



*"Enhancing Lives Through Self-Reliance"*

January 17, 2018

Senator Donovan M Dela Cruz  
Chairman of Ways and Means Committee  
Hawaii State Capitol, Room 208  
415 South Beretania Street  
Honolulu, HI 96818

Dear Senator Dela Cruz,

Attached is Ka Lima O Maui's Grant in Aid application requesting \$1 million for Phase II of our Capital Improvement Project. The second phase of our project includes the construction of a new facility that Ka Lima will be able to call home after 62 years of service to the Maui community. The new facility will be constructed on a two acre lot that Ka Lima leases from the County of Maui for \$1 year for 50 years. The new structure will consolidate all of the agency's operations on one site and allow us to deliver our mission in a more efficient manner while serving more individuals with disabilities.

Since 1955, Ka Lima O Maui has been putting paychecks in deserving hands. Our mission of "Enhancing Lives through Self-Reliance" for persons with disabilities is accomplished through employment related programs and independent living skills. We continue to be Maui's largest employer of persons with disabilities. We currently have over 65 hard-working individuals employed in our landscaping and custodial services in addition to the hundreds we have helped secure employment for at businesses around Maui. We are one of Maui's oldest private Not for Profit agency that delivers a crucial service to a population that is often times overlooked.

The estimated cost of the project is \$4.5 million and Ka Lima O Maui has successfully saved over \$1 million for this project to match a State grant award. The requested funds would be applied towards the construction cost of phase II of our project.

- **Phase 1:** Renovation of existing multi-purpose building that currently occupies the Medicaid Waiver Adult Day Health program. **Project completed in December of 2016.**
- **Phase 2:** Construction of our own home to house employment programs and consolidate all of our operations at one site.



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**It is noteworthy to mention that prior to requests for this phase in project, Ka Lima O Maui had never submitted a GIA-CIP application to the State of Hawaii Legislature in its 62 year history. The following is a history of our GIA requests:**

- January 2008: Request of \$500,000 – **Not approved**
- January 2009: Request of \$500,000 – Grant of \$250,000 approved but **not released** by Governor
- January 2013: Request of \$500,000 – **Not approved**
- January 2014: Request of \$500,000 for Phase I, renovation – **Approved and released** by Governor. Renovation completed by December 2016.
- January 2018: Request of \$1,000,000 for Phase II (construction of our own facility)

Thank you for any support you can provide and please don't hesitate to contact me if you have any questions or need additional information.

Sincerely,



Chantal Ratté  
Executive Director

House District(s) \_\_\_\_\_

Senate District(s) \_\_\_\_\_

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:

Ka Lima O Maui, Ltd.  
Db:

Street and Mailing Address:  
95 Mahalani Street, Ste 19B  
Wailuku, HI 96793

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name CHANTAL RATTE  
Title Executive Director  
Phone # 808-244-5502  
Fax # 808-244-2077  
E-mail chantal@kalimaomaui.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:

CAPITAL FUNDS FOR KA LIMA O MAUI FACILITIES

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2019: \$1,000,000.00

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 \$ \_\_\_\_\_  
FEDERAL \$ \_\_\_\_\_  
COUNTY \$ \_\_\_\_\_  
PRIVATE/OTHER \$ 1,000,000.00

[REDACTED SIGNATURE]

CHANTAL RATTE/EXECUTIVE DIRECTOR  
NAME & TITLE

1/17/18  
DATE SIGNED

JAN 18 2018 [Signature] 1:15 PM

## Application for Grants

*Please check the box when item/section has been completed. 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. **X** A brief description of the applicant's background;
2. **X** The goals and objectives related to the request;
3. **X** The public purpose and need to be served;
4. **X** Describe the target population to be served; and
5. **X** Describe the geographic coverage.

### 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. **Not Applicable** Describe the scope of work, tasks and responsibilities;
2. **Not Applicable** Provide a projected annual timeline for accomplishing the results or outcomes of the service;
3. **Not Applicable** Describe its quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate, and improve their results; and
4. **Not Applicable** 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.

**III. Financial**

**Budget**

1. **X** The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.
  - a. Budget request by source of funds ([Link](#))
  - b. Personnel salaries and wages ([Link](#))
  - c. Equipment and motor vehicles ([Link](#))
  - d. Capital project details ([Link](#))
  - e. Government contracts, grants, and grants in aid ([Link](#))
  
2. **X** The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2019.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
		\$500,000	\$500,000	\$1,000,000

3. **X** The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2019.
  
4. **X** 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.
  
5. **Not Applicable** The applicant shall provide a listing of all federal, state, and county government contracts, grants, and grants in aid it has been granted within the prior three years and will be receiving for fiscal year 2019 for program funding.
  
6. **X** The applicant shall provide the balance of its unrestricted current assets as of December 31, 2017.

**IV. Experience and Capability**

1. **X** **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.

2. **X 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.

**V. Personnel: Project Organization and Staffing**

1. **Not Applicable 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.

2. **X 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.

3. **X 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.

**VI. Other**

1. **X 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.

2. **X 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.

3. **Not Applicable 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.

4. **Not Applicable** Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 2018-19 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2018-19, but
- (b) Not received by the applicant thereafter.

5. **X** 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, 2017.

6. **X** Declaration Statement

The applicant shall submit a declaration statement affirming its compliance with Section 42F-103, Hawaii Revised Statutes. ([Link](#))

7. **X** Public Purpose

The applicant shall specify whether the grant will be used for a public purpose pursuant to Section 42F-102, Hawaii Revised Statutes. ([Link](#))

## I. Background and Summary

### 1. A Brief Description of the applicant's background

For 63 years Ka Lima O Maui has continued to assist Maui citizens with disabilities in achieving personal goals and assimilating into the mainstream of society. This has always involved improving their well-being and ability to decide who to be, what to do and how to live. Education and training have taken many forms, but the intent has always been to enhance the capacity to pursue goals and direct one's life. Ka Lima O Maui is the County's largest employer of individuals with disabilities. Ka Lima is also the only provider of placement in integrated and competitive jobs through vocational rehabilitation contracts for Supported Employment, and Job Placement and Retention. Employability skills training according to Vocational and Work Adjustment Training Services can only be received from Ka Lima O Maui.

The company's motto, *Enhancing Lives Through Self-Reliance*, embodies critical values that guide operational decisions:

- ⇒ An **inclusive workforce** is better for workers and companies.
- ⇒ Powerful and appropriate modifications to the job or work are the **accommodations** that will enable the employee with a disability to perform the same quality of work as individuals without disabilities. Accommodations will also include adjustments to ensure that a qualified individual with a disability has rights and privileges equal to those employees without disabilities.
- ⇒ Positive interpersonal **relationships** complement career and technical education to transform individuals' achievements and add meaning and purpose to their lives.
- ⇒ **Soft Skills** will help every individual achieve their workplace goals. They include positive attitude, communication, work ethic, teamwork, motivation, problem-solving and conflict resolution. These interpersonal skills are portable and in most employment situations more important than technical skills.
- ⇒ Ending discrimination against persons with disabilities requires community involvement in the promotion of **social justice**.



Ka Lima O Maui utilizes a variety of service modalities to bring career success to individuals with both physical and mental challenges. Early efforts included a sheltered workshop, thrift store, plant nursery, car wash, and laundry. Over time more effective techniques have brought about community learning service, discovery and career planning, integrated community employment, and individual employment supports.

