

**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: ALU LIKE, Inc. ALU LIKE, Inc.

Amount of State Funds Requested: \$ 211,072

Brief Description of Request (Please attach word document to back of page if extra space is needed):
To decrease the academic school readiness gap of children on the Wai'anae Coast by providing home-based childcare providers culturally competent early developmental strategies.

Amount of Other Funds Available:	Total amount of State Grants Received in the Past 5 Fiscal Years:
State: \$ <u>0</u>	\$ <u>3,348,582.40</u>
Federal: \$ <u>0</u>	Unrestricted Assets:
County: \$ <u>0</u>	\$ <u>450,507.00</u>
Private/Other: \$ <u>0</u>	

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

Type of Business Entity:	Mailing Address:
<input checked="" type="checkbox"/> 501(C)(3) Non Profit Corporation	2969 Mapunapuna Place, Suite 200
<input type="checkbox"/> Other Non Profit	City: State: Zip:
<input type="checkbox"/> Other	Honolulu Hawaii 96819

Contact Person for Matters Involving this Application	
Name: Valerie Crabbe	Title: Director, Ho`okahua Department
Email: vacrabb@alulike.org	Phone: (808) 535-6700

Federal Tax ID#: [REDACTED]	State Tax ID#: [REDACTED]
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Meruma K.M. Okae President/CEO 01/15/19
Authorized Signature Name and Title Date Signed

received
1/18/19 11:26am JR

Application Submittal Checklist

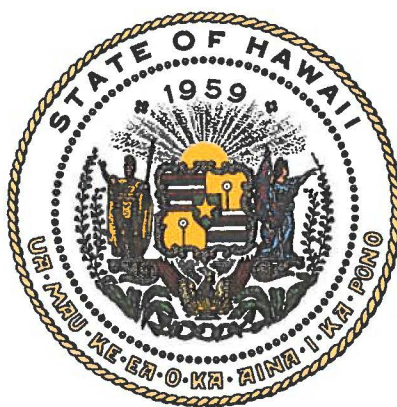
The following items are required for submittal of the grant application. Please verify and check off that the items have been included in the application packet.

- 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

MERVINA K. M. CASH-KAEO,
PRESIDENT/CEO
PRINT NAME AND TITLE

JANUARY 15, 2019
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

ALU LIKE, INC.

was incorporated under the laws of Hawaii on 12/24/1974 ; 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 09, 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.

ALU LIKE, Inc.

(Typed Name of Individual or Organization)

Mervina K.M. Cash-Kao 1/14/19

(Signature)

(Date)

Mervina K.M.Cash-Kao

(Typed Name)

President/CEO

(Title)



DECLARATION OF PUBLIC PURPOSE

ALU LIKE, Inc. certifies that this 2019 Grant in Aid Request meets the public purpose requirements under H.R.S. §42F-102. The following information is the basis for our declaration of certification:

(1) The name of the requesting organization:

ALU LIKE, Inc.

(2) The public purpose for the grant or subsidy:

This grant in Aid will be used to decrease the academic school readiness gap of children on the Wai`anae Coast who are in home-based childcare.

(3) The services to be supported by the grant or subsidy;

To provide home-based license-exempt childcare providers on the Wai`anae Coast with culturally competent early developmental strategies.

(4) The target group; and

The target group for this grant are home-based license exempt childcare providers on the Wai`anae Coast.

(5) The cost of the grant or subsidy and the budget.

ALU LIKE, Inc. is requesting \$211,072 for this grant.

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

ALU LIKE, Inc.

(Typed Name of the Individual or Organization)

Murima KM Cr Kaeu

(Signature)

1/15/19

(Date)

Application for Grants

If any item is not applicable to the request, the applicant should enter "not applicable".

