

House District 19, 31

Senate District 10, 16

**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): LABOR, OFFICE OF COMMUNITY SERVICES

STATE PROGRAM I.D. NO. (LEAVE BLANK IF UNKNOWN): _____

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:
Touch a Heart, Inc.

Dbas: N/A

Street Address: 98-1277 Kaahumanu Street, PMB 224
Aiea, Hawaii 96701

Mailing Address: Same as Above

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name ROBIN KUMABE

Title Executive Director

Phone # 808-779-7083

Fax # N/A

E-mail robin@touchahearthawaii.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:

EMPOWERING WOMEN THROUGH SUSTAINABLE VOCATIONAL TRAINING

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2018: \$ 130,000

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 \$ 0
 FEDERAL \$ 0
 COUNTY \$ 0
 PRIVATE/OTHER \$ 26,000

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[REDACTED SIGNATURE]

AUTHORIZED SIGNATURE

ROBIN KUMABE, EXECUTIVE DIRECTOR

NAME & TITLE

JANUARY 17, 2017

DATE SIGNED



RECEIVED

1/19/17 *Ma*

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;**

Touch a Heart, Inc. (TAH) is a 501(c)(3) organization dedicated to preserving and enhancing the dignity of the homeless and disadvantaged to help them move toward independent living through employment. TAH partners with non-profit organizations with under-utilized commercial kitchens to offer a vocational training program in food services to Hawaii's marginalized and vulnerable populations with barriers to employment.

In 2015, TAH partnered with the Salvation Army to provide training in food preparation life skills and a career path to food service to select women either currently in, or alumni of their Family Treatment Services Ke Ola Pono and Ka 'Oahu Hou O Manoa Transitional Program, the only in-residence program that cares for both mother and child/children to strengthen long-term, sustained transformation.

Women selected for the TAH program receive between 9 to 12 weeks of vocational training encompassing competencies that are necessary for higher paying jobs in the food services industry. Throughout the training program, participants, learn about food safety and budgeting, nutrition, and cooking/baking, along with life and socio-emotional skills crucial to increasing self-efficacy and becoming responsible employees, family members and engaged citizens. The women are given a varied, experiential program, with hands-on food service training, field trips, guest speakers from the culinary field, along with resume writing and mock interviews for employment.

These women are also trained for certification by the Department of Health in food safety, a future prerequisite for employees who handle food in the restaurant and hospitality industry.

In addition to vocational training, program participants continue receiving supportive programs and services through the Salvation Army, as well as training in soft skills, such as communication, confidence, and the importance of dependability – essential traits to empower women in recovery to become job ready. This integrated, wrap-around support deepens the transformation and improves sustained outcomes for the women and their children.

Our volunteer Board of Directors is helping TAH build partnerships with several local restaurants and food establishments willing to employ the women upon completion of their training, including Gytaku, Sweet Revenge, Highway Inn and hotels/restaurants who are felon friendly.

2. The goals and objectives related to the request;

For the past two years, TAH has focused on establishing its Life Skills & Career Path to Food Service Program, which has experienced unprecedented success.

TAH has also recognized the future limitations to this high touch program for participants, based on budget cuts nationwide in transitional housing programs for this demographic, beginning in 2017. Due to the budget cuts and time limitations of these housing programs (e.g. 18-month program is now 3 months) for the sheltered homeless, TAH has developed an unpaid and paid Vocational Training Internship Program that will run between 8-12 weeks long. This program will ensure that Interns have on-the-job training, the ability to earn their Food Safety Certificate, and learn, through experience, the importance of timeliness, dependability and taking initiative for successful employment.

To provide sustained funding for this high-touch program, TAH plans to shift efforts toward developing its Food Services Social Enterprises. The combination of the Program and Food Services Social Enterprise is designed to accomplish the following main goals:

1. Provide interns with on-the-job experience and wages for their work;
2. Enable TAH to use underutilized commercial kitchens to employ graduates and those with barriers to employment with paid Internships;
3. Become the source of numerous internship experiences such as, processing, baking/culinary, packaging, logistics and/or administration to provide the broadest exposure for program participants; and
4. Provide partnering nonprofits, with funds to increase their mission goals through use of their underutilized commercial kitchen.

Baker's Heart was officially launched December 2016 with TAH's Holiday Gift Giving Program. Sales from this Program were four times larger than the previous year and products sold out prior to its December 2nd deadline for orders. TAH plans to establish a website for sales by early spring.

