

House District(s) 29
Senate District(s) 13

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:
KALIHI COMMUNITY CENTER

Db/a:

Street Address: 1007 DILLINGHAM BLVD STE 114

Mailing Address: 1007 DILLINGHAM BLVD STE 114
HONOLULU, HI 96817

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name JOCELYN FERNANDEZ

Title VOLUNTEER

Phone # 808-953-4468

Fax # _____

E-mail kalihicomunitycenter@gmail.com

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:

REQUEST FOR FUNDING FOR OPERATIONS.

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2019:

\$ 750,000.00

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 \$ _____

Jocelyn J. Fernandez, Volunteer

NAME & TITLE

01-19-2018

DATE SIGNED

JAN 19 2018 [Signature] 3:30 PM



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

KALIHI COMMUNITY CENTER

was incorporated under the laws of Hawaii on 12/01/2014 ; 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 18, 2018

Director of Commerce and Consumer Affairs

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. A brief description of the applicant's background;

The Kalihi Community Center unites community leaders and individuals to support and inspire families in need. We have been providing free programs, classes to the community since 2014 in areas from Salt Lake through Kakaako. These programs are taught by experienced and licensed individuals on a volunteer basis. The majority of those we service are low-income and underprivileged individuals and families.

Since our founding, the Kalihi Community Center has provided services to nearly 300 children and their families, helping them find resources and solutions that help them get by.

2. The goals and objectives related to the request;

With the funding requested in this grant application, the Kalihi Community Center plans to build on our success by expanding existing services and programs by developing new ones.

This growth includes expanding our current facilities: classrooms, administrative offices, dance studio, and fitness room.

Finally, the expansion to support more families will require hiring of additional staff to ensure ongoing success of the Kalihi Community Center and its programs.

3. The public purpose and need to be served;

Providing arts, cultural, educational, and fitness programs to individuals who may not otherwise have access to such programs due to limited financial resources.

4. Describe the target population to be served; and

Underprivileged individuals, children, and their families living in nearby communities.

5. Describe the geographic coverage.

Kalihi Kai, Sand Island, Hickam, Pearl Harbor, Ford Island, Halawa, Valley Estate, Kalihi, Palama, Iwilei, and Chinatown.

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;

Programs and classes offered by the Kalihi Community Center include: Ukulele lessons, gymnastics for children and adults, Jiu Jitsu, Bujinkan, Hip Hop Dance, and learning center hours for children, young adults, and senior citizens, as well as an anti-bullying program.

We collaborate with other organizations and non-profits to assist with programs and provide training to teachers/instructors as needed. Seek assistance and feedback from individuals with experience in the various programs available.

Our programs help families.

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

Over the course of the year, we plan to expand our list of programs and services provided to members of the community. Current and planned program expansions will be ongoing into the long term.

Expansion of facilities and staffing are planned for 2018 and will be permanent, provided there are resources available beyond the 2018-'19 GIA cycle.

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

Kalihi Community Center is in the process of developing a Quality Management Team. This team will be charged with monitoring, evaluating, and recommending improvements to existing programs, staffing, to maximize results.

This plan is in process.

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.

The Kalihi Community Center will be implementing an evaluation process based on feedback from community members, program participants, volunteers, and instructors. This process, in combination with the Quality Management Team will evaluate feedback and determine ways to improve services and programs and to expand the community center's membership.

III. Financial

See pages 5,6,7,8,9

Budget

- 1. 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. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2019.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
350,000	175,000	125,000	100,000	750,000

- 3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2019.

Private funding, fundraisers, and other grants.

- 4. The applicant shall provide a listing of all state and federal tax credits it has been granted within the prior three years. Additionally, the applicant shall provide a listing of all state and federal tax credits they have applied for or anticipate applying for pertaining to any capital project, if applicable.

NOT APPLICABLE

5. The applicant shall provide a listing of all federal, state, and county government contracts, 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.

NOT APPLICABLE

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2017.

