

**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:

Arc of Maui County

Amount of State Funds Requested: \$ 126,804

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

Arc of Maui County's proposal is aimed to increase the accessibility and safety of our clients with intellectual and developmental disabilities with the purchase and installation of an ADA Vertical Enclosure Wheelchair Lift, purchase and installation of an automated security gate and 20% match to approved State DOT grant funds (providing 80% of vehicle cost) for the purchase of 2 wheelchair lift vehicles.

Amount of Other Funds Available:

State: \$ _____

Federal: \$ 127,696

County: \$ _____

Private/Other: \$ _____

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

\$ 192,000

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:

140 N. Market Street Suite 202B

City: State: Zip:

Wailuku Hawaii 96793

Contact Person for Matters Involving this Application

Name: Aspen Wallwork	Title: Director of Operations
Email: aspen@arcofmaui.org	Phone: 808-242-5781 x201

Federal Tax ID#: [REDACTED]	State Tax ID#: [REDACTED]
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Authorized Signature

Robert Lane, Chief Executive Officer

Name and Title

1-13-20

Date Signed

received
1/17/2020

10:54 am

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

ROBERT LANE, CHIEF EXECUTIVE OFFICER

PRINT NAME AND TITLE



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)

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, 2019.

Certificate of Good Standing dated January 10, 2020 is enclosed as Attachment #1.

2. Declaration Statement

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

Declaration Statement is enclosed as Attachment #2.

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](#))

Public Purpose statement is enclosed as Attachment #3.

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;

Arc of Maui County was established in 1954 by a group of parents and concerned citizens who sought services for their children with intellectual and developmental disabilities when none were available. Over the last 65 years, we have provided

continued services to hundreds of families throughout Maui County. Year over year, the number of individuals requiring our programs and services continue to grow and so does the support provided by our agency.

Individuals served require a combination of special interdisciplinary care, treatment and other services which are individually planned and coordinated through various programs that provide services 24 hours a day/ 7 days a week. We actively support full inclusion and participation within the community by providing an array of programs including 1) Residential Services with 6 (5 on Maui and 1 on Molokai) State licensed group homes; 2) Adult Day Health group settings at 4 locations on Maui; 3) One-on-One Community Services providing personal assistance with all daily activities; and 4) Vocational Services to build job skills and exploring community employment and support. Support and assistance are provided to each client with daily living skills, personal care, food preparation, medication administration, nursing services, behavioral support, household chores and transportation to doctor/dental appointments and community outings/events.

Arc has an array of highly qualified professional staff of administrators, program supervisors and managers and direct support professionals who work directly with our clients and families. Together, a constant level of care is ensured, and all needs of each client is addressed. Agency wide, we have developed strong record keeping practices, tracking systems and policies and procedures that are aligned with Federal, State and county rules and regulations to ensure compliance with bookkeeping and reporting requirements.

2. The goals and objectives related to the request;

Arc of Maui's mission has always been to promote and protect the human rights of individuals with intellectual and developmental disabilities. We actively support programs and services that assure full inclusion and participation in the community throughout their life. To meet growing needs of our disabled community, within the last 10 years, Arc has opened 2 additional group homes, added an additional adult day health program space and recently, in January 2019 purchased a building that will house the entire administration team along with our adult day health program. The purchase of our own building has been a long-time goal of ours. We were pleased to find a space that meets all our program and administrative needs while increasing our level of support by providing our staff with ongoing training for specialized services and assistance with behavioral issues and employment difficulties associated with a progressively diverse and complex range of disabilities (including down syndrome, autism spectrum disorders, cerebral palsy and more).

While providing services, meeting the safety and accessibility needs of our clients remains essential. Our request for FY2021 Grant-In-Aid funds is based on those safety and accessibility needs which will allow us to enhance our safety policy and continue to

provide access to the appropriate level of care each client is in need of and deserves. The enhancements include: 1) Providing access to Adult Day Health program and administration offices with the purchase and installation of an external ADA vertical enclosed wheelchair lift; 2) Increasing security with the purchase and installation of remote operated gate for Adult Day Health program; and 3) Expansion of Arc's fleet with a 20% match in conjunction with State of Hawaii Department of Transportation for two (2) new wheelchair lift vehicles to meet the growing transportation needs of residential group home and Adult Day Health clients to provide access to required appointments and community outings/activities.