TAH has solidified a partnership with Central Union Church (CUC) to use their full commercial kitchen for the Vocational Training Internship Program and production of products for their Social Enterprise. Baker's Heart has become known for their Oatmeal Flax Quinoa Cookies, Biscotti Bites, and a gluten-free version of their cookies. They currently distribute their products at two retail coffee shops, Island Café and Friend Café. With access to CUC's commercial kitchen, TAH plans to produce additional products for the Blind Vendors Ho'opono, for production and distribution to all their facilities across the state.

TAH also plans to market its baked goods to a few island specialty stores, such as Neiman Marcus, who is interested in distributing local products.

Uncle Pono's Ulu Ice Cream, Ulu Flour and other Ulu Products

TAH's Director of Operations is currently developing products using breadfruit to be manufactured, marketed and sold into branded products under the Food Services Social Enterprises, including ulu flour and other ulu products, and Uncle Pono's Ulu Ice Cream. Not only will this support the revival of sustainable, indigenous crops, but also help TAH to enter the 'gluten-free' market. Known as ulu in Hawaiian, breadfruit is low-fat and gluten-free, as well high in protein and antioxidants. Profits from such product sales will be reinvested in the program so that continued reliance on external grants and donations can be reduced.

TAH has an established relationship with farmers Wayne Ogasawara and Danny Green, who own and operate one of the largest ulu farms on Oahu, and have committed to supplying TAH with ulu each season at below-market prices.

In 2015, Pono Shim, the CEO for the Oahu Economic Development Board, donated exclusive rights to TAH for an award-winning ulu ice cream recipe. After months of research and development (R&D), TAH has developed a commercial grade product and plans to house a commercial ice cream maker at CUC in preparation for future distribution.

In addition, TAH has successfully produced gluten-free ulu flour to use in its Baker's Heart baked goods. A major local bakery is interested in partnering with TAH to use its ulu flour to develop an ulu cracker in the future.

3. The public purpose and need to be served;

Each year, an estimated 14,000 people experience homelessness in the State of Hawaii. Less than one-third of adults who are living in shelter programs have jobs, while nearly three out of four are unemployed. Some of the major barriers to the employment of Hawaii's homeless population includes the lack of marketable skills, technical and soft skills training, and work experience.

The number of job opportunities in the restaurant industry continues to grow in Hawaii, resulting in an ongoing need for entry level, mid-level, and management level positions in food services, depending upon skill levels and experience. Training for jobs in food services is not as time intensive compared to other technical or professional jobs, with many entry level positions not requiring a high school diploma as a prerequisite.

In 2017, the Department of Health anticipates that anyone handling food will be required to possess a valid food handler's certificate, and that all food establishments will be required to have a Food Safety Person-in-Charge on the premises at all times during business hours. Because TAH's program includes a mechanism for receiving a Food Safety Manager's Certificate, graduates of the vocational training program will have opportunities to seek higher paying jobs in food-related industries.

TAH's 'one-of-a-kind' job-driven program in food services trains women in transition with the marketable skills necessary to move toward sustainable independent living through employment and career pathways. Because the program has been both place-based and high touch, women who are recovering from substance and alcohol abuse, many of whom are single parents, have the opportunity to obtain vocational readiness in a supportive and nurturing environment.

Establishing or reinstating the basic competency of preparing nutritious, affordable meals for themselves and their children has significant benefits beyond the skills. The women are able to rebuild their confidence and competence as a mother and caretaker for themselves and their children, which lead to eventual self-reliance and sustained healthy living without substance abuse or co-dependent relationships.

4. Describe the target population to be served; and

TAH's program serves those with barriers to employment with a focus on single mothers throughout Oahu representing all ethnicities. The program not only provides direct services to women ages 18 and over, but yields long-term benefits to their children as the women transition to sustainable independent living through employment and are now equipped to cook healthy meals for their family instead of eating fast food or take out as a mainstay.

The women served through the program are struggling with addiction, domestic violence, and profound trauma. These women are considered at or below the poverty level, and do not currently have the economic means to secure affordable or subsidized housing. Many have lost hope of overcoming these obstacles in their lives, but voluntarily seek help and have begun the process toward recovery. The women selected for the program are eager to take the next step toward

transforming their lives by developing job competencies necessary to secure employment in food services.

With the expansion into a Vocational Training Internship Program, TAH plans to reach out to other demographics of potential interns who have barriers to employment. TAH has been in discussion with YWCA and their program at Fernhurst as well as Abilities Unlimited and their programs for adults with disabilities.

