, WHICH PROVIDES YOUTH IN KALIHI AND PALAMA NEIGHBORHOODS A SAFE AND NURTURING PLACE TO LEARN. OUR COMMUNITY HAS A LARGE IMMIGRANT POPULATION WITH MANY LOW-INCOME, AT-RISK YOUTH. THE PROGRAM WILL OFFER CHILDREN AN AFTERSCHOOL PROGRAM TO ASSIST CHILDREN WITH HOMEWORK ASSISTANCE AS WELL AS PROVIDE CURRICULUM AND PROGRAMMING TO DEVELOP AND IMPROVE READING, WRITING, LITERACY AND MATH SKILLS.

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2017: \$ \$49,806

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 \$ 7,500

AUTHORIZED REPRESENTATIVE:

SIGNATURE

WENDY ABE, EXECUTIVE DIRECTOR
NAME & TITLE

DATE SIGNED

1-21-16



RECEIVED
1/22/16

Application for Grants

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

I. Background and Summary

Palama Settlement (PS) is a private, non-profit, community-based social service agency, serving the densely populated urban neighborhoods of Liliha-Palama-Kalihi since 1896. Over the years the agency has been the pioneer of many innovative programs to meet the critical needs of the ever-changing face of this community. These programs have included the state's first public health nursing clinic; outpatient, prenatal, well-baby and venereal disease clinics; and free dental care through the Strong-Carter Clinic. With the City and County and State taking over the community's medical needs in the late 1940s, Palama Settlement focused on addressing the needs of the waves of new immigrants who settled in the neighboring community.

From inception, Palama Settlement has provided keiki through seniors with a place to gather, to learn and to expand their creativity. A major part of Palama's mission is to serve the less fortunate, and disenfranchised families that reside in an area of Honolulu with the highest density of low-income housing projects in the State. The youth who reside in this low-income neighborhood, particularly those who reside in one of the Kalihi-area public housing projects, are frequently exposed to crime, drugs and violence. Growing up in poverty is additionally associated with risk factors that impede the successful transition to adulthood and self-sufficiency.

Palama Settlement's mission statement is: To help those with the greatest needs in our surrounding community to empower themselves through promoting education, health, and well-being. Currently, PS offers an afterschool program for children, providing youth with afterschool homework assistance from the low-income neighborhoods surrounding Palama Settlement, many of whom are from the Micronesian community. Among these families, some parents, who are first generation immigrants, are unable to help their children with homework assistance because of the language barrier. In fact, youth often have limited experiences with literacy and math skills except during the school day. Therefore, we are looking to expand programming with direct emphasis on meaningful and relevant literacy activities and math projects. The goals are to increase exposure to a range of literacy and math experiences by increasing comprehension and fluency in reading and building math skills.

The afterschool program was established in 2007 as a partnership with Learning for a Lifetime (LFL), a 501c organization that provided tutoring to elementary school-aged children at Palama Settlement. In 2013, Palama Settlement provided financial support to LFL and in 2015, the afterschool program transitioned to become one of Palama

Settlement's programs. PS currently provides oversight, leadership, management of daily operations, and fiscal responsibility.

With the financial assistance of this grant, Palama Settlement's future plan would be to expand this program to extend the hours from 5 p.m. to 5:30 p.m. daily. The staff hours would increase for our instructor from 11 hours to 19 hours and for our assistant from 15 hours to 19 hours. In addition, the program will be expanded to provide educational and recreational activities during the school fall and spring breaks. The grant would provide more staff hours to plan and create a more robust curriculum. PS will develop and expand the curriculum and activities to ensure that the proposed outputs and outcomes are achieved.

The program was recently rebranded and is now called "Ho'opa'a Kakou" (meaning to learn together) afterschool program. The target population of Ho'opa'a Kakou program is children from the low-income neighborhood surrounding Palama Settlement. Most of the children attend Likelike and Kaiulani Elementary schools and many are children of Chuukese migrants. Although open to all children in the neighborhood, the participants are primarily ages 6 to 10 years old. With expanded literacy and math skills focused activities, the program will be publicized to the neighborhood public schools to increase attendance by kindergarteners, as well as to recruit volunteers with literary and math interests and/or student teachers at the local universities.

