

House District(s) 23 _____

Senate District(s) 10 _____

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:

Hawaii Restaurant Association Educational Foundation

Street Address: 1314 S. King Street
Honolulu, HI 96814

Mailing Address: 2909 Waiialae Ave.
Honolulu, HI 96826

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name GREGG FRASER

Title Executive Director

Phone # (808) 782-8462

Fax # _____

E-mail Gregg.fraser@hawaiirestaurant.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

501(c)(3) status in process

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

4. FEDERAL TAX ID #: 81-3445347

5. STATE TAX ID #: _____

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2019: \$102,500.00

8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

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

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

STATE	\$102,500.00
FEDERAL	\$ 0.00
COUNTY	\$ 0.00
PRIVATE/OTHER	\$200,000.00

TYPE NAME

REPRESENTATIVE

Gregg Fraser/Executive Director
NAME & TITLE

1/19/18
DATE SIGNED

I. Background and Summary

1. The Hawaii Restaurant Association Educational Foundation (HRAEF) was established to enhance the restaurant and hospitality industry in Hawaii through service to the public through educational programs, industry engagement and promotion of the industry to future generations. The HRAEF supports the hospitality industry in Hawaii through educational programs that educate and inspire current and future hospitality industry workers, and supports the philanthropic missions of the National Restaurant Association (NRA) and the Hawaii Restaurant Association (HRA). The HRAEF also administers all aspects of the national ProStart Program in Hawaii, a two-year national program that helps inspire and give direction to thousands of students every year in every state in the union. The HRAEF was incorporated on May 2016 as a Hawaii nonprofit corporation and serves as a supporting organization of the HRA. HRA is a state association, affiliated with National Restaurant Association whose purpose is to advance and protect the restaurant and foodservice industry and grow the number of foodservice leaders on a national level. The HRAEF also administers the ProStart Program within the state of Hawaii which provides high school level culinary and management training created by the NRAEF and industry leaders to support and perpetuate the industry profession.

HRAEF is different from HRA in the sense that HRA represents food service related segments, and HRAEF serves as the means to acquire funding to promote scholarships, internships, mentorships, and events surrounding the ProStart program. HRAEF's initial funding was made possible through a loan from the HRA and HRAEF will be the entity that allows funding for the educational programs. HRAEF's office is temporarily located in the HRA offices. HRAEF has access to advice and consultation from David Mathews, General Counsel for the National Restaurant Association Education Foundation (NRAEF) and has filed for 501(c)(3) nonprofit status and expects IRS approval approximately within the next six (6) months.

2. The foodservice industry in Hawaii continues to struggle with recruitment and staff retention. There is an overwhelming need for programs that increase the number of qualified candidates that apply for restaurant jobs. Preparing current and future food service employees to succeed in the job they are hired for is an area that needs focused attention. The National Restaurant Association Educational Foundation (NRAEF) in addition to all the State Restaurant Association's Educational Foundations (SRAEF) have a successful on-going training program for future foodservice employees. The ProStart Program is a High School level culinary and management training program that was created by industry leaders to perpetuate the food service industry.

The HRAEF currently administers the ProStart program at twelve (12) Hawaii DOE high schools and fulfills the national directive set forth by the NRAEF. If the requested \$102,500 is granted, the funding will support the statewide expansion of the ProStart

program and allow for all 30 DOE high schools throughout the state of Hawaii that have a food service/culinary program the opportunity to participate. Through standardized state curriculum, real life work experience through student internships, scholarships, and state and national competition involvement, the goal of the HRAEF is to educate and retain new talent for our great state. HRAEF currently works to deliver a consistent curriculum that allows graduates to either enter the job market right out of high school or to continue their education with local Culinary and/or Hospitality Educational Programs. Funding will be used to support HRAEF operating and personnel expenses that provide the support needed to increase the outreach, and include providing the resources needed to help secure additional future financial support to enable sustainable programs.