5. Describe the geographic coverage.

TAH's Vocational Training Program is currently offered at the Salvation Army's Family Treatment Services Facility in Kaimuki, and is accessible to women from all parts of Oahu who are in the residential and outpatient treatment program, therapeutic living program or residential housing program. Future programs will be offered at Central Union Church's facilities and commercial kitchen space. Preliminary discussions have occurred with other facilities with underutilized commercial kitchens in both the Leeward and Windward side of the island of Oahu.

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;

TAH's Director of Enterprise Operations will oversee the Vocational Training Internship Program, as well as provide oversight for commercially marketed products and food service operations as part of its Social Enterprises. The Director will also be establishing the distributorship arrangements for the enterprise products, along with the marketing channels and quality control measures for the brand.

The Program Director will recruit for the Vocational Training Internship Program and recommend candidates for the Internship slots available. Each candidate will go through an interview process and upon selection, sign an agreement for the Internship Program. During the Internship, the Program Director will be ensuring that the goals and outcomes for the Intern are met through weekly progress meetings, time sheets and goal sheets. Upon completion, the Program Director will evaluate and gain feedback from each intern, on their ability to meet their goals and expectations. The Director will also support the interns in finding future job placement/employment upon completion of this program.

The Trainer will be focused on the day-to-day training of Interns and provide feedback and hands-on support for the program.

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

If Grant-in-Aid funding is approved, TAH will be able to hire the necessary staff for the Vocational Training Internship Program, work with the various nonprofit entities to recruit candidates for the internships, graduate a minimum of 2 cohorts from the program within the 12-months following release of the grant funds, and integrate interns into the production of the Social Enterprise's goods and services.

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

The Director of Enterprise Operations will regularly monitor participants of the vocational training program to ensure that each achieves a level of proficiency for the training modules in order to graduate from the program. Screening is done with the candidates prior to selection of students for the program, through both the application process and together with the partnering agency and their Case Managers.

At the onset of the class, students fill out a questionnaire that self-ranks their level of knowledge and competencies in the area of food safety and food services. At the end of the program, students are required to fill out an evaluation form to rank the program and the trainer(s), along with additional space for written feedback. This form is filled out anonymously and a report is produced by the Program Director for review, evaluation and improvements.

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.

Each quarter, TAH will report the number of women involved in the Vocational Training Internship Program, the percentage of participants achieving proficiency level at the end of each training module, and the number of individuals who have successfully graduated from the training program.

III. Financial Budget

1. **The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.**
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
\$32,500	\$32,500	\$32,500	\$32,500	\$130,000

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

In 2016, TAH began drawing down on funds from a \$90,000 State GIA, which was part of a \$220,000 initial request. These funds were used to establish the highly successful Life Skills & Career Path to Food Service Program.

This request to the State is for \$130,000 in Grant-in-Aid funds toward TAH's Vocational Training Internship Program. TAH has \$26,000 in committed funds, and plans to raise an additional \$10,000 from private philanthropic partners in 2017 to fund equipment and supplies.

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.**

This does not apply.

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.**

2016 State Grant-in-Aid \$90,000

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

The balance of TAH's unrestricted current assets as of December 31, 2016 is \$32,327.26

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.

Since 2015, 10 women have graduated from the vocational training program, with another 4 ready to begin in January and graduate by March 2017. Nine of the 9 women who took the Food Safety Certificate test successfully passed the test and received their Food Safety Certificate, with scores ranging between 80-90%.

Of TAH's graduates, nine are currently employed in the workforce, four of whom are in the food service industry, including Zippy's, Cheesecake Factory, Foodland/Food Pantry, and Tony Roma's. Because of limited access to child care during working hours, the remaining five graduates found employment in non-food service industries. At least two of these women work part-time jobs because they are returning to school to obtain their GED or a degree. TAH has not experienced any recidivism rate among the graduates. In fact, the one unemployed woman is about to give birth and will seek employment shortly after.

TAH also established partnerships with local restaurants and food establishments that indicated a willingness to employ program graduates to provide stable employment leading to sustained independent living.

In 2016, TAH successfully launched the Baker's Heart brand of baked goods to the public and has had ongoing business with the café's and other regular accounts. TAH has also completed R&D on the ulu ice cream products for its Food Services Social Enterprises, and has developed a commercial grade product which will soon be ready for marketing and distribution. TAH envisions that 'Uncle Pono's Ulu Ice Cream' will initially be featured at a number of restaurants known for 'farm to table' and locally grown products and move to other selected 'business-to-business' operations and finally, to retail sales.

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.

What makes TAH's Vocational Training Program unique is that training is conducted on site, utilizing the commercial kitchen of its partnering organization, the Salvation Army. The commercial kitchen is located at the Family Treatment Services' Kaimuki facility, located at 845 22nd Avenue. In addition to a commercial kitchen, the Kaimuki facility features Ka 'Olu Hou O Manoa Transitional Housing, and an on-site therapeutic nursery and preschool.

