

**THE THIRTIETH LEGISLATURE
APPLICATION FOR GRANTS
CHAPTER 42F, HAWAII REVISED STATUTES**

Type of Grant Request:

Operating Capital

Legal Name of Requesting Organization or Individual: Db:

Aloha Medical Mission

Amount of State Funds Requested: \$ 157,000.00

Brief Description of Request (Please attach word document to back of page if extra space is needed):

The requested fund will support the dental staff, which includes the current 50% part-time dentist/dental director, a second part-time dentist, working 12 hours/week, 2 dental hygienists (one of whom works 16 hours/week), 3 dental assistants (one of whom will work 16 hours/week), and a part-time receptionist. By having paid staff the clinic will be open 5 days a week and available to those in need. It will also cover 5% of the Executive Director and office coordinator positions; 19% of occupancy costs for 2 sites, until the lease is up in 2021 on our current facility; and 22.5% of much needed dental supplies which will be used by the 2 paid dentists, 16 volunteer dentists, and 2 dental hygienists. Because this is a free Dental Clinic income is not generated; therefore, it is dependent on charitable foundations, government grants, donors, staunch investors, such as Hawaii Dental Service Foundation, and fundraising events put on by Aloha Medical Mission.

Amount of Other Funds Available:

State: \$ 0.00

Federal: \$ 0.00

County: \$ 125,000.00

Private/Other: \$ 264,092.00 (Requested)

Total amount of State Grants Received in the Past 5 Fiscal Years:

\$ 150,744.00

Unrestricted Assets:

\$ 145,258.00

New Service (Presently Does Not Exist): Existing Service (Presently in Operation):

Type of Business Entity:

501(C)(3) Non Profit Corporation

Other Non Profit

Other

Mailing Address:

810 North Vineyard Blvd.

City: Honolulu

State: HI

Zip: 96817

Contact Person for Matters Involving this Application

Name: Colleen Minami

Title: Grant Writer

Email: colleenminami@hotmail.com

Phone: (808) 780-5793

Federal Tax ID#:

State Tax ID#


Authorized Signature

Toni Muranaka, Executive Director
Name and Title

received
4/12/19 11:12 am J.C.
Date Signed



ALOHA MEDICAL MISSION

Bringing Hope and Changing the Lives of the People We Serve Overseas and in Hawai'i

January 17, 2019

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Past President

Senator Donovan Dela Cruz, Chair
Senate Ways and Means Committee
State Capitol, Room 208
Honolulu, Hawaii 96813

ATTN: FY 2020 STATE GRANT-IN-AID APPLICATION

Dear Senator Donovan Dela Cruz:

Aloha Medical Mission is submitting its application for Grants and Subsidies to support Hawaii's only free Dental Clinic and its much-needed dental services to the uninsured, the underinsured, and those with no financial means of paying for dental care.

If there are any questions, please contact Colleen Minami, grant writer and manager, at (808) 780-5793 or colleenminami@hotmail.com.

Thank you for your time and consideration on this matter.

Warmest Regards,

Toni Muranaka, Executive Director

Application Submittal Checklist

The following items are required for submittal of the grant application. Please verify and check off that the items have been included in the application packet.

- 1) Certificate of Good Standing (If the Applicant is an Organization)
- 2) Declaration Statement
- 3) Verify that grant shall be used for a public purpose
- 4) Background and Summary
- 5) Service Summary and Outcomes
- 6) Budget
 - 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](#))
- 7) Experience and Capability
- 8) Personnel: Project Organization and Staffing



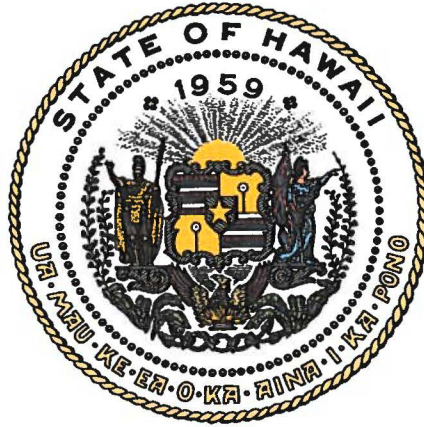
AUTHORIZED SIGNATURE

TONI MURANAKA, EXECUTIVE DIRECTOR

PRINT NAME AND TITLE

1-17-19

DATE



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

ALOHA MEDICAL MISSION

was incorporated under the laws of Hawaii on 03/10/1983 ; 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 16, 2019

Director of Commerce and Consumer Affairs

**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.

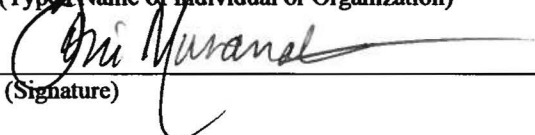
- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
 - b) Has a governing board whose members have no material 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.

Aloha Medical Mission

(Typed Name of Individual or Organization)



(Signature)

1.17.19

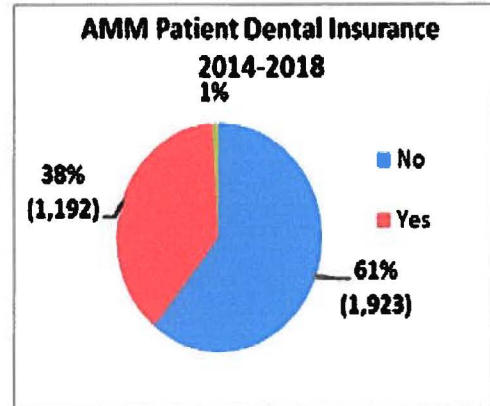
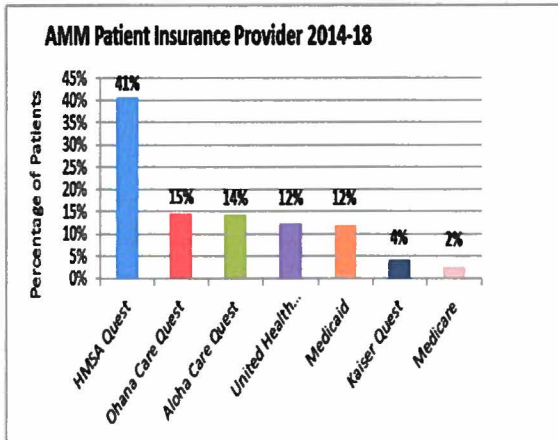
(Date)

Toni Muranaka

(Typed Name)

Executive Director

(Title)



Because dental care is not typically seen as a priority, many times it is excluded from health care plans. Less than 1% of all the health insurance plans on the exchange include adult dental as part of the package and often the out-of-pocket deductible for dental services is an amount that the low to moderate-income population, whom we serve, cannot afford. In future years, there will be fewer resources to care for this growing population of the underprivileged. Notably, women will excessively suffer because many with no insurance or ability to pay are reluctant to seek dental care, resulting in a host of adverse health consequences and higher medical and dental costs.

