

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

BRIDGET PANEE, PRESIDENT AND CEO

PRINT NAME AND TITLE

JANUARY 17, 2019

DATE



**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

CERTIFICATE OF VENDOR COMPLIANCE

This document presents the compliance status of the vendor identified below on the issue date with respect to certificates required from the Hawaii Department of Taxation (DOTAX), the Internal Revenue Service, the Hawaii Department of Labor and Industrial Relations (DLIR), and the Hawaii Department of Commerce and Consumer Affairs

Vendor Name: SPECIAL EDUCATION CENTER OF HAWAII

DBA/Trade Name: SPECIAL EDUCATION CENTER OF HAWAII

Issue Date: 01/17/2019

Status: Compliant

Hawaii Tax#: W40502278-02

New Hawaii Tax#:

FEIN/SSN#: XX-XXX1008

UI#: XXXXXX1478

DCCA FILE#: 16906

Status of Compliance for this Vendor on issue date:

Form	Department(s)	Status
A-6	Hawaii Department of Taxation	Compliant
	Internal Revenue Service (Compliant for Gov. Contract)	Compliant
COGS	Hawaii Department of Commerce & Consumer Affairs	Exempt
LIR27	Hawaii Department of Labor & Industrial Relations	Compliant

Status Legend:

Status	Description
Exempt	The entity is exempt from this requirement
Compliant	The entity is compliant with this requirement or the entity is in agreement with agency and actively working towards compliance
Pending	The entity is compliant with DLIR requirement
Submitted	The entity has applied for the certificate but it is awaiting approval
Not Compliant	The entity is not in compliance with the requirement and should contact the issuing agency for more information

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


The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant is awarded;
 - b) Complies with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
 - c) Agrees not to use state funds for entertainment or lobbying activities; and
 - d) Allows the state agency to which funds for the grant were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and ensuring the proper expenditure of the grant.
- 2) If the applicant is an organization, the applicant meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is incorporated under the laws of the State; and
 - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant is awarded shall be conducted or provided.
- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
 - b) Has a governing board whose members have no material conflict of interest and serve without compensation.

Pursuant to Section 42F-103, Hawaii Revised Statutes, for grants used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant was awarded and disposes of the land in fee simple or by lease, the organization shall negotiate with the expending agency for a lump sum or installment repayment to the State of the amount of the grant used for the acquisition of the land.

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

Special Education Center of Hawaii dba SECOH
(Typed Name of Individual or Organization)


(Signature) 1/17/2019
(Date)

Bridget Panee President and Chief Executive Officer
(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.

The certificate of good standing is attached.

2. Declaration Statement

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

The Declaration Statement is attached.

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](#))

The Special Education Center of Hawaii (SECOH) requests \$325,000 for the public purpose of providing transportation, job training, and recreational activities for individuals with disabilities.

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

In the past few years SECOH has quickly expanded to serve a younger population of individuals with disabilities that recently aged out of the Hawaii Department of Education (DOE) public schools. SECOH currently serves 135 young adults with disabilities. Our array of services for these young adults is supported through contracts with the Hawaii Department of Health, Developmental Disabilities Program (DOH DDD). These services are a priority of the DOH DDD, designed to help sustain people with disabilities in the community, support them to achieve their potential, and assist them to have “healthy, safe, meaningful and self-determined lives.” Services provided by SECOH through DOH DDD contracts include:

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

For the past 18 years, SECOH has provided transportation for individuals for disabilities so that they are able to attend programs at one of SECOH’s five locations, and to provide them with recreational activities in the community.

2. The goals and objectives related to the request;

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

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

Objective 2: Develop a wheelchair accessible garden to be part of a job training program and recreational activities. Clients with disabilities will be able to learn to grow produce at an organic garden, and sell the produce to the community of parents and friends of SECOH, and/or at local farmer’s markets. This will broaden the variety of job training and recreational activities for SECOH’s clients with disabilities.

3. The public purpose and need to be served;

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

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

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

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

In 2018, SECOH was awarded a Grant in Aid of \$250,000 by the State Legislature to cover the purchase of four Ford Transit vehicles. Funds have not yet been released. However, these four new vehicles replace four vehicles that are over five years old. If these vans are not replaced, our clients will be forced to rely on the Handi-Van for support.

