

House District(s) 19

Senate District(s) 9

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:

Special Education Center of Hawaii

Dbas: SECOH

Street Address: 708 Palekaua Street
Honolulu, HI 96816

Mailing Address: same as above

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name BRIDGET PANEE

Title President & CEO

Phone # 808-488-8884 ext 211

Fax # 808-488-8993

E-mail bpanee@secoh.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:

State Grants In Aid (GIA) Funds for Vehicle Purchase & Capital Project.

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2019: \$ 360,000

8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

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

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

STATE \$ 0

FEDERAL \$ 0

COUNTY \$ 0

PRIVATE/OTHER \$ 0

Bridget Panee, President & CEO 1/11/2018

NAME & TITLE

DATE SIGNED

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

1. A brief description of the applicant's background;

The Special Education Center of Hawaii, dba SECOH, is a nonprofit organization founded in 1965 with the mission to provide personalized services to people with disabilities in the spirit of enriching their lives. Our vision is for all people to be valued, and treated with dignity and respect. SECOH began as a school for children with special needs, and expanded in the 1980s when Waimano Home was deinstitutionalized, and many of their residents were admitted to SECOH for care. Today we continue to serve approximately 80 of these individuals, now age 50 to 70.

In the past few years SECOH has quickly expanded to serve a younger population of individuals with disabilities that recently aged out of the Hawaii Department of Education (DOE) public schools. We now provide an array of services to individuals with disabilities through contracts with the Hawaii Department of Health, Developmental Disabilities Program (DOH DDD). These services are a priority of the DOH DDD, designed to help sustain people with disabilities in the community, support them to achieve their potential, and assist them to have "healthy, safe, meaningful and self-determined lives." Services provided by SECOH through DOH DDD contracts include:

- *Adult Day Health (ADH)*, group recreational and educational activities for individuals with disabilities;
- *Adult Day Care (ADC)*, group recreational activities for seniors;
- *Personal Assistance Services (PAB)*, individualized services designed to improve self-help and independence skills;
- *Community Learning Services (CLS)*, individualized services designed to improve independence in community settings; and
- *Respite* services to provide relief to families that are caregivers of individuals with disabilities.
- *Vocational Assessment and Job Training* services are currently being developed, to be incorporated into the array in 2019.

For the past 17 years, SECOH has provided transportation for individuals with disabilities so that they are able to attend programs at one of SECOH's five locations, and to provide them with recreational activities in the community.

2. **The goals and objectives related to the request;**

This project will improve the capacity of SECOH to provide transportation services, with the goals to provide mandatory services and improve the quality of life for individuals with disabilities. Funding will support the following objectives:

Objective 1: Purchase six Ford Transit vehicles with mobility floors to serve individuals with disabilities. These transit vans are required to pickup and drop off clients, and for recreational community outings throughout the day in several programs, including: ADH, ADC, PAB, and CLS. Once these transit vans are put into use, they will regularly serve all 215 clients of SECOH, including 51 that use wheelchairs.

Objective 2: Resurface the driveway of the Diamond Head Facility to accommodate SECOH transportation vans. The driveway and parking lot of the Diamond Head facility is in dire need of resurfacing. This improvement will reduce the wear and tear on the transit vans, and in turn, reduce the cost of vehicle maintenance.

3. **The public purpose and need to be served;**

Need for transportation services to individuals with disabilities - This project addresses the need to provide transportation services to individuals with disabilities. According to the Americans with Disabilities Act (ADA) of 1990, public entities must provide paratransit or other transportation services to individuals with disabilities that is comparable to the level of services provided to individuals without disabilities.

Unfortunately, the Honolulu County Paratransit Services are unable to provide these services reliably and consistently to SECOH clients. In the March 4, 2016 Audit of the City's Paratransit Service¹, the City Auditor found that despite increasing its fleet size and increasing use of taxis, "the on-time performance of the Handi-Van declined 5% over the past three years, customers experienced excessive trip times; and paratransit operations do not fully comply with ADA requirements." The City Auditor also stated that "requests for demand services are difficult to meet," "operations will continue to be inadequate to support current customer demand; operating costs will continue to increase; and potential revenues will not be collected," and "Paratransit services are insufficient to sustain the program."