In the many years of Ka Lima O Maui's operation, it has only once been necessary to request GIA monies to enhance our facilities. The previous GIA grant in 2014 allowed for the complete renovation of the building that houses our Medicaid Waiver services. The renovation of the Waiver Services Building was Phase 1 in the creation of a single unified campus for Ka Lima O Maui operations. Currently the Medicaid Waiver Building and the equipment storage and maintenance base-yard occupy a 2 acre site leased from Maui County for a 50 year period. All other programmatic functions are located in rented rooms at the Cameron Center:

- ⇒ Job Placement
- ⇒ Job Coaching
- ⇒ Program coordination
- ⇒ Pre-employment classes
- ⇒ Accounting
- ⇒ Janitorial and grounds maintenance contracting
- ⇒ Ticket to Work
- ⇒ Hui Club Social Events

During Phase 2 all functions currently located in the Cameron Center will move to a new building adjacent to the Medicaid Waiver Services Building. The equipment storage and maintenance operations will move into new quarters in their current location. At that point all Ka Lima O Maui functions will inhabit a single location.

## **2. Goals and Objectives**

**Goal #1** Create a **unified campus** upon which all KOM programs can operate with efficiency and efficacy. The planned expansion will triple the space currently dedicated to program operations and equipment maintenance. Space available adjacent to the Medicaid Waiver Building will bring all services together in one setting.

**Goal #2** Protect valuable landscaping equipment from the weather. Currently lawn tractors, a fork lift, trailers, and some smaller equipment sit continually out in the weather. The service life of expensive equipment will be lengthened by storage under roof.

**Goal #3** Increase collaboration within and between departments by increasing common spaces. Currently a single room provides space for meetings big and small, classes, career counselling, interviewing and set up space for activities. The plan for Phase 2 construction will add a classroom, a supervisors meeting room and job placement collaboration space.

**Goal #4** Enhance the use of Management By Walking Around (MBWA) by improving access to the work. MBWA was first made famous by the Hewitt Packard Company, but it is also prevalent at Disney and Starbucks. It refers to a style of business management in which managers walk around the workplace checking on equipment, employees and ongoing work. All directors at Ka Lima O Maui spend daily time interacting and assisting subordinates who are performing the hard work of habilitation. This creates natural and trusting communication, and encourages people working together as a team. The new campus will place supervision closer to habilitation improving the efficiency of MBWA.

**Goal #5** Increase effectiveness of programs by allocating sufficient space for each function. Currently some work stations allow each person only 30 square feet.

**Goal #6** Improve effectiveness of operations by designing spaces appropriate to each function. When spaces built for one purpose are utilized for a new function, compromises take place that may limit the effective use of facilities. Purpose built spaces are usually superior.

### **Objectives - Steps to attain a single campus for Ka Lima O Maui Operations**

#### **A. Secure sufficient funds to support phase II construction**

- 1) Secure a matching GIA from the State of Hawaii in the amount of \$1,000,000.
- 2) Dedicate \$1,000,000 in agency reserve funds to match the state GIA and prioritize those funds for initial planning and design with the remainder to go for construction.
- 3) Secure a grant from the County of Maui for \$500,000.

- 4) Acquire Harry and Jeanette Weinberg foundation support in the amount of \$1,200,000.
- 5) Conduct a Capital Campaign that raises \$800,000 from individual donations, corporations, and foundations.
  - i. A Campaign Consultant has been hired.
  - ii. A concise and abbreviated feasibility study will be completed by 2/28/18.
  - iii. Determine campaign plan, create gift chart and identify prospects – ongoing.
  - iv. Submit proposals to corporations and foundations through 6/30/18.
  - v. Solicitation of individual contributions through 1/1/19.

**B. Site and Building Development Timetable**

- 1) Architectural and Engineering – ongoing, completion expected 1/31/18
- 2) Permitting – 5 months, from 2/1/18 to 6/30/18
- 3) Contractor Selection – 2 months, from 7/1/18 to 8/31/18
- 4) Site Work - 4 months, 9/1/18 to 12/31/18
- 5) Building Construction – 18 Months, 1/1/19 to 6/30/20

**3. Public Purpose and Need to Be Served**

In 2015 the United Nations established a set of 17 goals designed to end poverty, protect the planet and ensure prosperity for all. The State of Hawaii concurs with and is committed to the goals for a sustainable planet. The goals include:

- |   |   |
|---|---|
| <ol style="list-style-type: none"> <li>1. <b>No poverty</b></li> <li>2. <i>Zero hunger</i></li> <li>3. <i>Good health and Well being</i></li> <li>4. <i>Quality and Education</i></li> <li>5. <i>Gender Equality</i></li> <li>6. <i>Clean Water and sanitation</i></li> <li>7. <i>Affordable and clean energy</i></li> <li>8. <b>Decent Work and Economic growth</b></li> <li>9. <i>Industry innovation and infrastructure</i></li> </ol> | <ol style="list-style-type: none"> <li>10. <b>Reduced Inequalities</b></li> <li>11. <i>Sustainable cities and communities</i></li> <li>12. <i>Responsible consumption and production</i></li> <li>13. <i>Climate Action</i></li> <li>14. <i>Life below Water</i></li> <li>15. <i>Life on land</i></li> <li>16. <b>Peace Justice and strong institutions</b></li> <li>17. <i>Partnerships for the Goals</i></li> </ol> |
|---|---|

Ka Lima O Maui embraces the concepts and pledges contribution to four of the goals as they apply to the population that experiences disability on Maui.

**No Poverty** – People with disabilities experience twice the unemployment rate of other citizens. Those that are working have a lower average wage than other citizens of Maui. Ka Lima O Maui will improve the financial situation for people with disabilities on Maui by:

- ⇒ Training individuals in the skills necessary to be productive employees.
- ⇒ Placing individuals with disabilities into integrated competitive jobs that match their interests and aptitudes.
- ⇒ Hiring individuals with disabilities to perform respected jobs that pay at least minimum wage.
- ⇒ Educating employers on the benefits of hiring applicants with disabilities and the responsibility to provide reasonable accommodations that will allow individuals with disabilities to be as productive as other workers.

**Decent Work & Economic Growth**- With the unemployment rate at 2% the greatest impediment to growth in any industry is the availability of a skilled workforce. Training people with disabilities to perform the jobs demanded by industry will improve the situation for both applicants and employers.

**Reduced inequalities** – According to Cornell University there are 11,770 individuals on Maui between the ages of 16 and 64 who have a disability. Only 54.7% participate in the workforce compared with 85.4% of persons without disabilities. The percentage of disabled persons living below the poverty line is more than double the rate for non-disabled people.

For more than 60 years KOM has assisted people with disabilities to join the mainstream of society by having earnings, participating in the economy, making good decisions and realizing hopes and dreams.

**Peace, Justice and Strong Institutions** - People with disabilities are the largest single minority group in the world. The World Health Organization claims that more than one billion people worldwide experience a disability and that at least 200 million are so significantly disabled as to prevent normal activities. They have endured institutionalization, sterilization, discrimination in housing, hiring and relationships. KOM is working to end discriminatory practices and equalize the

distribution of opportunities. Greater participation of individuals with disabilities results in a more diverse, stronger and more sustainable community.