The goal of this grant would be to expand the hours and provide more enriching curriculum and activities where children will learn in a fun and hands-on way. Children will learn increased literacy and math skills that will help them stay engaged in the classroom. By providing a safe, learning environment, this program would help children overcome the at-risk conditions in which they live. By providing our at-risk youth an educational, nurturing environment, helps to prevent delinquent behaviors, truancy and gang involvement. PS after-school program helps to provide a stable and consistent place where children are able to learn and strive, ultimately helping them succeed in school and in life.

II. Service Summary and Outcomes

Scope of work

Currently, the afterschool program operates on a token economy with children earning points for completing various tasks. Points are redeemed for snacks or toys (bubbles, cars, etc.) or may be saved. With between 8 to 23 children attending the drop-in afterschool program on a given day, the one part-time instructor and one part-time assistant are usually busy providing homework assistance and some literacy and math skills activities.

Literacy

This proposal is to expand the hours and staffing, so that in addition to homework, activities can provide a variety of literary and math skills experiences. To enhance the literacy learning experience, curriculum would be developed to include story time to

promote familiarity of books, understand story structure, improve listening comprehension and vocabulary, followed by open book discussions or related activities. Children will engage in purposeful reading to acquire information that connects books/writings to activities such as recipes and cooking; and written instructions to hunt for treasure, earn a snack, play a game or construct a project. To bring stories to life, role playing, puppets and/or story boards will also be used.

Another method to increasing literacy experiences is the creation of a drama club, where the students rehearse and perform various plays. By reading and performing the script, children learn not only words, but also how words are able to evoke emotion and tell a compelling story. This also encourages children to express themselves in another way and encourages public speaking and presenting in front of a larger audience. Participating in a drama club helps our at-risk children, who may not be given these opportunities, build their confidence and develop their character.

Math Skills

To enhance their math skills learning experience, curriculum would be created to teach children addition, subtraction, multiplication and division. Everyday experiences like counting and sorting the number of objects such as toys, pencils, cups, etc. Real world situations and exercises such as counting the number of bananas on a bunch at the grocery store would provide practical experience for the children. Fun activities such as board games like *Chutes and Ladders* and *Monopoly* could be utilized to exercise counting and arithmetic skills.

To test their math skills, the program will continue Palama Settlement's Math Bee where students showcase their arithmetic skills. Addition, subtraction, multiplication exercises are displayed and the students who solve the math problem the quickest win a prize and a certificate. This not only boosts their skills, but allows them to showcase their aptitude in a friendly, yet competitive way with their peers.

As a way to further engage and incentivize students, field trip experiences would be offered quarterly during the school breaks and other non-school hours. Many of our youth live in low-income families, where they may not be afforded the opportunity to go on trips or excursions during school breaks. These field trips would enhance their classroom experiences by giving them real-world, hands-on opportunities. For instance, the drama club students would be able to attend a play at the Honolulu Theatre for Youth and see a community play put on by youth. In addition, students would be able to experience the Richard Mamiya Science Center at the Bishop Museum and utilize their math and counting skills while learning about science.

Furthermore, homework assistance will be provided only during the first hour to encourage on-time attendance and to allow 1 ½ hours for literacy and math skills activities. The Program Administrator will oversee and ensure grant compliance.

Projected Annual Timeline

Month 1 & 2: Plan, design and develop curriculum

Month 3: Market and intake enrollment

Month 4: Implement curriculum and conduct pre-test

Month 5: Continue curriculum and introduce new components

Month 6: Continue curriculum and conduct post-tests

Month 7: Conduct mid-year evaluation, review for any improvements, develop plan (if needed)

Month 8, 9, 10 & 11: Continue curriculum, conduct post-test, and adjust as needed

Month 12: Conduct annual review and analysis, review for any suggestions for overall improvements.