Currently 215 individuals with disabilities and elders are enrolled at SECOH's locations at Diamond Head, Waipahu, Ewa, Ewa Beach, and Kalihi. SECOH also receives weekly inquiries for services, with plans to admit almost a dozen new young adult individuals with disabilities at the Diamond Head Campus in the next quarter. Over 60 of our clients use wheelchairs, and some clients that do not use wheelchairs also require transportation services. Their families are unable to transport them, and they are unable to take the bus.

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

4. Describe the target population to be served; and

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

Future clients of SECOH - There is a growing need to increase services to individuals with disabilities, as the number of young adults with special needs is outpacing the inventory of programs and slots currently available. To meet the growing demand for services, SECOH is in the process of expanding its capacity at several locations. Transportation is one of the limiting factors to expanding our capacity. With more vehicles and a wheelchair accessible garden, SECOH will be able to expand the array of job training and recreational services, and continue providing transportation to individuals with disabilities that are served by SECOH.

Families and community of the clients of SECOH - The services provided by SECOH not only improve the independence and quality of life of persons with disabilities, they also improve the quality of life of their family and friends. If transportation services to SECOH were unavailable, many families would not have the means to transport their family member to our program.

In addition, the wheelchair accessible garden will be part of our job training program and recreational activities. These services will also positively impact the community at large: assisting individuals with disabilities to lead more independent and fulfilled lives by reaching their greatest potential will reduce or prevent the need for more intensive levels of care, such as institutionalization.

5. Describe the geographic coverage.

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

Sarah is a 24-year-old with disabilities. Her mother is grateful for her involvement in SECOH. She states that *"I looked at every adult day care center. For a low functioning adult there is a wasteland that waits for them. Many other centers sit the clients at a table and do not know what to do with the low functioning ones. At SECOH, they introduced Sarah to music, gardening, and interactions all day long. She arrives home with a smile and talks about the staff and other participants with her single words and a huge smile."*

With a larger garden, SECOH will be able to engage Sarah and clients like her in growing vegetables for her family and for sale at farmers' markets.

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;

Objective 1 – Vehicles: Three (3) wheelchair accessible vehicles will be purchased and replace vehicles that were purchased over five years ago. These vehicles must be replaced in order to continue providing transportation services at the current level so that individuals with disabilities are able to attend SECOH programs, and participate in community outings.

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

Objective 2 – Wheelchair accessible garden: A wheelchair accessible garden with 6' wide walkways will be utilized in both our job training program and for recreational activities. SECOH plans to establish an organic garden to grow produce to be sold to the families and friends of SECOH clients, and if possible, at farmers' markets. Clients with disabilities will gain skills including gardening, sorting and packaging produce, inventory, sales, changing currency, and bookkeeping.

For some clients, tending to the plants will be a recreational activity. In this way, the garden will enhance the quality of life of our clients with disabilities.

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

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

Objective 1 – Vehicles: Immediately upon approval and release of funds, SECOH will special order three (3) Ford transit vans with mobility flooring. These transit vans must be shipped in from the mainland, and will take approximately two (2) months to arrive, be registered, and have the SECOH logo applied to the side panels. It is anticipated that the vehicles will be ready for use within six months of release of funds.

Objective 2 – Wheelchair accessible garden: Immediately upon approval and release of funds, SECOH will retain a contractor to build the wheelchair accessible garden. In preparation of this project, SECOH retained cost estimates from Craig's Air Conditioning. In working with Craig's Air Conditioning or any other contractor, Chief Executive Officer (CEO) Bridget Panee coordinates with the Board of Directors and accountant to ensure the cost of the renovation is competitive and in alignment with prevailing rates of construction for projects of similar size and scope.

The project requires pouring new 6' wide concrete sidewalks, removing and reinstalling the air conditioning units to accommodate the concrete sidewalks, installing eight new concrete planter boxes with a sprinkler system, and landscaping the area. It is anticipated that the wheelchair accessible garden will be completed within six months after the release of funds.