I. Certification – Please attach immediately after cover page

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

-Please see attached

2. Declaration Statement

-Please see attached

3. Public Purpose

-Please see attached

II. 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

ALU LIKE, Inc. is a Native Hawaiian non-profit 501(c)(3) whose mission is to Kōkua (help) Native Hawaiians who are committed to achieving their potential for themselves, their families and communities. For more than 43 years ALU LIKE has served as a Native Hawaiian Service Organization providing more than 901,471 direct services and more than 91,563,157 indirect services both within and outside of the State of Hawai'i. It is important to note that ALU LIKE does receive funding to serve more than Native Hawaiians.

For 20 of our 43 years, ALU LIKE's early education department has focused on access to early educational opportunities and the nurturing of positive cultural narratives to support parents in the physical, social, emotional, language, literacy, and cognitive development of their infants and toddlers. This project, PŪLAMA I NA KEIKI (Cherish the Children), will assist us in expanding our early education curriculum to home-based child care providers.

2. The goals and objectives related to the request

- a. Goal 1: To decrease the academic school readiness gap of children on the Wai'anae Coast by providing home-based childcare providers culturally competent early developmental strategies.

- i. **Objective 1:** Increase access to culturally competent early developmental strategies for home-based child care providers on the Wai`anae Coast.
 - ii. **Objective 2:** Provide continuous support to perspective/new caregivers and ohana as they work with program specialists to deliver culturally competent developmental learning strategies.
- b. **Goal 2:** A sustainable culturally competent early developmental strategies system on the Wai`anae Coast for home-based caregivers.
- i. **Objective 1:** Target long term home-based child care providers on the Wai`anae Coast to increase the probability of sustainability beyond the project period.
 - ii. **Objective 2:** Provide web-based access to curriculum materials for project caregivers.

3. The public purpose and need to be served

The State of Hawaii defines school in the broadest sense as about children, families, early environments, and communities. The State's definition recognizes that children are not innately ready or not ready for school; their skills and development are strongly influenced by their families and through their interactions with other people and environments before coming to school (State of Hawaii 2010) (Maxwell and Clifford 2004). This definition aligns with research showing that children do not enter school ready to learn unless families, schools and communities provide the environments and experiences that support the physical, social, emotional, language, literacy, and cognitive development of infants, toddlers and preschool children (KIDS Count 2005).

The Hawai'i State School Readiness Assessment Report's, Key Skills and Characteristics section, found the following for the entering 2011 kindergarten classes (State of Hawai'i 2011):

Approaches to Learning (% of Children who possess the attitudes and habits that facilitate learning): 37.2%

Academic Literacy concepts & skills (% of Children who knows more than 3 letters, uses symbols, familiar with books and communicates ideas): 23.8%

Academic Math concepts & skills (% of Children who can count a set of 5 objects, sort and classify, knows three numerals and recognizes patterns): 25.2%

School Behaviors & Skills (% of Children who are independent, with skills to successfully participate in school routines): 40.1%

Social-Emotional Behaviors (% of Children who play well and appropriately Interact with others): 47.9%

Physical Well Being (% of Children who display good muscle control, personal hygiene, and alertness): 52.2%

The low school readiness percentages in the Academic Literacy and Math Concept areas are of concern when studies show that the more significant the educational achievement gap at school entry, the harder it is to close over time (KIDS Count 2005). Thus, the first five years of life are critical to a child's lifelong development with the child's earliest experiences, and environments set the stage for future growth and success in school and life (KIDS Count 2005).

The State of Hawaii has taken steps to establish Early Childhood Policies and Practices that include home to school transition plans, orientations, multiple approaches to schools and parent communications, curriculum evaluation and hands-on activities (State of Hawaii 2011). However, studies have shown that school readiness efforts are most effective when they embrace the rich cultural and language backgrounds of the families and children (KIDS Count 2005).