One of the specialized populations that we serve through our *Welcome Smile* program is women who have survived abuse or have been incarcerated. Women suffer disproportionately in violent relationships which include physical and emotional injury that puts them at risk for many health complications. They are often in a high-risk situation with great difficulty in affording not only basic services but also expensive restorative treatment to address the years of neglect or physical abuse on their overall and dental health. Because of this, they are forced to consider dental care not as important as food and shelter. When women have major issues with their teeth, it significantly impacts their marketability while looking for a job and becomes a barrier to stable employment and even affects verbal and nonverbal communication. AMM provided restorative treatment to 37 women, enabling them to become confident in their appearance, seek gainful employment, and obtain financial stability for themselves and their children.



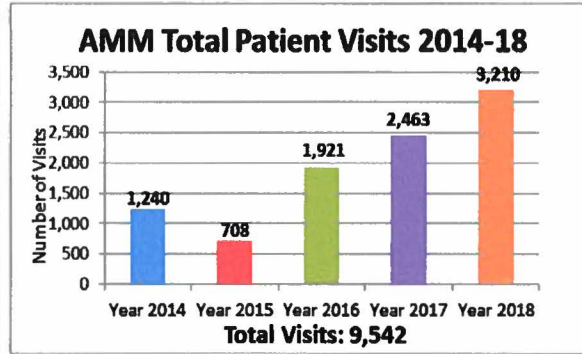
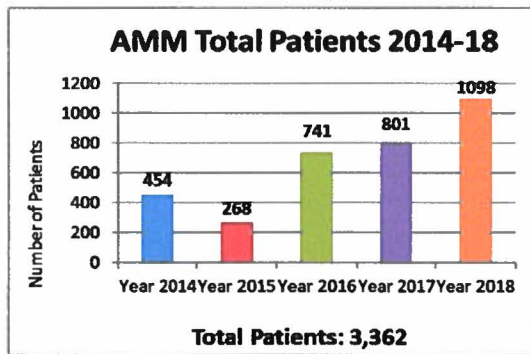
Before



After

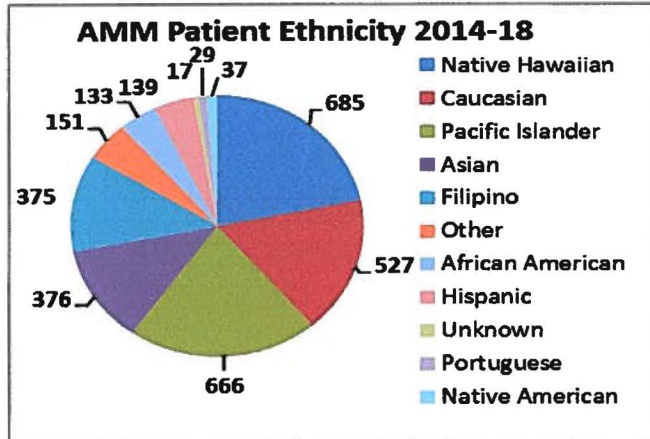
Another program is *First Smile*, which targets another one of our special population, young children in underserved communities to help them become knowledgeable about good oral health practices, which they will carry on throughout their lifetime. As part of this program, “Ikaika, The Cavity Fighting Bear”, an activity book, was created for young children to use as a reinforcement tool. AMM educated 840 children in 16 preschools and elementary schools, including Head Start. We were able to expand our efforts by conducting “Train the Trainer” sessions with high school students, who then conducted *First Smile* presentations in the community, expanding our reach. In addition, First Smile presentations were adapted to the needs of youths in school and elderly adults in the community.

As for the *Teach and Reach* efforts, 4,700 people in the community was reached at health fairs, health resource events, and kupuna programs. In 2018 as part of outreach, *Operation Emergen – Teeth* was developed to work with Emergency Departments on Oahu to include the AMM referral process as part of their discharge planning. Patients with dental problems could be referred to the free clinic; thus, having their problems treated free of charge and decreasing non-productive emergency visits.



In 2018 there were 1,098 individuals served and 3,210 dental visits for the *Dental Clinic*, which was an increase of 27% and 23%, respectively, compared to 801 individuals and 2,463 visits in 2017. From 2014 to 2018 the total number of patients was 3,362, an increase of 67%, and dental visits were 9,542, another increase of 66%, demonstrating the stability of the clinic and sustainability of clinic services. Of the patients treated, 37.8% (1,180) were between the ages of 51 to 65+ years of age, which was an increase of 25.8%.

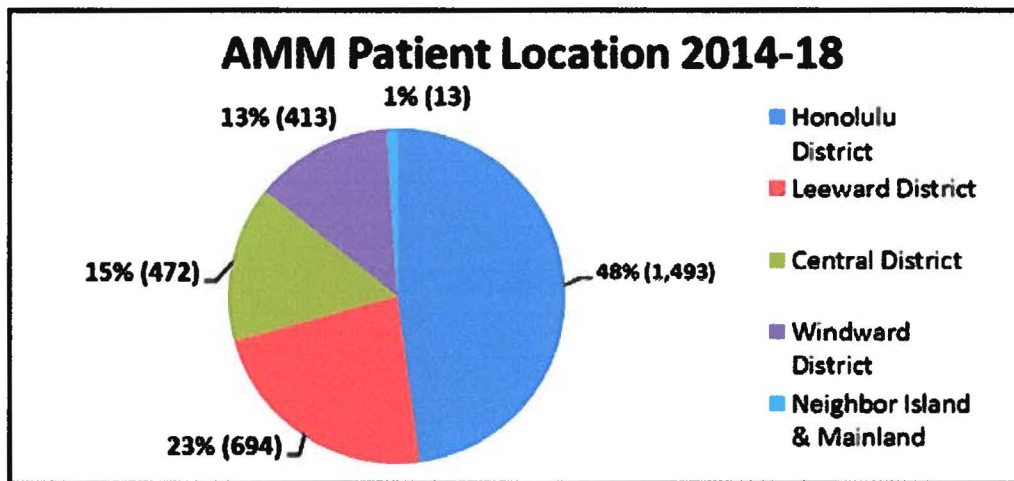
The ethnic composition of our patients during this span of time was 22% (685) Native Hawaiians; 21% (527) Caucasians; 17% (666) Pacific Islanders, including Micronesians; 21% (376) Asians; 12% (375) Filipinos; and 4% African Americans. Hawaii residents made up 79.5% (1,762) of the patients served.