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.

Director of Enterprise Operations, Colin Kumabe is responsible for overall training and operations for both the Programs and Social Enterprises, including marketable products produced by training program participants. Kumabe has over 23 years in restaurant operations including an extensive career in restaurant management at Zippy's. Kumabe has created the Life Skills and Career Path to Food Services Program curriculum as well as the Internship Program. He has also led the training of each cohort. All baked products for the Baker's Heart social enterprise have been created by Kumabe, along with the research and development efforts for both the ulu ice cream and ulu flour.

Program Director, Charlyn Dote leads the future development of the current program as well as the Internship Program. Dote handles the recruitment and retention of our program candidates, coordinates all extracurricular activities, field trips, guest speakers, Food Safety Certification and job placement opportunities for our graduates, including placement in TAH's own Social Enterprises. Dote's extensive background at Pacific Century Fellows as the director, developer and coordinator for their Program for over 12 years, brings to TAH the holistic approach to program development, design and delivery. The Program Director works together with the Director of Enterprise Operations and the Trainer.

Trainer, Judy Hassing supports and assists TAH as the Trainer for the Internship Program in the Social Enterprises. Her area of responsibility will be focused on the building and development of our interns as employees in a working environment, training them for success in the work force, whether employed in TAH's Social Enterprises or another business/food establishment.

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.

TAH's Organizational Chart is attached.

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.

All officers of TAH's Board of Directors are voluntary positions. TAH's highest paid employees:

Director of Enterprise Operations	\$60,000
Program Manager	\$36,000
Trainer in Training	\$12/hour

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.

This does not apply.

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.

This does not apply.

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.

This does not apply.

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.**

TAH significantly reduces program costs by partnering with, and utilizing non-profit organizations' underutilized commercial kitchens. This partnership includes research, development and launch of a Food Service Social Enterprise (café, bakery, meal delivery program, catering or branded product production site etc.) in their commercial kitchen so that program graduates have the option of entering the Enterprise as interns/apprentices. This partnership also provides revenues for this workforce development program.

TAH currently has two branded products, the first of which is "Baker's Heart," a line of baked products currently sold at two cafés, through corporate sales during holiday gift giving season, special holidays (i.e. Mother's Day) and upon request. Baker's Heart has a few products made with their own milled breadfruit/ulu flour, other locally-sourced flour and gluten-free flour and will include products made with breadfruit/ulu flour and gluten-free flour for the gluten-free market.

The second social enterprise is based on the production and distribution of 'Uncle Pono's Ulu Ice Cream', an award-winning recipe that will soon be ready for distribution. TAH plans to reinvest profits from its Social Enterprises back into the program so it becomes self-sustaining and eliminates continued reliance on external grants and government funding.

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.

TAH's Certificate of Good Standing is attached.

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2017 to June 30, 2018

Applicant: Touch A Heart

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Director of Enterprise Operations	Full Time	\$60,000	100.00%	\$60,000
Program Director	Part Time	\$36,000	100.00%	\$36,000
Trainer	Part Time	\$12,500	100.00%	\$12,500
TOTAL:				\$108,500

JUSTIFICATION/COMMENTS: Grant-in-Aid Funds will be used toward the salary of the Director of Enterprise Operations, who will oversee all social enterprises, including marketable products produced by the participants of the training program. Grant-in-Aid funds will also be used toward the salaries of the Program Director and Trainer, who will oversee the training program and be responsible for overall daily operations.

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2017 to June 30, 2018

Applicant: Touch a Heart, Inc.

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Baking Equipment and Supplies (e.g. baking racks, cooling racks, baking sheets, silicone mats, etc.)			\$5,000	\$5,000
Baking Supplies (flour, sugar, oil, etc.)			\$5,000	\$5,000
TOTAL:			\$10,000	\$10,000
<p>JUSTIFICATION/COMMENTS: TAH will be seeking support from other philanthropic partners toward the Equipment and Supplies for the Food Service Social Enterprises, estimated at \$10,000. State GIA funds will not be used toward this expenditure.</p>				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
Not Applicable				
TOTAL:				
<p>JUSTIFICATION/COMMENTS:</p>				

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2017 to June 30, 2018

Applicant: Touch a Heart, Inc.

NOT APPLICABLE

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						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS:						

GOVERNMENT CONTRACTS AND / OR GRANTS

Applicant: Touch a Heart, Inc.