All enhancements are aimed to provide accessibility to high quality services in a safe and secured environment for our intellectually and developmentally disabled clients providing a sense of accomplishment as participating members of the community in which they live.

3. The public purpose and need to be served;

According to the State of Hawaii Council on Developmental Disabilities, there is over 22,000 individuals with intellectual and/or developmental disabilities, yet according to Department of Health Developmental Disabilities Division 2018-2020 Strategic Plan only 2,872 receive services. That's only 13.7%, leaving a staggering 86.3% unserved. Arc is one of the largest service providers to individuals with intellectual/ developmental disabilities in Maui County and is the ONLY provider that provides Intermediate Care Facility (ICF) residential services on the neighbor islands outside of Oahu and has the most residential services through Domiciliary (DOM) homes within Maui County.

These high numbers show the need for additional services to assist both the clients and families. As parents and family members age, there is a greater need for residential services to provide 24 hr supervised care. Additional services to provide care during work hours and weekends as relief are also a high need to many families. If family members are interested, employment is available as long as they are able to pass all the required certification. This option allows families to contribute towards their household income, lowering unemployment rates, while still caring for and spending time with their developmentally disabled family members. Data collected by Arc includes tracking of performance measures and annual surveys distributed to family members and caregivers ensure emerging needs are met. A common goal among many of our clients is independence, whether it's living away from their family's home or having their own income or making their own decision on where they go and what they do. Our goal, as an agency, is to provide everyone with an individualized plan that maintains independence and help realize their full potential as contributing members of our community through our supportive services and residential programs.

4. Describe the target population to be served; and

We provide services to individuals, both children and adults, with intellectual and developmental disabilities throughout Maui County. Our clients require specialized support and assistance to assure full inclusion and participation in the community throughout their life. Due to the nature of their disabilities, which include Autism Spectrum Disorders, Down Syndrome, Cerebral Palsy and other developmental disabilities, these individuals require a relatively high level of supervision and supportive services as well as opportunities to increase independence, social skills and employment. Our daily goal is to improve the lives of the individuals within our care by providing access to full community inclusion through our programs and ensuring an appropriate level of care to live positive and fulfilling lives.

5. Describe the geographic coverage.

Services are provided throughout Maui County including remote rural communities in Hana and on Molokai. Services offered are:

On Maui:

- 5 residential group homes in Kahului (2 homes), Wailuku, Lahaina and Kihei;
- 4 adult day health program locations in Kahului, Wailuku (2 locations) and Kihei;
- One-on-one Home and Community Based Services;
- Vocational/employment program provides individualized services.

On Molokai:

- 1 residential group home located in Maunaloa;
- One-on-one Home and Community Based Services;
- Vocational/employment program provides individualized services.

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;

Arc proposed Access and Safety Improvement Program is aimed to increase accessibility to services provided by Arc of Maui as well as increasing the safety of those currently in our programs.

Each component of our program addresses specific needs associated with our growing number of clients served and the increased diversity and complexity of the intellectual

and developmental disabilities community that are referred to our agency. Our program will support improvements to 3 key areas:

- 1) Program Accessibility – Purchase and installation of ADA Vertical Enclosure Wheelchair Lift to provide accessibility for our disabled clients with physical impairments (difficulty walking upstairs, use of walker) or are wheelchair bound to have accessibility to our 2nd floor to additional program space and administration offices.
- 2) Building Security Gate – Purchase and installation of automated sliding gate with code station access pad to prevent unwanted vehicles and pedestrians from entering our parking lot without proper authorization to increase safety of disabled clients and agency wheelchair lift vehicles.
- 3) Client Transportation – Assist with 20% match to APPROVED State of Hawaii Department of Transportation 5310 Funding to purchase two (2) wheelchair lift vehicles. Additional vehicles will allow replacement of older vans with high mileage and no wheelchair lift capabilities allowing continued transportation services to needed medical/dental appointments, community events and client choice activities.