Our target population includes seniors, domestic violence victims, homeless individuals, students, underserved immigrants and the “working poor”, individuals who do not have health insurance or have been unable to secure dental insurance. As the only free dental clinic, AMM has become the safety net for this gap group.

5. Describe the geographic coverage.

The Dental Clinic is available and accessible to all who live on Oahu as well as to people from the Neighbor Islands as long as they can get to the site. Out of the patients treated at the free clinic, 23% came from Leeward Oahu, 15% from Central Oahu, 13% from Windward Oahu, and 48% came from the Honolulu area with 28% coming from Kalihi Palama district because of the easy accessibility of the clinic to the surrounding community, which includes public housing.



There are a variety of risk factors in the community we serve, which points to a need for AMM to provide basic dental services, free of charge. The Kalihi-Palama district has a federal designation as a medically underserved population, a low-income population area and a health professional shortage area for mental and dental health. AMM falls in the Palama Census Tract #55 where 67% of residents are low to moderate

income (LMI) and the majority of our patients reside in the Kalihi area. However, the clinic serves the entire state if patients are willing to come to Oahu and are eligible.

Without reliable funding it is very difficult to ensure adequate professional hours to meet the demand and the numbers of patients we need to serve, as reflected by the wait list of three (3) months. The State Grant-In-Aid (GIA) would be of incredible support for this purpose. We also intend to continually search for grant funding to cover the cost of operational expenses, administrative expenses, and needed dental supplies.

III. 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;**
 - A. The Clinic's free basic dental procedures include examinations, x-rays, fillings, extractions, root canal treatment, emergency care, and health education. The requested funds will fund the current part-time dentist/dental director, a second part-time dentist at 12 hours per week, 2 dental hygienists (one at 16 hours per week), and 3 dental assistants (one of whom will work 16 hours per week), and a part-time receptionist at 16 hours per week. They are exclusively dedicated to providing dental services to our target population and can be relied on to meet the continual demand for these services. They will ensure that services are of quality and the clinic is operating 5 days per week. The ability to pay professional level staff provides increased stability and dependability, safeguarding that the clinic will be open daily. The additional dentist with help to reduce the wait list and the dental assistant will provide not only chairside assistance to volunteer dentists, but also will cover when our regular staff is on leave. We also will be able to expand the operation to include potential patients identified from *Teach and Reach* outreach efforts and to maintain *Welcome Smile* and *First Smile*.
 - B. We have positive relationships with our referral sources and with some further work and communication; we can quickly scale up the number of referrals to our clinic. AMM works with low-cost clinics as a link to long-term comprehensive dental care and compliments their services by providing interim basic care. We will give priority scheduling to patient referrals from our partner social service programs, which serve especially high need groups. Because we have a three-month wait list, we have implemented a "walk-in" policy and revised the eligibility criteria from 200% of poverty to 150% to help reduce the no-show rate and the wait list.
 - C. AMM has secured another clinic site in the AUW building just 2 blocks from Palama Settlement. We have secured capital funds for the needed

renovation of the space and are working with the contractor on the plans. The plan is to move into the new facility by September 2019. We also plan to use these funds to cover a portion of our monthly rent of about \$3,650 for 2 facilities so that we can ensure that the clinic will be open to the at-risk population during regular business hours. The lease with Palama Settlement of \$650 per month is very reasonable but will expire in 2021. Because space of the new facility is half the size of the present facility, we plan to maintain this facility for storage, meetings, and additional office space for designated staff and volunteers.

- D. Through foundation grants secured, we plan to expand our outreach endeavors by hiring an outreach coordinator, who will kick off *Operation Emergen – Teeth* through a pilot project with Kuakini Medical Center, collaborating with the chief of its Emergency Department. This position will also help fulfill the demand for presentations in the community, which can easily increase the number of patients at the clinic.
- E. Recruitment and retention of volunteer dentists are essential in expanding operational hours, increasing the number of patients treated, adding to the volunteer pool, and leveraging the clinic's limited personnel resources. AMM has attended the Hawaii Dental Association Convention for the last 3 years, publicizing free clinic services and informing interested private practitioners about this opportunity to give back to their community. Volunteer dentists go through a credentialing process, which is a federal requirement for the free malpractice insurance. Once vetted, the dentists are given an orientation and tour by the Dental Director. In order to retain the volunteers, the Executive Director initiated a volunteer recognition venue to acknowledge them, provide a forum for them to share information, and obtain feedback from them on clinic operations and any changes needed. In 2018 the Volunteer Appreciation dinner not only acknowledged the volunteers but also a Welcome Smile patient, donors, and foundations which have supported the free clinic over the years.
- F. The clinic serves as a training facility to students interested in the health field with the purpose of nurturing the next generation of health care providers to eventually give back to their community, especially at the free clinic.

The following tasks and responsibilities will be undertaken by AMM and its staff:

- 1) Increase the number of dental visits by 20 % from 2,463 to 3,300.
 - Continue basic dental services on an interim basis and free of charge – AMM.
 - Maintain the hours of current clinic staff – 0.5 FTE dentist/dental director, 2 dental assistants, 2 dental hygienists (one at 0.4 FTE), and 0.4 FTE receptionist to prevent disruption of clinic services – Executive Director and Dental Director.
 - Hire a part-time dentist (12 hours per week) and a 0.4 FTE dental assistant – Executive Director and Dental Director.

- Sustain clinic hours of 5 days per week for 32 hours – [Dental Director, clinic staff](#).
 - Reduce the wait list – [Dental Director and clinic staff](#).
 - Hire outreach coordinator through another grant to continue *Teach and Reach* efforts in identifying potential clinic patients in the community and promote clinic services to community groups, publicize dental health issues, and identify individuals in need of help – [Executive Director, outreach coordinator](#).
 - Implement pilot project of *Operation Emergen – Teeth* at Kuakini Medical Center Emergency Department – [Executive Director, outreach coordinator](#).
 - Continue to curry community partners, currently numbering 42 with new ones being Rotary Sunset Club, Waikiki Health Center, Hawaii Emergency Physicians Association (HEPA), Lanakila Multipurpose Senior Center, Hawaii Coalition for Oral Health, Queen Liliuokalani Trust, etc.— [Executive Director, Dental Director, outreach coordinator, and outreach dental hygienist](#).
 - Conduct periodic outreach dental screening to identify potential patients – [outreach dental hygienist and trained health volunteers \(nursing students\)](#).
- 2) Maintain the number of new *Welcome Smile* women treated at 37.
- Enroll at least 2 to 3 new women per month – [referrals from partners and receptionist](#).
 - Secure other sources of funding for dental supplies and laboratory fees, such as the Women’s Fund of Hawaii, Friends of Hawaii Charities, Hawaii Legal Women Foundation, etc. – [Executive Director and grant writer](#).
 - Maintain our current partners – YWCA Fern Hurst, Pu’a Foundation, Domestic Violence Action Center (DVAC), Salvation Army Pathway of Hope, Kokua Services, Alea Bridge, Ke Ola Mamo, Child and Family Service, Women’s Correctional Center and Women in Need, all of whom refer their eligible clients to the free clinic for temporary restorative treatment – [Executive Director, outreach coordinator, outreach dental hygienist](#).
 - Implement a wait list of eligible women if funds become limited – [AMM](#).
 - Conduct fundraising events that will impact this program – [Executive Director](#).
- 3) Move into new clinic facility by September 2019, start-up clinic services, and maintain operational hours.
- Plan renovations of new site with contractor – [Executive Director](#).
 - Develop a budget, which includes costs of renovation, of needed dental equipment and supplies, office equipment and supplies, etc.— [Executive Director, Dental Director, and contract accountant](#).
 - Work with AUW regarding renovations – [Executive Director](#).
 - Secure parking alternatives for staff and volunteers because only allowed 2 parking stalls at new site – [Executive Director and AMM Board](#).
 - Inform the community and our community partners of the closing of old clinic site and opening of new clinic at least 3 months before move – flyers, public