Need to provide transportation to individuals with disabilities that receive SECOH services – Community outings not just provided to enhance the quality of life of clients, but are also a mandatory component of SECOH ADH, ADC, PAB, and CLS. On July 1, 2017, the Medicaid standards under which SECOH provides current services changed to include mandatory community outings for clients served.

¹ *Audit of the City's Paratransit Service*, A Report to the Mayor and the City Council of Honolulu, The City Auditor, City and County of Honolulu, State of Hawaii, Report No. 16-02, March 4, 2016.

Unfortunately, the Handi-Van program does not have the capacity to reliably and consistently service these clients so that they may participate in SECOH services. The Honolulu County DTS fully supports the transportation activities of SECOH, as these services alleviate the demand that would otherwise be placed on their office for support.

4. **Describe the target population to be served; and**

Current clients of SECOH - This project will build SECOH's ability to serve its client population of 215 adults with physical and cognitive disabilities, including Down's syndrome, Autistic Spectrum Disorders, Cerebral Palsy, developmental disabilities, and other conditions that require intensive, specialized support services. The population of young adults served by SECOH live at home with their families, and are unable to live independently. Over 60 of SECOH's current clients are wheelchair bound.

Future clients of SECOH - There is a growing need to increase services to individuals with disabilities, as the number of young adults with special needs is outpacing the inventory of programs and slots currently available. To meet the growing demand for services, SECOH is in the process of expanding its capacity at several locations. This in turn will increase the population of individuals with disabilities that are served by SECOH and that benefit from the transportation services supported by this project in the future.

Families and community of the clients of SECOH - The transportation services provided by SECOH not only improve the independence and quality of life of persons with disabilities, they also improve the quality of life of their family and friends. If transportation services to SECOH were unavailable, many families would not have the means to transport their family member to our program. Our services to persons with disabilities also positively impact the community at large: assisting them to be independent and reach their greatest potential will reduce or prevent the need for more intensive levels of care, such as institutionalization.

5. **Describe the geographic coverage.**

Transportation services will be provided to individuals with disabilities across the island of Oahu. SECOH serves five (5) communities on the island of Oahu: Ewa Beach, Ewa, Waipahu, Kalihi, and Diamond Head.

II. Service Summary and Outcomes

1. **Describe the scope of work, tasks and responsibilities;**

Objective 1 – Vehicles: Six (6) wheelchair accessible vehicles will be purchased and replace vehicles that were purchased over five years ago. These vehicles must be replaced in order to continue providing transportation services at the current level so that individuals with disabilities are able to attend SECOH programs, and participate in community outings. (*Objective 1*)

Each van will have capacity to accommodate a maximum of three (3) wheelchairs and two (2) seated passengers, or two (2) wheelchairs and five (5) seated passengers. They will be operated on weekdays, and each will provide at least 3,306 hours of transportation services.

Objective 2 – Driveway: The driveway and parking lot of the Diamond Head facility will be re-paved so that it can accommodate the transit vans. The asphalt at the entrance to the facility is badly damaged and buckling upwards by the roots of a tree. This contributes to the wear and tear on all vehicles that use the driveway, and are especially difficult for the heavier transit vans.

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

Both objectives will be completed within the second quarter of this project (within six months of release of funds.)

Objective 1 – Vehicles: Immediately upon approval and release of funds, SECOH will special order six (6) Ford transit vans with mobility flooring. These transit vans must be shipped in from the mainland, and will take approximately two (2) months to arrive, be registered, and have the SECOH logo applied to the side panels. It is anticipated that the vehicles will be ready for use within six months of release of funds.

Objective 2 – Driveway: Immediately upon approval and release of funds, SECOH will retain a contractor to resurface the Diamond Head Driveway. In preparation of this project, SECOH retained cost estimates from Alakona Corp. In working with Alakona Corp., or any other contractor, Chief Executive Officer (CEO) Bridget Panee works with the Board of Directors and Accountant to ensure the cost of the renovation is competitive and in alignment of prevailing rates of compensation. It is anticipated that the driveway and parking lot re-pavement will be completed within six months after the release of funds.