There are 3,673 children below the age of five on the Wai`anae Coast (US Census, American Fact Finder (July 2018)). The Hawaii Appleseed Center for Law and Economic Justice found that a family in Honolulu can expect to pay on an annual basis \$18,132 for childcare (The State of Poverty in Hawaii (April 2016)). PATCH's (Parents Attentive to Children) 2017 childcare rate report list the average child care home cost at \$7,562 annually. These costs may not seem unreasonably high until you consider the \$19,769.25 average per capita income for the Wai`anae Coast with 23.38% of the population living in poverty (US Census, American Fact Finder (July 2018)).

Factors such as poverty, one-parent homes and frequent changes in caregivers can negatively influence school readiness (Raforth, Buchenauer, Crissman and Halko 2008). Families in these risk groups need an enriched home environment where parents talk with their children, read to them and engage in disciplinary actions such as time-out that encourages self-discipline strengthens a child's school readiness skills for school (Raforth, Buchenauer, Crissman and Halko 2008).

Given the cost of the various forms of childcare, it is more likely than not, that the majority of children under the age of five in Wai`anae are not in licensed childcare with providers who have early education or school readiness training.

Thus, this project will provide early developmental strategies licensed exempt childcare providers on the Wai`anae Coast to increase environments and experiences that support the physical, social, emotional, language, literacy, and cognitive development of children in license-exempt homes.

4. Description of the target population to be served

This project will focus on home-based licensed exempt caregivers of children 0 – 5 years of age. To build in project sustainability, we will prioritize caregivers who have a long history of providing childcare.

5. Description of geographic coverage

This project will focus on the Wai`anae Coast which includes the towns of Nanakuli, Maili, Wai`anae, and Makaha.

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. Scope of Work

The proposed project is, first and foremost, about supporting the development of young children on the Wai`anae Coast, by working with their caregivers who have become their first teachers during the early intervention years. The Child-Caregiver-Ohana Educators model teaches caregivers and ohana members how to be their children's first and best teachers. In doing so, we extend our reach far beyond the two-hour weekly sessions. Caregivers learn to use ordinary everyday events and interactions as teaching opportunities. In a project caregiver's home, teaching and learning are woven into all child interactions, impacting the participating child as well as future children.

Childcare providers will receive the following training modules as a part of this project:

- i. Understanding the Native Hawaiian culture, primarily related to values and behaviors that differ from standard western culture/values/behaviors in the home and pre-school settings;
- ii. Methods of integrating cultural activities into home settings; and
- iii. The integration of Native Hawaiian values into critical areas of early child development areas such as sensory, motor, and speech development.

b. Tasks and Responsibilities

- i. The *Department Director* is responsible for the overall operations of the project. This includes budget management, reports and the development of corrective actions if needed.
- ii. The *Program Specialist* is the heart of the project and are responsible for the recruitment of home-based caregivers, the delivery of the culturally competent developmental learning strategies, the input of data into ALU LIKE's centralized database and program monitoring.
- iii. The *Administrative Assistant* will provide support services to project staff.
- iv. The *Home-Based Caregiver* will agree to a *minimum* of a one-hour session per week to receive culturally competent early developmental strategies and to implement learned strategies between sessions. Weekly sessions can be increased dependent upon the need of the childcare provider.
- v. The *Parents and Ohana of Children* in home-based child care will agree to the weekly sessions, agree to attend a quarterly workshop and to implement strategies between sessions.

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

Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Home base provider outreach	Initiate service to 43 home-based childcare providers				Begin the second session of 43 home-based childcare providers			Begin the third session to 34 home-based childcare providers			
Home base provider outreach											
		*WS				*WS				*WS	
Technical Assistance											
Population of web-based materials											

*Workshop

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

ALU LIKE's central database stores all the data for this project. The database input is real time with the capability to create custom reports that align with the project measurements. Both the Director and Program Specialist can run reports "at will" to determine progress and effectiveness to help fine-tune the delivery of services.

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.

In addition to the regular service demographics, i.e., name, address, telephone number, email, etc.... this project will collect the following measurements to determine outcomes:

Category	Measurement	Outcome
Home-based care providers	The number of home-based care providers contacted	We will reach out to a minimum of 200 home-based care providers per year throughout the project
	The number of home-based care providers participants.	120 home-based care providers annually will participate in the project
	The number of home-based care providers who agree to participate in the project	40% of home-based care providers will complete the curriculum.
	The number of identified caregiver strengths pre and post service	99% of home-based caregivers will know their areas of strength concerning culturally competent early developmental strategies.
	The results of pre and post surveys on culturally competent early developmental strategies	90% of home-based caregivers will show an increase in their culturally competent early developmental strategies
	The number of caregivers who attend project hosted workshops	A minimum of 20% of caregivers will attend workshops conducted during their non-caregiving hours.

Curriculum	The number and occurrence of culturally competent early developmental modules taught	Caregivers will complete a minimum of 80% of the developmental modules.
	The number of children who receive culturally competent early developmental strategies during the caregiver training period	100% of the children in home-based childcare will benefit from the strategies taught as part of this project.
Sustainability	The number of children who receive culturally competent early developmental strategies after the caregiver training period but during the project period.	An additional 15% of children in home-based care will benefit from the strategies taught after the caregiver completes their training.
	The number of Technical Assistance request from caregivers	38% of Caregivers will contact program specialist for Technical Advice.
	Emailed post-project survey	80% of home-based caregivers will still be implementing culturally competent early developmental strategies one year after their training.

IV. Financial

Budget

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.

[Intentionally left blank. Budget pages to follow on page 8]

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2019 to June 30, 2020

Applicant: _____ ALU LIKE, Inc.

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	116,708			
2. Payroll Taxes & Assessments	13,981			
3. Fringe Benefits	21,698			
TOTAL PERSONNEL COST	152,387			
B. OTHER CURRENT EXPENSES				
1. Bank Fees	160			
2. Insurance	700			
3. Printing/Reproduction	100			
4. Lease/Rental of Space	6,863			
5. Staff Training	150			
6. Supplies	650			
7. Telecommunication	2,949			
8. Utilities	1,512			
9. Postage	150			
10 Equip. maint/rental/repair	1,285			
11 Professional Fees/License	1,560			
12 Mileage/Parking	2,250			
13 Workshops	600			
14 Network Support	2,138			
15 Internet	1,417			
16 Indirect Cost	34,201			
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	56,685			
C. EQUIPMENT PURCHASES	2,000			
D. MOTOR VEHICLE PURCHASES	0			
E. CAPITAL	0			
TOTAL (A+B+C+D+E)	211,072			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	211,072	Mervina K. M. Cash-Kaeo/Valerie Crabbe (808)535-6700		
(b) Total Federal Funds Requested	0	Name (Please type or print) Phone		
(c) Total County Funds Requested	0	<i>Mervina KM Cash-Kaeo</i>		
(d) Total Private/Other Funds Requested	0	Signature of Authorized Official Date		
TOTAL BUDGET	211,072	Mervina K. M. Cash-Kaeo, President/CEO		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2019 to June 30, 2020

Applicant: ALU LIKE, Inc.

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Director	0.1	\$68,415.00	10.00%	\$ 6,841.50
Program Specialist	1	\$52,238.04	100.00%	\$ 52,238.04
Program Specialist	1	\$52,238.04	100.00%	\$ 52,238.04
Administrative Assistant	0.15	\$35,938.08	15.00%	\$ 5,390.71
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				116,708.29
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2019 to June 30, 2020

Applicant: _____

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Laptops	2.00	\$1,000.00	\$ 2,000.00	2000
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:	2		\$ 2,000.00	2,000

JUSTIFICATION/COMMENTS:

The laptops will allow our Program Specialist to do real time entry of data from their service locations.

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
Non-applicable			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				

JUSTIFICATION/COMMENTS:

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2019 to June 30, 2020

Applicant: ALU LIKE, Inc.