media, word of mouth, etc. -- Executive Director, clinic staff, outreach coordinator, and outreach dental hygienist.

- Inform the target population and our patients of the move via public media and notices at the current clinic facility – clinic staff, Executive Director, outreach coordinator, administrative staff.
- 4) Increase the number of individuals (children, students, and adults) educated by 6% from 4,700 to 5,000 through *First Smile* presentations, *Teach and Reach* outreach efforts, and community events.
- Participate in appropriate community events and health fairs – outreach coordinator, outreach dental hygienist and Executive Director.
 - Provide “Train the Trainer” sessions on *First Smile* to high school students or any volunteer interested in health – outreach dental hygienist.
 - Conduct *First Smile* presentations to preschools, including Head Start, public and private schools, and adult programs, such as those for kupunas – outreach dental hygienist responsible – outreach dental hygienist and trained volunteers.
 - Provide training on dental screening to health professionals in the community – outreach dental hygienist.
 - Conduct dental screening and oral health education in the community, collaborating with other health programs, such as Hawaii H.O.M.E. Project and the Kupuna Series under Honolulu Community Action Program – outreach dental hygienist and trained health volunteers (nursing students).
 - Attend Hawaii Dental Association Convention to educate dental professionals and promote awareness of the clinic– clinic staff, Executive Director, Dental Director, and AMM volunteer dentists.
 - Implement the pilot of Operation Emergen – Teeth at Kuakini Emergency Department – outreach coordinator.
- 5) Increase the number of volunteer dentist by 11% from 16 to 18.
- Attend the Hawaii Dental Association Convention to recruit potential volunteers about the free clinic and requirements – Executive Director, Dental Director, clinic staff.
 - Send out letters or flyers to dentists in the community regarding their interest in volunteering at the free clinic – Executive Director and Dental Director.
 - Work with Hawaii Dental Association and dentist study groups to publicize need for volunteer dentists – Dental Director, Executive Director, and AMM volunteer dentists.
 - Solicit volunteer dentists through public media and community events – Executive Director, Dental Director, Board of Directors, AMM volunteer dentists.
 - Solicit and vet dentists from other states who want to volunteer at the *Dental Clinic* while vacationing in Hawaii – Executive Director, office coordinator, AMM credentialing coordinator.
- 6) Increase the number of students by 16.6% from 25 to 30.

- Maintain partnerships with current 6 educational institutions – **Executive Director, outreach dental hygienist, Dental Director.**
- Explore other educational institutions interested in a practicum site for their students and evaluate the benefits to both parties – **Executive Director, Dental Director, and outreach coordinator.**
- Re-establish partnership with the University of Hawaii Dental Hygiene Program – **Executive Director and outreach dental hygienist.**
- Conduct “Train the Trainer” sessions for students interested in oral health prevention – **outreach dental hygienist.**

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

Projected Timeline for the grant period:

- Ongoing – Continue with our current staffing pattern of 6 at *Dental Clinic* – dentist, 2 dental hygienists, 2 dental assistants, and a receptionist.
- July 2019 – Increase *Teach and Reach* outreach efforts in the community.
- August 2019 – Hire part-time dentist at 12 hours per week.
- August 2019 – Hire dental assistant at 16 hours per week.
- September 2019 – Increase clinic hours to 32 hours per week.
- Ongoing – Utilize volunteers, including our volunteer dentists effectively.
- Ongoing – Retain our partnerships with current 42 community agencies, including Welcome Smile referring sources and educational institutions.
- September 2019 – Move into new facility, start up services, and maintain operational hours of 32 per week.
- October 2019 – Conduct “Train the Trainer” sessions on *First Smile* for interested volunteers
- November 2019 – Secure 2 more community partners and/or educational institutions.
- December 2019 – Obtain Letter of Support from all our community partners, including Welcome Smile referring sources, and educational institutions.
- December 2019 – Conduct dental screening training to interested volunteers.
- December 2019 – Pilot *Operation Emergen – Teeth* at Kuakini Medical Center.
- January 2020 – Participate in Hawaii Dental Association Convention.
- January 2020 – Assess progress in the increase of dental visits and number of new *Welcome Smile* women treated.
- March 2020 – Recruit 2 more volunteer dentists.
- April 2020 – Re-establish partnership with the University of Hawaii Dental Hygiene Program.
- June 2019 – increase in dental visits and maintenance of number of new *Welcome Smile* women demonstrated.
- Ongoing – Maintain relationship with Palama Settlement as a good tenant and partner.

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

Quality Assurance Plan:

The Dental Clinic currently has a Quality Assurance (QA) Program in place to ensure the delivery of high-quality services to all of our patients. The QA Program also serves to evaluate that the clinic functions (i.e. administrative, personnel, and clinical) effectively and efficiently and to implement changes to improve our results. It ensures that we are meeting legal requirements and current standards of care in dentistry. The components of this plan are as follow:

- Health Care Practitioner Credentialing and Privileging Process is an important part of the Federal Torts Claims Act (FTCA), which provides malpractice coverage for licensed clinic volunteers free of charge after they have been credentialed and given the privilege to work at the clinic.
- Patient Care Protocols ensure that standard procedures are followed in the clinic by all.
- Employee Handbook is based on Hawaii's best practices in human resources.
- Volunteer Policies and Procedures ensure that all clinic volunteers know and follow the policies regarding volunteering.
- Peer Review Process is conducted annually on selected dentists to ensure protocols are being followed, federal and state requirements are being met, and patient care provided are according to best practices in dentistry.
- Compliance with Health Information Portability Accountability Act (HIPAA) ensures the confidentiality of all patient health information.
- Compliance with Occupational Safety and Health Administration (OSHA) requirements ensure the safety of the staff, patients, and volunteers and that training of staff is conducted annually.
- Annual CPR certification ensures that clinic staff can provide life-saving measures in an emergency.
- Emergency Preparedness Manual ensures that the latest in emergency and disaster protocols are available to staff, volunteers and students.