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

The CEO will be responsible for this project, including monitoring, evaluating, and reporting on project objectives. Quality assurance includes the following:

- **Objective 1 – Vehicles:** Ongoing tracking of the status of the purchase and readiness of the vehicles;
- **Objective 2 – Driveway:** Ongoing tracking of the progress of re-paving the driveway and parking lot; and
- **Expenditures:** Ongoing review of the budget expenditures to ensure timely and appropriate allocation of expenses as planned.

Each year SECOH undergoes a financial audit by certified public accountants to ensure that the organization is financially sound, and complies with Generally Accepted Accounting Principles.

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

Effectiveness of this project will be determined by the following:

- **Objective 1 – Vehicles:** Purchase and use of the new Ford transit vans to serve individuals with disabilities;
- **Objective 2 – Driveway:** Completion of re-paving the driveway and parking lot.
- **Expenditures:** The expenses are incurred on a timely basis, in the categories of costs as projected in the attached budget. Expenditures will be monitored on a monthly basis by the CEO and accounting and finance consultant.

Mary is a 90-year-old woman of Asian ancestry that attends SECOH's Adult Day Care (ADC) program. She lives with her daughter, her son-in-law and 2 grandsons on Oahu. Mary had 7 children, 4 that live off island and 1 that passed away about 3 years ago. She needs full assistance with all Activities of Daily Living (ADLs) and very seldom speaks. She mainly communicates through body language and facial expressions.

Mary is wheelchair bound, and relies on SECOH's transportation services to pick her up and drop her off at their program. Without this service, she would have to rely on the Handi-Van service, which is unable to provide consistent, timely, and reliable transportation to and from SECOH. Her family is grateful for these services, as they are unable to provide transportation in their family car. They are also grateful that Mary is able to attend SECOH's ADH program so that they can increase their hours of work. Her family wishes to take care of her at home for as long as they can and do not want to admit her to a care home or nursing facility.

III. Financial

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](#))

The required budget forms are attached to this proposal. They detail the following request:

\$305,000 Five (5) Ford transit vehicles with mobility floors (\$61,000 each)
\$55,000 Re-paving the driveway and parking lot at the Diamond Head facility.
 \$360,000 *Total request*

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 |
|-----------|-----------|-----------|-----------|-------------|
| \$360,000 | \$0 | \$0 | \$0 | \$360,000 |

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

SECOH recently submitted a proposal for \$125,000 in capital improvements to its Diamond Head facility in November 2017. Grant proposals to support its direct services will be submitted to the Friends of Hawaii Charities, Harry and Jeanette Weinberg Foundation, Atherton Family Foundation, McInerney Foundation, Hawaii Community FLEX Fund.

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. SECOH does not have and will not be applying for any state or federal tax credits.

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.**

In the 52-year history of SECOH, it has only received a single government Grants in Aid award in 1976 from the State Legislature.

SECOH recently submitted a proposal to the Honolulu County Grants in Aid program for capital improvements to its Diamond Head facility, but it is unknown if this will be awarded. Notification of City Grants in Aid awards is expected before March 2018.

SECOH has contracts to provide services to individuals with disabilities from DOH DDD, and a contract to provide transportation services to individuals with disabilities from the Honolulu County Department of Transportation Services. These contracts do not cover the cost of program supplies, capital improvements, or vehicles.

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

SECOH had \$1,722,196 in assets as of December 31, 2017.

George is a 24-year-old with moderate autism. He joined SECOH right after he aged out of public high school. Throughout the majority of his public school years, he required two skills trainers every day, all day long, to manage aggressive and uncontrollable outbursts. When George joined SECOH, he had improved, and was provided with one-to-one support with a PAB staff member. After two years with SECOH, he was able to join the Pathways group program, and reduce the number of hours of one-to-one support. Community outings are an important part of his routine, as they support his participation and development in the community, with a group of peers.