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

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

- **Objective 1 – Vehicles:** Ongoing tracking of the status of the purchase and readiness of the vehicles;
- **Objective 2 – Wheelchair accessible garden:** Ongoing tracking of the progress of developing the wheelchair accessible garden; and
- **Expenditures:** Ongoing review of the budget expenditures to ensure timely and appropriate allocation of expenses as planned.

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

4. List the measure(s) of effectiveness that will be reported to the State agency through which grant funds are appropriated (the expending agency). The measure(s) will provide a standard and objective way for the State to assess the program's achievement or accomplishment. 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.

Effectiveness of this project will be determined by the following:

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

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](#))

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

\$180,000 Three (3) Ford transit vehicles with mobility floors (\$60,000 each)
 \$145,000 Re-paving the driveway and parking lot at the Diamond Head facility.
 \$325,000 *Total request*

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
\$325,000	0	0	0	\$325,000

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

SECOH recently submitted a proposal for \$125,000 in capital improvements for its Diamond Head facility in November 2018. Grant proposals to support its direct services will be submitted to the Friends of Hawaii Charities, Harry and Jeanette Weinberg Foundation, Atherton Family Foundation, McInerney Foundation, Hawaii Community FLEX Fund.

4. The applicant shall provide a listing of all state and federal tax credits it has been granted within the prior three years. Additionally, the applicant shall provide a listing of all state and federal tax credits they have applied for or anticipate applying for pertaining to any capital project, if applicable.

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

5. The applicant shall provide a listing of all federal, state, and county government contracts, grants, and grants in aid it has been granted within the prior three years and will be receiving for fiscal year 2020 for program funding.

Honolulu County, Department of Transportation Services
Contract: RFP-DTS #610209
Dates: 7/2013 - 6/2018
Purpose: Transportation services to individuals with disabilities

Honolulu County, Department of Transportation Services
Contract: RFP-DTS #1019708A
Dates: 7/2017 - 6/2020
Purpose: Transportation services to individuals with disabilities

Honolulu County Grant in Aid
Contract: CTS-DCS-190005
Dates: 10/2018 - 9/2019
Purpose: Diamond Head Renovation/Expansion

State Grant in Aid FY2019
Contract: (Funds pending release)
Dates: (Funds pending release)
Purpose: Vehicles for transportation services to individuals with disabilities

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2018.

SECOH had \$1,722,196 in assets as of December 31, 2018.

The wheelchair accessible garden will enable SECOH to provide a wider range of job training and recreational activities. David is a young adult with disabilities, and writes in the statement below about how he enjoys participating in the activities offered by SECOH.

I like participating in all the activities like hiking, bootcamp, hip hop, car washing, ukulele class and my senior class. I had the opportunity to be mentored by our fitness/trainer and now facilitate the senior exercise class three times week.

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.

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

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

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

Experience and capability providing transportation services - SECOH has experience providing transportation for approximately 18 years, initially starting with the Vanpool program, and growing to providing services using agency vehicles that have been made possible through Honolulu County contract CT-DTS-1700402 and CT-DTS-1300315. SECOH currently provides transportation for 90 of its 215 clients to attend the program. Of these clients, approximately 60 use wheelchairs.

The following is a list of government contracts with contact information for verification purposes:

Honolulu County, Department of Transportation Services

Contract: RFP-DTS #610209

Dates: 7/2013 - 6/2018

Purpose: Transportation services to individuals with disabilities

Name: Marisa Ideta

Address: City & County of Honolulu, Dept. of Transportation Services, 650 South King Street #3, Honolulu, HI 96813

Phone: (808) 768-8373

Email: mideta@honolulu.gov

Honolulu County, Department of Transportation Services

Contract: RFP-DTS #1019708A

Dates: 7/2017 - 6/2020

Purpose: Transportation services to individuals with disabilities

Name: Marisa Ideta

Address: City & County of Honolulu, Dept. of Transportation Services, 650 South King Street #3, Honolulu, HI 96813

Phone: (808) 768-8373

Email: mideta@honolulu.gov

Honolulu County Grant in Aid

Contact: CTS-DCS-190005

Dates: 10/2018 - 9/2019

Purpose: Diamond Head Renovation/Expansion

Name: Lauren Jagla

Address: Office of Grants Management, Department of Community Services, 925 Dillingham Blvd Suite 200, Honolulu, HI 96817

Phone: (808) 768-5861

E-Mail: lauren.jagla@honolulu.gov

State Grant in Aid FY2019

Contract: (Funds pending release)

Dates: (Funds pending release)

Purpose: Vehicles for transportation services to individuals with disabilities

Name: Kathryn Kanemori, RPRD Specialist

Address: Office of Community Services, 830 Punchbowl St., Rm. 420, Honolulu, HI 96813

Phone: 808-586-8699/ F: 808-586-8685

Email: Kathryn-Jean.T.Kanemori@hawaii.gov

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.