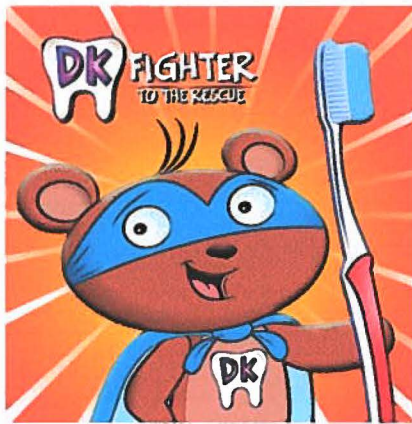
Evaluation Plan

Our long-standing presence in the community, has brought a positive reputation and familiarity with who we are and what we do. The dental staff and our 16 volunteers, one of whom has been with AMM since 2002, bring a high level of experience and patient-centered commitment to the quality of services provided to all. Our partnerships with community agencies have been positive in terms of the number of referrals received, reports of improvement in the well-being of their clients and the quality of services, and the notable success in employment opportunities sought by patients energized with renewed confidence in their appearance.

Our volunteer efforts have been successful over the years with the retention of volunteer dentists and continued usage of students from high schools. We are dependent on our volunteer dentists and plan to encourage them to get involved with

our recruitment campaign by approaching their colleagues one on one. Our student volunteers assist with *First Smile* presentations in the community and are mentored in the clinic setting, while working with patients and the dentists. We plan to obtain feedback from our volunteers to help improve results and to make changes as needed.

Feedback will also be obtained from participants of the *First Smile* curriculum, adapted for different age groups, as to the value and appropriateness of the information given and whether or not revisions are needed and if this endeavor is worthwhile. Classroom teachers will also be surveyed regarding the information given to the children and value of “Ikaika, The Cavity Fighting Bear” activity book as a reinforcement tool. We will also assess whether or not the “Train the Trainer” project has expanded our reach into the community and it is a worthwhile venture to continue.



By evaluating our participation in community activities, the outreach dental screening project, and the emergency room referral system, we will be able to determine if the results listed have been met and whether or not these are worthwhile endeavors for AMM to continue. In addition, the clinic obtains feedback from the patients through a Patient Satisfaction Survey after each visit to assist us in evaluating the services provided, treatment by dental staff, how the services have made a difference in their lives, and any improvements for us to consider. The success of the Welcome Smile Program will also be evaluated by obtaining their feedback, monitoring the number of women who have completed their treatment, estimating the average cost of the treatment, and consulting with our referring partner agencies to assess the impact Welcome Smile has had on these women and their families. AMM also plans to obtain feedback from our volunteers and from our community partners as to whether or not the dental program is meeting their needs and the needs of their clients or patients, and any changes needed to improve our relationship.

The upgraded Dentrix program, the electronic dental record system, for the *Dental Clinic* will help us with scheduling appointments, sending out appointment reminders, and monitoring of the number of patients treated by each dentist and the number and costs of dental procedures provided. Additional demographic information will also be captured when the patient is treated, such as age, gender, ethnicity, income, occupation, residency, and referral source. Comparison of numbers from

previous years, as reflected in the graphs of 2014 – 2018, have demonstrated that the clinic has increased dental visits and number of patients treated, including Welcome Smile women, by at least 66%. Dentrix not only captures scheduled patients treated but also unscheduled or walk-in patients. This system will help us determine if we have reached the goals and objectives identified. By determining the cost of the dental procedures provided to each patient, we can better estimate annually the in-kind cost per patient served and of Welcome Smile women treated, which will help with planning the annual budget and requesting needed funds from grants.

The plan is to have the Dental Director, the Executive Director, the grant manager, and the accountant monitor progress on deliverables to be fulfilled and keep track of grant funds expended. The evaluation team will also include the Hawaii Programs Committee chair and health professional members of the Board of Directors to ensure that services provided are of quality, that services remain free, that those served are treated with respect, and that any preventable risk is averted through ongoing monitoring and evaluation of the clinic and its programs.

The Executive Director will be ultimately responsible for the management of the organization, operation of the clinic, and supervision of AMM staff, and for the resolution of any issues or problems arising at the clinic or with the personnel.

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 measures of effectiveness that will be reported for this program through grant funds appropriated are the following:

- Increase the number of dental visits by 20% from 2463 to 3300.
- Maintain the number of new *Welcome Smile* women treated at 37.
- Move into new clinic facility, start-up clinic services, and maintain the same operational hours.
- Increase the number of individuals (children and adults) educated by 6% from 4,700 to 5,000 through *First Smile* presentations, *Teach and Reach* and *Operation Emergen – Teeth* outreach efforts, and community events.
- Increase the number of volunteer dentists by 11% from 16 to 18.
- Increase the number of students trained by 16.6% from 25 to 30.

IV. 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](#)) **ATTACHMENT P 6**
 - b. Personnel salaries and wages ([Link](#)) **ATTACHMENT P 7**
 - c. Equipment and motor vehicles ([Link](#)) **NOT APPLICABLE**
 - d. Capital project details ([Link](#)) **NOT APPLICABLE**
 - e. Government contracts, grants, & grants in aid ([Link](#)) **ATTACHMENT P 10**
2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2020.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$39,250.00	\$39,250.00	\$39,250.00	\$39,250.00	\$157,000.00

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2020.