Contracts Total: \$90,000

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	Transformative Sustainable Vocational Training	3/1/16 - 2/28/17	DLIR	State	\$90,000
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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.

Touch a Heart, Inc.

(Typed Name of Individual or Organization)

(Signature)

January 17, 2017

(Date)

Robin Kumabe

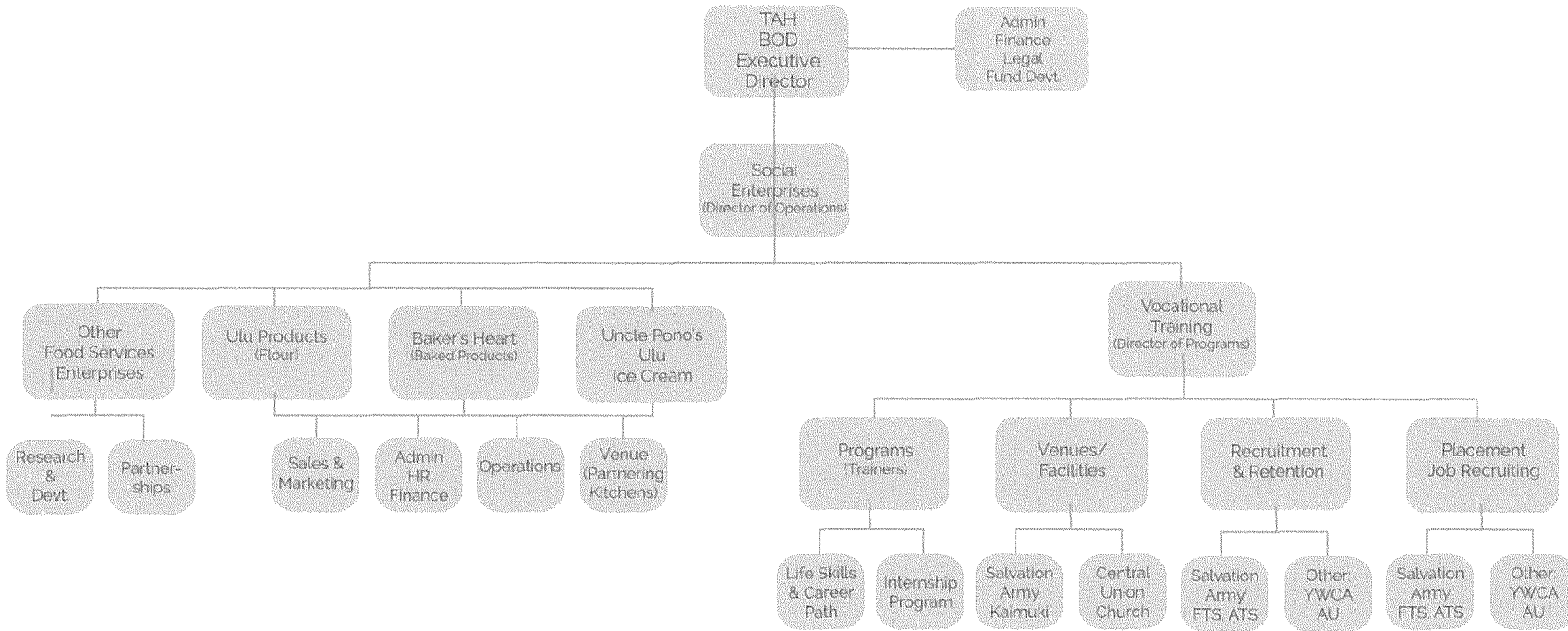
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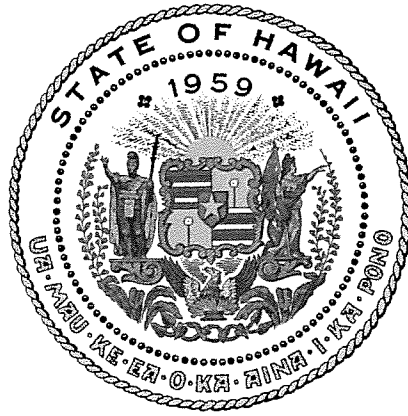
Executive Director

(Title)



Touch A Heart Organization Chart (Revised: 1/2017)





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

TOUCH A HEART, INC.

was incorporated under the laws of Hawaii on 01/22/2007 ; that it is an existing nonprofit corporation; and that, as far as the records of this Department reveal, has complied with all of the provisions of the Hawaii Nonprofit Corporations Act, regulating domestic nonprofit corporations.

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

Dated: January 14, 2017

Director of Commerce and Consumer Affairs

