

House District 27 and 9

Senate District 13 and 5

THE TWENTY-NINTH 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: Best Buddies Hawaii, LLC

Dbas:

Street Address: 200 N. Vineyard Blvd. Suite B260, Honolulu, HI 96817

Mailing Address: 200 N. Vineyard Blvd. Suite B260, Honolulu, HI 96817

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name Sarah Man

Title State Director

Phone # (808) 545-3025

Fax # (808) 875-1638

E-mail SarahMan@BestBuddies.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:

The Best Buddies Hawaii Jobs Project will create opportunities for competitive and community-based employment of Hawaii's Citizens with intellectual and developmental disabilities (IDD) by launching Best Buddies' signature, time-tested employment program – Best Buddies Jobs. In the first year of operation, Jobs program staff will work with community stakeholders and participating employers to serve between four to eight adults with IDD. Additionally, staff will continue their on-going efforts to launch Project SEARCH, an employment program focused on transition age youth, 18-22, with IDD.

4. FEDERAL TAX ID #:

5. STATE TAX ID #:

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2018: \$ 110,385

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 \$ _____

SARAH MAN, STATE DIRECTOR
NAME & TITLE

01/12/2017
DATE SIGNED



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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.

Best Buddies Hawaii, LLC



(Signature)

01/12/2017

(Date)

Sarah Man
(Typed Name)

State Director
(Title)



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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;

Best Buddies International, Inc., is the world's largest nonprofit organization devoted solely to providing opportunities for friendship, jobs, and leadership training for people with intellectual and developmental disabilities (IDD). Anthony K. Shriver founded Best Buddies at Georgetown University in 1989 on the premise that one-to-one friendships between people with and without IDD could lead to a truly inclusive society where individuals are recognized for their unique skills and talents, and the social chasm between people with IDD and their typical peers can be permanently bridged. Best Buddies supports more than 1,900 school-based chapters on six continents, impacting more than 900,000 people worldwide through our friendship programs.

Established in 2008, Best Buddies Hawaii, LLC, is a state affiliate of Best Buddies, with offices at the J.W. Cameron Center in Wailuku, Hawaii and on Oahu at the Aloha United Way building in Honolulu. There are currently 17 school-based inclusion programs participating in Best Buddies on Oahu and Maui.

Best Buddies Jobs was created and launched in Miami, Florida in 1994 to provide job training and employment opportunities for adults with IDD in integrated community settings. Competitive, community-based employment in inclusive settings was then and is now the only option for Best Buddies Jobs participants. Through Best Buddies, people with IDD receive individualized services and ongoing support to secure and maintain employment at competitive wages, in a job of their own choosing. Best Buddies Jobs currently operates in 17 locations across the nation and supports 570 individuals working in integrated community employment and an additional 213 participants seeking employment.

2. The goals and objectives related to the request;

Securing GIA funding for this project enables Best Buddies to launch Best Buddies Jobs, thereby fulfilling a gap in services offered to Hawaii's residents with IDD. By the end of the program's first year of operation, staff will have worked with community stakeholders and participating employers to serve four to eight of Hawaii's citizens with IDD in their effort to attain community-based, competitive employment on Oahu; additionally, staff will continue efforts to

launch Project SEARCH, an employment program that specifically targets transition-age youth, ages 18 to 22. By placing individuals with IDD in competitive employment within the community, we are allowing them to earn an income, be contributing members of the business community, and model inclusiveness in the workplace.

Performance measures for this project include:

- 1.) Launch Best Buddies Jobs in Hawaii, serving four to eight adults in the first year
- 2.) 80% of Jobs participants are employed in a competitive, paying job by the end of the first year,
- 3.) 90% of participants are satisfied with the training and support provided to them,
- 4.) 90% of employers report a positive experience employing an individual with IDD.

3. The public purpose and need to be served;

According to the Institute for Community Inclusion's State Data: The National Report on Employment Services and Outcomes Report, in 2013, Hawaii's overall unemployment rate was 4.8%. However, 74.9% of Hawaiians with a cognitive disability, like Down syndrome or Autism, were unemployed. Integrated employment services received \$258,000 in public funding, in comparison to \$16,096,000 for facility-based non-work funding and \$52,428,000 community-based non-work funding. Of the 2,180 individuals with IDD receiving day and employment services from the state of Hawaii, only 2% are served in integrated employment settings alongside typical peers. This is significantly lower than the national average of 19% - which is still less than one in five. State data also shows that the mean annual earnings for working-age people in Hawaii is \$42,600 and mean hours worked is 38, but only \$18,200 mean annual earnings and 28 hours worked for Hawaiians with a cognitive disability. Just over a third, 35%, of all of Hawaii's citizens with cognitive disabilities live below the poverty line. The bottom line is Hawaii's residents with IDD are less likely to be employed, work full-time and year-round, and are paid significantly less than state residents without disabilities. These gaps are partly due to the lack of employment supports people with IDD need to properly seek and maintain placements within the community. (Institute for Community Inclusion, University of Massachusetts Boston, 2014)