FUNDING AMOUNT REQUESTED (Not applicable to our request)						
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: ALU LIKE, Inc.

Contracts Total: 4,694,383

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	Native Hawaiian Career and Technical Education	9/01/18 - 8/31/21	US DOE	Federal	1,713,523
2	Older Americans Act Title VI	4/1/17 - 3/31/20	US DHHS	Federal	1,573,110
3	RCUH-CDS	10/1/17 - 9/30/20	DOE	State	330,000
4	Alcohol and Drug Abuse Division	7/1/16 - 6/30/19	DOH	State	930,000
5	Office of Youth Services	7/1/17 - 6/30/20	DOH	State	147,750
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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
52,768	52,768	52,768	52,768	211,072

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

At this point, ALU LIKE, Inc. is planning to seek the following funding in 2020: 1) Native Hawaiian Career and Technical Education Project (\$1,713,523) and Elderly Services (\$1,573,110) for a total of \$3,286,633. This is not a definitive list of grants. ALU LIKE may apply for other funding should it become available.

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.

ALU LIKE, Inc. has not received Federal or State Tax Credits in the last three years.

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 the fiscal year 2020 for program funding.

The following are grants ALU LIKE, Inc. receiving that are current and awarded through 2020:

	GRANT TITLE	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY	CONTRACT VALUE
1	Native Hawaiian Career and Tech Education	09/01/2018 – 08/31/2021	Dept of Education	Federal	\$1,713,523 /year pending performance and availability of funds
2	Older Americans Act Title VI	04/01/2017 – 03/31/2020	Dept of Health and Human Services	Federal	\$1,573,110 pending yearly performance and availability of funds

3	RCUH-CDS	10/1/2017 - 9/30/2020	Dept. of Education	State	\$330,000 total contract (\$100,000 in 2019-2020)
4	Alcohol and Drug Abuse Division	7/1/2016 - 6/30/2019	Department of Health	State	\$930,000 total 3year contract
	Office of Youth Services	7/1/2017 - 6/30/2020	Department of Health	State	\$147,750 total contract

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

ALU LIKE's unrestricted current assets as of December 31, 2018, is \$450,507.

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 contacts for the most recent three years that are pertinent to this request.

a. Necessary Skills

ALU LIKE has provided culturally competent early childhood development strategies for more than 20 years to the parents of Native Hawaiian Children. The requirements for the staff who supervise and deliver these services are as follows:

i. Director

Required skills and responsibilities for a Department Director include but are not limited to the following:

- Master's Degree in Education and two years of experience in the field of education, or a bachelor's degree in Education and four years' experience;
- A minimum of six years of experience in senior management;
- The ability to direct the planning, implementation, monitoring, and evaluation of project programs and operations;
- The ability to oversees program budgets;
- The ability to ensure compliance of all funding requirements;
- The ability to establish linkages and partnerships with community agencies; and
- The ability to evaluate the efficiency and implements changes to increase productivity.

ii. **Program Specialist**

Required skills and responsibilities for Program Specialist include but are not limited to the following:

- A Bachelor's degree and two years' professional experience in early childhood education, human services, social work, public health, Maternal and Child Health, Human Development, psychology or a related field, or A Bachelor's degree, Home visiting CDA and one-year professional experience, or an associated degree, Home visiting CDA and three years of professional experience;
- The ability to schedule and conduct outreach and intake;
- The ability to identify strengths, concerns, and interests to develop education-related goals;
- The ability to deliver curriculum-based information, techniques, and activities;
- The ability to maintain reports on service data;
- The ability to recruit program participants; and
- Maintains Home Visiting CDA Certification.

iii. **Administrative Assistant**

Required skills and responsibilities for the Administrative Assistant include but are not limited to the following:

- An Associate's degree and three years of administrative support experience or a high school degree and 5 years of experience;
- Ability to operate standard office machines;
- Excellent Oral and written communication skills;
- Ability to comprehend and follow written and oral instructions;
- The ability to process purchase orders and invoices; and
- The ability to assemble materials and coordinate logistics.

b. **Experience**

ALU LIKE has provided culturally competent early developmental strategies for parents of Native Hawaiian children for more than 20 years. We have provided direct service to 17,584 parents and keiki throughout the state of Hawai'i. ALU LIKE will use the experience from our "parent-centered" curriculum and apply it to this caregiver-focused project.