#### **4. Target Population**

The population served by Ka Lima O Maui includes individuals with physical, mental, and emotional disabilities. Every year KOM helps more than 200 individuals with disabilities pursue their personal goals that include learning skills, recreating, earning respectable wages, and living independently.

The Americans with Disabilities Act (ADA) defines disability as a physical or mental impairment that substantially limits one or more major life activities. Thirty-five years before the ADA was passed Ka Lima O Maui opened its doors in 1955 in a converted house on the shores of Kahului harbor with the intent of improving lives for persons with disabilities. The number of individuals with disabilities served has grown steadily from that point. By 1973 a much larger physical plant was necessary to meet the needs of a larger client base. A move to the J. Walter Cameron Center allowed expansion in the variety and quantity of services offered. We are at that point again where more people with disabilities may be served better with a larger facility, purpose built to suit these needed services.

Today our Medicaid Waiver program helps people with physical, intellectual and developmental disabilities pursue accomplishments of their own choosing. Our grounds maintenance and janitorial services employ individuals with a wide range of disabilities. Our Job placement department provides employability skills training and assists people with disabilities so that they may attain competitive and integrated employment.

#### **5. Geographic Coverage**

Ka Lima O Maui provides services in South, North Shore, Central, West, and Upcountry Maui. Logistical concerns have so far prevented the provision of services to the Hana district.

Workers with disabilities are provided training and supervision while performing janitorial and grounds maintenance services. Service contracts include parks,

swimming pools, police departments, fire stations, office buildings and the airport.

Personal Habilitation Service is provided in service consumers’ homes. Community Learning Skills are taught in businesses, stores, on buses, libraries, parks, volunteering at St. Teresa’s, golfing, bowling, canoeing, and restaurants. Adult Day Health classes are offered in the Medicaid Waiver Services Building.

Vocational and Work Adjustment classes are offered in our conference room, in High Schools, and on employer’s premises. Job Placement and Job Coaching are provided on employers’ premises throughout the island.

Ka Lima O Maui will continue working toward the vision of a world in which everyone is listened to, valued, included, and not discriminated against due to their disabilities.

**II. Service Summary and Outcomes (Service Only)**

**Not Applicable** Construction funds are being requested for the new Employment Support Center and maintenance facility. Nothing is requested to support and sustain services. There is however a summary of operations in section IV under Experience and Capability.

**III. Financials**

1. Please find attached a budget summary for the proposed project (attachment #1). State budget forms have been completed related to the project. Also attached is a timeline for the acquisition of funds for this project. (Attachments # 2)

2. Anticipated quarterly funding requirements for fiscal year 2019:

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total grant
		\$500,000	\$500,000	\$1,000,000

3. Ka Lima is seeking additional funding for the project. (see attachment # 3.)
4. Ka Lima has not been granted or applied for any state or federal tax credits.
5. The balance of Ka Lima O Maui’s unrestricted current assets as of December 31, 2017 will be found in attachment #4.

## IV. Experience and Capability

### 1. Skills and Experience

**The funds requested in this application are for construction of a new campus for Ka Lima O Maui and are not to be used for program and service expenses.**

#### A. Partnerships for Promoting Self-Sufficiency

KA Lima O Maui supports the concept that the most effective path to self – reliance is through employment. Achievement of work goals requires a variety of supports depending on the strength profile of the individual. Several governmental and private entities have partnered with Ka Lima O Maui to promote personal growth through work.

- ⇒ For more than 35 years KOM contracted with the **Hawaii State Department of Human Services, Division of Vocational Rehabilitation** to provide:
  - Job Placement and Retention
  - Supported Employment to consumers with significant and most significant disabilities.
  - The Vocational and Work Adjustment Training Services (VWATS) is completing its fourth year of providing pre-employment classes and paid work experience for individuals with disabilities who have minimal work experience. Fifty-two students have participated in VWATS classes. During the first three years of classes only adults participated. During 2017 classes were offered to transition age youth on two high school campuses. The applied learning on employer’s premises has resulted in job offers about 50% of the time.
- ⇒ Medicaid Waiver services of Ka Lima O Maui are provided through partnership with the **Home and Community Based Services program** administered by the **Department of Health, Office of Developmental Disabilities**. This service has been available at Ka Lima O Maui since 1995.

- ⇒ Ticket to Work is a **Social Security Administration** program that includes plans to gradually leave government subsidy behind while achieving independence. This program is eight years old.
- ⇒ Ka Lima O Maui provided unsubsidized contract employment in janitorial and landscape maintenance vocations for 77 individuals with disabilities in 2017. Janitorial and landscape workers are compensated between \$10.10 and \$14.00 per hour. Customers include the **County of Maui**, the **Transportation Security Administration**, the **Army Reserve**, numerous private businesses, and individuals.

The group of individuals receiving career development services has broadened over the last half century. Once a rather uniform group of similarly disabled individuals learned crafts, raised plants, sold used items, washed cars, laundered clothes, and refinished furniture. Now the group receiving services includes individuals with physical challenges, several types of mental illness, and people with intellectual and developmental disabilities. The aspirations of this diverse group are not different than the goals of workers without disabilities:

1. A career in which one feels valued
2. Independence and control of one's life
3. Respect of one's peers
4. Rewarding family life
5. Community participation

Ka Lima O Maui has decades of success providing opportunities to those who need to identify their strengths and find a job in which those strengths are expressed and valued. We also have extensive experience providing long term support to individuals with greater needs.

Ka Lima O Maui offers services of 10 distinct types each with a slightly different target population:

1. **Vocational and Work Adjustment Training Services (VWATS)** offers pre-employment classes and paid work experience to 15 individuals per year.
2. Ka Lima O Maui is the sole contractor for **Job Placement and Retention Services (JPRS)** on Maui. Placement in competitive and integrated employment is the desirable outcome for disabled applicants who can



learn job skills and work behaviors within a few months and then proceed independently.

3. **Supported Employment** provides long term support for up to 18 individuals requiring lengthy supervision in order to succeed. Ka Lima O Maui is also the only provider of this service on Maui.
4. **Grounds Maintenance and Janitorial Services** employment provides paychecks for 65 individuals with disabilities.
5. **Adult Day Health** provides life skills training; health and social services necessary for optimal functioning, individual independence and community integration.
6. **Community Learning Services** improves access to the community through increasing skills, improving communication, developing and maintaining friendships and enrichment activities.
7. **Discovery and Career Planning** assists participants to acquire skills necessary to perform work in integrated community employment.
8. **Individual Employment Supports** provides supports necessary to gain access to and maintain competitive and integrated employment.
9. **Personal Assistance Habilitation Service** includes assistance and habilitative training in the participant's home to acquire, retain, and/or improve skills related to living in his or her home.
10. **Ticket to Work** is a Social Security program that helps individuals who receive disability benefits to become employed without government subsidization.