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

Founder's Center, Diamond Head

708 Palekaua Street
Honolulu, HI 96816

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

Waipahu Community Center

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

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

Ewa Pathways Skills Center

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

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

Ewa Beach Community Center

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

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

Kalihi Community Center

1216 Pua Lane, Honolulu, HI 96817

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

Kapolei Administrative Office

1001 Kamokila Blvd, Suite 136, Kapolei, HI 96707

The Kapolei Administrative Office houses all of the administrative 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.

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

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

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

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

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

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

Supervision of capital improvements – A contractor with experience in projects of similar size and scope will be retained. Executive Director Bridget Panee will work with the contractor, and meet weekly to ensure the wheelchair accessible garden project is proceeding on time, as planned.

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 SECOH's organization chart attached to this proposal.

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

Director of Community Relations: \$57,750

Director of Mission Services: \$63,000

President and CEO: \$105,000

Karen was born with Down's Syndrome and is in the final stages of Alzheimers. When she first joined SECOH she was ambulatory and happily participating in all of the activities and managing her personal care. Her sister wrote "*She especially loved dancing in the morning and hogging the karaoke microphone to sing her favorite Elvis songs. She would assist with preparation of food and clean up afterwards. The outings were very stimulating for her.:*

"As her Alzheimer's progressed, she began to lose her communication and her physical abilities to the point where she is now completely wheelchair bound. SECOH has continued to be a place where she can go to be around her peers for meaningful and stimulating activities. They continue to take her on outings as much as possible, which she does enjoy."

Karen is only able to attend SECOH with the transportation provided by the transit vehicles. Handi-Van services would not be able to accommodate her every morning and afternoon. In addition, the community activities are only made possible with the SECOH transit vans, as the Honolulu County Handi-Van program does not have the capacity to support all of SECOH clients for these activities. Outings are not only mandated by Medicaid for individuals with disabilities, community outings significantly improve the quality of life of our clients.

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.

SECOH does not have any pending litigation or outstanding judgments.

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.

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

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

4. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 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

If funding is received in fiscal year 2019-2020, we anticipate that we will be able to meet or exceed the goals and objectives of this project.

- (b) Not received by the applicant thereafter.

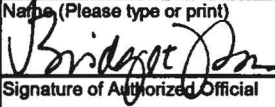
In the event funding is received for fiscal year 2019-2020, but not received by the applicant thereafter, SECOH will be able to continue providing transportation services, job training, and recreational services.

This project will build the capacity of SECOH to provide transportation services, job training, and recreational activities to individuals with disabilities. The cost of ongoing transportation operations will be covered by the contract with Honolulu County DTS, and the staffing and resources required for the job training and recreational activities is covered by contracts with the DOH DDD.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2019 to June 30, 2020

Applicant: Special Education Center of Hawaii dba SECOH

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
A. PERSONNEL COST				
1. Salaries				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST				
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
9				
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20				
TOTAL OTHER CURRENT EXPENSES				
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES	180,000			
E. CAPITAL	145,000			
TOTAL (A+B+C+D+E)	325,000			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	325,000	Bridget Panee 808-488-8884 ext. 211		
(b) Total Federal Funds Requested	0	Name (Please type or print) Phone		
(c) Total County Funds Requested	0			
(d) Total Private/Other Funds Requested	0	Signature of Authorized Official Date		
TOTAL BUDGET	325,000	Bridget Panee, President and CEO Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2019 to June 30, 2020

Applicant: Special Education Center of Hawaii (SECOH)

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

JUSTIFICATION/COMMENTS:

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2019 to June 30, 2020

Applicant: Special Education Center of H

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Not applicable.			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				

JUSTIFICATION/COMMENTS:

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
Ford Transit with Mobility Floor (3 wheelchair capacity)	3.00	\$60,000.00	\$ 180,000.00	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:	3		\$ 180,000.00	

JUSTIFICATION/COMMENTS:

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2019 to June 30, 2020

Applicant: Special Education Center of Hawaii

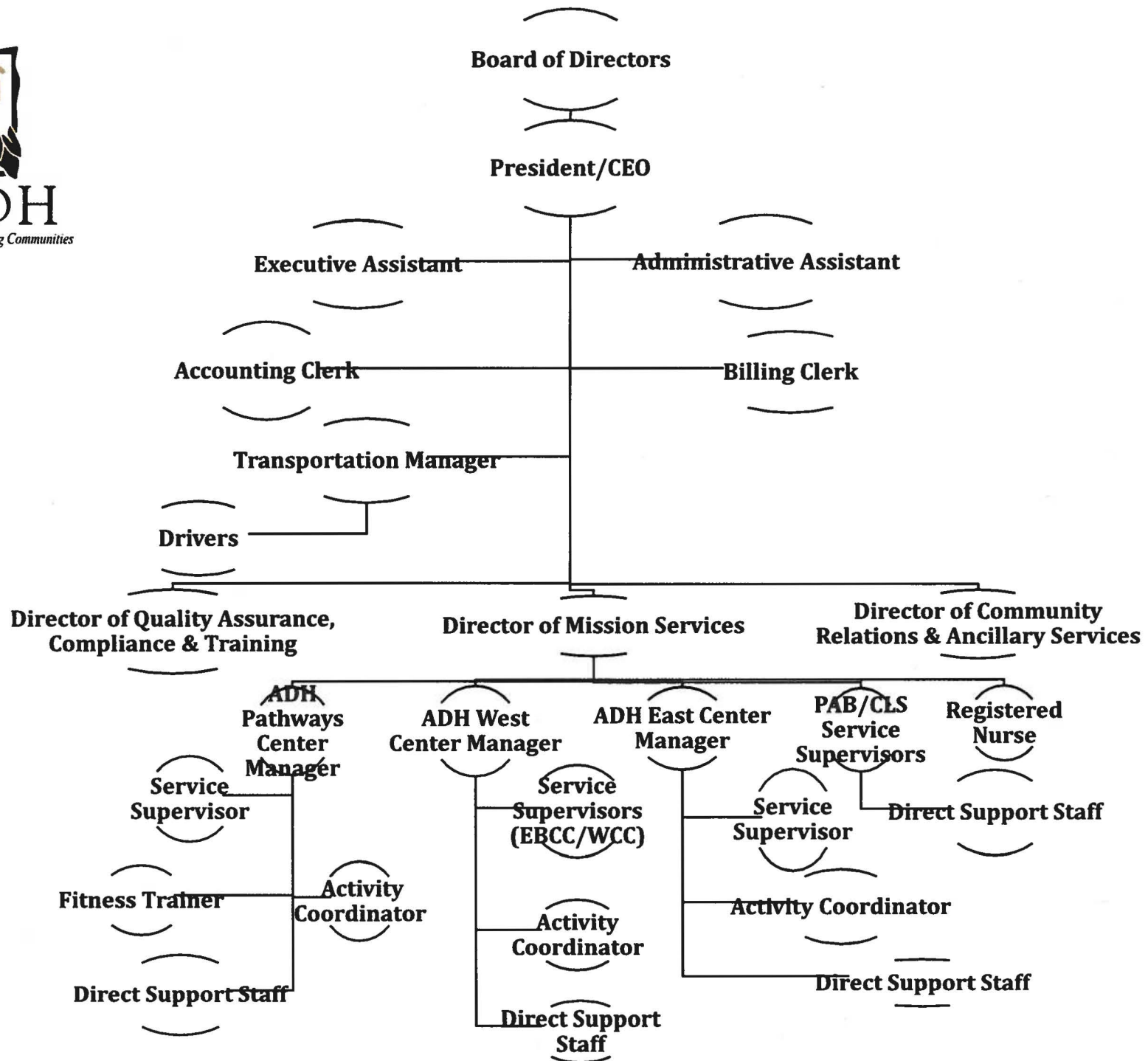
FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OTHER SOURCES OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2017-2018	FY: 2018-2019	FY:2019-2020	FY:2019-2020	FY:2020-2021	FY:2021-2022
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION			\$145,000			
EQUIPMENT						
TOTAL:			\$145,000			
JUSTIFICATION/COMMENTS:						
Wheelchair accessible garden - Construction of 6' sidewalks to accommodate wheelchairs, concrete boxes and sprinkler system, landscaping.						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Special Education Center of Hawaii, dba SECOH