Quality Assurance, Evaluation and Measure of Effectiveness

Palama Settlement will follow its quality assurance and improvement plan, which consist of staff self-assessment and procedures for file maintenance, review and retention. In addition, there will be a supervisory review of staff annually and a survey for participants' parents to provide feedback and suggestions for improvement.

To measure the success of the program, the following will be monitored:

- Up to 30 children will attend the program each month (unduplicated each month) as evidenced by a sign-in log.
- At least 10 children will attend the program 90% of the time, each month.
- The program will offer two different literacy and math skills activities each week.
- A pre-test of the children will be conducted as well as a post-test, providing at least 75% of the children receiving an increased post-test score.

Palama Settlement staff will closely monitor and evaluate the success of the Ho'opa'a Kakou afterschool program. A daily attendance sheet will be recorded to track and monitor participation. The curriculum and program activities will be logged and described in a monthly report to the Program Administrator. A pre-test would be conducted at the beginning of each component to establish a baseline of knowledge prior to instruction of the subject area. Furthermore, a post-test will be conducted at the end of each session measuring the knowledge gained from the instruction and activities. Pre and post tests will be analyzed and evaluated for effectiveness and success of the program.

Meetings with the staff and volunteers to assess the program will be conducted every two months to review reports, evaluate the program and discuss any ideas for improvements. Viable suggestions for improvements will be implemented and monitored. At the completion of the year, a comprehensive analysis on the program will be conducted.

Since our afterschool program shows much potential and need for the Kalihi-Palama youth, we believe that these small improvements and program development efforts with additional resources will make significant and important positive impact on our youth. Furthermore, to assist Palama Settlement attain the full potential and move our

afterschool program forward, PS has engaged educational consultants from the University of Hawaii – School of Education (Special Education Department) to help us develop a plan to expand and improve our programming for our youth.

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 attachment A.

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
\$12,451.50	\$12,451.50	\$12,451.50	\$12,451.50	\$49,806

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

- Aloha United Way
- Atherton Family Foundation
- Friends of Hawaii Charities
- Hawaii Community Foundation
- Henry & Colene Wong Foundation
- Kosasa Foundation
- NFL Foundation
- Richard Mamiya, M.D.
- Shannon Foundation
- State of Hawaii – Judiciary
- Waterhouse Charitable Trust

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.
 - State of Hawaii Judiciary: Supporting Palama Settlement's In-Community Treatment program (FY 2015 to FY 2017)
 - State GIA: Lighting Efficiency & Energy Management Project (2013)
 - City GIA: Girls' Group Circle (2012)

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

See attachment B

IV. Experience and Capability

A. Necessary Skills and Experience

Palama Settlement has a rich history of providing activities and programs for at-risk youth in the Kalihi, Palama, and Liliha areas. PS has offered this afterschool program since 2007, which produced successful results. Currently, an average of 23 children attend the program monthly and learn a variety of academic skills and receive assistance with their homework. Because this program is a drop-in program and offered free of charge, the daily attendance of children can vary. Those who do attend PS afterschool program are provided with a safe and nurturing environment for them to learn and gain skills to be successful in school.

In addition to this afterschool program, since 2008 PS also provides a Pre-Kindergarten (Pre-K) program. Currently, the Pre-K program is offered at two locations – one at Palama Settlement and the other at Linapuni Elementary School. Because of financial and language barriers, many of our disadvantaged keiki don't attend preschool, which places them behind their peers at the start of kindergarten. To help mitigate this educational gap, Palama Settlement's month-long Pre-K program in July is designed to equip young children entering kindergarten with basic social and academic skills, so they are ready to learn on the first day of school. Students have the opportunity to work with qualified teachers and tutors in a fun, yet educational setting.