The ProStart National Certificate of Achievement (COA) is the student's passport to the future. Earning the COA can give students a leg up in job searches, and opens the door to collegiate opportunities. Numerous restaurant, foodservice and hospitality programs offer benefits to ProStart graduates. These benefits include scholarships, class credits and credit towards work experience requirements. To earn the ProStart National COA, a student must pass "The Foundations of Restaurant Management and Culinary Arts" Level 1 and Level 2 exams, document 400 hours of work experience and demonstrate proficiency on more than 50 workplace competencies. Work experience can come from paid jobs, school-based enterprises or relevant volunteer work.

HRAEF hopes to help more students in Hawaii's public school system interested in a career in the hospitality industry. Such assistance will be through education and training opportunities in the industry, participation in culinary competitions at the state and national level, opportunities to apply for scholarships, availability of mentorship programs and networking opportunities with industry professionals. HRAEF will also eventually provide scholarships to deserving high school and college students who intend to pursue culinary arts, food service or hospitality in their educational endeavors. Scholarships will be awarded to deserving students with the intent to provide them with continued industry education. HRAEF will provide assistance to public high schools as the funds and in-kind materials are available. These will help the instructors pay for chef jackets, cooking supplies, travel expenses to culinary events and other expenses directly related to helping the students be successful with the ProStart program.

3. As the foodservice industry in Hawaii continues to struggle with recruitment and staff retention there is an overwhelming need for programs that increase the number of qualified candidates that apply for restaurant jobs. Preparing current and future food service employees to succeed in the job they are hired for is an area that requires focused attention. The National Restaurant Association Educational Foundation (NRAEF) in addition to all the State Restaurant Association's Educational Foundations (SRAEF) have a successful on-going training program for future foodservice employees. The ProStart Program is a High School level culinary and management training program that was created by industry leaders to perpetuate the food service industry.

4. HRAEF and all of its programs have a Statewide reach, targeting High School Students, the entire food service industry, and eventually the broader community interested in a career in the food service industry.
5. Geographic coverage includes the entire state of Hawaii, encompassing all islands.

II. Service Summary and Outcomes

ProStart Program Administration

- a) Designated as the primary contact for administration of the ProStart program.
- b) Administers the ProStart program in the state in accordance with the mission and guidelines
- c) Oversees the Data Collection System and by encouraging educators to participate in surveys and in the data collection system. Communicates the ProStart School Criteria to educators.

ProStart School/Educator Coordination:

- a) Contacts each ProStart educator in person at the school site (preferred) or by email or phone.
- b) Hosts at least one state ProStart Educator Professional Development conference per year which includes a discussion of the value of the COA.
- c) Helps schools/educators connect with the restaurant and foodservice industry through facilitating industry guest speakers and/or tours for ProStart schools; ensures educators work with an industry advisory committee; facilitates the participation of educators at events; assists educators connect students to work experience opportunities; and establishes additional strategies developed to connect education with industry in the state.

Marketing and Communications: Promotes the ProStart Program to various constituents including state restaurant association to members, secondary and post-secondary education institutions, state and local departments of education, educators, counselors, administrators, students, parents and any community/ state/local organizations. Identifies and assists interested schools and educators to become ProStart schools/educators.

2. Projected Annual Timeline - The ProStart program will run concurrently with the DOE 2018-2019 school calendar.
3. Quality Assurance and Evaluation - As a national program, the ProStart Program will follow the evaluation and quality assurance as set by the existing NRAEF model and benchmarks.
4. Measure of Effectiveness - Effectiveness will be measured by increased school and student participation beyond the twelve DOE schools that are currently participating, increase in COA certification achievement, increased engagement of the Hawaii food

service industry, and the amount of increased financial support from industry, corporate and individual support.

III. Financial

Budget

1. See attached worksheets.
2. Quarterly funding requests for the fiscal year 2019.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
25,625	25,625	25,625	25,625	102,500

3. Other Sources of Funding – Pending funding for staff resources
4. State and Federal Tax Credits – None
5. Federal, state and county government contracts, grants, and grants in aid – None
6. Balance of unrestricted current assets as of December 31, 2017 – N/A

IV. Experience and Capability

1. In addition to the Board of Directors that represents the full Hawaii food service industry spectrum, HRAEF has access to the advice and consultation from David Mathews, General Counsel for the National Restaurant Association Education Foundation. Board Members include Hide Sakurai, Jim Cremins, Naomi Azama, Mark Noguchi, Ronald Takahashi, Tyler Roukema, Tom Frigge, Gordon Chow, James Baloaloo, and Nick Roschi.
2. HRAEF's office is located in the HRA offices at 1314 S. King Street, Honolulu, HI 96814 where it shares office resources and equipment.

