

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

Type of Grant Request:

Operating Capital

Legal Name of Requesting Organization or Individual: Dba:

KALIHI COMMUNITY CENTER

Amount of State Funds Requested: \$ 250,000.00

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

With the funding requested in this grant application, the Kalihi Community Center plans to build on our success by expanding existing services and programs by developing new ones. This growth includes expanding our current facilities: classrooms, administrative offices, dance studio, and fitness room. Finally, the expansion to support more families will require hiring of additional staff to ensure ongoing success of the Kalihi Community Center and its programs.

Amount of Other Funds Available:

State: \$ _____

Federal: \$ _____

County: \$ _____

Private/Other: \$ _____

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

\$ 0

Unrestricted Assets:

\$ _____

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:

1007 DILLINGHAM BLVD RM#114

City: State: Zip:

HONOLULU HI 96817

Contact Person for Matters Involving this Application

Name:
JOCELYN FERNANDEZ

Title:
VOLUNTEER

Email:
kalihicomunitycenter@gmail.com

Phone:
808-330-7108

Federal Tax ID#:

██████████

State Tax ID#

██████████



Authorized Signature

Jocelyn J. Fernandez - Volunteer
Name and Title

1/18/19
Date Signed

received
1/18/19 2:19p JR

Application Submittal Checklist

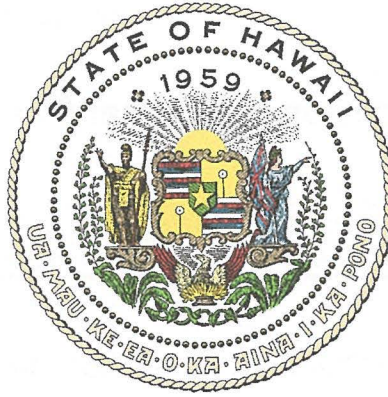
The following items are required for submittal of the grant application. Please verify and check off that the items have been included in the application packet.

- 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
 - Budget request by source of funds ([Link](#))
 - Personnel salaries and wages ([Link](#))
 - Equipment and motor vehicles ([Link](#))
 - Capital project details ([Link](#))
 - Government contracts, grants, and grants in aid ([Link](#))
- 7) Experience and Capability
- 8) Personnel: Project Organization and Staffing


AUTHORIZED SIGNATURE

Jocelyn J. Fernandez
PRINT NAME AND TITLE

1/18/19
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

KALIHI COMMUNITY CENTER

was incorporated under the laws of Hawaii on 12/01/2014 ; that it is an existing nonprofit corporation; and that, as far as the records of this Department reveal, has complied with all of the provisions of the Hawaii Nonprofit Corporations Act, regulating domestic nonprofit corporations.

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

Dated: January 18, 2019

Director of Commerce and Consumer Affairs



**DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS PURSUANT TO
CHAPTER 42F, HAWAII REVISIED STATUTES**

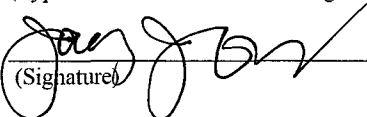
The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawaii'i 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'i 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'i 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'i Revised Statutes, for grants used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant was awarded and disposes of the land in fee simple or by lease, the organization shall negotiate with the expending agency for a lump sum or installment repayment to the State of the amount of the grant used for the acquisition of the land.

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

KALIHI COMMUNITY CENTER
(Typed Name of Individual or Organization)


(Signature)

1/18/19
(Date)

JOCELYN FERNANDEZ
(Typed Name)

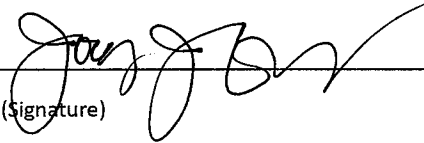
VOLUNTEER
(Title)

§42F-102 Applications for grants. Requests for grants shall be submitted to the appropriate standing committees of the legislature at the start of each regular session of the legislature. Each request shall state:

- (1) The name of the requesting organization or individual;
- (2) The public purpose for the grant;
- (3) The services to be supported by the grant;
- (4) The target group; and
- (5) The cost of the grant and the budget. [L 1997, c 190, pt of §3; am L 2014, c 96, §6]

KALIHI COMMUNITY CENTER _____

(Typed Name of Individual or Organization)

 _____

(Signature)

1/18/19
(Date)

JOCELYN FERNANDEZ _____ VOLUNTEER _____

(Typed Name)

(Title)

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)

If the applicant is an organization, the applicant shall submit one (1) copy of a certificate of good standing from the Director of Commerce and Consumer Affairs that is dated no earlier than December 1, 2018.

2. Declaration Statement

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

3. Public Purpose

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

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

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;

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

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

2. The goals and objectives related to the request;

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

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

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

3. The public purpose and need to be served;

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

4. Describe the target population to be served; and

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

5. Describe the geographic coverage.

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

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;

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

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

Our programs helps families.