Contracts Total: 2,794,207

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	Transportation services to individuals with disabilities RFP-DTS #610209	7/2013 - 6/2018	Dept Transportation Svcs	Honolulu County	1,956,133
2	Transportation services to individuals with disabilities RFP-DTS #1019708A	7/2017 - 6/2020	Dept Transportation Svcs	Honolulu County	463,074
3	Honolulu County Grant in Aid, Diamond Head Renovation/Expansion CTS-DCS-190005	10/2018 - 9/2019	Dept of Community Svcs	Honolulu City Council	125,000
4	State Grant in Aid FY2019, Vehicles	Pending release of funds	Dept of Labor and Industrial Relations	State of Hawaii	250,000
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23					



**2019 Transit Works- Transit 350 w/ Smart Floor Upfit
3 Seat & 3 WC Positions**



Soderholm Sales & Leasing, Inc.

P.O. Box 19010 Honolulu, HI 96817

(808) 834-1417 Fax: (808) 834-1070

PROPOSAL FOR:
<i>SECOH</i>

Qty Chassis & Powertrain - Standard Specifications:

- 5 2019 Transit Works- Transit 350 3- Seat ADA Van w/ 3-WC w/ Smart Floor Upfit
2019 Ford Transit 350 XL HD SRW 148" 9,000 GVWR
Ford 3.7L Twin Turbo V6 275 HP Gas Engine
Ford 6 Speed Select Shift Automatic Transmission w/Overdrive
Mac Pherson Strut Front Axle- 4,130 LB GAWR
Sterling Rear Axle- 5,512 LB GAWR
3.73 Rear Axle Ratio
Independent Macpherson Strut Front Suspension w/Coil Springs, Shock Absorbers & Stabilizer Bar
Leaf spring Rear Suspension w/ Heavy Duty Gas Shock Absorbers
Power Steering w/Hydraulic Rack & Pinion
Power Hydraulic 4-Wheel Disc w/ ABS Anti-Lock Brakes
Parking Brake Transmission Mounted Drum Type w/ Hand Activated

- 4 235/65R16C Radial Tires
25 Gallon Fuel Tank
Front OEM & Rear Step Bumpers
Full Size Spare Tire Mounted Underneath

Body - Standard Specifications:

- Welded Steel Unibody Ford Transit Body
Insulation in Side walls, Roof & Rear Wall
Transit Works Smart Floor on Steel OEM Floor
Black Altro Floor Covering
OEM Bright White Full Body Painted Exterior
Full Height Sliding OEM Entry Door
OEM Ford Seamless Solid Pane Windows
Full Height OEM Rear Dual Doors w/270 Degree Opening Angle & Windows

Air Conditioning - Standard Specifications:

- Front & Rear OEM Dash & Ducted Rear Air Conditioning, Defroster & Heat

Electrical & Lights - Standard Specifications:

- Driver Dome, Passenger Courtesy & Step well Lights
Passenger Reading Lights
Color Coded Wiring
- 2 610 CCA OEM Batteries
250 Amp Power OEM Alternator
Tire Pressure Monitor System

Safety & Ancillary - Standard Specifications:

- Interior Mirror
Power Exterior Mirrors
Fire Extinguisher
Roof-Mounted Third Brake Light

BASE PRICE:

\$ 61,578

2019 Transit Works- Transit 350 3- Seat ADA Van w/ 3-WC w/ Smart Floor Upfit



Galvaneal Steel Driver Side Step	\$	172
Passenger (Co-Pilot & Sliding Door) Full Galvaneal Steel Side Step	\$	343
Tinted Windows	\$	300
Replace OEM Lower Exterior Trim w/ Step Toe Plate	\$	136
Sound & PA System- Options:		
Ford OEM AM/FM Stereo/CD Player/ Reverse Camera with (6) Speakers	Incl.	
Ford OEM Reverse Park Sensor	Incl.	
Electrical & Lights- Options:		
Reverse Alarm	\$	116
Power Locks, Windows & Mirrors	Incl.	
2 LED Stepwell Light	\$	462
Wall Mounted Spot Light- Lift Doors- Operated by Opening Doors	\$	116
Seats & Interior- Options:		
OEM Recliner Driver & Co-Pilot Seats	Incl.	
2 Freedman Mid-Hi Back -PT w/3-Point Integrated Shoulder Belt	\$	968
Mounted on individual Wheeled Legs Mounted onto Plug n Play in Smart Floor w/ Grey Vinyl	Incl.	
Seal Floor to Walls	Incl.	
Left & Right Entry Stanchion- B Pillar & C Pillar	\$	427
3 Child Restraints Hook on Seat	Incl.	
Insulation Behind OEM Walls & Headliner	Incl.	
ADA/Wheelchair Options:		
Braun Century 919 Wheelchair ADA Lift 32"W x 51"L -800lbs	Incl.	
3 AMF 4-Button Automatically Retractable ADA, 4-Point Wheelchair Tie down w/ w/ Manual Lap & Shoulder Belt	Incl.	
3 Wall Mounted Wheelchair Tie down Storage	Incl.	
ADA Decals	Incl.	
Safety & Ancillary- Options:		
Emergency Triangle Kit & 5lb Fire Extinguisher	Incl.	
First Aid Kit w/ Metal Box		Incl
TOTAL OPTIONS:		\$ 3,040

2019 Transit Works- Transit 350 3- Seat ADA Van w/ 3-WC w/ Smart Floor Upfit



Warranties: 5 Year/60,000 Mile Powertrain Warranty
 3 Year/ 36,000 Mile Bumper to Bumper Limited Warranty

VIN No.: TBD

All Standard Ford Transit & Transit Works Equipment:
 Dimensions: Length- 236", Height- 98", Width- 83" Interior
 Width- 73", Headroom- 67" & Curb Weight- 5,000 Lbs
 Turning Diameter- Curb to Curb- 48'

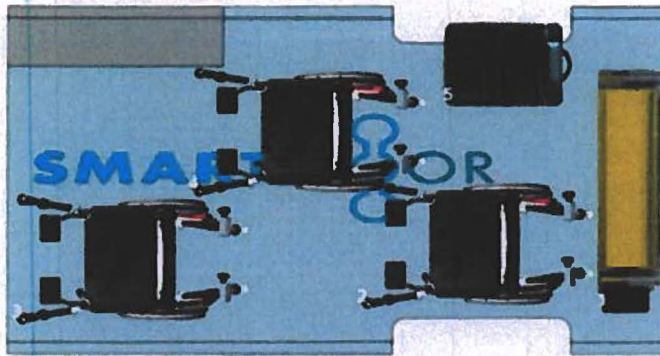
	Unit Cost	Total Cost
Van Cost	\$ 64,618	\$ 323,090
*Ford GPC Discount OA367- Current	\$ (5,500)	\$ (27,500)
*Ford Mobility Discount- Current	\$ (1,000)	\$ (5,000)
SSL SECOH Courtesy Discount	\$ (1,000)	\$ (5,000)
West Coast Price	\$ 57,118	\$ 285,590
Marine Freight & Delivery to Honolulu w/ Ford Ship-Thru	\$ 950	\$ 4,750
License & Registration	\$ 550	\$ 2,750
Prep, Service, Details & Alignment	\$ 540	\$ 2,700
Sub-Total	\$ 59,158	\$ 295,790
Hawaii GET Tax (4.712%)	\$ 2,788	\$ 13,938
Total Van Cost	\$ 61,946	\$ 309,728
Deposit (10%)	\$ 6,195	\$ 30,973
Balance Due FOB Honolulu	\$ 55,751	\$ 278,755