The ability to obtain a job requires social competencies and supports that ever more studies show require earlier exposure to work settings. A recent study that examined factors associated with employment two years following high school found, for those employed, there were two factors that correlated strongly with post-school employment: hands-on work experience during high school and high parental expectations. Many young people with IDD graduate from high school without plans and support in place for social structure and meaningful employment. (Carter, E., Austin, D., & Trainor, A., 2011) "Research has found that most adults with IDD seek economic independence and self-sufficiency and include employment in the community among their top stated goals." (Gray, McDermott, & Butkus, 2000; Migliore et al., 2007) "For youth with IDD, there has also been ample research to show that employment is a shared goal among family members and individuals," (Chambers, Hughes, & Carter, 2004; Grigal & Neubert, 2004; Migliore et al., 2007)

The implications are clear from this and other related studies that authentic work experiences are considered, “essential educational interventions,” if employment outcomes are to be routinely achieved by youth in transition (Carter, Austin, & Trainor, 2011a; Carter et al., 2011b; Timmons, Hall, Bose, Wolfe, & Winsor, 2011). Furthermore, many research studies have shown the correlation between poverty and having a disability. The Center for Poverty Research at the University of California at Davis indicates that the U.S. poverty rate for individuals with a disability was 29% in 2014, compared to only 12% for those without a disability.

According to *Employing People with Intellectual and Developmental Disabilities*, a report by the Institute for Corporate Productivity, the hiring of an individual with IDD:

. . . makes good business sense. This study found that by hiring people with IDD, organizations have gained dependable, motivated employees who deliver observable business benefits and help their employers create inclusive cultures that attract desirable talent pools. The benefits go beyond providing employment to people with IDD; they impact business goals and culture. (*Employing People with Intellectual and Developmental Disabilities*: Institute for Corporate Productivity, 2014.)

By supporting the launch of the Best Buddies Jobs program the state of Hawaii will not only serve those with disabilities, but their employers as well.

4. Describe the target population to be served; and

All individuals served through Best Buddies Jobs must have a primary diagnosis that is an IDD and they must have a desire to work in the community. The American Association on Intellectual and Developmental Disabilities gives this definition:

Intellectual disability is a disability characterized by significant limitations in both intellectual functioning and in adaptive behavior, which covers many everyday social and practical skills. This disability originates before the age of 18.

According to the Administration on Community Living in the U.S. Department of Health and Human Services, approximately 3% of the general population have an intellectual disability. In Hawaii, this translates to 42,600 children and adults.

Best Buddies, with over two decades of experience in delivering the training and supports adults with IDD need to be successfully employed as well as nearly ten years of operation on Oahu and Maui, is well-positioned to assist this population in acquiring competitive, integrated jobs.

5. Describe the geographic coverage.

The initial geographic coverage of this project is due to the specific staff members based in the Oahu office and the strength of existing connections within companies in Honolulu. Our plan is to expand to other islands once it is established successfully on Oahu and as resources permit.

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;

Best Buddies Jobs exclusively develops competitive, integrated jobs that allow people with IDD to earn an income, pay taxes, and work in an environment alongside coworkers without disabilities. We do not seek self-contained facility or enclave placements. The quality of the positions that Best Buddies is able to help secure for our participants allows us to stand out among other agencies. We develop jobs in professional roles that have not historically been held by people with IDD. The distinction between Best Buddies and comparable services in Hawaii is the jobs themselves. We cultivate relationships with businesses that have not previously hired someone with IDD, and support our participants in non-traditional settings. We draw on our national network of employment partners, board members and former participants to help develop new job sites and make introductions to business partners that share our mission of inclusion. Best Buddies is dedicated to filling the need for gainful employment for residents of Hawaii with IDD. Staff will utilize Best Buddies' twenty-three year history of providing supported employment services to ensure a successful launch of Best Buddies Jobs in Hawaii.