Palama Settlement has a deep history for providing an educational environment for youth of all ages. Since 1970, Palama's In-Community Treatment Program has worked with adjudicated youth ages 12 to 17 years old, referred by Family Court and struggling in the traditional school environment. Currently, funded by the

State of Hawaii – Judiciary Department, this program provides youth a nurturing environment and a team of supporters who help youth achieve their goal of earning credit towards graduation, and eliminating behaviors that have been barriers to school success. Students in this program receive individual, group and family counseling to help them make wise and healthy lifestyle choices.

B. Facilities

The Palama Settlement campus sits on 6.5 acres of land mauka of Vineyard Boulevard, and makai of the freeway, and is bordered by Palama Street to the west and Pua Lane to the east. Seven buildings are situated on the campus, and include the Weinberg Gymnasium, locker rooms, Higashino Administration Building, the Rath Building, the Tenant Building, Corbett House and a private residence. The Tenant, Corbett and Rath Buildings were built in the 1920's. The most recent construction was the expansion of the 1984 Administration Building and dining area, completed in 2006. There is also a 25 meter swimming pool, which is open to the public for free swim, and a football practice field.

Palama Settlement's Harry and Jeanette Weinberg gymnasium was built in 1959. The gymnasium consists of a full-sized basketball court and a smaller court under 20 feet ceilings. There is also an outdoor court which was built by a donation from the Alfred L. Castle Jr. Trust adjacent to the gym. Ample free parking behind the gym makes the Weinberg gymnasium a desired location for various activities and functions. With its double courts, the Weinberg gymnasium is one of the largest on the island.

The Ho'opa'a Kakou program is located on the first floor of the Rath Building. Unlike a school classroom, this space is inviting and offers the comfort of a home with a reading and activity corner and study area where children are engaged in various homework assignments. The classroom space is limited and at times is overflowing, but it does provide the children with a clean, safe and nurturing place to enjoy learning, reading and the various after-school activities.

V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

To expand and enhance the current program, our goal is to expand the hours of our staff to help support the mission of the Ho'opa'a Kakou program. Currently, the staffing of the program consist of two part-time staff and one volunteer. PS is seeking to expand the program by increasing the hours of both staff to 19 hours a week and recruiting additional volunteers. For the past seven years, Ms. Lynn Sager has been the lead staff of this afterschool program and currently works 11

hours per week. Ms. Sager possesses the enthusiasm and passion for working with youth and educating children. She provides them with support and guidance in an enthusiastic, yet patient way and gives students positive feedback and encouraging words. In turn, the children enjoy learning and participate eagerly in the educational activities. With more than 15 years of teaching experience, Ms. Sager's background and experience includes being an academic instructor and a private tutor. In addition, she received a bachelor's degree from the University of Hawaii and is Microsoft certified in a variety of software applications.

In addition, PS employs Ms. Lucy Irons, a part-time assistant who works 15 hours a week. She is from Micronesia and speaks fluent Chuukeese. With about 80 percent of our afterschool participants of Micronesian descent, this key attribute has greatly impacted the program. Because Ms. Irons has a firm understanding and compassion of the Micronesian culture, she is able to infuse this into her teaching style and provide a nurturing environment for our youth. Palama Settlement's staff are creative, self-directed and truly enjoy working with children and committed to helping them to learn and succeed.

Palama Settlement's Executive Director Wendy Abe has an extensive background in the operations and management of local non-profit organizations. She will be assisted by the Program Administrator Donna Taniguchi, a licensed social worker who has been with Palama Settlement since 1995, and served as program administrator since 2007. Our Business Manager Rosalinda Reyes, has been working for Palama Settlement for the past 34 years and is experienced in budgeting, fiscal planning and reporting. In addition, the Fund Development Director Dee Okahara will continue to seek additional resources to help support the program and monitor the funding as the grant manager.

B. Organization Chart

See attachment C.

C. Compensation

Wendy Abe, Executive Director - \$100,000
Donna Taniguchi, Program Administrator - \$60,132
Dee Okahara, Fund Development Director - \$60,000

VI. Other

A. Litigation

Palama Settlement is not a party to any pending litigation, nor any outstanding judgments.

B. Licensure or Accreditation

Not applicable.

C. Private Educational Institutions

Not applicable.