Delivery to Honolulu 4-5 Months from Order

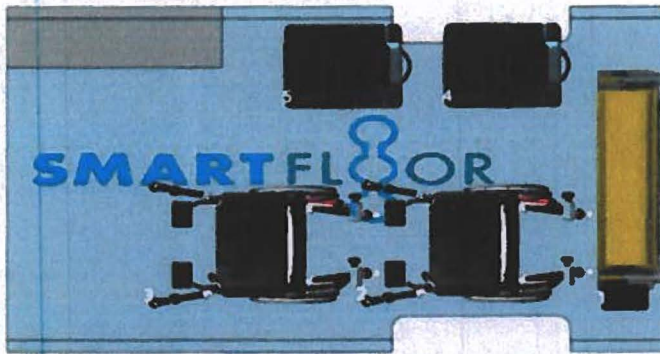
* Ford Rebates are subject to change at time of sale & final delivery

Offer Good Until November 30, 2018

Thank you for considering Soderholm Sales & Leasing for your Transportation Needs!



VIEW	Top	Ford Transit 350 Wagon
DATE	13-Nov-18	
COMPANY		SMARTFLOOR
AUTHOR		



VIEW	Top	Ford Transit 350 Wagon
DATE	13-Nov-18	
COMPANY		SMARTFLOOR
AUTHOR		

**350 TRANSIT 148WB MID ROOF
3A/3WC SMART FLOOR**



Craig's Air Conditioning
 2110 Lauwiliwili St. #103H Kapolei, HI 96707
 808-682-0970 T, 808-682-0971 F
 www.craigsair.com



COMMERCIAL PROPOSAL		Created by:	C.Kojima
JOB NAME:	Vegetable & Flower Garden/Walkway	Address of Job Site:	708 Palekaua Street, Honolulu Hi 96816
COMPANY:	SECOH	P.O.C. Name:	Bridget Panee
ADDRESS:	708 Palekaua Street	PHONE:	488-0884
CITY/ZIP:	Honolulu, Hi 96816	EMAIL:	bpanee@secoh.com
			DATE: 10/6/2018

INSTALLATION DETAILS	SUB TOTAL
Craig's Air Conditioning proposes the following:	\$138,705.87

- 1) Pour new 6' sidewalks on the ARC side of the classrooms on both sides of the wooden walk way.
- 2) Install 8(ea) new concrete planter boxes with sprinkler system
- 3) Remove and Reinstall AC Condensing Units after new concrete sidewalks cure.
- 4) Landscape area.

This proposal is in compliance with all OSHA requirements.

PROPOSAL TO INCLUDE: MATERIALS, LABOR, AND ELECTRICAL - Items checked off below are "INCLUDED" as part of this contract

- | | | | | |
|---|--|---|--|-----------------------------------|
| <input type="checkbox"/> Electrical Work | <input checked="" type="checkbox"/> Painting | <input type="checkbox"/> Roof Penetration | <input type="checkbox"/> Street Parking Permit | <input type="checkbox"/> Patching |
| <input checked="" type="checkbox"/> Concrete Work | <input type="checkbox"/> Crane Service | <input type="checkbox"/> Disposal of Old Unit | <input type="checkbox"/> Building Permit | |

ADDITIONAL INSURED (COI) REQUEST

If proposal is accepted, upon customers written request to Craig's Air Conditioning, Inc., Craig's Air Conditioning Inc. agrees to name the customer along with any other entities having an interest in the project as an "Additional Insured." The work performed by Craigs Air Conditioning, Inc. shall be at the risk of the Craigs Air Conditioning, Inc. exclusively. Craigs Air Conditioning, Inc. hereby indemnifies and holds Contractor, Customer and or Owner, its parent and affiliates and their respective officers, directors, employees and agents, harmless from and against any and all claims, actions, losses, judgments, or expenses, including reasonable attorneys fees, arising from or in any way connected with the work performed, materials furnished, or services provided to Contractor, Customer and or Owner during the term of this Agreement.

PAYMENT TERMS: 50% Deposit required to commence project, Final Payment are (NET 15) starting from the completion date of Installation

Sub Total:	\$138,705.87	CUSTOMER / PURCHASER'S SIGNATURE / PRINT / DATE BELOW
TAX (4.712%)	\$6,535.82	
TOTAL PRICE:	\$145,241.69	SIGNATURE:
50% DEPOSIT:	\$72,620.85	PRINT NAME:
		DATE: