

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:
TRANSITIONAL COACHING AND DEVELOPMENT
INSTITUTE OF HI, INC.

Db/a:

N/A

Street Address:

200 N. VINEYARD BLVD., STE. A200, HONOLULU, HI 96817

Mailing Address:

SAME

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name SUNDAY LANANI KAMAI-EGUIRES

Title CHIEF ADMINISTRATIVE OFFICER

Phone # 808/566.0148

Fax # 808/537.2431

E-mail skamai@tcdihi.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:

VIDEO RESUME PROJECT

4. FEDERAL TAX ID #: _____

5. STATE TAX ID #: _____

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2019:

\$ 31990.00

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 \$ _____

TYPE NAME

TARED GREEN CEO

NAME & TITLE

DATE SIGNED

1/19/18

Late

JAN 13 2018

4:35P
JH

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:

Transitional Coaching and Development Institute of Hawaii, Inc., (TCDI HI) is a Domestic Nonprofit Corporation, incorporated within the State of Hawaii in 2015. TCDI HI is recognized as a 501(c)(3) tax-exempt, nonprofit corporation by the Internal Revenue Service. TCDI HI was registered with State of Hawaii Department of Commerce and Consumer Affairs on October 19, 2015.

The paramount focus of TCDI HI is assisting adults living with developmental and intellectual disabilities in their transition into an increasingly independent, community-integrated life with sustained employment as the final goal.

TCDI HI provides services to individuals diagnosed with developmental disabilities without preference to and regardless of faith, race, gender, sexual orientation, religion, and cultural/ethnic origins.

TCDI HI is led by two post-graduate educated individuals with graduate degrees in counseling and behavioral psychology, as well as a board of directors with graduate degrees in education and special education. Additionally, TCDI HI's Chief Administrative Officer has 20+ years of experience in the field, possesses a graduate degree in social work, and has worked directly with the Department of Health as a behavioralist. The Board of Directors and TCDI HI Administration present a combined 125 years of experience in direct support and service provision to individuals living with developmental disabilities. Additionally, both the Vice President/Chief Operations Officer and TCDI HI's Chief Administrative Officer were born and raised on the Island of Oahu (the CAO still resides on Oahu), providing TCDI HI with a requisite native perspective and understanding of various aspects of the culture and lifestyle of the State

of Hawaii necessary to ensure a delivery of services in-line with the special and diverse setting of the state.

2. The goals and objectives related to the request:

This request will support an all-encompassing, modified employment-seeking project. This project will assist participants currently enrolled in the program ***to locate, obtain, and maintain viable, direct-hire employment within the community.***

The project will accomplish this task by creating a small studio within the TCDI HI offices for audio and video recording. This will allow for the ***creation of video resumes and profiles for participants unable speak or communicate.*** Additionally, these filmed sessions will provide a visual display of the participant's skills and personality, which may ***assist in the interview process for participants that may possess speech and fluency barriers.***

Lastly, this project will, through the purchase of transportation vehicles, quick movement of participants to and from potential and existing vocational settings, both easing and expediting the time needed to search for employment options within the community, as well as support participants utilizing community transportation when events outside of their control may lead to tardiness.

TCDI HI has established the following goals for the breadth of the utilization of this project:

Project Involvement:

30 (100%) enrolled participants will utilize at least one (1) component of this project.

Transportation:

25-30 (80-100%) enrolled participants will benefit from TCDI HI Supported Transportation within their search for, acquisition, and maintenance of direct-hire, competitive employment within their community.

Video Resumes/Profiles:

15-20 (50-66%) enrolled participants will benefit from TCDI HI assisted creation of video resumes/profiles within their search for, acquisition, and maintenance of direct-hire, competitive employment within their community.

3. The public purpose and need to be served:

Sustained employment of individuals living with developmental and intellectual disabilities has been demonstrated, both historically and presently, to be far lower than that of individuals not living with DD/ID.

A recent article in the *Journal of Vocational Rehabilitation* reported an employment rate of just 18%, in competitive, direct-hire vocational settings.

TCDI HI utilizes various methods to assist its participants in seeking out, obtaining, and maintaining employment and is confident that this project will produce a more positive and progressive method which may be utilized by individuals to gain direct-hire employment with companies in their communities.

4. Describe the target population to be served:

The project will include individuals living with DD/ID who are currently receiving supports through the Hawaii State Department of Health, Developmental Disabilities Division and who are enrolled at and receiving services from Transitional Coaching and Development Institute of Hawaii, Inc.

5. Describe the geographic coverage.

Transitional Coaching and Development Institute of Hawaii, Inc. currently delivers services to individuals residing on the Island of Oahu. The project will support the same 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. Describe the scope of work, tasks and responsibilities:

The project does not demonstrate a significant deviation from the normal, high-focused service delivery method provided by Vocational Support Mentors at TCDI HI.