\$2,000.00

IV. Experience and Capability

1. **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.

Programs have been successful due to knowledgeable individuals that have many years of experience in their set skills.

2. **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.

Currently the facility is about 2000 square feet. There is a small office that is used for some programs and meetings. There is a general purpose open space that is use for all other classes. Many of the classes are held in the evening and with limited space and the amount of programs available, classes have shortened to allow other programs to operate.

V. Personnel: Project Organization and Staffing

1. **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.

Executive Director: Experience in a leadership position overseeing operations of the organization. An ability to maintain solid relationships with staff, board, donors, and the community.

Program Director: Experience in overseeing and organizing various programs. Scheduling program times, ensuring that program needs and goals are met, maintain solid relationships with instructors and students.

Administrator: Experience in general office procedures.

Facility Manager: General knowledge of construction and facility maintenance.

Development Officer/Assistant: Experience in securing funding, donations, and grants. Experience in planning and executing successful fundraisers.

Bookkeeper: General knowledge of bookkeeping and accounting.

Instructors: Experience and knowledge of specific program.

2. **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.

See attached.

3. **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.

Currently there are no paid staff, officers, or directors. All are volunteers.

VI. Other

1. **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.

NOT APPLICABLE.

2. **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.

NOT APPLICABLE.

3. **Private Educational Institutions**

The applicant shall specify whether the grant will be used to support or benefit a sectarian or non-sectarian private educational institution. Please see Article X, Section 1, of the State Constitution for the relevance of this question.

NOT APPLICABLE.

4. **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.

Sustainability will be based on private funding, fundraisers, and through other grants.

5. **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.

See attached.

6. **Declaration Statement**

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

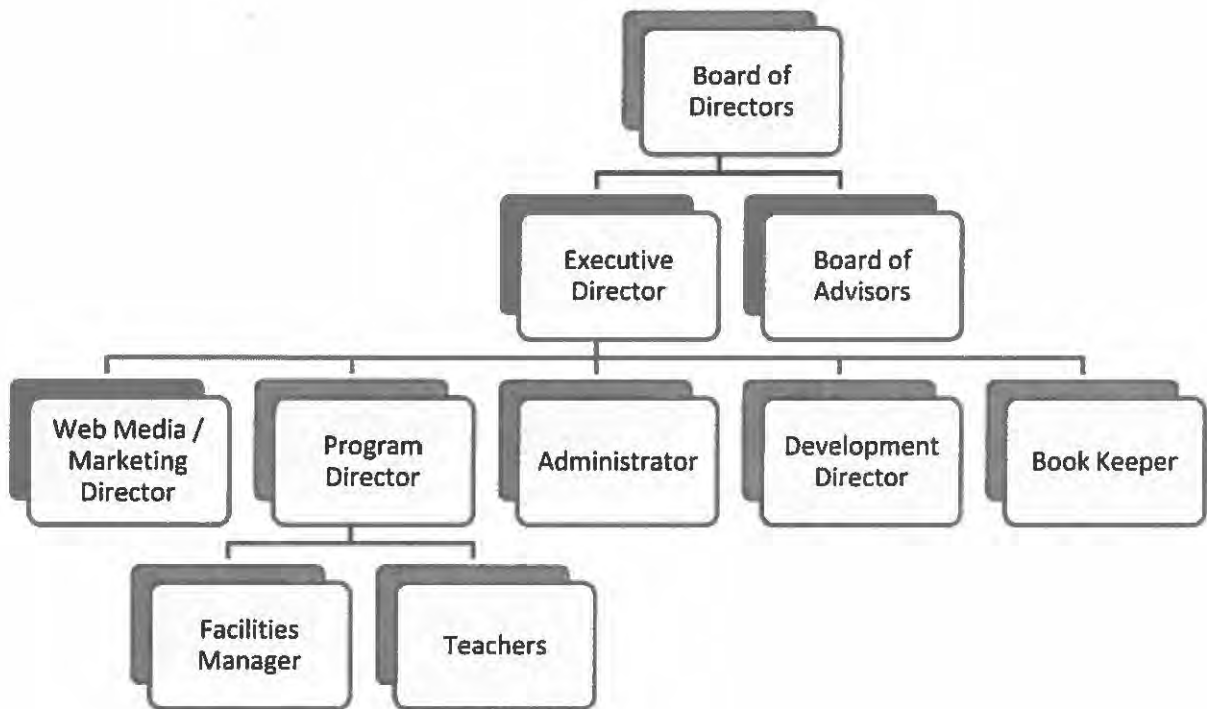
See Page 10

7. **Public Purpose**

Applicant _____ Kalihi Community Center _____

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

KALIHI COMMUNITY CENTER ORGANIZATIONAL CHART



BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2018 to June 30, 2019

Applicant: _____ Kalihi Community Center

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
A. PERSONNEL COST				
1. Salaries	250,000			
2. Payroll Taxes & Assessments	10,000			
3. Fringe Benefits	54,000			
TOTAL PERSONNEL COST	314,000			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	1,000			
2. Insurance	7,000			
3. Lease/Rental of Equipment	13,000			
4. Lease/Rental of Space	114,000			
5. Staff Training	6,000			
6. Supplies	6,000			
7. Telecommunication	6,000			
8. Utilities	25,000			
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	178,000			
C. EQUIPMENT PURCHASES	150,000			
D. MOTOR VEHICLE PURCHASES	100,000			
E. CAPITAL				
TOTAL (A+B+C+D+E)	742,000			
SOURCES OF FUNDING		Budget Prepared By: _____ 808.953.4468		
(a) Total State Funds Requested	750,000	Kalihi Community Center		
(b) Total Federal Funds Requested		Phone		
(c) Total County Funds Requested		01/19/2018		
(d) Total Private/Other Funds Requested		Date		
TOTAL BUDGET	750,000	Dagelyn J. Fernandez, Volunteer Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2018 to June 30, 2019

Applicant: Kalihi Community Center

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Executive Director	1	\$50,000.00	100.00%	\$ 50,000.00
Program Director	1	\$45,000.00	100.00%	\$ 45,000.00
Administrator	1	\$30,000.00	100.00%	\$ 30,000.00
Facility Manager	0.5	\$15,000.00	100.00%	\$ 15,000.00
Web Media/Marketing Director	0.5	\$25,000.00	100.00%	\$ 25,000.00
Development Director	0.5	\$15,000.00	100.00%	\$ 15,000.00
Bookkeeper	0.5	\$15,000.00	100.00%	\$ 15,000.00
Instructors	0.5	\$55,000.00	100.00%	\$ 55,000.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				250,000.00
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2018 to June 30, 2019

Applicant: _____

KALIHI COMMUNITY CENTER

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
COMPUTERS			\$ 25,000.00	
OFFICE EQUIPMENT/SUPPLIES			\$ 50,000.00	
FITNESS EQUIPMENT			\$ 40,000.00	
SOFTWARE (PROGRAMS)			\$ 20,000.00	
AIR CONDITIONING			\$ 15,000.00	
			\$ -	
TOTAL:			\$ 150,000.00	
JUSTIFICATION/COMMENTS:				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
PASSENGER VANS	2.00	\$50,000.00	\$ 100,000.00	
			\$ -	
			\$ -	
TOTAL:	2		\$ 100,000.00	
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2018 to June 30, 2019

NOT APPLICABLE

Applicant: _____ KALIHI COMMUNITY CENTER

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:						
JUSTIFICATION/COMMENTS:						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

NOT APPLICABLE

Applicant: _____ KALIHI COMMUNITY CENTER

Contracts Total: -

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1					
2					
3					
4					
5					
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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.

Kalihi Community Center
(Typed Name of Individual or Organization)

01-19-2018
(Date)
Jocelyn J. Fernandez
(Typed Name)
Volunteer
(Title)