D. Future Sustainability Plan

The future sustainability of this program will be to seek additional private donors and foundations to help support this program. Specific donors and foundations with an interest in youth programming are currently identified and cultivated. PS will develop strong relationships with these donors and funders, so that they will continue to support our afterschool program.

In addition, because of the growing national need for successful afterschool programming in low-income areas, PS will explore seeking grants from national foundations and federal agencies. With the expansion and enhancement of Palama Settlement's afterschool program, funders may find this program to be a good investment in Hawaii's youth.

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

See attachment D.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2016 to June 30, 2017

Applicant: Palama Settlement

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	40,185			
2. Payroll Taxes & Assessments	5,461			
3. Fringe Benefits	2,360			
TOTAL PERSONNEL COST	48,006			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies	4,200			
7. Telecommunication				
8. Utilities				
9. Field Trip entry fees	1,800			
10. Field Trip bus transportation	800			
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	6,800			
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	54,806			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	49,806	Dee Okahara	848-2533	Phone
(b) Total Federal Funds Requested				1-21-16
(c) Total County Funds Requested				Date
(d) Total Private/Other Funds Requested	5,000			
TOTAL BUDGET	54,806	Wendy Abe, Executive Director Name and Title (Please type or print)		

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2016 to June 30, 2017

Applicant: Palama Settlement

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
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2016 to June 30, 2017

Applicant: Palama Settlement

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	Not applicable.					
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS:						

GOVERNMENT CONTRACTS AND / OR GRANTS

Applicant: Palama Settlement

Contracts Total: 457,326

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	In-Community Treatment Program	7/1/2015 - 6/30/2017	State of Hawaii - Judiciary	State of Hawaii	375,358
2	Lighting Efficiency and Energy Management Project	5/20/2013	Office of Community Services	State of Hawaii	68,940
3	Girl's Circle Group	1/18/2012	Dept. of Community Services	City & County of Honolulu	13,028
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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.

Palama Settlement

Individual or Organization)

1/21/16
(Date)

Wendy Abe
(Typed Name)

Executive Director
(Title)

Palama Settlement
Ho'opa'a Kakou Afterschool Program
Budget

	Wages/ Hour	Hours/ Week	Weekly	Monthly	FICA	Unemploy Insurance	Workers Comp	TDI	Medical Insurance	Retirement	% Allocated	Monthly Allocated Salary	Annual Allocated Salary	Annual Allocated Taxes	Annual Allocated FB	Total Annual Allocated
					\$ 0.08	\$ 0.02	\$ 0.04	\$ 0.00440					12	12	12	
Instructor	\$ 15.00	19	\$ 285.00	\$ 1,235.00	\$ 94.48	\$ 18.53	\$ 49.40	\$ 5.43				\$ 1,235.00	\$ 14,820.00	\$ 2,014.04		\$ 16,834.04
Assistant	\$ 14.00	19	\$ 266.00	\$ 1,152.67	\$ 88.18	\$ 17.29	\$ 46.11	\$ 5.07				\$ 1,152.67	\$ 13,832.00	\$ 1,879.77		\$ 15,711.77
Prog Adm				\$ 5,011.00	\$ 383.34	\$ 75.17	\$ 200.44	\$ 22.05	\$ 967.00	\$ 251.00	10%	\$ 501.10	\$ 6,013.20	\$ 817.19	\$ 1,461.60	\$ 8,291.99
Bus Off Mgr				\$ 4,200.00	\$ 321.30	\$ 63.00	\$ 168.00	\$ 18.48	\$ 581.00	\$ 210.00	5%	\$ 210.00	\$ 2,520.00	\$ 342.47	\$ 474.60	\$ 3,337.07
Grant Mgr				\$ 5,000.00	\$ 382.50	\$ 75.00	\$ 200.00	\$ 22.00	\$ 581.00	\$ 125.00	5%	\$ 250.00	\$ 3,000.00	\$ 407.70	\$ 423.60	\$ 3,831.30
Salaries, Taxes & FB Tot	\$ 29.00	\$ 38.00	\$ 551.00	\$ 16,598.67	\$ 1,269.80	\$ 248.98	\$ 663.95	\$ 73.03	\$ 2,129.00	\$ 586.00	\$ 0.20	\$ 3,348.77	\$ 40,185.20	\$ 5,461.17	\$ 2,359.80	\$ 48,006.17
Field trip entry fee/4x yr	\$ 1,800.00															1800
Field trip transport/4x yr	\$ 800.00															800
Supplies/month	\$ 200.00															\$ 2,400.00
Incentives/month	\$ 150.00															\$ 1,800.00
Field Trip, Supplies & Incentives Total																\$ 6,800.00