Please refer to the organization chart found in attachment #5 for delineation of the staff performing the listed functions

## 2. Facilities

Over the six decades of operation the number of individuals served has varied according to available financial resources causing both expansion and contraction of our physical footprint. Recent programmatic growth has resulted in expansion that cannot be supported and sustained by the current size of our physical plant:

- ⇒ Our Medicaid Waiver Services programs until 2015 operated in a 2400 square foot metal building that previously housed our plant nursery. The building lacked ventilation and air conditioning. The roof leaked. The space was insufficient for training 28 individuals. That building was enlarged to 4000 square feet with the assistance of a 2014 Grant in Aid. Every surface and system was repaired and/or replaced.
- ⇒ Our Maintenance facility for an extensive fleet of lawn tractors, string trimmers, mowers, hedgers, golf carts, sprayers, parking lot vacuum, and wheelbarrows includes storage of smaller equipment in used shipping containers. The larger equipment is stored outside in the weather. Repairs take place in a small former Maui Fair concession stand.
- ⇒ Our rented programmatic space in the Cameron Center contains only one meeting room that serves as classroom, meeting room, lunch room, training space and storage area. Improvised work stations for program staff include desks set in the reception area and in the corridor to the restroom.
- ⇒ Our laundry room/storeroom has seen archival records decimated by rats and an infra-system of pipes and wires that is insufficient for the equipment installed. Four hoses are hooked to a single faucet. Four appliances are hooked to a single outlet. Several pipes and wires end in mid-air connected only to memories.
- ⇒ The combined area of our employment programs and maintenance space is only 3260 square feet. The projected square feet in the new building is 10,426. The detailed listing of old and proposed areas is found in attachment #6.

Our resourceful personnel have provided quality services out of inadequate settings, but awareness is dawning that the operation has outgrown the current setting.

#### **Phase #1 Renovation of the Waiver Services Building**

In 2014 substantial renovation of the Waiver Services Building became possible funded 50% by a GIA grant from the State. The building was expanded to 4,000 square feet. Improvements included:

1. Replacement of all metal siding, roofing, flashings and gutters
2. All new doors and windows
3. A new commercial ADA compliant kitchen
4. Addition of a computer and library room
5. New laundry and storage facilities
6. Retrofit all plumbing and electrical systems
7. New plumbing and lighting fixtures
8. All new floor, wall and ceiling finishes
9. New air conditioning system

Construction was finished in December of 2016.

After one year in the renovated facility the impact on staff and program participants is significant. There is pride not just in the improved facility but also in the self-image of people who feel they deserve the effort expended on their behalf.

**Phase #2 – Construction of Employment Support offices and training space above a new equipment storage and maintenance facility.**

The new construction will include a base yard building with program space on the second level. This will address the need to have a structure to safeguard and protect our landscaping vehicles and equipment. It will also provide space for repairs and maintenance. The upstairs will house our employment programs. This move will consolidate all of Ka Lima O Maui's services into one location.

The **base yard building** will include the following:

- ⇒ Repair and maintenance area. We currently have seven landscaping crews that service 35 different contracts in the community. We service at least four times the amount of small equipment necessary to operate an 18 hole golf course. Our high cost mowers are exposed to the elements and not adequately protected.
- ⇒ The new space will provide us with opportunities to develop a training program in repair and maintenance of landscape equipment. This would

allow us to serve more persons with disabilities and provide them with great technical skills.

- ⇒ Laundry area and storage of supplies for custodial services. We currently have 10 crews that service over 20 different custodial accounts, one of those accounts being the County of Maui with over 25 locations. The janitorial crews go through wash rags, mop heads, and dust mops that need to be washed daily. Our current laundry operation is downstairs in an old garage setting which has an on-going rat problem and poor ventilation. Laundry service is another opportunity for expansion for our consumers. Commercial Laundry operations in our area continually offer employment opportunities for a skilled workforce. We will be able to develop those skills.
- ⇒ Storage area for landscaping equipment: Currently we use four Matson containers to store the smaller equipment. A better design will make it more efficient. There will be individual bay areas for trucks and trailers. The proposed design will allow for the trailers and trucks to have covered protection and security from vandalism and theft.
- ⇒ Workspace for the Director of Operations and Supervisors: Space is needed for 20 supervisors to come in and enter their time at the end of their workday and have space to meet with the Director of Operations on-site. Having an adequate space for them to interact, on a daily basis, will improve communication and team cooperation.

The Employment Support Center will include the following:

- ⇒ Office space for all our employment related programs: Currently our office space is crowded and congested with no room to add any employees.
- ⇒ Classroom to teach our pre-employment classes: We currently use the conference room to teach classes which leaves us with no room to hold meetings that need to occur on regular basis.
- ⇒ Administrative space for accounting and director: The newly constructed accounting area will have sufficient space for records storage in the same room as they are created and used.
- ⇒ Kitchen for clients and staff to use: We have never had a kitchen for our staff and clients. We wash our dishes in the bathroom sink and have no lunch room to sit down and enjoy lunch.

- ⇒ Outdoor covered lanai for clients to gather after their shifts. Many of our clients come back to Ka Lima after their workday and have lunch before catching the bus back home.

Quality space accomplishes more than operational efficiency. Improvised or inadequate training areas conveys a message of diminished value to service recipients. Quality training spaces allows for the dignity that comes from feeling important. Integration of persons with disabilities into the mainstream of the community will be enhanced by the sense of self-worth encouraged by learning and working spaces with freshly painted walls, adequate space for each function, and comfortable environmental controls.

After 63 years of working toward better lives for people with disabilities, it is reasonable and appropriate for Ka Lima O Maui to operate out of a cohesive space designed for the services offered.

Please see the floor plans for the new buildings in attachment #7.

## **V. Personnel: Project Organization and Staffing**

The current application for Grant in Aid funds are intended entirely for the construction of the new Ka Lima O Maui campus. None of the funds will be used for programs and services. **This section is therefore not applicable.** The organization chart will be found in attachment #5.

The salaries of the highest paid positions will be found in attachment #8

## **VI. Other**

### **1. Litigation**

Ka Lima O Maui is not involved in any litigation or party to any lawsuits

### **2. Licensure or Accreditation**

Ka Lima O Maui is required to obtain the following licenses and/or permits to comply with County, State, and Federal regulatory authorities:

Ka Lima O Maui has a general excise tax license in order to record the income derived from service contracts and report on a monthly basis to the department of taxation.

The agency has proper accreditation with the state and Federal Departments of Labor and Taxation for all payroll related taxes.

As a 501c(3) organization, Form990 is filed on an annual basis with the Internal Revenue Service and the Attorney General's office.

A certificate showing good standing with the Hawaii Department of Taxation, The Internal Revenue Service, the Hawaii Department of Labor and Industrial Relations, and the Hawaii Department of Commerce and Vendor Affairs is found in attachment #9.

Sixty-five employees with disabilities perform landscape and janitorial work on our service contracts. They are payed at least the state minimum wage or higher.

**3. Private Educational Institutions - Not Applicable**

**4. Future Sustainability Plan – Not Applicable**

**5. Certificate of Good Standing**

The Certificate of Good Standing will be found in attachment #9.

**6. Declarative Statement**

The declarative statement affirming compliance with Section 42F-103, Hawaii revised Statutes is found on page 8.

**7. Public Policy**

The current construction grant in aid application is entirely for the intent of implementing the public purposes of:

- a) Reducing poverty among individuals with disabilities
- b) Providing respectable work for applicants with disabilities
- c) Reducing inequalities between individuals with disabilities and the mainstream of society
- d) Supporting social justice by eliminating discrimination against individuals with disabilities.

The listed public purposes coincide with four of the United Nations 17 goals for a sustainable planet:

1. No poverty
2. Decent work and economic growth
3. Reduce inequalities
4. Peace Justice and strong institutions

## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2018 to June 30, 2019

Applicant: Ka Lima O Maui, Ltd.