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

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

Expansion of facilities and staffing are planned for 2019 and will be permanent, provided there are resources available beyond the 2010-'20 GIA cycle.

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

Plan to develop a Quality Management Team to monitor, evaluate, and improve results. Process to be determined.

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.

Evaluation of programs thru feedback from members, growth in membership, new programs developed and/or expanded

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](#))
 - b. Personnel salaries and wages ([Link](#))
 - c. Equipment and motor vehicles ([Link](#))
 - d. Capital project details ([Link](#))
 - e. Government contracts, grants, and grants in aid ([Link](#))

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2020.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
100000	75000	50000	25000	250000

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2020.
Private funding, fundraisers, and other grants.
4. The applicant shall provide a listing of all state and federal tax credits it has been granted within the prior three years. Additionally, the applicant shall provide a listing of all state and federal tax credits they have applied for or anticipate applying for pertaining to any capital project, if applicable.
NOT APPLICABLE
5. The applicant shall provide a listing of all federal, state, and county government contracts, grants, and grants in aid it has been granted within the prior three years and will be receiving for fiscal year 2020 for program funding.
NOT APPLICABLE
6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2018.
\$5,000

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.

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

2. Facilities

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the request. If facilities are not presently available, describe plans to secure facilities.

Currently the facility is about 2000 square feet. There is a small office that is used for some programs and meetings. There is a general purpose open space that is use for all other classes. Many of the classes are held in the evening and

with limited space and the amount of programs available, classes have shortened to allow other programs to operate.

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.

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

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

Administrator: Experience in general office procedures.

Facility Manager: General knowledge of construction and facility maintenance.

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

Bookkeeper: General knowledge of bookkeeping and accounting.

Instructors: Experience and knowledge of specific program.

2. Organization Chart

The applicant shall illustrate the position of each staff and line of responsibility/supervision. If the request is part of a large, multi-purpose organization, include an organization chart that illustrates the placement of this request.

See attached.

3. Compensation

The applicant shall provide 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.

Executive Director - \$28,000

Bookkeeper - \$19,000
Program Director - \$17,500
Administrator - \$17,500

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.

NOT APPLICABLE

3. Private Educational Institutions

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

NOT APPLICABLE

4. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 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

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

- (b) Not received by the applicant thereafter.

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

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2019 to June 30, 2020

Applicant: _____ KALIHI COMMUNITY CENTER

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
A. PERSONNEL COST				
1. Salaries	124,000			
2. Payroll Taxes & Assessments	3,000			
3. Fringe Benefits				
TOTAL PERSONNEL COST	127,000			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	0			
2. Insurance	3,000			
3. Lease/Rental of Equipment	3,000			
4. Lease/Rental of Space	80,000			
5. Staff Training	500			
6. Supplies	1,500			
7. Telecommunication	1,500			
8. Utilities	12,000			
9. Other Expenses	3,500			
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	105,000			
C. EQUIPMENT PURCHASES	18,000			
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	250,000			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested		<i>Jocelyn J. Fernandez</i> (808) 957-4468 Name (Please type or print) Phone		
(b) Total Federal Funds Requested		 Signature of Authorized Official Date		
(c) Total County Funds Requested		4/18/19		
(d) Total Private/Other Funds Requested		<i>Jocelyn J. Fernandez - Volunteer</i> Name and Title (Please type or print)		
TOTAL BUDGET				

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Applicant: KALIHI COMMUNITY CENTER

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Executive Director	1	\$28,000.00	100.00%	\$30,000.00
Book Keeper	1	\$19,000.00	100.00%	\$19,000.00
Program Director	1	\$17,500.00	100.00%	\$17,500.00
Program Director Assistant	0.5	\$8,000.00	100.00%	\$8,000.00
Administrator	1	\$17,500.00	100.00%	\$17,500.00
Facility Manager	0.5	\$6,000.00	100.00%	\$6,000.00
Marketing Director	0.5	\$6,000.00	100.00%	\$6,000.00
Instructors x5 (\$4000.00 each)	0.5	\$20,000.00	100.00%	\$20,000.00
				\$-
				\$-
				\$-
				\$-
				\$-
				\$-
				\$-
TOTAL:				124,000.00
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2019 to June 30, 2020

Applicant: KALIHI COMMUNITY CENTER _____

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Computers, Printers, Fax, Phones			\$6,000.00	
Office Equipment/Supplies			\$2,500.00	
Fitness Equipment			\$5,000.00	
Software			\$2,000.00	
Security Equipment			\$2,500.00	
TOTAL:			\$18,000.00	
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: KALIHI COMMUNITY CENTER____

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	N/A					
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS:						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: _____ KALIHI COMMUNITY CENTER

Contracts Total: _____ -

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	Not Applicable				
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
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19					
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22					
23					
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26					
27					
28					
29					
30					

KALIHI COMMUNITY CENTER ORGANIZATIONAL CHART