The Kamehameha School fully funded our parent centered curriculum for the last three years. That funding for this program ended in June of 2018.

2. Facilities

The Program Specialist for this project will be based at ALU LIKE, Inc.'s office in Nanakuli. The office is located at 89-137 Nanakuli Avenue, Waianae, Hawaii 96792. Telephone: (808) 668-0553. The Nanakuli Office will be the implementation site for this project.

The Director and Administrative Assistant will be based at ALU LIKE's Central Office located at 2969 Mapunapuna Place, Suite 200, Honolulu, Hawai'i 96819. Telephone: (808) 535-6700. Program Specialist will be required to meet at the Central Office on a periodic basis.

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.

a. The staffing for this project is as follows:

- .10 FTE Director
- 1.0FTE Early Education Program Specialist III
- 1.0FTE Early Education Program Specialist III
- .15 Administrative Assistant

b. Staff qualifications for each position are as follows:

- i. The *Department Director* will provide supervision of all project staff. The Director holds a Teaching Certificate from the University of Hawaii at Manoa, worked as a resource teacher for 11 years in Hawai'i's Department of Education and has 18 years of supervisory experience with ALU LIKE, Inc.
- ii. The *Early Education Program Specialist* have Early Childhood National Child Development Associates and have provided early education training to parents of more than 5,000 children between the ages of 0 – 3 years of age. The Early Education Specialists have been with ALU LIKE for more than 20 years. They are seasoned employees that do not require training for this project.
- iii. The *Administrative Assistant* is the newest member of this team and has been with ALU LIKE for one year.

c. Supervision and Training

Our Early Education Department Director will supervise all staff on this project. The personnel assigned to this project are seasoned and familiar with the proposed curriculum. Thus, there will be minimal training for this project.

2. Organization Chart

Please see Attachment "A"

3. Compensation

The three highest paid officers and directors of ALU LIKE, Inc. are as follows:

President/CEO: \$100,000 - \$120,000

Personnel Officer: \$60,070 - \$86,501
Department Director: \$51,000 – 74,160

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.

ALU LIKE, Inc. has no pending litigation.

2. Licensure or Accreditation

The applicant shall specify any special qualifications, including but not limited to licensure or accreditation that the applicant possess relevant to the request.

Although there are no licensure or accreditation requirement for the staff on this project, ALU LIKE, Inc. does require service delivery staff to have Associates in Child Development and/or Early Education.

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.

ALU LIKE, Inc. is not a Private Educational Institution, nor will any of the funds for this program be used to benefit a sectarian or non-sectarian private educational institution.

4. Future Sustainability

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 the fiscal year 2019 – 2020; but

This project targets explicitly long-term licensed exempt childcare providers as a sustainability strategy. Once a childcare provider is trained, the strategies they learn will be implemented with children that come into their charge beyond the grant period. In addition, the web-based information center will provide a tool for childcare providers to reinforce what they learned and download resources.

ALU LIKE, Inc. also intends to use the data from this project to expand this program to other communities in the State of Hawai`i using none State of Hawai`i funds.

(b) Not received by the applicant thereafter

The outcome measurements from this project will be used as a basis to expand these trainings to licensed exempt childcare providers beyond the Wai`anae Coast using other funding sources. Also, the web-based tools will be made available to the general public.

Attachment "A": Organizational Chart



ALU LIKE, Inc.
Organization Chart
 December 2018