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
<b>A. PERSONNEL COST</b>				
1. Salaries				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
<b>TOTAL PERSONNEL COST</b>				
<b>B. OTHER CURRENT EXPENSES</b>				
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				
<b>TOTAL OTHER CURRENT EXPENSES</b>				
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>	1,000,000			
<b>TOTAL (A+B+C+D+E)</b>	1,000,000			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	1,000,000	Chantal Ratte <span style="float: right;">808-244-5502</span>		
(b) Total Federal Funds Requested		Phone		
(c) Total County Funds Requested		1/17/18		
(d) Total Private/Other Funds Requested		Date		
<b>TOTAL BUDGET</b>	1,000,000	Chantal Ratte / Executive Director Name and Title (Please type or print)		





## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2018 to June 30, 2019

Applicant: Ka Lima O Maui, Ltd.

Not Applicable

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS:</b>				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS:</b>				

## BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2018 to June 30, 2019

Applicant: Ka Lima O Maui, Ltd.

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			1000000			
EQUIPMENT						
<b>TOTAL:</b>			1,000,000			
<b>JUSTIFICATION/COMMENTS:</b>						

**GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID**

Applicant: Ka Lima O Maui, Ltd.

**Not Applicable**

Contracts Total: -

	<b>CONTRACT DESCRIPTION</b>	<b>EFFECTIVE DATES</b>	<b>AGENCY</b>	<b>GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)</b>	<b>CONTRACT VALUE</b>
1	No other grants and contracts support this project				
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					

**DECLARATION STATEMENT OF  
APPLICANTS FOR GRANTS PURSUANT TO  
CHAPTER 42F, HAWAI'I REVISED 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, Hawai'i 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, Hawai'i 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, Hawai'i 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, Hawai'i 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.

Ka Lima O Maui, Ltd.

(Typed Name of Individual or Organization)

(Signature)

(Date)

Chantal Ratte / Executive Director  
(Typed Name)

(Title)

## **VII. Attachments**

- 1. Project Budget Summary**
- 2. Project timeline**
- 3. Prospective Funding Sources**
- 4. Balance of Unrestricted Current Assets**
- 5. Organization Chart**
- 6. Comparison of Existing and Proposed Room Areas**
- 7. Floor Plans of Phase 2 Construction**
- 8. Salaries of Highest Paid Positions**
- 9. Certificate of Vendor compliance**
- 10. Certificate of Liability Insurance**
- 11. Board Resolution**

**Attachment #1**  
**Project Budget Summary**

## Attachment #1

Ka Lima O Maui Probable Cost Worksheet					1/16/2018
Item	Qty.	Unit	Unit Cost	Subtotal	Total
Architectural				\$ 56,750.00	
Civil				\$ 22,500.00	
Landscape				\$ 6,800.00	
Structural				\$ 36,500.00	
Mechanical				\$ 5,521.00	
Electrical				\$ 7,500.00	
Soils Engineer				\$ 6,320.00	
Submittal Fees				\$ 10,000.00	
Misc. Fees				\$ 2,500.00	
<b>Subtotal for Design</b>				<b>\$ 154,391.00</b>	
<b>Main Floor</b>					
Accounting	351	SF	\$ 225.00	\$ 78,975.00	
Classroom	185	SF	\$ 225.00	\$ 41,625.00	
Conference Room	428	SF	\$ 225.00	\$ 96,300.00	
Kitchen	129	SF	\$ 250.00	\$ 32,250.00	
Offices	564	SF	\$ 225.00	\$ 126,900.00	
Reception	140	SF	\$ 200.00	\$ 28,000.00	
Restrooms	140	SF	\$ 250.00	\$ 35,000.00	
Stairs	125	SF	\$ 150.00	\$ 18,750.00	
Storage	132	SF	\$ 125.00	\$ 16,500.00	
Exterior Space	358	SF	\$ 150.00	\$ 53,700.00	
Circulation	1040	SF	\$ 150.00	\$ 156,000.00	
<b>Ground Floor</b>					
Base Yard Structure	3800	SF	\$ 125.00	\$ 475,000.00	
Laundry	213	SF	\$ 225.00	\$ 47,925.00	
Offices	273	SF	\$ 200.00	\$ 54,600.00	
Storage	1201	SF	\$ 125.00	\$ 150,125.00	
Mechanical/Electrical	170	SF	\$ 125.00	\$ 21,250.00	
Repair Shop	563	SF	\$ 250.00	\$ 140,750.00	
Circulation	828	SF	\$ 125.00	\$ 103,500.00	
<b>Subtotal for Spaces</b>				<b>\$ 1,677,150.00</b>	
Elevator	1	ea.	\$ 20,000.00	\$ 20,000.00	
Fire Suppression System	2	ea.	\$ 100,000.00	\$ 200,000.00	
Drinking Fountains	2	ea.	\$ 1,800.00	\$ 3,600.00	
Photovoltaic System	75000	watt	\$ 5.00	\$ 375,000.00	
Equipment Washer	1	ea.	\$ 150.00	\$ 150.00	
Electric Trolley	1	ea.	\$ 1,750.00	\$ 1,750.00	
Bench Grinder	1	ea.	\$ 300.00	\$ 300.00	
Benchtop Drill Press	1	ea.	\$ 750.00	\$ 750.00	
Equipment Lift	1	ea.	\$ 5,000.00	\$ 5,000.00	
Plasma Cutter	1	ea.	\$ 1,000.00	\$ 1,000.00	
Welder	1	ea.	\$ 1,500.00	\$ 1,500.00	
Compressor	1	ea.	\$ 3,000.00	\$ 3,000.00	
Blast Cabinet	1	ea.	\$ 350.00	\$ 350.00	
<b>Subtotal for Support</b>				<b>\$ 612,400.00</b>	





**Attachment #2**  
**Project Timeline**



**Attachment #3**  
**Prospective Funding Sources**

**KA LIMA O MAUI  
ACQUISITION OF FUNDS TO SUPPORT PROJECT**

**Attachment # 3**

Type of Donor	Total	Timeline
Ka Lima O Maui savings	\$ 1,000,000	Immediate
Potential State of Hawaii GIA	\$ 1,000,000	Summer 2018
Potential County of Maui grant	\$ 500,000	Summer 2018
Foundation	\$ 1,200,000	on-going
Ka Lima O Maui Capital Campaign *	\$ 800,000	on-going
Total	\$ 4,500,000	
* Capital Campaign Breakdown		
Trusts and Foundations	\$ 400,000	
Corporate Donors	\$ 250,000	
Individual Donors	\$ 150,000	
Total	\$ 800,000	

## **Attachment #4**

### **Balance of Unrestricted Assets**

**KA LIMA O MAUI  
UNRESTRICTED CURRENT ASSETS  
AS OF DECEMBER 31, 2017**

**Attachment # 4**

**Balance of Unrestricted Current Assets**

**\$ 3,390,050.00**

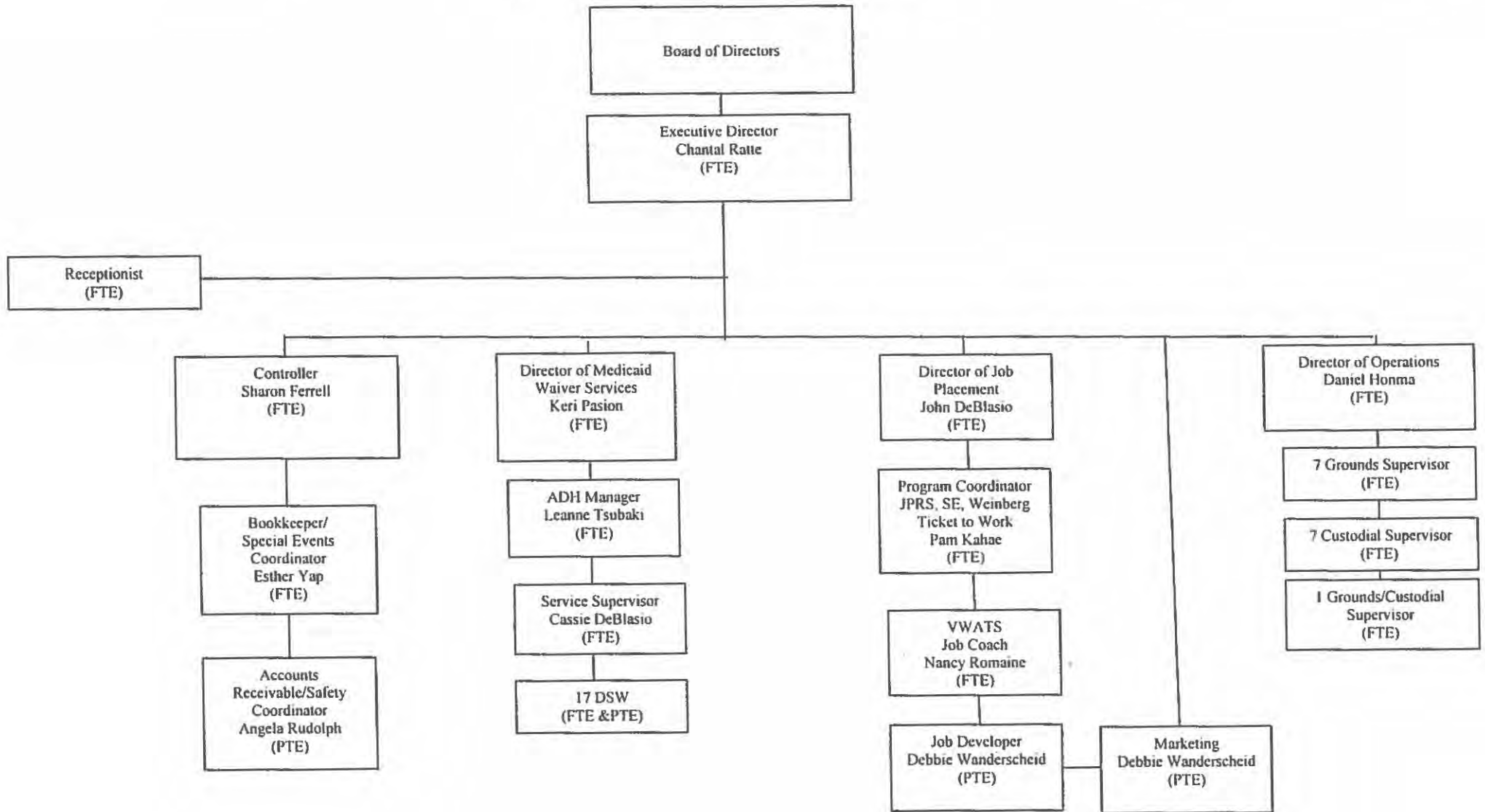
**Attachment #5**  
**Organization Chart**



2.0 Organization Chart

Attachment # 5

**Ka Lima O Maui  
Table of Organization and Programs**

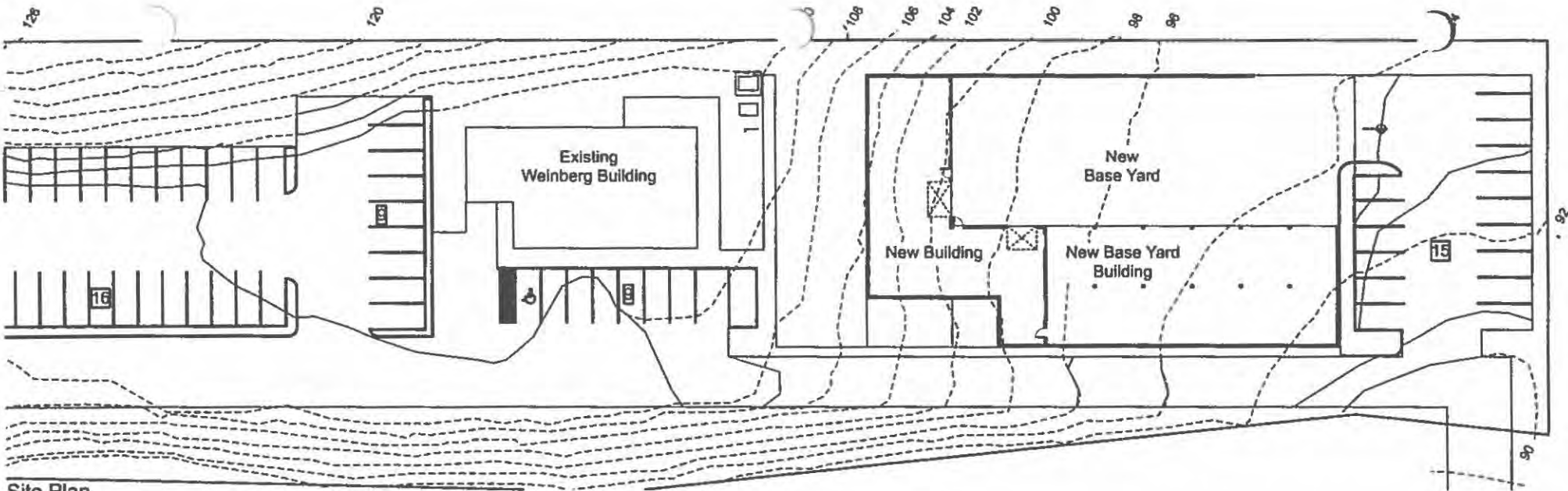


**Attachment #6**  
**Comparison of Existing**  
**&**  
**Proposed Room Areas**

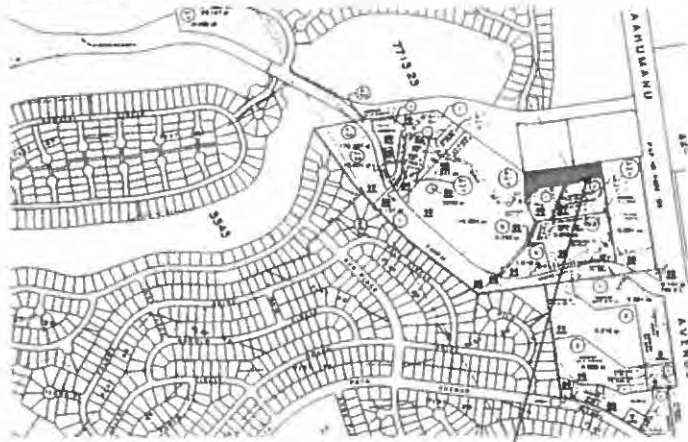
## Proposed Area of New Construction

<b>Zone #1 Main Floor</b>	<b>Area</b>	<b>Replaces</b>	<b>Zone #2 Ground Floor</b>	<b>Area</b>	<b>Replaces</b>
Accounting	400	399	Base Yard	6350	11250
Classroom	210	0	Base Yard Building	3840	0
Conference Rm	485	428	Supervisors Mtg. Rm.	190	0
Elevator Lobby	120	0	Operations Director	145	138
Elevator	73	0	Elevator	67	0
Exec. Director	124	176	Laundry	236	590
Hall	200	185	Mech./Electrical	64	0
Job Placement	380	0	Repair Shop	640	260
Kitchen	204	0	Restroom	113	0
Men's Restroom	96	0	Stairs	172	0
Outdoor Space	445	590	Storage	27	127
Print/mail Room	146	0	Storage	62	92
Reception	210	13	<b>Zone 2 total</b>	<b>13261</b>	<b>12457</b>
Stairs	171	0	<b>Under Roof</b>	<b>6911</b>	<b>1207</b>
Storage	155	390			
Women's Restroom	96	68			
<b>Zone 1 Total</b>	<b>3515</b>	<b>2249</b>			
<b>Zone 1 &amp; 2 under roof</b>	<b>10426</b>	<b>3456</b>			

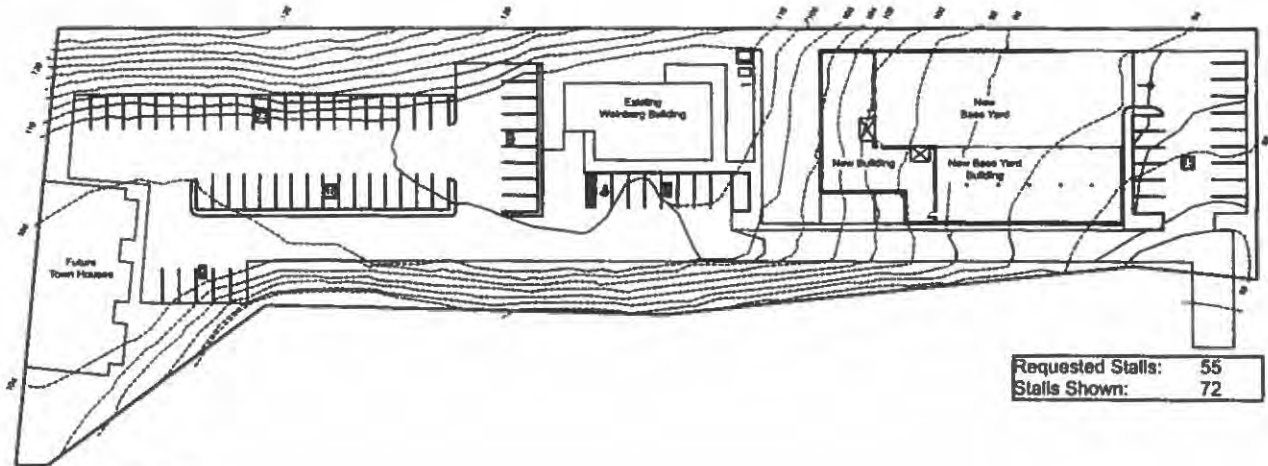
**Attachment # 7**  
**Phase II Floor Plans**



Site Plan  
 SCALE: 1/32" = 1'-0"



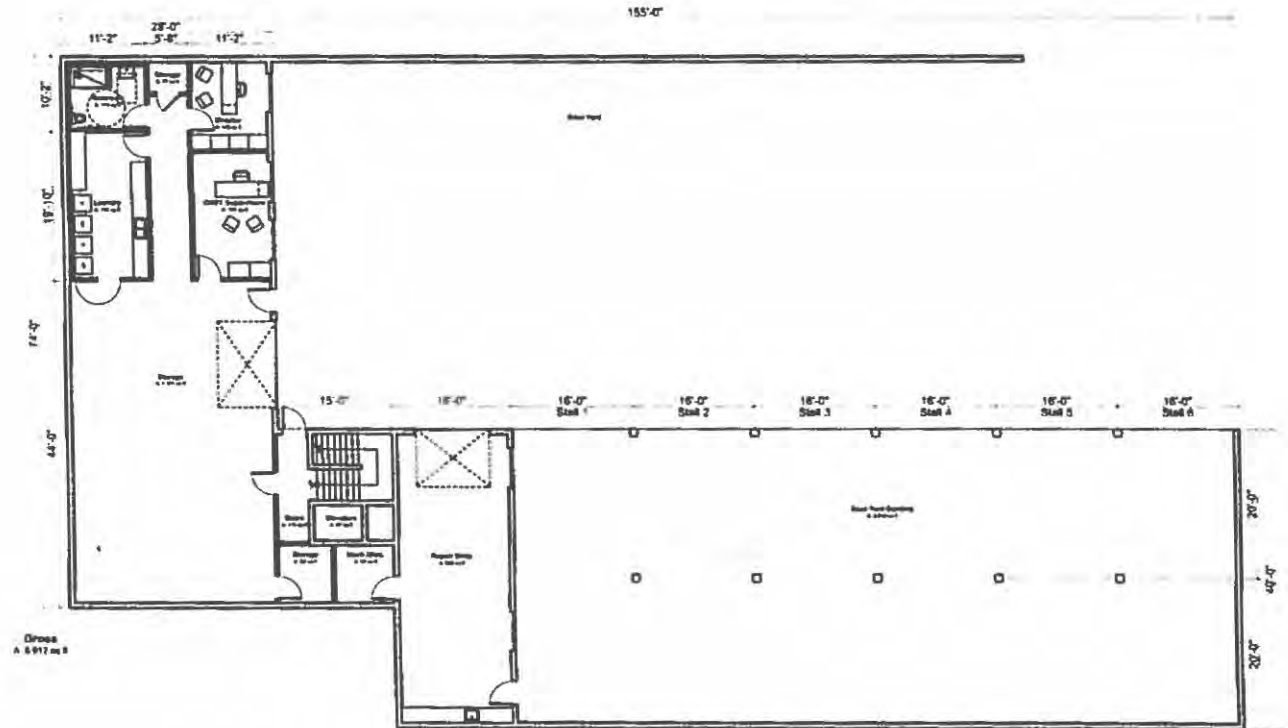
Location Map  
 Project Location




Overall Site Plan  
 SCALE: 1/64" = 1'-0"

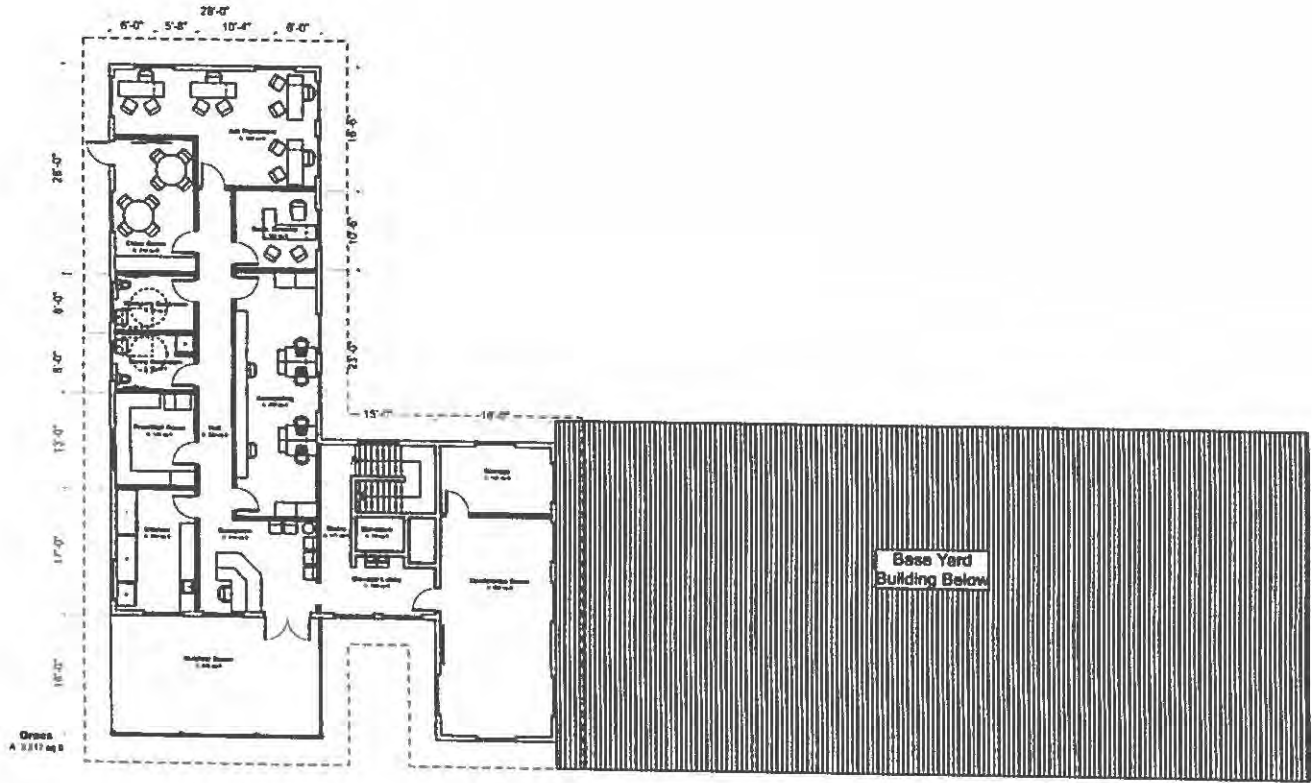
Requested Stalls:	55
Stalls Shown:	72

Zone List - Ground Floor	
Zone Name	Calculated Area
Base Yard	6,350
Base Yard Building	3,840
CUST. Supervisors	190
Director	145
Elevators	67
Laundry	236
Mech./Elec.	64
Repair Shop	640
Restroom	113
Stairs	172
Storage	27
Storage	62
Storage	1,355
	13,261 sq ft



GROUND FLOOR  N  
SCALE: 1/16" = 1'-0"

Zone List - Main Floor	
Zone Name	Calculated Area
Accounting	400
Class Room	210
Conference Room	485
Elevator Lobby	120
Elevators	73
Exec. Director	124
Hall	200
Job Placement	380
Kitchen	204
Men's Restroom	96
Outdoor Space	445
Print/Mail Room	146
Reception	210
Stairs	171
Storage	155
Women's Restroom	96
	3,515 sq ft



MAIN FLOOR  
SCALE: 1/16" = 1'-0"



**Attachment #8**  
**Salaries of Highest Paid Positions**



**Ka Lima O Maui, Ltd  
Highest Paid Salaries by Positions**

Positions	Annual Salaries	Years with organization
Executive Director	\$86,372	25 years
Controller	\$57,066	13 years
Director of Operations	\$56,238	8 years

**Attachment #9**  
**Certificate of Vendor Compliance**



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:** KA LIMA O MAUI, Ltd.

**DBA/Trade Name:** KA LIMA O MAUI, Ltd.

**Issue Date:** 01/05/2018

**Status:** Compliant

Hawaii Tax#: [REDACTED]

New Hawaii Tax#:

FEIN/SSN#: [REDACTED]

UI#:

DCCA FILE#: 5662

**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 compliance
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 #10**  
**Liability Insurance**



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

06/16/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).


<b>PRODUCER</b> Jack Wolfe Insurance, Inc. 146 Hekili Street, Suite #102 Kailua, HI 96734-2884 Lawrence B. Stubblefield	<b>808-261-7922</b>	<b>CONTACT NAME:</b> Lawrence B. Stubblefield	<b>PHONE (A/C, No, Ext):</b> 808-261-7922	<b>FAX (A/C, No):</b> 808-262-2030
	<b>E-MAIL ADDRESS:</b>			
<b>INSURED</b>		<b>INSURER(S) AFFORDING COVERAGE</b>		
Ka Lima O Maui, Ltd. Chantal Ratte, Executive Dir. 95 Mahalani Street 19B Wailuku, HI 96793		<b>INSURER A:</b> Alliance of Nonprofits for Ins		
		<b>INSURER B:</b> North American Elite Ins. Co.		
		<b>INSURER C:</b> Hawaii Employers Mutual Ins Co		
		<b>INSURER D:</b>		
		<b>INSURER E:</b>		
		<b>INSURER F:</b>		

**COVERAGES**                      **CERTIFICATE NUMBER:**                      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER	X		2017-25884	07/01/2017	07/01/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMPI/OP AGG \$ 3,000,000 Emp Ben. \$ 0
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY			2017-25884	07/01/2017	07/01/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			2017-25884	07/01/2017	07/01/2018	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
C	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	WC100028335-2017A	07/01/2017	07/01/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Certificate holder is additional insured & coverage is primary & noncontributory under the general liability policy provisions but only as their interest may appear & only with respect to the operations of the named insured for \$500,000 in grant aid for capital project.

<b>CERTIFICATE HOLDER</b>  STATE-3  State of Hawaii Division of Vocational Rehabilitation 600 Kapiolani Blvd., Rm. 304 Honolulu, HI 96813	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  <b>AUTHORIZED REPRESENTATIVE</b> 
--	---

**Attachment #11**

**Board Resolution**

Resolution of the Board of Directors of  
Ka Lima O Maui, Ltd.

At a duly constituted meeting of the Board of Directors, held on the 17<sup>th</sup> day of May 2017 the following resolution was adopted for the 2017-2018 fiscal year.

RESOLVED: That the President, Alexa Higashi , Vice President, David Jorgensen, Treasurer, Shaun Thayer, Secretary, Cindi Pojas Smith, Executive Director, Chantal Ratte be and hereby are, authorized and empowered to enter into any contract or agreement on behalf of said Corporation with the United States Government or the State of Hawaii or the County of Maui for furnishing any products or services dealt in by said Corporation; and to execute, deliver, and acknowledge such contracts or agreements on behalf of said Corporation, also to execute, deliver, and acknowledge on behalf of said Corporation all necessary bonds for the performance of such contracts or agreements. All contracts with the value of \$25,000.00 or more shall be executed by the Executive Director and one of the Officers of the Corporation.

I, the undersigned, hereby certify that the foregoing is a true copy of the resolution, adopted by the Board of Directors of the Corporation at a meeting of said Board held on the aforementioned date, and entered upon the regular minute book of said Corporation, and is now in full force and effect and that the Board of Directors of said Corporation had lawful authority to adopt the said resolution and to confer the powers thereby granted to the officer therein named, who has full power and lawful authority to exercise the same.

Dated: May 17, 2017

By: \_\_\_\_\_

Its: Secretary, Cindi Pojas Smith