

House District 49

Senate District 24

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:
The Alcoholic Rehabilitation Services of Hawaii Inc

Dba: Hina Mauka

Street Address: 45-845 Po'okela Street, Kaneohe, HI 96744

Mailing Address: 45-845 Po'okela Street, Kaneohe, HI 96744

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name HEATHER BUTLER

Title Administrative Assistant II

Phone # (808) 447-5258

Fax # (808) 236-2600

E-mail hmoftitt@hinamauka.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:

IN PROGRESS CAPITAL EXPANSION PROJECT – EXPENDITURES RELATED TO SAFETY AND CODE ISSUES

4. FEDERAL TAX ID #: _____

5. STATE TAX ID #: _____

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2018: \$ 500,000

8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

- NEW SERVICE (PRESENTLY DOES NOT EXIST)
- EXISTING SERVICE (PRESENTLY IN OPERATION)

SPECIFY THE AMOUNT BY SOURCES OF FUNDS AVAILABLE AT THE TIME OF THIS REQUEST:

STATE \$ 500,000

FEDERAL \$ _____

COUNTY \$ _____

PRIVATE/OTHER \$ _____

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE

ED SIGNATURE

ALAN JOHNSON, PRESIDENT AND CEO
NAME & TITLE

1/19/2018 2017 JF
DATE SIGNED

2/16



RECEIVED

1/20/17

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;

Hina Mauka's mission is to foster hope and healing for people recovering from alcohol and substance use disorders and related behavioral health challenges. Hina Mauka's purpose is to provide a full continuum of substance abuse and mental health services in order to help and prevent the disabling effects caused by substance abuse and mental health.

Hina Mauka has been providing services to the community since 1969 as a group of dedicated volunteers at the Hawaii State Hospital who were committed to helping individuals struggling with alcoholism. In 1970, Hina Mauka was the first treatment program in Hawaii to treat Native Hawaiians and Asians. Incorporated in 1976, as The Alcoholic Rehabilitation Services of Hawaii, Inc. dba Hina Mauka, operations were eventually relocated to a new building adjacent to the Hawaii State Hospital in 1995 to accommodate the increasing number of people seeking treatment for alcohol and substance abuse.

Hina Mauka has been at the Kaneohe site since 1995 and has recently extended their lease with the Department of Health until December 31, 2051. The 48 bed residential building is presently under renovation to address the long residential waitlist and to meet the needs of our community. By adding 16 beds to the existing 48 bed facility we will decrease our waitlist and help more than 800 adults get the needed residential treatment to address their substance abuse and mental health needs. Our 16 bed renovation project is scheduled for completion in June 2017.

Hina Mauka uses a person centered team approach to provide the best possible care. Our team is diverse and encompasses Psychiatrists who specialize in addiction medicine and psychiatry, Registered Nurses, Advanced Practice Registered Nurse (APRN), Medical Assistants, Case Managers, Certified Substance Abuse Counselors (CSAC), Licensed Clinical Social Workers (LCSW), Licensed Mental Health Counselor and/or Master's level degree in related behavioral sciences field.

We offer a full continuum of care for adults including Residential, Day Treatment, Intensive Outpatient, Motivational Enhancement, Continuing Care, Case Management, Medicated Assisted Treatment, Peer Mentoring and Urinalysis Collection, Testing, and Monitoring. We have

maintained our Specialized Treatment Facility (STF) License with the Department of Health since 1995 and CARF accreditation since 1999. Our adolescent program provides Outpatient treatment and prevention services on Oahu and Kauai to 21 schools as well as, 3 Community Based Intensive Outpatient programs on Oahu and Kauai.

2. The goals and objectives related to the request;

The goal of this project is to transform our aging residential facility to meet the increased capacity, and to comply with current safety and codes standards of a healthcare facility.

With the expansion of 16 beds and a newly extended lease of 34 years with the Department of Health, Hina Mauka's aging facility will not withstand the long lease and does not support the increased residential capacity. Our objective is to repair our facility to endure the life of the lease enabling Hina Mauka to continue to provide the much needed substance abuse, mental health and medical services to the people of our community.

Our goal is to improve our residential facility with the following:

1. Upgrade kitchen equipment to withstand the extended lease and support increased residential capacity by replacing outdated equipment.
2. Remove existing grease trap and replace with a grease interceptor to comply with the current standards for a commercial kitchen operations.
3. Remove existing carpet and replace with vinyl tiles to help with infection control, support ADA compliance, reduce allergens, and improve the air quality for patients with respiratory conditions.
4. Provide ease of access to emergency vehicles by removing the existing carport to allow for a smooth entrance and exit for emergency vehicles and repair the attached roofline.
5. Replace Heating, Ventilation, Air Conditioning (HVAC) system with more cost effective and energy saving systems.
6. Install fire sprinkler and fire alarm system to complete the expansion project.

Hina Mauka is currently preparing plans to improve our residential facility. All projects will go out to bid and will be awarded to the lowest bidder. Hina Mauka's grant request for this project is \$500,000 for anticipated permits, repairs, and construction costs.

3. The public purpose and need to be served;

Hina Mauka treats about 1800 adults per year with substance abuse, mental health and medical issues. We expect to provide residential treatment services to 800 individuals in 2017. Many of those admitted into residential are homeless and have multiple chronic conditions. Without simultaneous treatment of substance abuse, mental health, and medical issues they often end up in a vicious cycle of emergent care visits and are discharged without treating all aspects of their illnesses. Residential treatment provides the needed holistic approach to care for and treat multiple chronic conditions to increase an individual's physical, mental, spiritual and emotional wellbeing.

When people with a multitude of chronic health conditions, addiction, and mental health issues are ready for treatment, it is imperative that providers of residential treatment like Hina Mauka act swiftly for the window of opportunity to help those who meet the medical necessity for residential treatment is small. The needs of our community are pressing as we are operating at maximum capacity.

The consequences of non-treatment are devastating and often lead to other issues involving medical conditions, homelessness, criminality and mental illness. The more chronic their issue, the more they suffer, the more expensive they are to healthcare, the more they are unable to manage their complex issues on their own and the more they need residential services to achieve a positive outcome. Residential treatment provides social detoxification in a stable, therapeutic and healthy environment with wrap around services addressing complex illnesses through our psychiatric and medical care team. Residential treatment lowers the risk of relapse allowing a person to focus on recovery with the support of psychiatrists, nurses, counselors, peer mentors and case managers.

Hina Mauka is committed to addressing the multiple chronic conditions (substance abuse, mental health and medical health issues) as a means to help reduce long-term suffering. We ask for the State's help to transform our aging facility to withstand our extended lease of 34 years, meet the healthcare standards and support the increased residential bed space needed to serve our people, families, and community for years to come.

4. Describe the target population to be served; and

Located in Windward Oahu, we serve the entire State of Hawaii; our population is predominately low income adults +18 years old who suffer from chronic drug/alcohol addiction, mental health disorders as well as disabling medical conditions. This population can include homeless, elderly, battered spouses, illiterate, disabled, and veterans with mental health issues. 84% of our patients are between the ages of 20-49, the largest ethnic groups served by our programs are: 52% Hawaiian/Pacific Islander, 21% Asian, and 20% Caucasian. 89% of our patients meet the HUD definition of homelessness and 61% reports earning less than \$10,000 annually.

5. Describe the geographic coverage.

Residential services are provided to residents' state wide.

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;

Repairs and improvements would occur in Hina Mauka's residential building by removing the current carport and repairing the attached roofline, upgrading our kitchen equipment, removal and relocation of grease trap, replacing carpets with vinyl tiles, replacing our aging HVAC system and by tying up loose ends of the current construction project by installing a fire sprinkler and fire alarm system.

With more than 800 patients served in residential treatment many of them with multiple chronic conditions, emergency vehicle access is essential to providing optimum care to our patients. Hina Mauka would remove the existing carport which has a height clearance of 11 feet and does not currently meet the height requirements for emergency vehicle access. Emergency vehicles require a vertical clearance of 13 feet, 6 inches. The demolition of the existing carport will provide emergency vehicles ease of access through a seamless entrance and exit of our property for emergency situations. Roofing repairs will be completed once the carport is removed.

Our current kitchen equipment was purchased when we opened our doors back in 1995 and was equipped to operate and provide nutritious meals for 48 patients. With the expansion of residential beds the kitchen is not adequately equipped to provide meals for 64 residential patients. Furthermore, our kitchen equipment is outdated and is not energy efficient. Upgrades to our kitchen equipment would allow Hina Mauka to support the increased residential capacity and to reduce operating expenses by purchasing energy efficient equipment which are often times 15 to 30 percent more energy efficient than standard commercial equipment.

With the increased residential capacity, Hina Mauka would remove the grease trap located within the kitchen facility. An upgrade to a larger 1000 gallon grease interceptor which would be relocated outside of the kitchen facility would bring our commercial kitchen up to current code standards. An effective grease interceptor would prevent fats, oils, and grease from clogging our pipes and entering our sump pump system which is scheduled for installation in February 2017.

As Hina Mauka moves toward the medical model it is essential to remove carpets in the resident dorms, common areas, and classroom/office spaces to improve patient safety and provide a physical environment that does not impede patient care. As a healthcare facility design in the physical environment has a measurable impact. Replacing carpets with flooring that promotes a healthy environment would improve patient care. Removing heavily trafficked and worn carpets and replacing flooring with vinyl tiles will help with infection control, provide mobility and support our ADA consumers who use wheelchairs, walkers and/or canes, reduce allergens and improve the air quality for patients with respiratory conditions. Carpets harbor allergens, dust, bacteria and other pollutants that can affect indoor air quality while vinyl tiles are easily maintained, durable, slip resistant, and water proof.

Our HVAC units are aging and beyond repair because the systems are old and the parts are obsolete or costly since they are not stocked locally. Our HVAC units are over 20 years old and those systems that are not operational would be replaced with more cost effective, energy saving split systems. Hina Mauka's HVAC systems have been problematic within the last 5 years causing Hina Mauka to purchase portable or window units which drive up operational costs.

Replacing aging units will help operational expenses, conserve energy and reduce our carbon footprint.

As part of our the16 bed residential expansion, Hina Mauka has secured the permits, plans and drawings for the fire sprinkler and fire alarm system. This grant would allow Hina Mauka to tie up loose ends of the expansion project by installing a fire alarm system with strobe lighting to support patients who are hearing impaired and replace with a fire sprinkler system that meets current regulatory codes.

Hina Mauka has been working with our contracted project manager and architect regarding consultation, planning and designing of this project. A total of \$250,000 has been expended on permits, planning and design in 2016 for the projected repairs and improvements.

While Hina Mauka is applying for a State Grant-in-Aid for \$500,000 in capital improvement funds, Hina Mauka is also applying with The Harry and Jeanette Weinberg Foundation for \$1,000,000 to cover additional construction costs. The Board and management will secure funds from the community as well.

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

Activity	1st Qtr 2017	2nd Qtr 2017	3rd Qtr 2017	4th Qtr 2017	1st Qtr 2018	2nd Qtr 2018	3rd Qtr 2018	4th Qtr 2018
Planning	X							
Design		X						
Foundation Award			X					
Permits				X				
Bid Proposal					X			
Bid Award					X			
Capital Improvement Award						X		
Install Fire Sprinkler and Fire Alarm System							X	
Remove Carport /Roof Repairs							X	
Kitchen Upgrades							X	
Relocate Grease Interceptor								X
Remove Carpet/Install Vinyl Tiles								X
Replace HVAC/Install Split System								X

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

Hina Mauka will work closely with the State as well as contractors to ensure that all work meets regulatory codes and requirements of the grant. Hina Mauka will participate in weekly Owner,

Architect, and Contractor (OAC) meetings to keep the construction timeline on course and on budget. Hina Mauka’s Facility Maintenance department will review all plans and proposals and review the work of contractors to ensure compliance with the scope of services. Hina Mauka may also consult Board Members who are involved with construction (SSFM) and architecture, interior design and planning (WCIT Architecture).

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.

Hina Mauka will appoint certified and reputable contractors that meet State approval. Hina Mauka has an extensive administrative and accounting department that is experienced in reporting requirements. Hina Mauka has over 25 contracts which include annual monitoring of contract requirements. All contracts, including reports are current and in good standing.

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 Budget Forms Section Following Section VI.

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
\$125,000	\$125,000	\$125,000	\$125,000	\$500,000

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

Hina Mauka Repairs

Source of Funding	Amount	Status
The Harry and Jeanette Weinberg Foundation	\$1,000,000	Applying
State of Hawaii 29th Legislature on Grants 2018	\$500,000	Applying

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.

Organization	Contract # and Services Provided
<p>Department of Health Alcohol and Drug Abuse Division Alcohol and Drug Abuse Division</p>	<p>14-061 Adult Residential 14-062 Adult Dual Residential, IOP and ICM Offender Residential, Motivational Enhancement IOP, and Continuing Care</p>
<p>Alcohol and Drug Abuse Division Alcohol and Drug Abuse Division Alcohol and Drug Abuse Division Alcohol and Drug Abuse Division Alcohol and Drug Abuse Division</p>	<p>14-071 Adolescent School Based Oahu & Kauai 14-109 Adolescent Community Based Oahu & Kauai 17-068 Adolescent Prevention - Leeward 17-069 Adolescent Prevention - Kauai 17-070 Adolescent Prevention - Oahu</p>
<p>Adult Mental Health Division</p>	<p>15-115 Co-Occuring/SMI Services Residential, Day Treatment, Continuing Care and Psychiatric Services</p>
<p>State of Hawaii The Judiciary Adult Client Services Branch</p>	<p>J15068 Adult Offender Residential, IOP, and Motivational Enhancement</p>
<p>The Judiciary Juvenile Client Services Branch</p>	<p>J161166 Juvenile Offender IOP and Outpatient</p>
<p>Department of Public Safety</p>	<p>PSD15-ISCD-31-C Adult Pre-Trial Defendants OISC Residential and IOP</p>
<p>Department of Public Safety</p>	<p>64711 WCCC Female Offender Therapeutic Community and Continuing Care</p>
<p>Department of Human Services</p>	<p>DHS-17-POS-4016 Assessment and Monitoring for families under Child Welfare Services supervision</p>
<p>United States District Court Federal Probation</p>	<p>0975-HIX-2015-UA-03 WW Urinalysis Testing</p>
<p>Federal Pre-Trial</p>	<p>0975-HIX-2015-UA-01-W Urinalysis Testing</p>
<p>Veterans Administration Department of Veterans Affairs</p>	<p>VA261-15-C-0015 Adult Veteran Residential</p>
<p>City and County of Honolulu CDBG Grant</p>	<p>CT-DCS-1700086 Case Management</p>
<p>WellCare Inc. Ohana Health Plan</p>	<p>CCS Case Management & Care Coordination</p>

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

ASSETS

Current Assets

Cash	\$881,158
Accounts Receivable	\$1,699,885
Reserve Weinberg Annex Maintenance	\$37,746
Accounts Receivable Other	
Allowance for uncollected A/R	(\$140,756)
Deposits	\$12,218
Total Current Assets	\$2,490,251

Land, Building and Equipment

Building Improvements	\$6,507,121
Furniture and Equipment	\$452,151
Computer Equipment/Software	\$268,447
Transportation Equipment	\$11,000
Leasehold Improvements	\$119,770
Other	\$555,448
Less: Accumulated Depreciation	(\$3,698,431)
Total Land, Building and Equipment	\$4,215,506
Total Assets	\$6,705,757

Liabilities and Net Assets

Current Liabilities

Accounts Payable	\$338,335.00
Notes Payable	
Accrued and Withheld Taxes	\$2,720.00
Other Accrued Liabilities	\$303,418.00
Total Current Liabilities	\$644,473.00

Net Assets

Beginning Net Assets (Unrestricted)	5,993,520
Current Year Excess/(Deficit)	67,764
Total Net Assets (Unrestricted)	6,061,284
Total Liabilities and Net Assets	6,705,757

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 a large treatment provider for low income residents with over 45 years of experience, Hina Mauka has state licenses (STF), national accreditation (CARF) and about 25 contracts with government and insures to provide residential treatment services.

Qualifications: Operations began in 1995, when Hina Mauka successfully constructed the residential facility (24,000 sq. ft.) which was funded by State Grant-in-Aids Funds as well as numerous local foundations and businesses.

In 2008, Hina Mauka has successfully completed a Three Phase building project (2,400 sq. ft.) to expand outpatient services, which was funded by a planning and subsequent construction Community Development Block Grant (CDBG) grant in 2004 and 2005 with generous donations from The Harry and Jeannette Weinberg Foundation and the Harold K.L. Castle Foundation.

The residential expansion project planning began in 2013 and the design phase started in 2014. This 16 bed residential expansion project is funded by State Grant-in-Aid Funds, City and Count Grant-in-Aid Funds, Hina Mauka Board of Directors and various local foundations. Currently construction is ongoing for the 16 bed residential expansion which began in May 2016. Targeted completion date of the expansion project is June 2017.

Greater capacity has required the replacement of our sump pump system. Hina Mauka is presently working with contractors to install a new submersible sump pump which has been funded by the City and County Community Development Block Grant. The planning and design phase of this project began in 2014, permits have been approved, parts are in transit to the facility and replacement is scheduled for February 2017. This project has a target completion date of March 31, 2017.

Capacity and Resources: Hina Mauka's revenue is approximately \$7.6 million per year from state, federal, and insurance contracts. We expect to provide residential services to 800 adults in 2017. Upon completion of the 16 bed residential expansion we expect to bring in an additional estimated \$750,000 per year in revenue. Hina Mauka's currently raises funds through our Board of Directors, Annual Benefit Luau, and Annual Recovery Walk and has contracted with Beth Lum, a fund raiser from CFR. Hina Mauka has previous funding and working relationships with local foundations including, Castle, Weinberg, HCF, and Atherton. We are a member of Aloha United Way and Kauai United Way.

Hina Mauka is part of the Hawaii Substance Abuse Coalition and collaborates with over 25 non-profit agencies, state agencies such as the Department of Health, Department of Human Services, Department of Public Safety, and Judiciary. We have long standing relationships through our Board, with banks, construction companies, legal services, accounting firms, insurance companies, HECO, and numerous other businesses.

Hina Mauka employs about 120 employees throughout the adult and adolescent programs. We have had long term leadership with CEO and President Alan Johnson, who has guided Hina Mauka since opening their doors in 1995. Under his leadership is a strong and competent management team who has the ability to oversee, plan and implement a project of this size.

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.

Kaneohe: 45-845 Po'okela Street, Kaneohe, Hawaii 96744

Hina Mauka's Kaneohe facility is currently a 48-bed facility, which started residential and outpatient program services in 1995. Renovations are currently in progress and will be completed in June 2017. This expansion of 16 beds will minimize waitlist allowing Hina Mauka to provide residential services to 64 clients at the start of the new fiscal year. This residential facility has adequate space for several outpatient groups and houses our administrative staff, kitchen, dining room, laundry room, and individual counseling rooms. The residential clients reside upstairs, which is accessible by stairs and elevator. On the ground floor, there are 5 large enclosed group rooms, an expansive dining room that also serves for client groups, recovery meetings and staff trainings, 9 individual enclosed counseling rooms, a Treatment Associates' office that is open 24 hours a day, a physician's office, a nursing office, a physical examination room, a large enclosed chart/documentation room, and a large enclosed clinical administrative office. Double closed doors provide privacy and separate the clinic area from the large open lobby where our receptionist and intake specialists welcome guests, our patients, families and those seeking program services.

The building meets all ADA regulations and has been further designed to accommodate persons with disabilities. The building is equipped with an elevator; wide doors; client rooms and offices that accommodate wheelchair access; accessible bathrooms and several handicap parking spaces. The facility is isolated, providing client confidentiality, and is several blocks from the nearby Hawaii State Hospital, Kaneohe Court House, Windward Community College, Windward Mental Health and the Windward District Park. The facility is accessible by bus and there is a bus stop within 2 blocks of the facility.

Pursuant to our state licensing requirements, the Kaneohe building meets all federal, state and local regulations (e.g. building codes). The building was specifically designed for alcohol and other substance abuse rehabilitation, with the integrity of the confidential relationship and the personal dignity of the client of primary consideration. Hina Mauka modified the existing in-house bathrooms according to recommendations from the US District Court representatives to

improve upon the integrity and accuracy of urine collections. The health and safety of employees, clients and the community is a priority and is monitored by the Office of Health Care Assurance annually.

To meet the growing needs of our community, Hina Mauka expanded its operations with the completion of the Annex building in 2008. The completion of project has given Hina Mauka the capacity to provide comprehensive services that include peer mentoring, psychiatric services, family program services and case management. The Annex is equipped with a large conference room used for provider, family and board meetings, monitoring/audits, clinical group supervision, and education/process groups. It also provides office space for management and outpatient counselors. The second floor affords enough space to house all clinical medical records for 7 years. The Annex building meets all ADA regulations.

Security - Ingress and egress is maintained 24/7 by the use of personnel, surveillance cameras and door locks armed with an alarm system. Adequate personnel are on hand and signs direct persons to the front desk where visitors are required to sign in. Personnel are stationed in the main lobby to welcome visitors and ensure only authorized persons are allowed on premises. Any movement from the upstairs residence to the first floor and any attempt to open external doors will be identified by the alarm. As an extra layer of security Hina Mauka has surveillance cameras throughout the perimeter and buildings.

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.

Hina Mauka has an impressive resume of key personnel that will provide direction and supervision of a project of this scope. Hina Mauka's core leadership is under the direction of Alan Johnson, CEO and President who has guided the organization since 1995 through different platforms including Director of Finance and Chief Operations Officer. Desie Graves, Chief Financial Officer has over 29 years of fund accounting experience with non-profit organizations. Sherrie Kinoshita, Director of Administration has been with Hina Mauka for 14 years and has worked in the clinical program as the Clinical Administrative Supervisor; she also oversees the Facilities Department, Administration, and Food Service Department. Marvin Ching, Facilities Supervisor has been with Hina Mauka for 13 years and has experience with other capital improvement projects with Hina Mauka's Annex Building and the current 16 bed expansion project. Heather Butler, Administrative Assistant II, has the organizational and time management skills to keep the project moving and on task. Hina Mauka will obtain fidelity bonds for these staff as part of the project.

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 Attachment H – Organizational Wide Org. Chart & Construction Org. 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.

	Title	Salary
	Medical Director	\$137,500
	CEO and President	\$118,750
	Chief Financial Officer	\$85,600

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.

Hina Mauka has no known litigation.

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.

In accordance with Title 11 Chapter 98 Special Treatment Facility, Hina Mauka is currently licensed as a Special Treatment Facility and agrees to abide by applicable rules governing accreditation of substance abuse programs. Since the 1995, Hina Mauka has also maintained a Substance Treatment Facility (STF) license for residential services through the Department of Health. This license is monitored annually, of which Hina Mauka remains in good standing.

**** Please see Attachment B – State of Hawaii STF License * Certificate of Insurance****

Originally accredited by the Commission on Accreditation of Rehabilitation Facilities (CARF) in 1999, we have been awarded three year accreditations in 2002, 2005, 2008, 2011, and 2014.

CARF is a national organization that establishes standards of quality for healthcare program and services and uses those standards to determine how well an organization is serving its consumers and how it can improve. Hina Mauka's CARF accreditation is an indication of our enduring commitment to quality.

**** Please see Attachment C – CARF Accreditation Letter****

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

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.

Hina Mauka's revenue is approximately \$7.6 million per year from state, federal, and insurance contracts. We expect to provide residential services to 800 adults in 2017. Upon completion of the 16 bed residential expansion we anticipate an additional estimated \$750,000 per year in revenue. Hina Mauka's currently raises funds through our Board of Directors, Annual Benefit Luau, and Annual Recovery Walk and has contracted with Beth Lum, a fund raiser consultant from CFR. Hina Mauka has previous funding and working relationships with local foundations including, Castle, Weinberg, HCF, and Atherton. We are a member of Aloha United Way and Kauai United Way.

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 Attachment D - Certificate of Good Standing & Certificate of Vendor Compliance ****

**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.

The Alcoholic Rehabilitation Services of Hawaii Inc., dba Hina Mauka

[Redacted Signature]

1/19/16

(Date)

[Redacted Signature]
Alan Johnson,
(Typed Name)

President and CEO
(Title)

Budget Forms

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2017 to June 30, 2018

Applicant: The Alcoholic Rehabilitation Services of Hawaii, Inc. DBA Hina Mauka

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				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST				
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				
7. Telecommunication				
8. Utilities				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES				
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL	\$ 500,000.00	\$ -	\$ -	\$ 1,000,000.00
TOTAL (A+B+C+D+E)	\$1,500,000			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	\$ 500,000.00	Desie Graves		447-5269
(b) Total Federal Funds Requested	\$ -	Name (Please type or print)		Phone
(c) Total County Funds Requested	\$ -	Signature of Authorized Official		Date
(d) Total Private/Other Funds Requested	\$ 1,000,000.00	Alan Johnson, President & CEO		
TOTAL BUDGET	\$ 1,500,000	Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2017 to June 30, 2018

Applicant: The Alcoholic Rehabilitation Services of Hawaii, Inc. DBA Hina Mauka

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
N/A				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2017 to June 30, 2018

Applicant: The Alcoholic Rehabilitation Services of Hawaii, Inc. DBA Hina Mauka

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
N/A			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				

JUSTIFICATION/COMMENTS:

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
N/A			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				

JUSTIFICATION/COMMENTS:

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2017 to June 30, 2018

Applicant: The Alcoholic Rehabilitation Services of Hawaii, Inc. DBA Hina Mauka

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: 2015-2016	FY: 2016-2017	FY:2017-2018	FY:2017-2018	FY:2018-2019	FY:2019-2020
PLANS	\$250,000					
LAND ACQUISITION						
DESIGN						
CONSTRUCTION			\$500,000	\$1,000,000		
EQUIPMENT						
TOTAL:	\$250,000	\$0	\$500,000	\$1,000,000	\$0	\$0
Justification/Comments: Funding will be used for upgrades to the current facility that are mandatory to meet new codes and address safety issues as a result of our 16-bed expansion project to increase our capacity to foster hope and healing for people recovering from alcohol and substance use disorders and related behavioral health challenges.						

GOVERNMENT CONTRACTS AND / OR GRANTS

Applicant: The Alcoholic Rehabilitation Services of Hawaii, Inc. DBA Hina Mauka

Contracts Total: 5,271,702

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	Substance Abuse Treatment & Prevention	7/1/2016-9/30/2017	DOH-ADAD	State of Hawaii	3,799,553
2	Co-Occuring/SMI Services	7/1/2016-9/30/2017	DOH- AMHD	State of Hawaii	313,005
3	Juvenile & Adult Offender	7/1/2016-9/30/2017	Judiciary	State of Hawaii	257,845
4	Adult and Female Offender	7/1/2016-9/30/2017	Dept. of Public Safety	State of Hawaii	331,741
5	Assessment and Monitoring	7/1/2016-9/30/2017	Dept. of Human Services	State of Hawaii	319,558
6	Case Management	9/1/2017-8/31/2018	City and County of Honolulu	State of Hawaii	250,000
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					

Attachments

A - IRS 501(C)(3) Determination Letter

B - State of Hawaii STF License & Certificate of Insurance

C - CARF Accreditation Letter

D - Certificate of Good Standing & Certificate of Vendor Compliance

E - Articles of Incorporation

F - Amended By Laws

G - Board of Directors Listing

H - Organizational Wide Org. Chart & Construction Org. Chart

Attachment A

IRS 501(C)(3) Determination Letter

Internal Revenue Service
P.O. Box 2508
Cincinnati, OH 45201

Department of the Treasury

Date: **SEP 24 2007**

Person to Contact:
Sally Froehle ID# 31-08058
Toll Free Telephone Number:
877-829-5500
Employer Identification Number:
[REDACTED]

The Alcoholic Rehabilitation Services of Hawaii Inc
DBA Hina Mauka
45 845 Po'okela Street
Kaneohe, HI 96744

Dear Sir or Madam:

This is in response to your request of July 20, 2007 regarding your name change from Alcoholic Rehabilitation Services of Hawaii Inc to The Alcoholic Rehabilitation Services of Hawaii Inc and your address change. We have updated our records to show the changes above.

Our records indicate that a determination letter was issued in July 1977 that recognized you as exempt from Federal income tax, and reflect that you are currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records also indicate you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section 509(a)(2).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,

[REDACTED]

Cindy Westcott
Manager, Exempt Organizations
Determinations



Attachment B

State of Hawaii STF License

&

Certificate of Insurance



STATE OF HAWAII
DEPARTMENT OF HEALTH
LICENSE

ALCOHOL REHABILITATION SERVICES OF HAWAII, INC. is hereby granted a license to operate a
SPECIAL TREATMENT FACILITY (HINA MAUKA)

at 45-845 POOKELA STREET, KANEOHE, HAWAII

with a capacity of 48 beds. This license is valid for ONE YEAR

ending NOVEMBER 30, 2017 unless revoked for just cause.

This license is granted in accordance with provisions of the state public health laws and regulations.

Effective Date: DECEMBER 1, 2016

Date Issued: NOVEMBER 1, 2016

OHCA#52-STF

Established Date: 8/15/95

- > Post in a conspicuous place.
- > License is not transferable.
- > License shall be surrendered upon a suspension or

D. [Redacted Signature]

Office of Health Care Assurance

MEMORANDUM OF AGREEMENT ADAD

Attachment C

CARF Accreditation Letter



June 24, 2014

Marie B. Hughes, M.A.
The Alcoholic Rehabilitation Services of Hawaii dba Hina Mauka
45-845 Po'okela Street
Kaneohe, HI 96744

Dear Ms. Hughes:

It is my pleasure to inform you that The Alcoholic Rehabilitation Services of Hawaii dba Hina Mauka has been accredited by CARF International for a period of three years for the following programs:

Case Management/Services Coordination: Alcohol and Other Drugs/Addictions (Adults)
Case Management/Services Coordination: Integrated: AOD/MH (Adults)
Day Treatment: Integrated: AOD/MH (Adults)
Intensive Outpatient Treatment: Alcohol and Other Drugs/Addictions (Adults)
Intensive Outpatient Treatment: Alcohol and Other Drugs/Addictions (Criminal Justice)
Outpatient Treatment: Alcohol and Other Drugs/Addictions (Adults)
Outpatient Treatment: Alcohol and Other Drugs/Addictions (Children and Adolescents)
Outpatient Treatment: Alcohol and Other Drugs/Addictions (Criminal Justice)
Prevention: Alcohol and Other Drugs/Addictions (Children and Adolescents)
Residential Treatment: Alcohol and Other Drugs/Addictions (Adults)
Residential Treatment: Alcohol and Other Drugs/Addictions (Criminal Justice)
Residential Treatment: Integrated: AOD/MH (Adults)
Therapeutic Communities: Alcohol and Other Drugs/Addictions (Adults)
Therapeutic Communities: Alcohol and Other Drugs/Addictions (Criminal Justice)

This accreditation will extend through May 2017. This achievement is an indication of your organization's dedication and commitment to improving the quality of the lives of the persons served. Services, personnel, and documentation clearly indicate an established pattern of practice excellence.

Your organization should take pride in achieving this high level of accreditation. CARF will recognize this accomplishment in its listing of organizations with accreditation, and we encourage you to make this accomplishment known throughout your community. Communication of the accreditation to your referral and funding sources, the media, and local and federal government officials can promote and distinguish your organization. Enclosed are some materials that will help you publicize this achievement.

The survey report is intended to support a continuation of the quality improvement of your programs. It contains comments on your organization's strengths as well as suggestions and recommendations. A quality improvement plan (QIP) demonstrating your efforts to implement the survey recommendations must be submitted within the next 90 days to retain accreditation. Guidelines and the form for completing the QIP have been posted on Customer Connect (customerconnect.carf.org), our secure, dedicated website for accredited organizations and organizations seeking accreditation. Please submit the QIP to the attention of the customer service unit identified in the QIP instructions.

Your organization's complimentary accreditation certificate will be sent separately. You may use the enclosed form to order additional certificates.

If you have any questions regarding your organization's accreditation, you are encouraged to seek support from the resource specialist, Emily Hosea, at ehosea@carf.org or extension 7193.

We encourage your organization to continue fully and productively using the CARF standards as part of your ongoing commitment to accreditation. We commend your commitment and consistent efforts to improve the quality of your programs. We look forward to working with your organization in the future.

Sincerely,



Brian J. Boon, Ph.D.
President/CEO

aw
Enclosures

Attachment D

**Certificate of Good Standing
&
Certificate of Vendor Compliance**



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

HINA MAUKA

was incorporated under the laws of Hawaii on 11/16/1976 ; that it is an existing nonprofit corporation; and that, as far as the records of this Department reveal, has complied with all of the provisions of the Hawaii Nonprofit Corporations Act, regulating domestic nonprofit corporations.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Department of Commerce and Consumer Affairs, at Honolulu, Hawaii.

Dated: December 27, 2016

Director of Commerce and Consumer Affairs





STATE OF HAWAII
STATE PROCUREMENT OFFICE

CERTIFICATE OF VENDOR COMPLIANCE

This document presents the compliance status of the vendor identified below on the issue date with respect to certificates required from the Hawaii Department of Taxation (DOTAX), the Internal Revenue Service, the Hawaii Department of Labor and Industrial Relations (DLIR), and the Hawaii Department of Commerce and Consumer Affairs

Vendor Name: THE ALCOHOLIC REHABILITATION SERVICES OF HAWAII, INC.

DBA/Trade Name: Hina Mauka

Issue Date: 12/28/2016

Status: Compliant

Hawaii Tax#: W20308142-01

New Hawaii Tax#:

FEIN/SSN#:

UI#: XXXXXX0919

DCCA FILE#: 32126

Status of Compliance for this Vendor on Issue date:

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

Status Legend:

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

Attachment E

Articles of Incorporation

07/22/200820002

FORM DNP-5
12/2006



FILED 07/21/2008 02:42 PM
Business Registration Division
DEPT. OF COMMERCE AND
CONSUMER AFFAIRS
State of Hawaii

LCOM

STATE OF HAWAII
DEPARTMENT OF COMMERCE AND CONSUMER AFFAIRS
Business Registration Division
335 Merchant Street
Mailing Address: P.O. Box 40, Honolulu, Hawaii 96810
Phone No. (808) 586-2727

AMENDED AND RESTATED ARTICLES OF INCORPORATION
(Section 414D-184, Hawaii Revised Statutes)

PLEASE TYPE OR PRINT LEGIBLY IN BLACK INK

The undersigned, duly authorized officers of the corporation submitting these Amended and Restated Articles of Incorporation, certify as follows:

- 1. The name of the corporation is:
The Alcoholic Rehabilitation Services of Hawaii, Inc.
- 2. The Amended and Restated Articles of Incorporation adopted is attached.
- 3. The Amended and Restated Articles of Incorporation was adopted on: June 26, 2008
(Month Day Year)

(Check one)

at a meeting of the *members*.

Designation (class) Of membership	Total Number of Memberships (votes) outstanding	Total Number of Votes Entitled to be Cast By each Class	Number of Votes Cast by each class For Amendment	Number of Votes Cast by each class Against Amendment
Board	Thirteen (13)	Thirteen (13)	Five (5)	None (0)

OR

by written consent of the *members* holding at least eighty per cent of the voting power.

OR

by a sufficient vote of the *Board of Directors or Incorporators* because member approval was not required.


- 4. Check one:
 - The written approval of a specified person or persons named in the articles of incorporation was obtained.
 - The written approval of a specified person or persons is not required.

5. The attached Amended and Restated Articles of Incorporation supersedes the original Articles of Incorporation and all amendments thereto.

The undersigned certifies under the penalties of Section 414D-12, Hawaii Revised Statutes, that the undersigned has read the above statements and that the same are true and correct.

Signed this 15th day of July, 2008

Alan Van Etten, Board President
(Type/Print Name & Title)


(Signature of Officer)

(Type/Print Name & Title)

(Signature of Officer)

SEE INSTRUCTIONS ON REVERSE SIDE. The articles must be signed by at least one officer of the corporation.

07/22/200820002

AMENDED AND RESTATED ARTICLES OF INCORPORATION

I.

Name

The name of the corporation shall be THE ALCOHOLIC REHABILITATION SERVICES OF HAWAII, INC.

II.

Principal Office

The principal office of the corporation shall be at such location determined by the Board of Directors.

III.

Purposes

The corporation shall be organized exclusively for the following purposes:

- (1) To provide prevention, treatment and supportive recovery services to individuals, families and communities touched by alcoholism, chemical dependency, and related challenges.
- (2) To be organized exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, or any corresponding section of any future Internal Revenue law.

The corporation shall have all powers, rights, privileges and immunities permitted or provided to nonprofit corporations under Chapter 414D, Hawaii Revised Statutes, as amended, and all other applicable laws.

Notwithstanding any provision to the contrary herein contained, the corporation shall not carry on any activities not permitted to be carried on by a corporation exempt from federal income tax under Section 510(c)(3) of the Internal Revenue Code of 1986, as amended or by a corporation contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1986, as amended. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

The corporation is not organized for profit and will not issue any stock and will pay no dividends. No part of the assets, income or earnings of the corporation shall inure to the benefit of, or be distributable to, its directors or officers. Notwithstanding the foregoing, the corporation

shall be authorized and empowered to pay reasonable compensation for services rendered, to make reimbursements for expenses actually incurred in service to the corporation and to make payments and distributions in furtherance of the purposes of the corporation.

IV.
Duration

The duration of this corporation shall be perpetual.

V.
Officers and Directors

(1) The business and affairs of the corporation shall be managed by a Board of Directors consisting of not less than five (5) persons and no more than twenty (20) persons. The initial directors of the corporation and their residence addresses are as follows:

<u>Name</u>	<u>Residence Address</u>
June Boranian	116 Opihikao Way Honolulu, Hawaii 96825
Ken Burtness	1205-A Mamalu Honolulu, Hawaii 96817
Rev. Ford Coffman	690 Old Makapu Road Kailua, Hawaii 96734
Allen E. Kaufman	327 Poipu Drive Honolulu, Hawaii 96825
Mary Lake	1303-C Kipaipai Street Pearl City, Hawaii 96782
Carl Muller	200 N. Vineyard, #603 Honolulu, Hawaii 96817

The qualifications and manner of election of the directors shall be as set forth in the Bylaws of the corporation.

(2) The officers of the corporation shall consist of such officers as shall be provided for in the Bylaws, with such qualifications, duties and powers as are provided for therein. The initial officers of the corporation and their residence addresses are as follows:

<u>Title</u>	<u>Name</u>	<u>Address</u>
President	June Boranian	166 Opihikao Way Honolulu, Hawaii 96825
Vice President	Allen E. Kaufman	327 Poipu Drive Honolulu, Hawaii 96825
Secretary- Treasurer	Mary Lake	1303-C Kipaipai Street Pearl City, Hawaii 96782

VI. Members

The corporation shall have no members.

VII. Dissolution

Upon the dissolution or winding up of the corporation, its assets remaining after payment of, or provision for payment of, all debts and liabilities of this corporation, shall be distributed to a non-profit fund, foundation, or corporation, which is organized and operated exclusively for charitable, education, religious and/or scientific purposes and which has established its tax exempt status under Section 501(c)(3) of the Internal Revenue Code.

VIII. Limitation of Liability

(1) No director of the corporation shall be personally liable to the corporation for any monetary loss or damage suffered by it on account of a breach of any of the director's duties to the corporation; provided, however, that such director's liability shall not be limited for: (a) any breach of the director's duty of loyalty to the corporation; (b) acts or omissions not in good faith or which involve intentional misconduct or a knowing violation of law; (c) any transaction from which the director derived an improper personal economic benefit; or (d) any violations of the Hawaii Nonprofit Corporations Act relating to director conflicts of interest, loans to or guaranties for directors and officers, or director liability for unlawful distributions.

(2) No person who serves as a director or officer of the corporation without remuneration or expectation of remuneration shall be liable for damage, injury or loss caused by or resulting from the director or officer's performance of, or failure to perform duties of, the position to which the person was elected or appointed, unless the director or officer was grossly negligent in the performance of, or failure to perform, such duties. For purposes of this section,

remuneration does not include, and is not limited to, payment or reimbursement of reasonable expenses or the provision of indemnification or insurance for actions as a director or officer.

(3) The limitation of liability provided in subsections (1) and (2) of this Article shall be cumulative and not exclusive, and shall be independent of and in addition to each other and any other limitation of liability provided by law or in any other agreement. Any repeal, amendment or modification of this Article shall not affect the limitation of liability provided in this Article for any acts or omissions occurring prior to such repeal, amendment or modification. The limitation of liability provided for in this Article shall continue as to any person who has ceased to be a director or officer of the corporation and shall inure to the benefit of such person's heirs, personal representatives, executors and administrators.

Attachment F

Amended By Laws

AMENDED BYLAWS
DATED: MARCH 23, 2010

THE ALCOHOLIC REHABILITATION SERVICES OF HAWAII, INC.

ARTICLE I

PURPOSES AND NONPROFIT CHARACTER

Section 1. Purposes. The purposes of the corporation shall be as specifically set forth in the Articles of Incorporation.

Section 2. Nonprofit Character. The corporation shall be a nonprofit corporation, and any net income or earnings which may be derived from its operation shall not be distributed to any director or officer of the corporation except to pay reasonable compensation for services rendered to the corporation, to make reimbursements for expenses actually incurred in service to the corporation, and to make payments and distributions in furtherance of the purposes to the corporation.

Section 3. Nondiscrimination. The corporation shall admit, care, treat and counsel all persons without regard to race, gender, sexual orientation, age, religion, color, ancestry, disability, marital status, political affiliation, or arrest and court record.

ARTICLE II

OFFICES

Section 1. Principal Office. The principal office of the corporation shall be located within or without the State of Hawaii, as the board of directors shall determine. The corporation may have such other offices, either within or without the State of Hawaii, as the board of directors may designate or as the business of the corporation may so require.

Section 2. Registered Agent and Office. The corporation shall maintain a registered office and a registered agent in the State of Hawaii. The registered office may, but is not required to, be identical with the principal office.

ARTICLE III

MEMBERS

The corporation shall have no members.

ARTICLE IV

BOARD OF DIRECTORS

Section 1. General Powers. The business and affairs of the corporation shall be managed by its board of directors.

Section 2. Number and Tenure. The authorized number of directors shall be not less than five (5) persons and not more than twenty (20) persons. The number of directors for the ensuing year shall be fixed by the directors of the corporation at each annual meeting. Each director shall hold office for a term of three (3) years and thereafter until his or her successor shall have been duly elected and qualified. Notwithstanding the foregoing, directors may be elected to terms of less than three (3) years in order to achieve, as nearly equal as possible, the expiration of the terms of one-third (1/3) of the directors each year. A director may not be elected to more than three (3) consecutive terms of three (3) years, unless otherwise approved by two-thirds (2/3) of the directors present at a meeting. Upon reaching such term limit, a director may be reelected if such director has not been a member of the board of directors for at least one (1) year.

Section 3. Composition and Election. The board of directors shall recruit members who are representative of the specific cultures and populations being served by the corporation and/or who reflect a wide range of community interest groups related to alcoholism and other forms of substance abuse. The directors shall be elected by the board of directors at the annual meeting of the directors or at a special meeting of the directors held for that purpose.

Section 4. Meetings. The board of directors may hold regular or special meetings at the principal office of the corporation or such other place within or without the state of Hawaii as may be designated by the board of directors. Meetings may be called by the chairperson of the board or a majority of the other directors. Any meeting of the board of directors, regular or special, may be held by conference telephone or similar communication equipment, so long as all directors participating in the meeting can communicate with one another, and all such directors shall be deemed to be present in person at the meeting.

Section 5. Notice. Regular meetings of the board of directors may be held without notice of the date, time, place, or purpose of the meeting. Special meetings shall be preceded by at least five (5) days written notice of the agenda, date, time, and place of meeting. The written agenda for the special meeting shall be provided in detail and the special meeting shall be limited to the agenda items specified in the notice. Such notice shall be given by or at the direction of the chairperson of the board or other persons calling the meeting. Such notice shall be delivered in person, by telephone, by mail or by electronic transmission to each director. Oral notice is effective when communicated. If mailed, notice shall be deemed to be delivered when deposited in the United States mail, postage prepaid, addressed to the director at the director's address as it appears on the records of the corporation. Notice given by electronic transmission shall be deemed given (i) when directed to an electronic mail address provided by the director, if transmitted by electronic mail, (ii) when directed to a number provided by the director, if transmitted by facsimile telecommunication, and (iii) when directed to the director, if transmitted by any other form of electronic transmission. Any director may waive notice of any meeting

provided such waiver is made in writing and signed by the director entitled to the notice or is transmitted by electronic transmission, and delivered to the corporation for inclusion in the minutes or corporate records. The attendance of a director at a meeting shall constitute a waiver of notice of such meeting, except where a director at the beginning of the meeting or prior to the vote on any matter not noticed in conformity with law, these Bylaws, or the Articles of Incorporation, objects to lack of notice and does not thereafter vote or assent to the objected to action.

Section 6. Quorum. At any meeting of the board of directors, one-third (1/3) of the number of directors in office immediately before the meeting shall constitute a quorum for the transaction of business at such meeting, provided that the Chairperson, one of the Vice Chairpersons or the Secretary is one of the directors constituting the quorum. The affirmative vote of the majority of the directors present at any meeting at which there is a quorum shall be valid as an act of the board of directors, except as otherwise provided by law, these Bylaws, or the Articles of Incorporation.

Section 7. Action Without a Meeting. Any action required or permitted to be taken by the board of directors at a meeting may be taken without a meeting if all directors (i) execute a consent in writing setting forth the action to be taken, or (ii) transmit an electronic transmission consenting to the action to be taken. The consent shall be included in the minutes or filed with the corporate records reflecting the action taken. Action taken under this Section is effective when the last director signs the consent or gives consent by electronic transmission, unless the consent specifies a different effective date.

Section 8. Proxies. Voting by proxy shall not be permitted at any meeting of the board of directors or of any committees or bodies created by the board of directors.

Section 9. Removal and Resignation. The entire board of directors or any individual director may be removed from office, with or without cause, by a two-thirds (2/3) vote of the entire board of directors at a meeting called for that purpose, provided, however, that any director may be removed by a majority of the board of directors present at a meeting if a director fails to attend at least fifty percent (50%) of the board meetings in any calendar year. Any director may resign at any time by giving written notice to the board of directors or to the chairperson of the board or secretary of the corporation. Any such resignation shall take effect at the date of the receipt of such notice; or at any later time specified therein; and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

Section 10. Vacancies. Any vacancy occurring in the board of directors may be filled by the board of directors or, if the directors remaining in office constitute less than a quorum, by the affirmative vote of a majority of the remaining directors. A director elected to fill a vacancy shall serve until the next election of directors.

Section 11. Compensation. The directors shall not receive any salary or other compensation for their services as directors of the corporation, provided, however, that the foregoing shall not prohibit the payment of any salary or compensation to a director for services other than as a director.

ARTICLE V
COMMITTEES

Section 1. Board Committees. There shall be three (3) standing committees of the board: Internal Affairs, External Affairs and Governance consisting solely of directors. By resolution adopted by a majority of the directors in office, the board of directors may designate and create additional board committees and appoint members of the board of directors to serve on them with a minimum of two (2) directors serving on each committee. A committee shall have such powers and authority as the board of directors shall delegate to it, except that no such committee shall have the power to do any of the following:

- (a) Authorize the payment of a dividend or the distribution of any part of the income or profit of the corporation to the directors or officers;
- (b) Approve the dissolution or merger of the corporation or the sale, pledge, or transfer of all or substantially all of the corporation's assets;
- (c) Elect, appoint, or remove directors or fill vacancies on the board or any of its committees; or
- (d) Adopt, amend, or repeal the Articles of Incorporation or Bylaws.

The designation of a committee and the delegation to it of authority shall not relieve the board of directors, or any member of such, of any responsibility imposed by law.

Section 2. Advisory Committees. By resolution adopted by a majority of the directors in office, the board of directors may designate and create one or more advisory committees, each of which shall consist of at least one director and such other persons appointed by the board. Such advisory committees shall provide advice to the board of directors but shall have no power or authority to act on behalf of the corporation.

ARTICLE VI
OFFICERS

Section 1. Designation. The volunteer officers of the corporation shall be a chairperson of the board, a vice chairperson of the internal affairs committee of the board, a vice chairperson of the external affairs committee of the board, a vice chairperson of the governance committee, a secretary and such other volunteer officers the board shall from time to time appoint. The staff officers of the corporation shall be a chief executive officer, a chief financial officer, a chief administrative officer and such other staff officer positions as the board shall from time to time approve. Any two (2) or more offices may be held by the same person.

Section 2. Election and Term of Office. The volunteer officers of the corporation shall be appointed by the board of directors at the annual meeting of the board of directors or at such other times as the board of directors may deem appropriate. Each volunteer officer shall

hold office for a term of one (1) year or until his or her successor shall have been duly appointed, until his or her death, or until he or she shall resign or shall have been removed by the board of directors. The chief executive officer shall be appointed by the board of directors. The remaining staff officers shall be appointed by the chief executive officer. Each staff officer shall hold office until his or her successor shall have been duly appointed, until his or her death, or until he or she shall resign or shall have been removed.

Section 3. Removal and Resignation. The chief executive officer and any volunteer officer may be removed by the board of directors at any time, but such removal shall be without prejudice to the contract rights, if any, of the person so removed. Any staff officer (other than the chief executive officer) may be removed by the chief executive officer at any time. Appointment of an officer shall not of itself create contract rights. Any officer may resign at any time by delivering written notice to the board of directors or the chief executive officer. Any such resignation shall take effect at the date of the receipt of such notice or at any later time specified therein.

Section 4. Vacancies. Any vacancy in the office of any volunteer officer or chief executive officer because of death, resignation, removal, disqualification, or otherwise may be filled by the board of directors for the unexpired portion of the term, in a manner consistent with any succession plan approved by the board of directors. Any vacancy in the office of any staff officer (other than the chief executive officer) because of death, resignation, removal, disqualification, or otherwise may be filled by the chief executive officer.

Section 5. Chairperson of the Board. The chairperson of the board when present shall preside at all meetings of the board of directors. The chairperson of the board shall perform all duties incident to the office of chairperson of the board and such other duties as may be prescribed by the board of directors from time to time.

Section 6. Vice Chairpersons of the Board. In the absence of the chairperson of the board or in the event of his or her death, inability, or refusal to act, any of the standing vice chairpersons of the board shall perform the duties of the chairperson of the board and when so acting shall have all the powers of and be subject to all the restrictions upon the chairperson of the board. The standing vice chairpersons of the board shall perform such duties as from time to time may be assigned to him or her by the board of directors.

Section 7. Secretary. The secretary shall prepare and keep the minutes of the proceedings of the board of directors in one or more books provided for that purpose, see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law, be custodian of the corporate records, be responsible for authenticating records of the corporation, and in general perform all duties incident to the office of secretary and such other duties as from time to time may be assigned to the secretary by the chairperson of the board or by the board of directors. In the absence of the chairperson of the board or any of the vice chairpersons of the board for any meeting of the board of directors, or their inability or refusal to act, the secretary shall perform the duties of the chairperson of the board and when so acting shall have all the powers of and be subject to all the restrictions upon the chairperson of the board.

Section 8. Chief Executive Officer. The chief executive officer shall be the principal executive officer of the corporation and shall, subject to the direction of the board of directors, have general supervision and control of the business and affairs of the corporation. The chief executive officer may sign contracts, agreements or other instruments which the board of directors has authorized to be executed, except in cases where the signing and execution of such shall be expressly delegated by the board of directors to some other officer or agent of the corporation, or shall be required by law to be otherwise signed or executed.

Section 9. Chief Financial Officer. The chief financial officer shall have charge and custody of and be responsible for all funds and securities of the corporation, receive and give receipts for monies due and payable to the corporation from any source whatsoever, and deposit all such monies in the name of the corporation in such banks, trust companies, or other depositories.

Section 10. Chief Administrative Officer. The chief administrative officer shall be responsible for administrative aspects of the corporation, and shall otherwise perform such duties as may be assigned by the chief executive officer.

Section 11. Other Officers. The board of directors may from time to time create such additional officer positions, and the chief executive officer may fill such positions (except for volunteer officer positions), as the business of the corporation may require.

ARTICLE VII

CONTRACTS, CHECKS, DEPOSITS AND FUNDS

Section 1. Contracts. The board of directors may authorize the chairperson of the board, the chief executive officer and/or any other officer or officers, agent or agents of the corporation to enter into any contract or to execute and deliver any document, instrument, or writing of any nature in the name of and on behalf of the corporation, and such authority may be general or confined to specific instances.

Section 2. Checks, Drafts, etc. All checks, letters of credit, drafts, or orders for the payment of money, notes, or other evidences of indebtedness issued in the name of the corporation shall be signed by the chairperson of the board, the chief executive officer and/or such other officers or agents of the corporation and in such manner as shall be determined from time to time by the board of directors. In the absence of such determination by the board of directors, the instruments shall be signed by the chief executive officer.

Section 3. Deposits. All funds of the corporation shall be deposited to the credit of the corporation in such banks, trust companies, or other depositories as the board of directors may select.

Section 4. Gifts. The board of directors may accept on behalf of the corporation any contribution, gift, bequest, or devise for the general purposes or for any special purpose of the corporation.

ARTICLE VIII

BOOKS AND RECORDS

Section 1. Corporate Records. The corporation shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of its board of directors, and committees having any of the authority of the board of directors. The corporation shall keep a copy of the following records at its principal office:

- (a) Articles of Incorporation and all amendments currently in effect;
- (b) Bylaws and all amendments currently in effect;
- (c) Minutes of all meetings of directors and records of all actions approved by the board of directors for the past three years;
- (d) Annual financial statements for the past three years;
- (e) A list of the names and addresses of its current directors and officers; and
- (f) The most recent annual report filed with the Director of the Department of Commerce and Consumer Affairs.

Section 2. Inspection of Corporate Records. The records required to be kept at the corporation's principal office set forth in Section 1 of this Article, and any other records as required by law, shall be open to inspection at a reasonable time upon written demand of any director providing notice of five (5) business days or more.

ARTICLE IX

INDEMNIFICATION

Section 1. Indemnification. To the fullest extent permitted by Hawaii law, the corporation shall indemnify each director and officer of the corporation who is or was a party or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative and whether formal or informal, because such person is or was a director or officer of the corporation, against all expenses (including reasonable attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred by him or her in connection with such action, suit or proceeding. The corporation may indemnify current and former employees and agents of the corporation to the extent permitted by Hawaii law.

Section 2. Advances for Expenses. The corporation shall advance funds to pay for or reimburse the reasonable expenses and attorneys' fees incurred by a director or officer before final disposition of an action, suit or proceeding, provided that such person delivers a written affirmation of such person's good faith belief that such person has met the requisite standard of conduct for indemnification and delivers a written undertaking to repay such amount if it is ultimately determined that such person did not meet the standard of conduct. The board of directors may authorize payment in advance of final disposition of an action, suit or proceeding for the reasonable expenses and attorneys' fees incurred by an employee or agent seeking indemnification under this Article, provided that such employee or agent delivers the affirmation and undertaking described in the previous sentence.

Section 3. Continuing Indemnification. The indemnification provided for in Sections 1 and 2 of this Article shall be cumulative and not exclusive, and shall be in addition to any other indemnification provided by law or by any other agreement. Any repeal, amendment or modification of this Article shall not affect the indemnification provided in this Article for any acts or omissions occurring prior to such repeal, amendment or modification. The indemnification provided for in this Article shall continue as to any person who has ceased to be a director, officer or employee of the corporation and shall inure to the benefit of such person's heirs, personal representatives, executors and administrators.

ARTICLE X

AMENDMENTS

These Bylaws may be altered, amended, or repealed and new bylaws may be adopted by the board of directors at any regular or special meeting.

CERTIFICATION

The undersigned, being the duly elected, qualified and acting secretary of the corporation, does hereby certify that the foregoing bylaws were duly adopted by board of directors of the corporation on March 23, 2010, and are in full force and effect as of the date hereof.

Dated: March 23, 2010

A solid black rectangular box redacting the signature of the secretary.

Secretary

Attachment G

Board Of Director Listing

Hina Mauka Board of Directors

Name	Office	Affiliation
Karen Schultz	Chair	Queen's Medical Center (Ret)
Kenneth Luke	Vice Chair, Internal Affairs Committee	Hawai Medical Services Association
Michael Matsumoto	Vice Chair, External Affairs Committee	SSFM International, Inc.
Colin Lau	Secretary and Vice Chair, Governance Committee	Imperial Associates
Alan Johnson	President & Chief Executive Officer	President & CEO, Hina Mauka
Debbie Apolo		American Cancer Society
Signe Godfrey		Olsten Staffing Services (Ret)
Curtis Harada		Hawaiian Electric Industries
Robert Iopa		WCIT Architecture
Demaney Kihe		First Hawaiian Bank Branch Management
David Leonard		Attorney
Celia Ona		Tripler Army Medical Center
Wendell Murakawa		Public Safety Department (Ret)

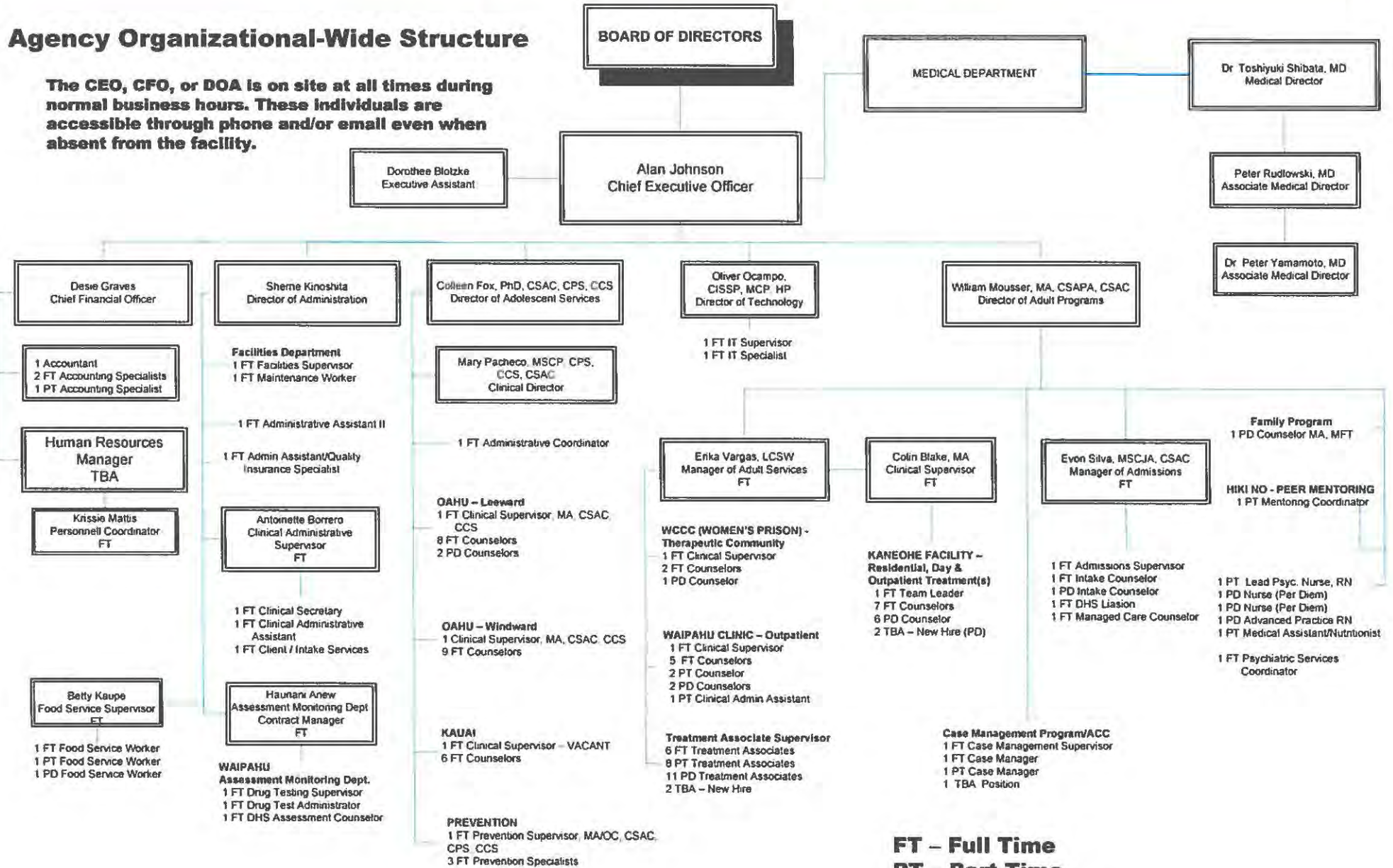
Attachment H

**Organizational Wide Org. Chart
&
Construction Org. Chart**

Hina Mauka Organizational Chart

Agency Organizational-Wide Structure

The CEO, CFO, or DOA is on site at all times during normal business hours. These individuals are accessible through phone and/or email even when absent from the facility.



FT – Full Time
PT – Part Time
PD – Per Diem
TBA – Vacant / To Be Announced

Hina Mauka Program Specific Organizational Chart for the Construction