This project will be put in place and will be made available to clientele following identification by TCDI HI Staff and the participant's circle of support as a viable assistance in the job search, acquisition, and maintenance time-frames for each participant.

TCDI HI Administration will be responsible for up-keep/maintenance and registration and licensing of vehicles. TCDI HI will be responsible for maintaining liability insurance and ensuring appropriate licensure of potential staff drivers.

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

TCDI HI will complete development of the studio by October 31, 2018 within the current TCDI HI Facility.

TCDI HI will complete vehicular purchase by October 31, 2018. TCDI HI will insure registration and liability insurance application at time of purchase. TCDI HI Administration will ensure complete licensure of staff drivers (if applicable) by December 31, 2018.

Full completion of application of the project expected to be completed December 31, 2018. Project will remain in effect and supported by TCDI HI following establishment, not requiring further grant support for maintenance.

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

TCDI HI Administration will maintain data points demonstrating the following: 1. Number of individuals participating in the creation video resume/profile creation; 2. Number of individuals utilizing their videos/profiles within job search settings within the community; 3. Feedback from hiring managers, etc. a direct-hire, vocational settings regarding the utilization of video resumes/profiles during the hiring process; 4. TCDI HI Participants utilization of TCDI HI supplied transportation during the job search process, 5. TCDI HI Participants utilization of TCDI HI supplied transportation to ensure sustained employment.

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.

TCDI HI Administration will provide the State of Hawaii with the above listed data points to demonstrate completion of the application of the project, as well as the breadth and the efficacy the utilization of video resumes/profiles, as well demonstrate the importance of supported transportation to participants.

TCDI HI will additionally report on the following established the following goals for the breadth of the utilization of this project:

Project Involvement:

30 (100%) enrolled participants will utilize at least one (1) component of this project.

Transportation:

25-30 (80-100%) enrolled participants will benefit from TCDI HI Supported Transportation within their search for, acquisition, and maintenance of direct-hire, competitive employment within their community.

Video Resumes/Profiles:

15-20 (50-66%) enrolled participants will benefit from TCDI HI assisted creation of video resumes/profiles within their search for, acquisition, and maintenance of direct-hire, competitive employment within their community.

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](#))
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
31,990.00				

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

N/A

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.

N/A

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.

Medicaid Waiver Service Provider, Department of Human Services

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

As a non-profit corporation, TCDI HI present with **NO** unrestricted assets as of December 31, 2017.

IV. Experience and Capability

1. Necessary Skills and Experience

TCDI HI Leadership

Administration

Jared K. Green, MA (Chief Executive Officer)

- Masters of Arts, Counseling Psychology (National University)
- 15 years working with developmentally disabled
- Internship completed with California State Department of Corrections and Rehabilitation, Department of Juvenile Justice
- Currently residing on the Island of Oahu

Sunday Lanani Kamai-Egures, MSW (Chief Administrative Officer)

- Masters of Social Work (Alameda University)
- Born and raised, currently residing on the Island of Oahu
- Over 15 years working with intellectually and developmentally disabled
- Specialized experience in transition and behavioral support

Sue E. Crawford, MA (Chief Operating Officer)

- Masters of Arts, Behavioral Psychology (University of the Pacific)
- Born and raised on the Island of Oahu
- 15 years working with developmentally disabled
- Internship completed with Stockton State Hospital

Board of Directors

Jared K. Green, MA (President and Secretary)

Sue E. Crawford, MA (Vice President)

Kelsey M. Dibner, MEd

- Masters of Education in Special Education (University of the Pacific)
- Credentialed Teacher
- 15 years working with developmentally disabled

Joshua Brigham, MAEd

- Masters of Arts, Education (California State University, Stanislaus)
- Credentialed Teacher
- Instructor (San Joaquin Teacher's College)

BJ Mooney-Smith

- 11 years of experience in student activities administration and in student leadership administration in a university setting (University of the Pacific)

The Board of Directors for TCDI HI also serves as the Board of Directors for TCDI HI's sister companies (independent corporations), Vocational Coaching and Development Institute, Inc. and Transitional Coaching and Development Institute, Inc.

Vocational Coaching and Development Institute, Inc. was incorporated in the State of California in 2009.

The Board of Directors successfully applied for a Community Placement Program Grant from the California Department of Developmental Services, receiving start-up funding to begin the program.

Vocational Coaching and Development Institute, Inc. just renewed its contract with the Department of Developmental Services to provide services to developmentally disabled adults residing within Stanislaus County, CA, through its Community Integration Program and its Behavioral Management Program.