The list of funds received or are pending during fiscal year 2020 is:

- Oral Health for All Hawaii Project/HCAN -- \$2,000 until 2/28/2019 -- **RECEIVED**
 - Hawaii Dental Service Foundation (HDS) -- \$150,000 from 6/5/2018 -- 5/31/2019 -- **RECEIVED**
 - Hawaii Women's Legal Foundation -- \$5,000 from 5/29/2018 -- 4/30/2019 -- **RECEIVED**
 - Women's Fund of Hawaii -- \$5,000 from 6/1/2018 -- 9/30/2019 -- **RECEIVED**
 - Atherton Family Foundation -- \$15,000 from 10/4/2018 -- 9/30/2019 -- **RECEIVED**
 - City Grant-in-Aid -- \$125,000 from 11/1/2018 -- 10/31/2019 -- **APPROVED**
 - Hawaii Dental Association Foundation (HDAF) -- \$5,000 from 1/1/2019 -- 12/31/2019 -- **RECEIVED**
 - AUW Safety Net -- Impact Funding -- \$50,000 from 4/1/2019 -- 3/31/2020 -- **APPROVED**
 - Patterson Foundation -- \$10,000 -- **PENDING**
 - International College of Dentists, USA Section Foundation -- \$10,000 -- **PENDING**
 - Kaiser -- Hawaii Region -- \$10,000 -- **PENDING**
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 2020 for program funding. **ATTACHMENT
Page 10**

5. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2018. **SEE ATTACHMENT Balance Sheet as of 12/31/2018**

Total Unrestricted Current Assets Per Balance Sheet.....	\$145,258.11
Receivables.....	\$ 21,727.43
Prepaid Expenses.....	\$ 5,738.47
Fixed Assets.....	\$114,788.40
Lease Deposit.....	\$ 3,003.81

V. 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.

Publicized as the only "free dental clinic" in Honolulu, AMM has provided more than \$5.3 million in free basic dental care for more than 24,000 uninsured medical and dental patients. The Board of Directors and key volunteers, currently involved with the clinic, have been with the organization for at least seven to over twenty years and bring a high level of experience, historical knowledge, and commitment. The varied expertise and skills of the current Board of Directors in marketing, finances, human resources, the law, and dentistry will help to ensure the sustainability and well-being of the organization. Their commitment and the leadership demonstrated during funding challenges have led to the survival of Aloha Medical Mission and its programs. They have continued to guide the executive director, assuring that plans identified will be carried out successfully.

We have an Executive Director who has demonstrated her ability to network with other community agencies; supervise personnel; manage the resources; attract new partners; write grants; and ensure that all of the volunteers feel appreciated by recognizing them for the past 3 years annually at a dinner event, which has included acknowledgement of our steadfast donors and staunch supporters. In 2017 she helped conduct AMM's first major fundraising effort, "Aloha on a Mission", in 5 years, which told the story of Aloha Medical Mission. It was very successful in raising sponsors and increasing our donor base.

Our contracted accountant has helped us keep track of revenues and expenditures on a monthly basis, balances the budget at the end of the fiscal year, and assisted in drafting budgets for the organization and grant requests. She is a great

resource to the executive director and office coordinator and to those involved with obtaining funds for clinic operations. She has been involved with the State GIA contract for AMM since 2015 and is proficient in doing the required documentation, including the City GIA for the last 3 years.

The volunteer grant writer and manager, who is a former Board member and now an Advisory Board member for AMM, has assisted with obtaining grants for the clinic since 2014, ensuring that the clinic had funds to sustain its operations. She has assisted the Executive Director in researching new grant opportunities, in reapplying for grants previously funded, in tracking expenditures of grants received, and submitting reports required for the City and State GIA. She will continue to assist the Executive Director as long as needed.

The clinic staff has demonstrated the skills to assist the dentists in providing treatment and to work cordially with patients, even difficult or demanding ones as well as has demonstrated their commitment and dedication to our patients by ensuring that the clinic remains open in spite of occasional staff shortages. We have 36 years of experience with recruiting and managing volunteers for the free clinic and the annual overseas missions because Aloha Medical Mission began as a volunteer organization. We have had volunteer dentists since the free clinic was established and we now have 16 dentists, who have been vetted and have helped us expand the hours of operation. AMM has trained and mentored students interested in health for the last 16 years, providing a stimulating environment for learning.

Our longstanding presence in the community has brought a positive reputation and familiarity with who we are and what we do. We have established relationships with the low-cost clinics on Oahu, other community agencies and educational institutions and have acquired more partners to support the various programs implemented. The VISTA member, who is deployed to AMM, has demonstrated her ability to reach out to community agencies; implement the *Operation Emergen – Teeth* project, working with Emergency Departments; and gather and analyze clinic data collected and then create visual graphs of the impact to the patients and of the services over the years. She has also assisted the outreach dental hygienist at community events and has more than demonstrated her skills and capacity to become the outreach coordinator.

The *Dental Clinic* has had staunch investors, such as the Hawaii Dental Service (HDS) Foundation, Clarence T.C. Ching Foundation, Friends of Hawaii Charities, Hawaiian Electric Industries Foundation, and Hawaii Women's Legal Foundation, who have supported AMM for the last 16 years. We have also been able to recruit new supporters, such as the City and County of Honolulu Grant-In-Aid, the Chamber of Commerce Public Health Fund, and Women's Fund of Hawaii, in the last 3 years, all believing in the concept of a free clinic as a safety net for the poor and needy. As challenges for increase funding arise, we have been able to find opportunities to sustain clinic operations through other charitable foundations locally and nationally and new individual donors.

The list of verifiable experience of related projects or contracts for the most recent 3 years include:

- Hawaii Dental Service (HDS) Foundation supporting the clinic and its programs since 2002.
- City GIA supporting the clinic to serve more patients in the community since 2014.
- State GIA supporting the clinic operating expenses from 2016 to 2018 and in 2017 Capital Project to renovate the new site.
- Strong Foundation funding clinic expenses from 2016 to 2018.
- Clarence T.C. Ching Foundation supporting the expansion of the clinic from 2 dental units to 4 in 2013 and then 2017 renovation of the new clinic facility.
- Kaiser – Hawaii Region supporting the outreach endeavors of the clinic in 2017 – 2018.
- Hawaii Women Legal Foundation, Friends of Hawaii Charities, Inc., and Women's Fund of Hawaii, all supporting the Welcome Smile Program since 2015.

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.

The Dental Clinic is located at the historic Palama Settlement, former home of the Strong-Carter Dental Clinic, which served the same population that we serve today. It is housed on the first floor of the former Corbett House, which was renovated in 2001 through a grant from the Harry and Jeanette Weinberg Foundation. The facility, which measures 3,245 square feet, has a 20-year lease which will end in 3 years and a current rent of only \$650 per month.

The clinic facility was expanded from 2 dental treatment rooms to 4 in 2011. It has x-ray machines available in each of the units, which are licensed by the Department of Health. We are able to accommodate two (2) dentists at one time or one dentist and a dental hygienist. The clinic consists of a waiting room, where videos on good oral hygiene are played while patients are waiting, a reception area where hard copies of patient records are secured in locked filing cabinets, and a sterilization and supply area. There is a computer in every dental unit so the dentists and dental assistants are able to access the Dentrix system while treating patients and record complaints, diagnosis, and recommended treatment. Our dental facility has up-to-date equipment and an upgraded electronic patient chart system (Dentrix).

The facility also houses a small administrative office for the Executive Director and the office manager and a small conference room which serves as the break room and as a limited storage area for overseas mission supplies. The facility is also ADA compliant with a ramp for wheelchairs and handicap parking space in the back of the building and a handicap accessible bathroom. Currently, it more than meets the needs of the *Dental Clinic* and the administrative needs of AMM.

The new clinic facility, which is in the AUW building on Vineyard Boulevard, has a space of only 1300 square feet for 3 dental units with x-ray machines, a waiting area, a utility room to clean and sterilize equipment, computers in each unit, and a small administrative office. Because the new facility is profoundly limited in space, AMM plans to maintain the current facility for storage of equipment and supplies, a meeting place, and for additional office space for volunteers and some of the staff.

VI. 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.

The consumer experience has been significantly improved, having a dedicated dental staff to guarantee a particular level of capacity and reliability. The dental assistants provide assistance to the dentists; help out at the reception area; triage as needed; educate patients on good oral health practices as they are being treated; order and receive dental supplies; take care of the cleaning of equipment; and are responsible for the maintenance of dental equipment and the facility. The additional dental assistant will help with coverage of the clinic when staff is on leave.

The dental hygienists are responsible to provide dental cleanings at the clinic and while the outreach dental hygienist also conducts First Smile presentations and the outreach dental screening project in the community. Both the dental assistants and dental hygienist participate in health fairs in the community and at the Hawaii Dental Association Convention. The clinic dentist not only provides dental treatment to patients but also is the dental director, who ensures quality assurance in the clinic, risk management protocols are followed, and the supervision of dental volunteers and clinic staff. He also does the annual peer review of selected dentists at the clinic to satisfy the federal requirements and ensure the standards of care for the profession. The dental director has recruited many of his colleagues to volunteer, which has greatly enhanced our services. He also identifies training opportunities for the dental staff and volunteer dentists. All of the dental staff ensures the efficient and smooth operation of the clinic.

The executive director has been charged with securing funds to meet the projected budget annually and has been responsible for the overall supervision of AMM personnel and overall management of the organization. She has increased partnerships and collaboration with community agencies to leverage our resources wisely. She has also found community service groups, such as the Exchange Club, to provide needed repairs to our facility. She has taken on some of the grant writing activities as well as submitted final reports for some of the grants currently in place.

Having a contracted accountant, who is knowledgeable and experienced in working with grants-in-aid has helped us to carry out the above plan and get reimbursed for services provided in a timely fashion. She has demonstrated proficiency in tracking grant expenses and in accounting for their use at the clinic. Her aptitude in reconciliation of expenditures, tracking of grant funds, projecting amount of funds needed to support the clinic monthly, and drafting of proposed budgets for grants and the organization has enabled the organization to support not only its overseas missions but also the *Dental Clinic* and its programs in Hawaii. The volunteer grant writer and manager has worked collaboratively with a number of AMM Executive Directors since 2014 and will continue to assist the current Executive Director with monthly reports or annual reports for grants awarded, research potential funding opportunities, apply for grants in keeping with the mission of Aloha Medical Mission, and assist with exploring additional staffing needs and funding, all free of charge because she believes in the mission.

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 ATTACHMENT

3. Compensation

The applicant shall provide an annual salary range paid by the applicant to the three highest paid officers, directors, or employees of the organization by position title, not employee name.

The annual salaries of the following highest paid employees are: Executive Director – \$80,000, Dental Hygienist – \$74,880, and Clinic Dentist – \$62,400. Officers and Directors of AMM are volunteers as is the grant writer and manager.

VII. 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.

AMM possesses the following licenses or accreditation through its facility, clinic staff and Volunteer dentists:

- Annual Radiation Facility License for the x-ray machines.
- CPR/AED Certification of designated clinic staff.
- Annual OSHA and HIPAA Certification of its clinic staff
- DEA (Drug Enforcement Administration) Registration/License of its Volunteer Dentists.
- Current State of Hawaii Dentist and Dental Hygiene Licenses;
- Federal Torts Claim Act (FTCA) through the federal government to provide Malpractice Insurance Protection for Volunteer Dentists, other volunteer licensed health professionals, and the Board of Directors and Officers.
- Liability Coverage for Directors and Officers.
- General Liability Coverage for the facility and any occurrences occurring within the facility, including the State of Hawaii.

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 2019-20 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2019-20, but
- (b) Not received by the applicant thereafter.

As long as we actively pursue funding opportunities and continue our fundraising efforts, AMM will be able to sustain the operations of the *Dental Clinic* and its programs in Honolulu, and thus, maintain the safety net for the at-risk population beyond this grant period. The maintenance of paid clinic staff and coordination of our volunteer dentists will guarantee a particular level of stability and dependability of dental services daily. This will also assure that goals and objectives will be accomplished and this safety net for the vulnerable and at-risk populations continue.

The Executive Director has been charged with securing funds to meet the projected budget, which she has demonstrated over the last 3 years. She has talked to civic groups regarding our mission, which has garnered donations for clinic support. She has also found community service groups, such as the Exchange Club, to provide needed repairs of our facility. Some of our volunteer dentists have also guided her to potential foundations or have actively solicited their civic clubs to make donations to the *Dental Clinic*. The contracted accountant ensures that AMM's budget is on track and grant funds are being expended according to plan. The volunteer grant writer and manager has helped to secure funds for clinic operations and clinic program since 2014.

Having a Board of Directors with varied expertise and skills in marketing, finances, human resources, the law, and dentistry contributed to the sustainability and well-being of the organization. Their commitment and the leadership demonstrated during unexpected upheavals over the last 5 years have led to the survival of Aloha Medical Mission and its programs. They have continued to guide the Executive Director, ensuring that plans identified will be carried out successfully.

We have been successful in obtaining grants and donations for the clinic for the last 16 years. We have been able to retain staunch supporters, garnered faithful individual donors, and solicit smaller grants to support many of our dental programs. AMM also plans to support the clinic and its programs through direct mail solicitations, Board donations, and solicited sponsorships, such as participation in the Aloha United Way and Foodland Give Aloha Program. The Executive Director has also participated in community, business and media events to raise interest in the services, in volunteering, and in potential donors. AMM is committed to continue fundraising to sustain this dental service as long as it is assessed to be needed in Honolulu County.

In 2017 AMM successfully had its first major fundraising event in 5 years called "Aloha on a Mission" to support the organization and its programs and did meet its net goal. It was a huge success because it told the story of AMM and its overseas mission through music and dance and recognized long standing volunteers and supporters of the organization. AMM is also planning to have a gala event in 2019 to celebrate 35 Years of Humanitarian Service and Volunteerism to other countries and in Hawaii.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2019 to June 30, 2020

Applicant: ALOHA MEDICAL MISSION - Free Dental Clinic

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	121,468		110,372	106,036
2. Payroll Taxes & Assessments	14,551		12,240	13,687
3. Fringe Benefits	2,635		2,388	5,908
TOTAL PERSONNEL COST	138,654		125,000	125,631
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				0
2. Insurance				2,656
3. Lease/Rental of Equipment				3,287
4. Lease/Rental of Space	8,346			43,982
5. Staff Training				2,100
6. Supplies	10,000			44,262
7. Telecommunication				5,285
8. Utilities				0
9. Professional fees - audit, actg, IT				22,957
10. Repair & Maintenance				9,735
11. Transportation / Mileage				1,320
12. Other Expenses				2,877
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	18,346			138,461
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	157,000		125,000	264,092
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	157,000	Toni Muranaka (808) 380-7668		
(b) Total Federal Funds Requested	0	Name (Please type or print) Phone		
(c) Total County Funds Requested	125,000	Signature of Authorized Official Date		
(d) Total Private/Other Funds Requested	264,092	Toni Muranaka, Executive Director		
TOTAL BUDGET	546,092	Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2019 to June 30, 2020

Applicant: ALOHA MEDICAL MISSION - Free Dental Clinic

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Dentist	0.500	\$62,400.00	20.00%	\$ 12,480.00
Dentist	0.300	\$37,440.00	100.00%	\$ 37,440.00
Dental Specialist	1.000	\$34,320.00	35.00%	\$ 12,012.00
Dental Specialist	0.800	\$24,960.00	35.00%	\$ 8,736.00
Dental Specialist	0.400	\$12,480.00	35.00%	\$ 4,368.00
Dental Specialist	0.400	\$10,816.00	100.00%	\$ 10,816.00
Dental Hygienist	1.000	\$74,880.00	20.00%	\$ 14,976.00
Dental Hygienist	0.400	\$29,120.00	50.00%	\$ 14,560.00
Office Coordinator	1.000	\$41,600.00	5.00%	\$ 2,080.00
Executive Director	1.000	\$80,000.00	5.00%	\$ 4,000.00
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				121,468.00
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2019 to June 30, 2020

Applicant: Aloha Medical Mission -- N/A

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
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				

JUSTIFICATION/COMMENTS:

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2019 to June 30, 2020

Applicant: Aloha Medical Mission -- 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: 2017-2018	FY: 2018-2019	FY:2019-2020	FY:2019-2020	FY:2020-2021	FY:2021-2022
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS:						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant : Aloha Medical Mission - Dental Clinic

Contracts Total: 349,972

CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1 Dental Clinic	1/1/16 - 12/31/16	Dept. of Community Services (DCS)	C&C-Honolulu	42,978
2 Dental Clinic	8/5/16 - 6/30/18	Family Health Services	State of Hawaii	150,744
3 Dental Clinic	10/1/17 - 9/30/18	DCS	C&C-Honolulu	31,250
4 Dental Clinic	11/1/18 - 10/31/19	DCS	C&C-Honolulu	125,000
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ALOHA MEDICAL MISSION
Balance Sheet
As of December 31, 2018

	Dec 31, 18
ASSETS	
Current Assets	
Checking/Savings	
10012 · FHB Checking 7135	191,329.01
10013 · BOH Money Market 6736	5,287.10
10500 · Petty Cash	200.00
11000 · Marketable Securities	
11024 · ASB Investments #1465	43,166.25
11041 · ASB Mission Endowment #1088	60,375.59
11051 · ASB Clinic Endowment #1607	12,494.28
11060 · BANKOH Investment 6005	52,490.07
Total 11000 · Marketable Securities	168,526.19
Total Checking/Savings	365,342.30
Accounts Receivable	
12001 · Grants Receivable	21,727.43
Total Accounts Receivable	21,727.43
Other Current Assets	
12500 · Other Receivables	1,121.51
13600 · Prepaid Expenses	
13601 · Prepaid Expenses	222.66
13603 · Prepaid Insurance	5,515.81
Total 13600 · Prepaid Expenses	5,738.47
Total Other Current Assets	6,859.98
Total Current Assets	393,929.71
Fixed Assets	
14100 · AMM - Equipment & Furniture	
14110 · Computers	5,394.03
14120 · Office Furniture & Fixtures	5,030.81
14199 · AMM Accumulated Depreciation	-7,150.16
Total 14100 · AMM - Equipment & Furniture	3,274.68
14200 · Clinic - Equipment & Fixtures	
14210 · Computers	7,410.99
14220 · Dental Equipment	153,472.97
14299 · Clinic Accumulated Depreciation	-142,911.20
Total 14200 · Clinic - Equipment & Fixtures	17,972.76
14300 · General - Equipment & Fixtures	
14310 · Computers	8,334.03
14399 · Gen Accumulated Depreciation	-4,299.89
Total 14300 · General - Equipment & Fixtures	4,034.14
14400 · Clinic - Improvements	
14420 · Building Improvements	111,032.00
14430 · Electrical	18,339.00
14440 · Plumbing	13,000.00
14499 · Clinic Accum Depr - Improvement	-61,253.07
Total 14400 · Clinic - Improvements	81,117.93
14500 · Missions - Equipment	
14510 · Equipment	3,687.65
14599 · Missions - Accum Depr Equipment	-1,167.76
Total 14500 · Missions - Equipment	2,519.89
14600 · CONSTRUCTION IN PROGRESS	5,869.00
Total Fixed Assets	114,788.40
Other Assets	
18000 · Lease Deposit	3,003.81

ALOHA MEDICAL MISSION
Balance Sheet
As of December 31, 2018

	<u>Dec 31, 18</u>
Total Other Assets	<u>3,003.81</u>
TOTAL ASSETS	<u>511,721.92</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	<u>6,605.13</u>
Total Accounts Payable	<u>6,605.13</u>
Other Current Liabilities	
22400 · Accrued Liabilities	
22420 · Accrued Payroll	13,458.34
22430 · Accrued Vacation	<u>6,094.93</u>
Total 22400 · Accrued Liabilities	<u>19,553.27</u>
Total Other Current Liabilities	<u>19,553.27</u>
Total Current Liabilities	<u>26,158.40</u>
Total Liabilities	<u>26,158.40</u>
Equity	
31000 · Unrestricted net assets	228,558.29
32000 · Temporarily restrict net asset	167,370.10
33000 · Permanently restrict net assets	72,808.65
Net Income	<u>16,826.48</u>
Total Equity	<u>485,563.52</u>
TOTAL LIABILITIES & EQUITY	<u>511,721.92</u>



Organizational Chart 2019