V. Personnel: Project Organization and Staffing

- Executive Director – Oversees all organization operations and works with the board of directors to establish sound policies.
- ProStart Coordinator – Responsible for all logistics relating to the ProStart Program
- Administrative Director – Implements and oversees all administrative functions and fundraising efforts
- Administrative Assistant – Provides administrative support for all director and coordinator positions.

- Special Events Coordinator – Oversees all aspects of special events including outreach and fundraising events.
2. All staff positions report directly to the Executive Director.
 3. Board members do not receive any type of compensation.

VI. Other

1. Litigation – None
2. Licensure or Accreditation – N/A
3. Private Educational Institutions – N/A
4. Future Sustainability Plan – The grant request requests support for capacity building. The increased staffing and resources will enable the organization to establish a fundraising and support model that will be sustained through corporate, industry and individual contributions and private foundation grants.
5. Certificate of Good Standing (If the Applicant is an Organization) – See attached
6. Declaration Statement – See attached
7. Public Purpose – The grant will be used for public purpose pursuant to Section 42F-102, Hawaii Revised Statutes.

**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.

Hawaii Restaurant Association Educational Foundation (HRAEF)

(Type Organization)

(Signature)

1/19/18

(Date)

Gregg Fraser
(Typed Name)

Executive Director
(Title)

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2018 to June 30, 2019

Applicant: _____

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				38,748
1. Salaries				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST				38,748
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				2,500
2. Insurance				1,500
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				4,398
5. Staff Training				
6. Supplies				600
7. Telecommunication				
8. Utilities				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES				8,998
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)				47,746
SOURCES OF FUNDING	Budget Prepared By:			
(a) Total State Funds Requested	Gregg Fraser (808) 782-8462			
(b) Total Federal Funds Requested	Name: [REDACTED] Phone			
(c) Total County Funds Requested	Date: 1/19/18			
(d) Total Private/Other Funds Requested	Signature of Authorized Official: Gregg Fraser / Exec Dir			
TOTAL BUDGET	Name and Title (Please type or print)			

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2018 to June 30, 2019

Applicant: HRAEF

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, 2018 to June 30, 2019

Applicant: HRAEF

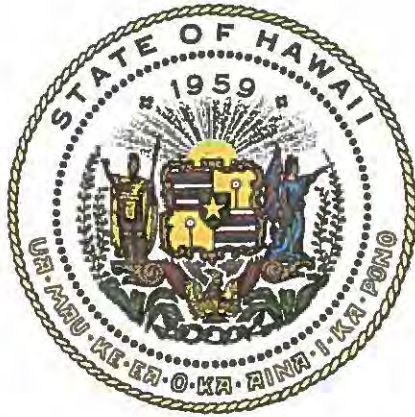
FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2016-2017	FY: 2017-2018	FY:2018-2019	FY:2018-2019	FY:2019-2020	FY:2020-2021
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:	N/A	N/A	N/A	N/A	N/A	N/A
JUSTIFICATION/COMMENTS:						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Hawaii Restaurant Association Educational Foundation (HRAEF)

Contracts Total: -

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	N/A				
2					
3					
4					
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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

HAWAII RESTAURANT ASSOCIATION EDUCATIONAL FOUNDATION

was incorporated under the laws of Hawaii on 05/16/2016 ;
that it is an existing nonprofit corporation; and that,
as far as the records of this Department reveal, has complied
with all of the provisions of the Hawaii Nonprofit Corporations
Act, regulating domestic nonprofit corporations.



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

Dated: January 19, 2018

Catherine P. Owa

Director of Commerce and Consumer Affairs