In the past year, George's father passed away from a terminal illness. Through his participation in Pathways and PAB individualized services, his mother is able to return to work. It is of great comfort to her that George is continuing to progress at Pathways.

IV. Experience and Capability

1. Necessary Skills and Experience

Experience and capability of the organization - SECOH has over 52 years of experience serving individuals with disabilities in the State of Hawaii. It has secured multiple contracts to provide services from the DOH DDD and Honolulu County DTS, and a successful track record of meeting or exceeding contract objectives.

Today SECOH has a total of 105 employees that serve approximately 215 clients out of five service locations: Diamond Head, Waipahu, Ewa, Ewa Beach, and Kalihi. We currently have contracts with DOH DDD to provide ADH, ADC, PAB, CLS, respite, and employment training. Contract dates are approved until 2021, and SECOH is committed to continuing these services in the future. We also have two (2) contracts with Honolulu County DTS to provide transportation to individuals with disabilities. One contract will renew July 2018 and the other will renew in 2021.

SECOH has an operating budget of 6.2 million, and sufficient funds to cover project expenses in advance of reimbursements from the State of Hawaii for this project. Finance and accounting is managed by Custom Bookkeeping Solutions, a contractor with SECOH for the past three years. ProService Hawaii manages all payroll and human resource activities, and we work with a consultant grant writer to raise the funds necessary for renovations, program improvements, and other expenses not covered by DOH DDD and Honolulu County DTS contract reimbursements for services.

Experience and capability providing transportation services - SECOH has experience providing transportation for approximately 17 years, initially starting with the Vanpool program, and growing to providing services using agency vehicles that have been made possible through Honolulu County contract CT-DTS-1700402 and CT-DTS-1300315. SECOH currently provides transportation for 90 of its 215 clients. Of these clients, approximately 51 use wheelchairs.

2. **Facilities**

SECOH has five service locations and an administrative office. All service locations are ADA compliant, and have sufficient parking for visitors and the SECOH vehicles.

Founder's Center, Diamond Head

708 Palekaua Street
Honolulu, HI 96816

The Diamond Head facility has four single level buildings and a pool for recreational activities. This site serves 79 individuals: 67 persons with disabilities through both ADH programs, PAB, CLS, and respite; and 12 seniors with Alzheimer's and dementia through the ADC Program.

Waipahu Community Center

94-226 Leoku Street Suite D, Waipahu, HI 96797

The Waipahu Community Center is located in a single-story building. This site serves 49 persons with disabilities through the ADH program, PAB, CLS, and respite.

Ewa Pathways Skills Center

91-1837 Fort Weaver Road, Ewa Beach, HI 96706

The Ewa Pathways Skills Center is located in a single-story building. This site serves 20 individuals with disabilities through the ADH program, PAB, CLS, and respite.

Ewa Beach Community Center

91-1001 Kaimalie Street Suite 106 & 107, Ewa Beach, HI 96706

The Ewa Beach Community Center is located in a two-story building. This site serves 49 individuals with disabilities through the ADH program, PAB, CLS, and respite.

Kalihi Community Center

1216 Pua Lane, Honolulu, HI 96817

The Kalihi Community Center is located in a single-story building. This site serves 18 individuals with disabilities through the ADH program, PAB, CLS, and resite.

Kapolei Administrative Office

1001 Kamokila Blvd, Suite 136, Kapolei, HI 96707

The Kapolei Administrative Office houses all of the administrative staff.

V. Personnel: Project Organization and Staffing

1. Proposed Staffing, Staff Qualifications, Supervision and Training

CEO experience and qualifications - President/CEO Bridget Panee will direct this project. She has been with SECOH for 24 years, starting out as a Program Instructor. In 2010 she was appointed Vice President of Operations, and in 2015 she was appointed President/CEO. In 2017 Bridget was named a Weinberg Fellow by the Harry and Jeanette Weinberg Foundation.

At the time Bridget began working at SECOH, its sole program was to care for a population of individuals that required services due to the deinstitutionalization of Waimano Home. SECOH's ADH program continues to serve 80 of these persons with disabilities, all of them older adults.

In 2014 Bridget saw the growing need for services for young adults with disabilities aging out of the DOE, and created the ADH Pathways Program. To accommodate these new services, she planned and oversaw a \$125,000 renovation of 1,400 sq. ft. in three rooms on the Diamond Head Campus. This renovation was completed on time, within budget. Pathways was opened in January 2015, and within a short period of time, was filled to capacity. Each week SECOH receives inquiries from parents looking for an ADH program for their young adult child. There is a clear need to expand the capacity of this program.

CEO Bridget Panee will be responsible for this project, and ensuring that the goals and objectives are met on a timely basis, and within budget. SECOH has a full-time accounting clerk, and contracts with Custom Bookkeeping to manage its finance and accounting. SECOH has worked with Custom Bookkeeping for three years.

Driver supervision and training - All SECOH drivers are fully trained regarding vehicle maintenance. They regularly complete the following forms to monitor the condition, maintenance, and services of each vehicle:

- Vehicle Repair and Maintenance Schedule & Authorized Vendor List
- Vehicle Inspection Record
- Vehicle Maintenance and Repair Record
- Annual Air Conditioning Service Record
- Accident Report

2. Organization Chart

The organizational chart is included as an attachment to this proposal.

3. Compensation

The annual salary three highest paid officers, directors, or employees of the organization:

Chad Palmer, Director of Community Relations: \$57,750

Cynthia Alvarez, Director of Mission Services: \$63,000

Bridget Panee, CEO/President: \$105,000

VI. Other

1. **Litigation**

SECOH does not have any pending litigation or outstanding judgments.

2. **Licensure or Accreditation**

SECOH is an IRS 501(c)3 nonprofit in good standing.

3. **Private Educational Institutions**

Not applicable. Funds will not support or benefit a sectarian or non-sectarian private educational institution.

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**

If funding is received in fiscal year 2018-2019, we anticipate that we will be able to meet or exceed the goals and objectives of this project.

(b) **Not received by the applicant thereafter.**

In the event funding is received for fiscal year 2018-19, but not received by the applicant thereafter, SECOH will be able to continue providing transportation services. This project will build the capacity of SECOH to provide transportation services, and the cost of ongoing transportation operations will be covered by the contract with Honolulu County DTS.

If funds are not received from this grant, SECOH will be required to reduce the level of transportation services provided to individuals with disabilities. This will place a greater demand for services on the state Handi-Van services, a program already working at maximum capacity. Many individuals with disabilities will go without transportation services.

5. **Certificate of Good Standing (If the Applicant is an Organization)**

The Certificate of Good Standing is included as an attachment with this application.

6. **Declaration Statement**

The Declaration Statement is included as an attachment with this application.

7. **Public Purpose**

This grant will be used for a public purpose as required by Hawaii Revised Statutes.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2018 to June 30, 2019

Applicant: Special Education Center of Hawaii dba SECOH

| BUDGET CATEGORIES | Total State Funds Requested (a) | Total Federal Funds Requested (b) | Total County Funds Requested (c) | Total Private/Other Funds Requested (d) |
|---|---------------------------------|---|----------------------------------|---|
| A. PERSONNEL COST | | | | |
| 1. Salaries | | | | |
| 2. Payroll Taxes & Assessments | | | | |
| 3. Fringe Benefits | | | | |
| TOTAL PERSONNEL COST | | | | |
| B. OTHER CURRENT EXPENSES | | | | |
| 1. Airfare, Inter-Island | | | | |
| 2. Insurance | | | | |
| 3. Lease/Rental of Equipment | | | | |
| 4. Lease/Rental of Space | | | | |
| 5. Staff Training | | | | |
| 6. Supplies | | | | |
| 7. Telecommunication | | | | |
| 8. Utilities | | | | |
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| TOTAL OTHER CURRENT EXPENSES | 0 | | | |
| C. EQUIPMENT PURCHASES | | | | |
| D. MOTOR VEHICLE PURCHASES | 305,000 | | | |
| E. CAPITAL | 55,000 | | | |
| TOTAL (A+B+C+D+E) | 360,000 | | | |
| SOURCES OF FUNDING | | Budget Prepared By: | | |
| (a) Total State Funds Requested | 360,000 | Bridget Panee 808-488-8864 ext. 211 | | |
| (b) Total Federal Funds Requested | 0 | Phone | | |
| (c) Total County Funds Requested | 0 | 1/11/2018 | | |
| (d) Total Private/Other Funds Requested | 0 | Date | | |
| TOTAL BUDGET | 360,000 | Bridget Panee, President & CEO Name and Title (Please type or print) | | |

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2018 to June 30, 2019

Applicant: Special Education Center of Hawaii dba SECOH

| POSITION TITLE | FULL TIME EQUIVALENT | ANNUAL SALARY A | % OF TIME ALLOCATED TO GRANT REQUEST B | TOTAL STATE FUNDS REQUESTED (A x B) |
|--------------------------------|----------------------|-----------------|--|-------------------------------------|
| Not applicable | | | | \$ - |
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| TOTAL: | | | | |
| JUSTIFICATION/COMMENTS: | | | | |

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2018 to June 30, 2019

Applicant: Special Education Center of Hawaii dba SECOH

| DESCRIPTION EQUIPMENT | NO. OF ITEMS | COST PER ITEM | TOTAL COST | TOTAL BUDGETED |
|--------------------------|-----------------|------------------|---------------|-------------------|
| | | | \$ - | |
| | | | \$ - | |
| | | | \$ - | |
| | | | \$ - | |
| | | | \$ - | |
| TOTAL: | | | | |

JUSTIFICATION/COMMENTS:

| DESCRIPTION OF MOTOR VEHICLE | NO. OF VEHICLES | COST PER VEHICLE | TOTAL COST | TOTAL BUDGETED |
|--|--------------------|---------------------|----------------------|-------------------|
| Ford Transit with Mobility Floor (3 wheelchair capacity) | 5.00 | \$61,000.00 | \$ 305,000.00 | |
| | | | \$ - | |
| | | | \$ - | |
| | | | \$ - | |
| | | | \$ - | |
| TOTAL: | 5 | | \$ 305,000.00 | |

JUSTIFICATION/COMMENTS:

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2018 to June 30, 2019

Applicant: Special Education Center of Hawaii dba SECOH

| 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: Driveway/Parking Lot Re-Paving | 0 | 0 | 55000 | | | |
| EQUIPMENT | | | | | | |
| TOTAL: | | | 55,000 | | | |
| JUSTIFICATION/COMMENTS: | | | | | | |

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Special Education Center of Hawaii, dba SECOH

Contracts Total: 2,419,207

| | CONTRACT DESCRIPTION | EFFECTIVE DATES | AGENCY | GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau) | CONTRACT VALUE |
|----|--|------------------------|--------------------------|---|-----------------------|
| 1 | Transportation services to individuals with disabilities RFP-DTS #610209 | 7/2013 - 6/2018 | Dept Transportation Svcs | Honolulu County | 1,956,133 |
| 2 | Transportation services to individuals with disabilities RFP-DTS #1019708A | 7/2017 - 6/2020 | Dept Transportation Svcs | Honolulu County | 463,074 |
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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.