Transitional Coaching and Development Institute, Inc. was incorporated in 2014 and successfully applied for a grant from the California Department of Social Services,

administered through the State Council on Developmental Disabilities. This project hires developmentally disabled adults to provide workshops and informational seminars to transitioning students in local special education classrooms and has received tremendously positive feedback.

In 2017, TCDI was awarded a Community Placement Program Grant from the California Department of Developmental Services to further establish a location in Marin County of California.

2. Facilities

Transitional Coaching and Development Institute of Hawaii, Inc. currently provides services at a Department of Health accredited site at 200 N. Vineyard Blvd., Suite A200, Honolulu, HI 96817.

The location is approximately 5000 square feet and TCDI HI has designated and begun setting aside a specific office space that is conducive to serving as a recording studio.

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.

As this project is not a separate extension of current service provision, rather an addition to existing service provision to enrolled individuals, there is no identified demand to the change in established service staffing.

In the event commercial driving licenses are required for the provision of transportation services to enrolled participants, TCDI HI will assist in the acquisition of and maintenance of CDLs by TCDI HI Staff. TCDI HI Administration will also ensure regular trainings related to safe transportation are completed, as well as review of general safety of staff drivers.

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.

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.

Jared Green (President and CEO):	\$36,000.00
Sunday Lanani Kamai-Eguires (CAO):	\$70,000.00
Kea Eguires (Vocational Support Mentor):	\$20,000.00

VI. Other

1. Litigation

N/A

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.

N/A

3. Private Educational Institutions

N/A

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.

TCDI HI is utilizing the funds for the one-time creation of a space conducive to the creation of video resumes/profiles and obtaining the appropriate equipment, as well as the purchase of

vehicles to assist in the obtaining and maintaining of direct-hire, competitive employment positions for participants within the community.

TCDI HI will maintain the vehicles and the studio space and equipment within its facility following the initial project establishment.

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.

6. Declaration Statement

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

7. Public Purpose



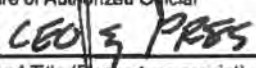
The applicant shall specify whether the grant will be used for a public purpose pursuant to Section 42F-102, Hawaii Revised Statutes. ([Link](#))

This project will be utilized towards a public purchase.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2018 to June 30, 2019

Applicant: _____

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
A. PERSONNEL COST				
1. Salaries	0	0	0	0
2. Payroll Taxes & Assessments	0	0	0	0
3. Fringe Benefits	0	0	0	0
TOTAL PERSONNEL COST	0	0	0	0
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	0	0	0	0
2. Insurance	0	0	0	0
3. Lease/Rental of Equipment	0	0	0	0
4. Lease/Rental of Space	0	0	0	0
5. Staff Training	0	0	0	0
6. Supplies	31,990	0	0	0
7. Telecommunication	0	0	0	0
8. Utilities	0	0	0	0
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	31,990			
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	31,990			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested				
(b) Total Federal Funds Requested				
(c) Total County Funds Requested		209/996 9503		
(d) Total Private/Other Funds Requested		Phone		
		1/17/18		
		Date		
TOTAL BUDGET				
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2018 to June 30, 2019

Applicant: _____

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
N/A				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2018 to June 30, 2019

Applicant: Transitional Coaching and Development Ins

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Sound Panels	2.00	\$131.97	\$ 263.94	
Canon XA20 Professional Camcorder	1	\$1,999.00	\$ 1,999.00	
Neewer 61" Tripod	1	\$109.99	\$ 109.99	
12" MacBook	3	\$1,299.99	\$ 3,899.97	
External Monitors	2	\$199.99	\$ 399.98	
TOTAL:	9		\$ 6,672.88	
JUSTIFICATION/COMMENTS: Facilitation of studio for video resume and profile production				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
Nissan Quest	2.00	\$15,995.00	\$ 31,990.00	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:	2		\$ 31,990.00	
JUSTIFICATION/COMMENTS: Supported employment transportation				

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2018 to June 30, 2019

Applicant: N/A


FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OTHER SOURCES 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:						

**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,  authorized representative certifies that this statement is true and correct to the best of the applicant's knowledge.

Transitions Development Institute of Hawaii, Inc.
(Typed Name of Organization)

 _____
(Signature) (Date) 1/19/18

Jared Geen _____
(Typed Name) (Title) President and CEO



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

TRANSITIONAL COACHING AND DEVELOPMENT INSTITUTE OF HAWAII, INC.

was incorporated under the laws of Hawaii on 10/19/2015 ;
that it is an existing nonprofit corporation; and that,
as far as the records of this Department reveal, has complied
with all of the provisions of the Hawaii Nonprofit Corporations
Act, regulating domestic nonprofit corporations.

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

Dated: January 19, 2018

Director of Commerce and Consumer Affairs