Best Buddies provides individualized job development, job placement, on-the-job training, and follow-along support for individuals with IDD. All placements are person-centered and based on the individual's preference and career goals. Once a participant has secured employment, the Best Buddies Jobs program supervisor will assist them at their new job. This personal coaching will, eventually, be conducted by an employment consultant (job coach), who will be overseen by the Best Buddies Jobs program supervisor. We tailor training for each participant to the specific requirements of the job, according to the criteria of the employer.

During the introductory meeting, Best Buddies staff helps develop an Individualized Written Program Plan with the participant. Each participant is actively involved in the development of goals, objectives, and action plans as they relate to preparing for, finding, and maintaining employment. Each individual's vocational preferences and career goals are documented in their plan at this time.

Once a participant has identified the type of job they are looking for, Best Buddies begins the job development process by conducting an analysis of the person's local community targeting companies in close proximity to the person's home or that are easily accessible by public transportation. There are often currently participating employers or corporate connections that we may contact to explore possible job openings within their businesses. In addition, we are often approached by employers wishing to hire someone with IDD in an integrated setting, and so we sometimes have jobs available that may fit the individual's needs and goals. We strive to find jobs where there is an opportunity for career advancement. Best Buddies job development

centers on the relationships we are continually building with community sponsors for our programs. Job development includes both outreach to employers based on our participants' areas of interest, and outreach to our job-seeking participants when a suitable match with a local company arises. We strive to make the best, sustainable employment match for both the participant and employer.

Once a participant has been offered a job and has chosen to accept the position, we begin job training, emphasizing employer involvement and participant independence. Best Buddies staff provide the employer with any assistance necessary for the participant to adequately learn all required tasks. Such assistance varies on a case-by-case basis, depending on the participant's needs and the employer's requirements.

Best Buddies provides follow along services to promote job retention. We understand that participants with significant disabilities have a need for training and supportive interventions beyond the point of their initial stabilization. Best Buddies does not close a case once participants are stabilized in a job; we continue to support an individual during their career, until either they need or request zero support or terminate involvement with Best Buddies. Follow along services and long term support vary according to each participant's needs.

As mentioned in Section I.2., Best Buddies staff will continue their efforts to launch Project Search to focus on employment for transition age youth, 18-22. The Project SEARCH program follows a nationally tested model that combines real-life work experience while building employability and independent living skills. Individualized placement assistance is provided as an integral part of the program. The hallmark of this model is complete immersion in the workplace. This facilitates a seamless integration of classroom instruction and on-the-job training and support that cannot be achieved with occasional workplace visits or simulated work environments. The program is unique, because it begins with school-to-work transition services, continues with securing enriching employment opportunities for participants, and ends with providing participants consistent on-the-job training and support throughout employment. Project SEARCH's program activities are tied to federal IDEA (2004) Indicators: Graduation, Dropout Rates, Least Restrictive Environment, Parent Involvement, Compliant (Quality) IEP's and Transition Goals, and Post School Outcomes.

Best Buddies targets positions in professional environments that pay above minimum wage and often include benefits. We strive to find placements where participants have the opportunity for career advancement. Best Buddies encourages participants to set personal goals, engage in self-advocacy, and access the services they need in order to achieve their long-term goals. We have found that greater participant satisfaction and better quality jobs result from this approach.

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

Pre-launch: Best Buddies will hire a jobs supervisor to begin the Best Buddies Jobs program. This staff member will establish the initial participant and job placement recruitments.

Month One – Month Three: The jobs supervisor works one-to-one with participants to establish realistic employment goals and to provide pre-employment skills training (how to create a résumé, how to complete job applications, how to use available resources, how to find jobs). The program supervisor/employment consultant practices interviewing skills with the participant and Best Buddies arranges job interviews with potential employers. Before we arrange job interviews, we always conduct a Workplace Analysis with the employer to learn about their company's specific needs.

Month Three – Month Five: Best Buddies Jobs staff support participants throughout the entire interview and application process.

Month Six – Month Eleven: Participants secure employment. Prior to securing employment, staff conduct sensitivity training to the employers to promote education and inclusion in the workplace. After they are hired, Jobs staff teaches the participants how to get from their home to their job using public or private transportation. During their on-the-job training phase, the Best Buddies Jobs program supervisor temporarily shadows the participant at work and provides training and support. In addition, the supervisor works with management and co-workers on how to best support the participant in achieving successful employment. Best Buddies Job's program supervisors communicate with employers and other support service providers on a regular basis over the phone and in face-to-face meetings; and they supply progress reports and/or case notes to the participant's assigned vocational rehabilitation counselor as necessary.

Month Twelve: Potentially initiate the process of hiring an employment consultant to the Best Buddies Jobs team, which will provide the majority of direct support to our participants going forward. Participants and employers complete evaluations— a Best Buddies Jobs Participant Satisfaction Survey Form, a Best Buddies Jobs Supervisor's Evaluation, a Best Buddies Jobs Funding Evaluation and a Best Buddies Jobs Employer Evaluation. The evaluations determine if the participant is satisfied or needs alternate placement, or if the employer has questions or concerns. Both forms of evaluation are administered at 12 month intervals. Employment consultants are in continual communication with the employer to address their needs and, if necessary, provide ongoing training for the Best Buddies Jobs participant. On an annual basis, we also prepare a new Individualized Written Plan, which is then updated every 90 days, which documents each participants new and evolving goals related to employment. .

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

Best Buddies utilizes a web-based application called SET-Works to track all activities for our employer partners and participants. The Outcome Management System is also employed to measure the following: (1) participant & employer satisfaction, (2) number of individuals maintaining long-term employment; and, (3) hourly wages and benefits. Participant surveys and supervisor evaluation forms are administered annually. Results are used to enhance services. Our Outcome Management System indicates the following results: 80% of participants are employed at any given time (well above the national average of 65-70%); 90% report that Best Buddies services are easily accessible and that Best Buddies has helped them achieve their career goals,

“very well;” 90% of participants report satisfactory training; and, 90% of employers report a positive experience.

We use four evaluation tools to manage program quality, including the participant satisfaction survey, which regularly catalogs each participant’s satisfaction with the program; our employer’s program evaluation survey, which reveals the employers’ satisfaction with Best Buddies; a supervisor’s evaluation of the employee survey, which the participant’s on site supervisor uses to evaluate the performance of an employee on the job, and a funding agency survey which identifies the funding agencies’ satisfaction with the services being provided. These are completed annually in January. During the evaluation of these survey results, the participant, the supervisor, and the employment consultant, if hired, are present, along with additional guests at the participant’s discretion. This is an opportunity for the participant to self-advocate, give more detailed feedback on their employment experience, receive feedback on their performance, and discuss solutions to any challenges present. The results of all surveys are analyzed on a regular basis to determine if there are trends or challenges that warrant improvement in our program services.

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.

Measures of effectiveness for this project include:

1. Launch the Jobs program in Hawaii, serving four to eight adults in the first year,
2. 80% of Jobs participants are employed in a competitive, paying job by the end of the first year,
3. 90% of participants are satisfied with the training and support provided to them,
4. and 90% of employers report a positive experience employing an individual with IDD.

III. Financial

Budget

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

Please see the attached documents.

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2018.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$27,596.25	\$27,596.25	\$27,596.25	\$27,596.25	\$110,385

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2018.

Oahu Friendship Walk - \$2,500, Oahu Friendship Jam Fundraiser - \$2,500, Maui Life Is Sweet Fundraiser - \$5,000. As this is a new project, we have identified the following foundations to ask for support of this project: George P. & Ida Tenney Castle Trust, Frost Family Foundation, Julia Temple Davis Brown Foundation.

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.

This application is the first time Best Buddies has sought government grants for our Jobs program. We have experience with government grants for our other programs, as noted below. All contract obligations have been fulfilled within budget and all contract deliverables have been met.

- Maui County, Department of Housing and Human Concerns FY2015 - \$79,652
- Maui County, Department of Housing and Human Concerns FY2016 - \$84,635
- Maui County, Department of Housing and Human Concerns FY2017 - \$84,500
- Honolulu Department of Community Services FY2015 - \$62,500
- Honolulu Department of Community Services FY2017 - \$124,500
- State of Hawaii FY2015 Grant In Aid administered by Department of Education - \$125,000

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2016.

Please see the attached draft balance sheet for December 2016. Final financial statements for December 2016 are pending and are expected to be available by April 1st, 2017.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2017 to June 30, 2018

Applicant: Best Buddies Hawaii, LLC

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	61,000			7,500
2. Payroll Taxes & Assessments	4,667			574
3. Fringe Benefits	8,753			1,076
TOTAL PERSONNEL COST	74,420			9,150
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space	3,182			800
5. Staff Training	1,575			1,250
6. Supplies	600			600
7. Telecommunication	1,550			300
8. Utilities				
9. Project Search Fee	10,000			5,000
10. Printing	600			600
11. Travel	1,200			800
12. Volunteer Recruitment/Training	600			1,000
13. Shared Services	16,558			3,460
14. Postage	100			100
15.				
16.				
17.				
18.				
19.				
20.				
TOTAL OTHER CURRENT EXPENSES	35,965			13,910
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	110,385			23,060
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	110,385	Missy Collins 515-371-9869		
(b) Total Federal Funds Requested	0	N Phone		
(c) Total County Funds Requested	0	[REDACTED] 1/12/17		
(d) Total Private/Other Funds Requested	23,060	Signature of Authorized Official Date		
TOTAL BUDGET	133,445	Sarah Man, State Director Name and Title (Please type or print)		

Best Buddies**Balance Sheet**

Best Buddies International, Inc. DRAFT - As of Dec 31, 2016

	<u>Year To Date</u>
ASSETS	
Current Assets	
Cash in Bank	\$4,109,917.83
Marketable Securities	\$1,354,502.49
Pre Paid Expenses	\$440,776.65
Accounts Receivable	\$645,521.03
Contributions Receivable	\$1,120,109.56
Grant Receivable	\$724,368.68
Investments - Deferred Compensation Plan	\$72,917.20
Total Current Assets	<u>\$8,468,113.44</u>
Fixed Assets	
Auto	\$0.00
Computers	\$8,314.76
Total Fixed Assets	<u>\$8,314.76</u>
Total ASSETS	<u><u>\$8,476,428.20</u></u>
LIABILITIES AND FUND BALANCE	
Liabilities	
Accounts Payable	\$15,887.02
Deferred Revenue	\$714,537.63
Deferred Compensation Plan Liability	\$72,917.20

Fund Balance

Total Liabilities	<u>\$803,341.85</u>
Beginning Fund Balance	<u>\$7,673,086.35</u>
Total Fund Balance	<u>\$7,673,086.35</u>
Total Liabilities and Fund Balance	<u><u>\$8,476,428.20</u></u>
BEGINNING BALANCE WITH CURRENT YEAR ADJUSTMENTS	\$8,174,361.48
NET SURPLUS/(DEFICIT)	(\$501,275.13)
ENDING FUND BALANCE	<u><u>\$7,673,086.35</u></u>

GOVERNMENT CONTRACTS AND / OR GRANTS

Applicant: Best Buddies Hawaii, LLC

Contracts Total: 209,000

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	Receiving \$84,500 through the County of Maui Department of Housing and Human Concerns Line Item Grant in support of school-based programs in Maui.	July 1, 2016-June 30, 2017	Department of Housing and Human Concerns	County of Maui	84,500
2	Receiving \$124,500 through the City and County of Honolulu Department of Community Services in support of school-based programs in Honolulu County.	October 1, 2016 - September 30, 2017	Honolulu Department of Community Services	City and County of Honolulu	124,500
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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.

Best Buddies has a proven track record helping participants secure non-traditional supported employment in law firms, financial planning firms, the entertainment industry, hospitals, luxury hotels, and high profile government offices; these jobs pay above minimum wage and often include benefits. Since the inception of the program in Miami, Florida in 1994, we have expanded Best Buddies Jobs to Los Angeles, San Francisco, and Silicon Valley, California; Broward, Orlando and Palm Beach, Florida; Chicago, Illinois; Indianapolis, Indiana; Baltimore, Maryland; Boston and Worcester, Massachusetts; Las Vegas, Nevada; Albuquerque, New Mexico; Manhattan, New York; Nashville, Tennessee; Dallas, Texas and Arlington, Virginia. .

Best Buddies does not currently provide supported employment services in Hawaii, however, we have an extensive history of coordinating such services in other states. In both California and Virginia, Best Buddies has a three year accreditation through the Commission on Accreditation of Rehabilitation Facilities (CARF), and has initiated the accreditation process in both Indiana and New Mexico. Best Buddies is also an approved Employment Network through the Social Security Administration and is able to work with individuals who have a Ticket to Work.

In addition, Best Buddies provides job coaching and placement services to six Project-SEARCH sites in California, Florida, and New Mexico. Project-SEARCH is a high school transition program that provides real life work experience at a community business/host site. Project SEARCH, founded in 1996 in Cincinnati, Ohio, is a business led transition program for high school students with IDD. The goal is competitive employment for each participant using an inter-agency partnership involving a host business, educational partner, state vocational rehabilitation services, the state developmental disabilities agency, and a supported-employment agency. The program operates with fidelity and has proven results in over 300 programs in 40 states, Australia, Canada, Ireland and Great Britain. Best Buddies has been successfully participating in this model in Florida for six years and has additional sites in California and New Mexico. Project SEARCH program graduates currently average an employment rate of 85%.

In Hawaii, we have extensive experience working with a variety of schools and community agencies to ensure the success of our school friendship programs. Best Buddies launched inclusion programs in Maui County in 2008, establishing five chapters at Lokelani Intermediate School, Baldwin High School, King Kekaulike High School, Maui High School, and Seabury Hall School. Lahainaluna High School opened in 2011 and Iao Intermediate School opened in 2015. Our Honolulu County programs are the fastest growing in the state, from one chapter at Kapolei High School in the spring of 2011 to ten chapters today. Because of increasing demand

for our services, we have focused on building our capacity to serve numerous communities on Oahu. Best Buddies has an established working relationship with the Hawaii State Council on Developmental Disabilities and The Center on Disability Studies at University of Hawaii, Mānoa. We have worked well with our funding partners from the public and private sectors to ensure we comply with all grant requirements.

As we have done successfully in ten other states, we will draw on our existing community network to facilitate the launch of the Best Buddies Jobs program on Oahu. Best Buddies will rely on our advisory board members, corporate sponsors, and community businesses to develop new job opportunities for our consumers. The board is comprised of bankers, educators, parents of students with disabilities, and successful small business people in Honolulu and Maui Counties. Best Buddies also has several partnerships with local foundations and corporations, such as Atherton Foundation, HC&S, Hawaii Community Foundation, The Harry & Jeanette Weinberg Foundation and The James and Abigail Campbell Foundation. We have received past funding from Maui United Way and the Will Smith Foundation, both of whom have expressed an interest in future partnerships with Best Buddies. This network provides a wide range of potential employment partners.

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.

Our state office at the Aloha United Way building in Honolulu County and our office in Wailuku, Hawaii in Maui County, serve as our bases of operations, and where we would meet with potential clients. The majority of our work, however, would take place in community-based settings, and our Jobs participants will be placed at participating employers on Oahu.

V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

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

All Best Buddies staff members are trained in both Best Buddies as well as our government funding sources' policies and procedures at the beginning of their career with the company. All new staff members participate in our company-wide new staff orientation program and work with a new hire mentor – a seasoned staff member in the same field who acts as an additional resource for the new staff person. Best Buddies training is coordinated by an individual's supervisor and includes online training as well as in-person training sessions with local and national supported

employment staff. Additionally, Best Buddies International holds an annual staff leadership conference at the company headquarters in Miami, Florida. At this week-long conference, Best Buddies staff undergoes training in the newest integrated employment techniques, best practice strategies, and technology utilized in the supported employment field. Staff also participate in similar trainings at Best Buddies International's annual Leadership Conference at Indiana University in June.

Best Buddies staff also receives training by outside organizations/trainers such as APSE – The Association of People Supporting Employment First, on pertinent subjects such as job coaching, supported employment, and SSI/SSDI benefits, whenever available. Whenever possible, staff and participants attend local and national conferences related to employment for persons with IDD in order to expand their skills. Our staff attends the annual Project SEARCH conference to learn about innovative practices happening at the other locations across the nation.

If funding is provided, Best Buddies will hire a full-time jobs program supervisor to help oversee and launch the Best Buddies Jobs program. Qualifications for this position include a bachelor's degree or minimum 4 years' relevant experience, concrete management/supervisory experience, strong talent-building and team-building skills, strong project management skills - including planning, analysis, attention to detail, and problem solving skills - and willingness to multitask, strong initiative, drive for results, and self-assessment skills, and ability to lead others in setting and achieving challenging goals.

Our part-time Administrative Assistant Ronda Hanson supports Maui County chapters. Ronda has worked in the Best Buddies office in Wailuku, 15-20 hours per week, since March 2016. She will assist with program administration and delivery.

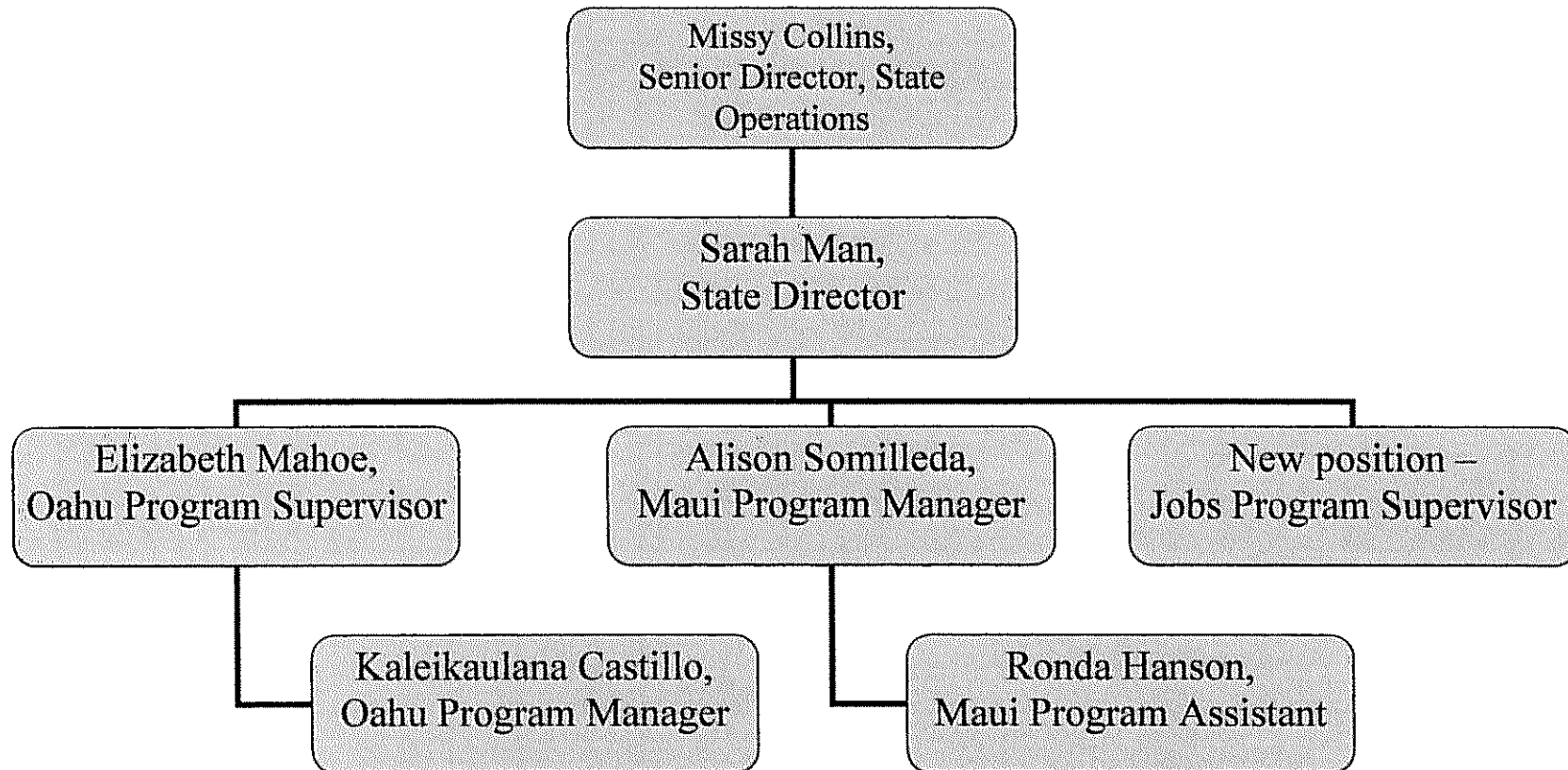
Sarah Man, State Director, will provide supervisory support to the oncoming program supervisor. Sarah assists with the daily oversight of the school-based programs, planning regional trainings, recruiting volunteers, and will manage programs in the case of a staff vacancy. Sarah has a strong background in both education and the area of disabilities. While she worked at the University of Hawaii's Manoa Center on Disabilities Studies, Sarah managed the Feeling Safe, Being Safe program which consisted of self-advocates training people in the community in Emergency Preparedness. This program served Oahu and outer islands and self-advocates from the program presented at the annual Pacific Rim Conference on Disabilities. Sarah studied at Saint Mary's College in Notre Dame, Indiana and received a Master's of Science in Early Adolescent Education at Bank Street College. Sarah has a daughter with a disability and is very dedicated and passionate about helping children and adults in Hawaii with disabilities.

Sarah Man reports to Missy Collins, Senior Director, State Operations. Missy has nearly 14 years of experience working for Best Buddies providing support to state development, programs, grants, volunteer management, and special events. Missy was hired to open the Best Buddies Iowa office and successfully launched and managed 18 high school chapters, before being promoted to state director in 2008. Missy holds a Bachelor of Arts in journalism with an emphasis in public relations from Iowa State University.

BEST BUDDIES.



**Best Buddies Hawaii, LLC
Organizational Chart**



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 the attached 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.

Sarah Man, State Director	\$65,650.16
Elizabeth Mahoe, Oahu Program Supervisor	\$43,394.25
Alison Somileda, Maui Senior Program Manager	\$39,325.00

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.

Best Buddies was accredited by CARF in 2012 and all of our programs adhere to CARF standards.

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.

Best Buddies Hawaii, LLC does not have any programs within private educational institutions.

D. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 2017-18 the activity funded by the grant if the grant of this application is:

- (1) Received by the applicant for fiscal year 2017-18, but
- (2) Not received by the applicant thereafter.

Best Buddies has an excellent history of state affiliates sustaining their activities by diversifying their funding sources and consistently expanding their network of board members and donors. Since 2008, when Best Buddies was established in Hawaii, we have maintained nine years of continued success. To sustain the Best Buddies Hawaii Jobs Project beyond the grant period, we will rely on the excellence of our time-tested, program models; the strength of our staff; and a combination of public and private support from the Hawaiian community.

Best Buddies Hawaii projects that the consolidated friendship and jobs budget to be approximately \$470,000. Funds supporting these programs are secured from special event revenue, individual donations, corporate contributions, foundation grants, and government support. Best Buddies staff have met with representatives from the Hawaii's Department of Health and will continue to seek out other funding through relevant state agencies once funding has been secured and the final location has been determined. While pursuing a state agency partnership, we will concurrently continue private fundraising efforts as detailed below. Best Buddies is already an approved vendor for the Federal Ticket to Work program, which opens another funding stream once the Jobs program has been launched and participants are placed in employment.

All of Hawaii's advisory board members come from different sectors of the community and have unique skill sets that support the program, whether financially or through their community contacts. This network allows Best Buddies to have a wide range of potential funding sources that will sustain the project. 2016 brought several additions to Best Buddies advisory board. These additions include Carl Pierce, Executive Director for BAYADA Home Care Plumeria Group. Carl has more than 23 years of experience in the health care field. In addition, we welcomed Shane Trout, Transportation Consultant for AFF/Hawaiian Ocean Transport. Shane brings experience from the business and shipping world in Hawai'i. We also welcomed Lauren Gibson, teacher at La Pietra College Prep. Lauren has her Master's degree in education and was a 4th grade teacher at Helemano Elementary School in Whitmore Village. Lastly, the board added Sarah and Johnathan Ahina, a married couple with IDD that are active members of the Self Advocacy Advisory Council through the Center of Disabilities Studies at the University of Hawai'i. Sarah is currently taking computer technology classes and works as a Secretary at Networks. Johnathan hopes to go back to school soon and get a job.

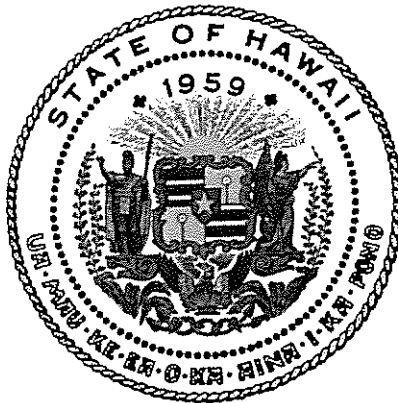
Best Buddies has been successful in securing private grants from foundations that believe in our mission. Foundation support includes the following: Alexander Tulloch Trust, Christiansen Foundation, and Maui United Way. Additionally, the following organizations have expressed interest in supporting Best Buddies: Aloha United Way, Pillars of Peace, and Atherton. Best

Buddies staff have also developed a number of fundraising events on Maui and Oahu, including the Honolulu Friendship Jam, the Honolulu Friendship Walk, and Life is Sweet, an annual event held at The Shops at Wailea.

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, 2016.

Please see the attached copy of the Certificate of Good Standing.



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 according to the records of this Department,

BEST BUDDIES HAWAII LLC

was organized under the laws of the State of Hawaii on 09/07/2012 ; that it is an existing limited liability company in good standing and is duly authorized to transact business.

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 27, 2016

Director of Commerce and Consumer Affairs