Overall Total: \$54,806.17

Palama Settlement
Balance Sheet - Combining balance Sheet by Net Asset
As of 12/31/2015

Attachment B

	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
Assets				
Current Assets				
Cash & Cash Equivalents				
CHANGE FUND	200.00	-	-	200.00
FHB-REGULAR CHECKING	236,421.30	591,596.97	194,175.51	1,022,193.78
Total Cash & Cash Equivalents	236,621.30	591,596.97	194,175.51	1,022,393.78
Short-term Investments				
Restricted Cash	15,965.17	-	-	15,965.17
CERTIFICATE OF DEPOSIT	-	-	1,000,000.00	1,000,000.00
SHORT TERM INVESTMENT	137,111.84	-	719,628.87	856,740.71
Total Short-term Investments	153,077.01	-	1,719,628.87	1,872,705.88
Accounts Receivable				
A/R-CUSTOMER	675.00	-	-	675.00
OTHER ACCOUNT	71,544.57	-	-	71,544.57
INTEREST & DIV RECBL	-	4,049.60	-	4,049.60
GOVERNMENTAL AGENCIES	31,279.82	-	-	31,279.82
PLEDGES RECEIVABLE	-	37,000.00	-	37,000.00
Total Accounts Receivable	103,499.39	41,049.60	-	144,548.99
Prepaid Expenses				
PREPAID INSURANCE	33,517.10	-	-	33,517.10
PREPAID WORKERS COMP	10,122.00	-	-	10,122.00
OTHER PREPAID EXPENSES	3,685.10	-	-	3,685.10
Total Prepaid Expenses	47,324.20	-	-	47,324.20
Total Current Assets	540,521.90	632,646.57	1,913,804.38	3,086,972.85
Long-term Assets				
Land				
LAND	107,153.68	-	-	107,153.68
Total Land	107,153.68	-	-	107,153.68
Buildings				
BUILDINGS	5,203,791.47	-	-	5,203,791.47
BULDING ACC. DEPRECIATION	(4,216,442.97)	-	-	(4,216,442.97)
Total Buildings	987,348.50	-	-	987,348.50
Automobiles Net				
AUTOMOBILES	32,242.96	-	-	32,242.96
AUTOMOBILES ACC. DEPRECIATION	(32,242.96)	-	-	(32,242.96)
Total Automobiles Net	-	-	-	-
Furn. Fixture & Equipment				
FURNITURE FIXTURE & EQUIPMENT	466,127.36	-	-	466,127.36
FURNFIXTURES & EQUIPT.	(275,396.74)	-	-	(275,396.74)
Total Furn. Fixture & Equipment	190,730.62	-	-	190,730.62
Capital Lease Equipment				
Capital Lease Equipment	124,932.86	-	-	124,932.86
Total Capital Lease Equipment	124,932.86	-	-	124,932.86
Capital Lease Accum Depreciation				
CAPITAL LEASE ACCUM. DEPRECIATION	(52,634.53)	-	-	(52,634.53)
Total Capital Lease Accum Depreciation	(52,634.53)	-	-	(52,634.53)
Total Long-term Assets	1,357,531.13	-	-	1,357,531.13
Total Assets	1,898,053.03	632,646.57	1,913,804.38	4,444,503.98

Palama Settlement
Balance Sheet - Combining balance Sheet by Net Asset
As of 12/31/2015

Attachment B

Liabilities

Short-term Liabilities

Accounts Payable

ACCOUNTS PAYABLES - VENDORS	68,400.22	-	-	68,400.22
ACCOUNTS PAYABLE - OTHER	8,854.42	-	-	8,854.42
SALARIES & WAGES PAYABLES	45,903.37	-	-	45,903.37
UNEMPLOYMENT COMPENSATION	13,682.86	-	-	13,682.86
TEMPORARY DISABILITY INS.TDI	941.23	-	-	941.23
HMSA/UHA	-	-	-	-
VALIC	3,644.94	-	-	3,644.94
EMPLOYEE WITHHOLDINGS PAYABLES	-	-	-	-

UNITED WAY	256.66	-	-	256.66
AFLAC	450.26	-	-	450.26
MEDFLEX	54.72	-	-	54.72
MISCELLANEOUS	351.00	-	-	351.00
Total Accounts Payable	142,539.68	-	-	142,539.68

Deferred Revenue

DEFERRED REVENUE	147,021.23	-	-	147,021.23
DEFERRED GRANTS	19,125.56	-	-	19,125.56
DEFERRED UNITED WAY ALLOCATION	-	-	-	-

Total Deferred Revenue	166,146.79	-	-	166,146.79
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Other Short-term Liabilities

SUSPENSE	-	-	-	-
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Total Other Short-term Liabilities	-	-	-	-
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Total Short-term Liabilities	308,686.47	-	-	308,686.47
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Long-term Liabilities

Notes Payable

NOTES PAYABLE	23,382.28	-	-	23,382.28
Total Notes Payable	23,382.28	-	-	23,382.28

Capital Lease Obligation-Current

CAPITAL LEASE OBLIGATION-CURRENT	3.27	-	-	3.27
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Total Capital Lease Obligation-Current	3.27	-	-	3.27
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Capital Lease Obligation-Non Current

CAPITAL LEASE OBLIGATION-NON	52,282.88	-	-	52,282.88
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CURRENT

Total Capital Lease Obligation-Non Current	52,282.88	-	-	52,282.88
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Total Long-term Liabilities	75,668.43	-	-	75,668.43
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Total Liabilities	384,354.90	-	-	384,354.90
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Net Assets

Beginning Net Assets

Net Assets	1,499,968.20	259,394.02	1,913,804.38	3,673,166.60
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Current YTD Net Income

	13,729.93	373,252.55	-	386,982.48
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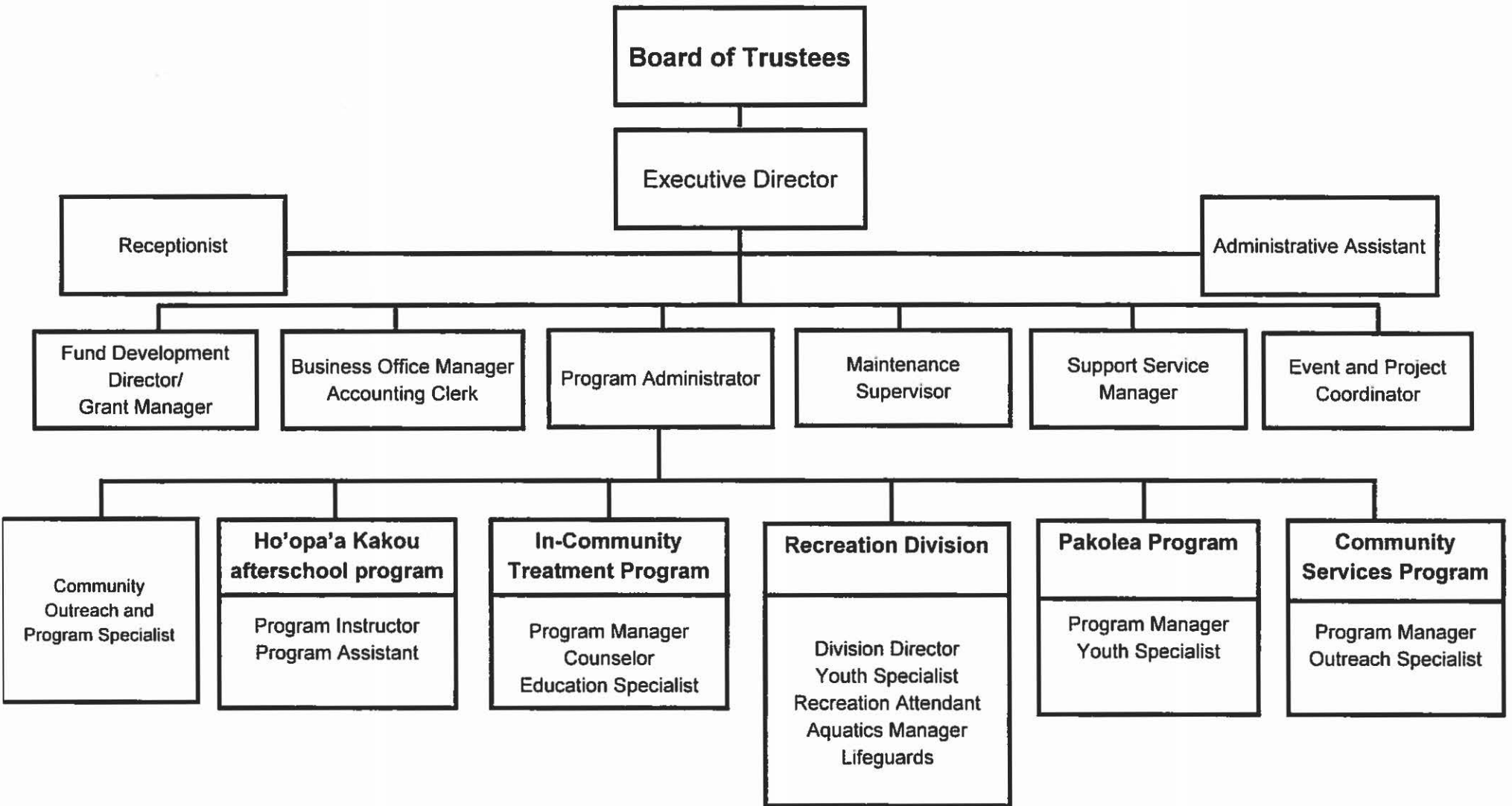
Total Current YTD Net Income	13,729.93	373,252.55	-	386,982.48
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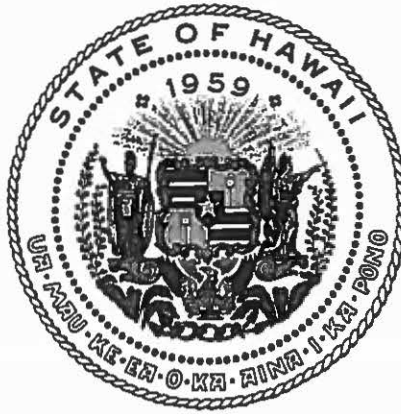
Total Net Assets	1,513,698.13	632,646.57	1,913,804.38	4,060,149.08
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Total Liabilities and Net Assets

	<u>1,898,053.03</u>	<u>632,646.57</u>	<u>1,913,804.38</u>	<u>4,444,503.98</u>
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PALAMA SETTLEMENT ORGANIZATION CHART





Department of Commerce and Consumer Affairs

CERTIFICATE OF GOOD STANDING

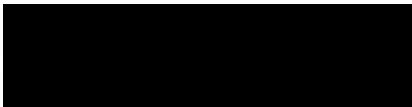
I, the undersigned Director of Commerce and Consumer Affairs of the State of Hawaii, do hereby certify that

PALAMA SETTLEMENT

was incorporated under the laws of Hawaii on 07/21/1910 ; 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 12, 2016



Director of Commerce and Consumer Affairs