Special Education Center of Hawaii dba SECOH



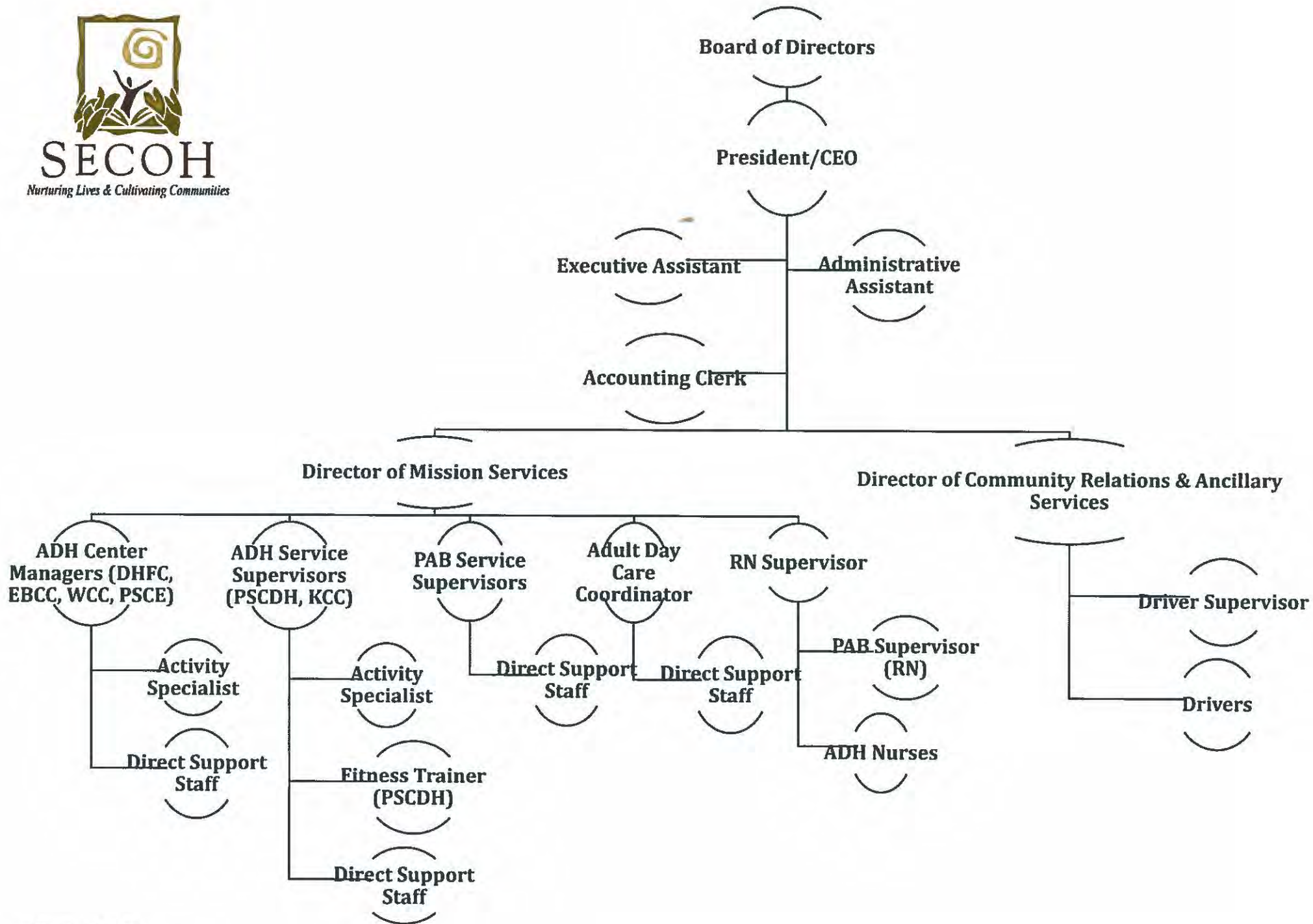
(Signature)

1/11/2018

(Date)

Bridget Panee
(Typed Name)

President & CEO
(Title)





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: SPECIAL EDUCATION CENTER OF HAWAII

DBA/Trade Name: SPECIAL EDUCATION CENTER OF HAWAII

Issue Date: 01/11/2018

Status: **Compliant**

Hawaii Tax#: [REDACTED]

New Hawaii Tax#:

FEIN/SSN#: [REDACTED]

UI#: [REDACTED]

DCCA FILE#: 16906

Status of Compliance for this Vendor on issue date:

| Form | Department(s) | Status |
|-------|---|-----------|
| A-6 | Hawaii Department of Taxation | Compliant |
| | Internal Revenue Service | 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 |