Program Accessibility: Arc of Maui County moved from a rental space we occupied for almost 30 years into our newly purchased home in a 2-story building. We operate 2 types of Adult Day Health (ADH) programs at 4 locations on Maui. Our ADH program provides a place for adults with developmental disabilities to socialize with their peers, actively participate in their community, and receive health and personal care. Within a group setting, learning focuses on safety, health, job skills, money management, and other life skills. The types of programs are: 2 ICF ADH program locations and 2 Waiver ADH program locations. Both provide ADH services to clients within different programs which require different rules and regulations, therefore require separate spaces. ADH program spaces within our building are:

- ICF ADH program: These clients are residents within our residential program. During the day from 8am to 2pm, their ADH services are at our new building. These clients occupy one half of our downstairs space.
- Waiver ADH program: These are clients within our Waiver program who in addition to ADH services during the day from 8am to 2pm, also receive additional one-on-one services. Currently, only half of our clients are able to attend the ADH program within our new building due to it's program location on the 2nd floor. The remaining half of this day program, those who are wheelchair bound or have difficulty walking up the stairs, are located at one of our Domiciliary licensed residential group homes. A new standard by Dept. of Health prohibits Waiver clients like these to have a day program space within a group home effective July 2020.
- Remaining Half Downstairs: The remaining half of our downstairs space is occupied by previous tenants who have a lease until 2023. Upon their departure, we will renovate this space to fit the needs of our disabled clients for our Waiver ADH program.

- Our current plan for our Waiver ADH clients within our group home is to move them into our new building, to share the ICF ADH space downstairs. This is not the ideal situation for us since both programs are different and require different guidelines, rules and regulations for many tasks and standards. In addition, adding more wheelchairs to the space is not ideal as it will limit what both programs are able to do. Therefore, the installation of a wheelchair lift will provide our Waiver clients the opportunity to join the Waiver ADH program upstairs resulting in the remaining separation of program spaces and providing sufficient space for program needs and activities. This plan would remain effective until we can occupy the additional space downstairs upon our tenant's departure.

The CEO and DOP will work with the selected company to ensure timely installation of the vertical lift. Installation also includes construction of load bearing slab, modification to second level landing to accommodate lift door, installation of lighting and proper signage. This type of lift is the most cost-effective and least invasive into our building/program spaces and will not disrupt services during installation. The vertical lift is an exterior design and meets all ADA accessibility requirements.

Measurements of effectiveness will be determined and tracked by the amount of clients and staff with mobility difficulty who will now have access to program, supervisors and administrators on the 2nd floor. Daily logs will be kept to track usage of the amount of participants who utilize the lift.

Building Security Gate: Moving into our new building with both our ADH programs and corporate office, we have experienced vandalism and unsafe situations with trespassers and homelessness.

- **Multiple vandalisms:** Our agency wheelchair lift vehicles are parked in our parking lot overnight. Our gas line have been cut losing transportation time for repairs and costing the agency thousands to fix over the multiple cases. In addition, our supervisors have scrambled for additional agency vehicles to ensure transportation needs are met.
- **Drugs:** Used drug needles were found in our parking lot on multiple occasions posing a danger to both clients/staff and our vehicles.
- **Trespasser and Homeless:** Overnight sleeping in our parking lot in parked vehicles and in entryways. Leaving of personal properties in vehicles and shopping carts.

The CEO and DOP will work directly with selected company to ensure timely installation of a security gate. This gate will be a powerful physical deterrent to trespassers, will limit access for unauthorized vehicles to enter our property, provide protection for our clients, employees, building and vehicles as well as limit trespassing homeless sleeping in covered entryways. The security gate along with surveillance cameras will create a safer environment for our clients and employees.

Measurement of effectiveness will be determined and tracked by the reduction in vandalism and homeless overnight sleeping in parking lot and entryways. Records are kept regarding evidence on site, filed police reports and overall cost to agency for necessary remedies and well as monitoring the usage of the gate.

Client Transportation: Arc of Maui County applied for funding from the State of Hawaii Department of Transportation 5310 funding for wheelchair accessible vehicles. This request was approved and is awaiting procurement. DOT 5310 funding provides 80% of the vehicle cost while we are required to find funding for the remaining 20%. The new vehicles will replace older vehicles with high mileage and no wheelchair lift capabilities improving, increasing and ensuring appropriate accommodated transportation to service clients within our residential and ADH programs. The DOP will work directly with DOT representatives to complete the procurement process. Once the vehicle is delivered, Arc’s Van Coordinator will ensure successful transition into the fleet rotation.

Measurement of effectiveness will be determined and tracked by the daily usage of clients, amount of daily trips, mileage and increase in community activities. Log are located in each van for staff to keep daily records on.

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

Activity Month	1	2	3	4	5	6	7	8	9	10	11	12
Program Accessibility - Wheelchair Lift												
Site review/inspection with installation company	X											
Factory time (Building of lift) and shipping time/ Laying of foundation		X	X	X	X							
Installation of ADA Vertical Wheelchair Lift						X						
Monitoring daily logs of utilization							X	X	X	X	X	X
Building Security Gate												
Site review with installation company	X	X										
Site prep (removal of bushes, trees)			X	X								
Installation of security gate					X	X						
Monitoring gate usage and decrease in trespassing log							X	X	X	X	X	X

Client Transportation												
Completion of procurement process with DOT for Van #1	X	X	X	X								
Place van #1 into vehicle rotation					X	X	X	X	X	X	X	X
Completion of procurement process with DOT for Van #2				X	X	X	X					
Place van #2 into vehicle rotation								X	X	X	X	X

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

A key component and requirement of all services we provide is the safety of our clients and staff. The implementation of this program will allow all clients access to all programs and services provided by Arc as well as allow us to better monitor and limit access to our properties. Each component will accomplish the overall objective of providing access to services and ensure the safety of all clients.

Accessibility:

Accessibility to all programs remain essential. The installation of an external vertical lift and purchase of two replacement wheelchair lift vans will provide enhance access to all services provided by Arc. A new system will be created and implemented to monitor the usage of the lift by both clients and staff. Data will be collected and results of increased access will be submitted directly to GIA.

As part of our current fleet system, each driver receives van training and must pass a driving test with the program manager. Vehicle maintenance logs are in each van and records pertinent info (to and from location, starting and ending mileage, visual inspection of van, reasons for transport and clients serviced). In addition, maintenance request and vehicle incident reports are included with the maintenance logs should something arise. These are submitted directly to our Van Coordinator who oversees our entire transportation fleet. Through these records, we can monitor type of usage (medical appts, community outings, family visits, shopping, client choice activities), increase in clients serviced and daily transports. All data will be calculated and included in quarterly reports submitted to GIA.

Safety:

Arc’s management team including all program managers and supervisors effectively communicate with the Program Director of any incidents or trespassing onto our properties. In addition, they are required to submit an incident report to the PD for record keeping purposes. Through past records, upon installation of automated gate, we will continue to collect data on trespassing incidents, homeless overnight sleeping within our parking lot and building entryway and any police reports. All data will be submitted to GIA in our quarterly reports.

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.

Arc of Maui will measure the effectiveness of our Access and Safety Improvement Program by monitoring each component separately and provide reports directly to the State that will enable an assessment of the program's accomplishments.

Program Accessibility: Upon installation of the external vertical lift, a new monitoring system will be implemented to track usage of the lift by ambulatory and non-ambulatory clients and staff. Data collected will provide a clear picture of the success of the lift. We expect the lift to be used at least twice per day (to and from program) by at least 10-15 clients with physical impairments (walkers, wheelchairs) preventing them from using the stairs. Additional anticipated use is by older family members and staff who also have difficulty walking up and down the stairs will use the lift when attending quarterly or annual meetings, visitations or need of administrative services.

Building Security Gate: Upon installation of the security gate, overnight vehicle activity and parking within our parking lot is expected to be completely eliminated as well as a decrease in overnight sleeping in our entryways. It will be much harder to access with the gate and the gate itself will serve as a deterrent. Use of the building surveillance cameras can track and/or confirm the decrease/elimination of overnight activity.

Client Transportation: Procurement of two new wheelchair lift vans will increase client transportation services by at least 50% for community events, family visits, shopping, client choice activities and recreational outings.

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](#)) – Please see Attachment #4.
 - b. Personnel salaries and wages ([Link](#)) – Not applicable
 - c. Equipment and motor vehicles ([Link](#)) – Please see Attachment #5.
 - d. Capital project details ([Link](#)) – Please see Attachment #6.
 - e. Government contracts, grants, and grants in aid ([Link](#)) – Please see Attachment #7.

- The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2021.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$94,880	\$15,962	\$15,962		\$126,804

- The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2021.

The budget for FY 2021 will not be approved by the Board of Directors until April 2020. A copy of the approved operating budget for FY 2020 is enclosed as Attachment #8, which lists all funding sources. Funding sources for FY 2021 is anticipated to remain at approximately the same level.

- 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.

Arc of Maui does not qualify for state or federal tax credits due to our non-profit status.

- 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 2021 for program funding.

Not applicable. Arc of Maui has applied for county and state grants, but are still awaiting notification.

- The applicant shall provide the balance of its unrestricted current assets as of December 31, 2019.

Please see Attachment #9, balance sheet as of December 31, 2019.

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.

Arc of Maui County has provided services to individuals with intellectual and developmental disabilities for over 65 years. During this time, we have provided continued services to hundreds of families within Maui County and continue grow and offer more services as the need increase. Year over year, as parents and family members age, the additional help provided by our agency is required more and more.

Many of our clients receive services through multiple programs for example:

- Lives in our domiciliary group home, attends our Adult Day Health program during the day, receives one-on-one services in the afternoon to accompany them to their community employment.
- Receive one-on-one services in their home and participates in our vocational employment program to earn money.

Most clients receive 2-3 services through one of our four programs: Residential Group Homes, Adult Day Health, One-on-One Community Service or our Vocational Employment Service.

Our first group home was purchased in 1981 and have since expanded with an additional five homes throughout Maui and Molokai. Our group homes are all licensed through the State of Hawaii Department of Health and provide 24 hour supportive services by trained staff to meet the needs of each resident. Our 6 group homes fully occupied by 29 clients.

We've provided Home and Community Based Services (Waiver program) for over 20 years. Throughout this time, hundreds of families have been served on Maui, Molokai and Lanai. Currently, we do not have any clients on Lanai, but throughout Maui and Molokai, over 50 clients are serviced daily.

Arc has provided Adult Day Health (ADH) services for over 20 years and now has 4 locations on Maui. ADH is a group setting that encourages peer-to-peer interaction and increasing community activities and achievement of daily goals. Throughout our 4 locations, over 30 clients serviced between 8am-2pm Monday thru Friday.

Our vocational services is our newest program. Currently in our 13th year, this service offers a positive way for individuals with a variety of behavioral and medical challenges to ear income, interact with peers and community members. We offer three types of vocational employments: in-house, supported and community employment. Currently, there are over 35 clients participating in our vocational program. Community employment is supported by various restaurants and stores such as Maui Tropical Plantation, Flatbread Co, Milagros, Burger King, Kentucky Fried Chicken, Safeway and Maui Kuia Estate Chocolate Factory.

Within the last few years, we have successfully completed grants from:

- County of Maui Affordable Housing Funds - \$290,430 for kitchen/bathroom renovations in five group homes.
- State of Hawaii Grant-in-Aid - \$192,000 for staff training improvements, hiring Behavioral analyst and Vocational Employment Specialist and purchasing of two 12 passenger vans.
- Department of Transportation 5310 funds - \$129,900 for the purchase of two wheelchair lift vans (DOT pays for 80% (\$103,920) of the total cost of the vans).
- Safeway Foundation - \$25,000 (over 3 years) for vocational community outreach and health care support.
- County of Maui Community Block Development Grant - \$288,736 to upgrade the fire suppression system with installation of monitoring station and installation of solar photovoltaic battery backup system in all 5 group homes on Maui. Our group home on Molokai was also approved but due to the closing of the grid by Maui Electric, the battery backup system was not installed.
- Hawaii Community Foundation - \$33,900 (over 2 years) for staff training equipment and enhancing staff training sessions as well as increasing client learning adaptive equipment.

Based upon our years of experience, a strong management of projects and programs has been established. Our executive team (Chief Executive Officer, Chief Financial Officer, Program Director and Director of Operations) has almost 60 years of combined dedicated service to Arc of Maui which has provided strong record-keeping, accounting, reporting policies, procedures and tracking systems that are aligned with County, State and Federal rules and regulations.

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.

Corporate Office Building:

Our newly purchased building is located in Wailuku, Maui. It is a 2-story building with a total of 7,400 sq. ft. (3,700 each floor). Half of the first floor is dedicated ICF ADH program space while the remaining half is occupied by the previous owner's tenants who has a lease valid to 2023. The second floor has three suites. The first suite is assigned to our Waiver ADH program with program space and an office. The second suite is assigned for our administrative department which serves as our main reception area and has 7 office spaces for our administrative staff. The third suite is assigned to our fiscal department and has 3 office spaces. The parking lot is located behind our building and includes four rows of parking stalls.

Residential Group Homes:

We own and operate 6 group homes (5 on Maui and 1 on Molokai). All homes include a kitchen, living room, office for the resident manager and a covered lanai outdoor space. Our group home in Wailuku is a has 4 bedrooms and 3 bathrooms while the remaining 5 homes have 5 bedrooms and 3 bathrooms. All homes are located in established neighborhoods within the community.

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.

All aspects of the proposed program will be coordinated by Arc's Executive Team which consist of the CEO, DOP, CFO, and PD. We have extensive experience in managing public funds including State DOH Home and Community Based Services, HUD Section 202, HUD Section 8 Rental Assistance, Medicaid and have successfully completed grant requests with County of Maui Affordable Housing and Community Block Development Grant (CDBG) and State of Hawaii GIA along with additional grants through private foundations.

Chief Executive Officer Robert Lane will oversee the project providing final approval on all activities. Mr. Lane has been with Arc of Maui for 5 years but has over 25 years of executive level experience in the administration and management of programs serving individuals with intellectual and developmental disabilities.

Director of Operations Aspen Wallwork will work directly with the contracted companies for procurement, scheduling, inspections and installation; provide approval of all invoices; ensure compliance with all regulations and requirements; final inspections and reporting functions associated with program. Mrs. Wallwork has been with Arc for 17 years and has successfully managed special projects and grants.

Chief Financial Officer Nancy Segundo will be responsible for all accounting and record-keeping. Ms. Segundo has been with Arc for over 22 years and has extensive experience administering financial activities for grants.

Program Director Valerie Sly will work with DOP to assist coordinating onsite work at group homes to ensure minimal disruption to our clients. Ms. Sly has been with Arc for almost 15 years and provides extensive knowledge with over 25 years of experience in the developmental disabilities field.

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.

Our organizational chart, Attachment #10, displays staff and lines of authority.

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.

Chief Executive Office - \$85,423
Chief Financial Officer - \$80,074
Program Director - \$63,362

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.

Arc of Maui County is not a party in or subject to any pending litigation or outstanding judgement.

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.

Arc of Maui County has licenses from the State of Hawaii Department of Health for all 6 of our residential group homes. 3 homes are licensed as Intermediate Care Facilities and 3 are licensed as domiciliary homes. Please see all group home licenses in Attachment #11.

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 2020-21 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2020-21, but
- (b) Not received by the applicant thereafter.

Arc of Maui County remains dedicated in providing continued support for all intellectually and developmentally disabled clients within our care. With 65 years of experience, we have consistently secured the financial resources necessary to sustain and continually expand our operation as a non-profit service provider.

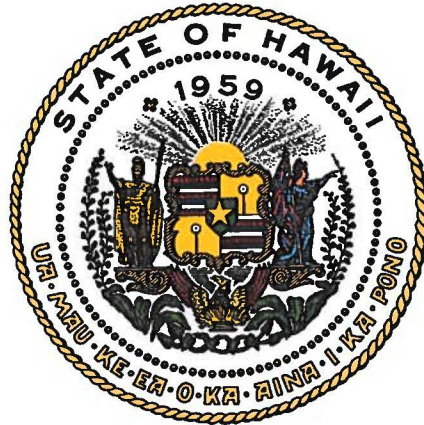
Arc covers all programmatic and administrative expenses by the service contracts it maintains with the Department of Health and Housing for Urban Development (Section 8 Rental Assistance) through our residential programs. Based on occupancy records of almost 40 years of operating group homes on Maui, it is anticipated that all 6 group homes will maintain full occupancy on a long-term basis. Our contract with Medicaid provides funding through our on-on-one services, ADH programs and vocational services which provides over 50% of our annual income for daily services (Personal Assistance, Respite, Adult Day Health, Skilled Nursing and Vocational Services). This is billed semi-monthly which provides a consistent cash flow.

Over the past five years Arc has averaged a year end surplus of an average of 3% revenue over expense. Through sound fiscal management Arc had not had a deficit at the end of a fiscal year in over a decade. The agency has achieved this while serving the needs of Maui County's most vulnerable individuals with intellectual and developmental disabilities. With reimbursement margins from the federal government squeezing agencies like our it is imperative for the agencies existence to continue to seek outside funding sources to assist in our "non-programmatic" expenses, such as the items identified within this request.

Going forward the agency will continue to stay in good-standing with our contract partners and will continue to seek out additional government support, private and corporate foundations, and the support of individual donors to help meet our ancillary

needs. Arc also receives a monthly lease payment from the Vein Clinic of Hawaii for the use of approximately 1,800 sq ft of office space at our agency's corporate office. The lease payments are retained within a renovation and rehabilitation account to help offset the expenses of our corporate office building.

We ensure compliance with all requirements and performance standards and it is anticipated that these funding sources will continue as our primary support enabling us to endure long-term sustainability. Our GIA request is for a one-time improvement to our client accessibility and safety.



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

ARC OF MAUI COUNTY

was incorporated under the laws of Hawaii on 08/24/1960 ; 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 10, 2020

Director of Commerce and Consumer Affairs

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

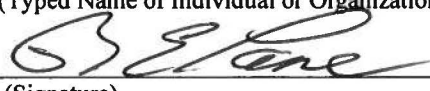
The undersigned authorized representative of the applicant certifies the following:

- 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.

Arc of Maui County
 (Typed Name of Individual or Organization)

 1-13-20
 (Signature) (Date)

Robert Lane Chief Executive Officer
 (Typed Name) (Title)

FY 2020-2021 Grant-in-Aid

#3. Public Purpose Statement – Section 42F-102, Hawaii Revised Statutes

Name of Requesting Organization: Arc of Maui County

Public purpose for the grant: Continued services to those with intellectual and/or developmental disabilities.

- Purchase and installation of external vertical platform lift to accessibility to 2nd floor services for those in wheelchairs or mobility difficulty;
- Purchase and installation of automated security gate to Adult Day Health program and administrative office spaces;
- Purchase for 2 wheelchair lift vehicles by providing 20% match to State of Hawaii Department of Transportation 5310 fund that provides 80% of vehicle cost.

Services to be supported by the grant:

- Residential Group Home Services – 6 licensed group homes (5 on Maui, 1 on Molokai) providing 24 support with emphasis on health and safety, daily living and personal care, and participation in social, recreational and community activities of their choice.
- Home and Community Based Services – One-on-one services with trained staff who assist with personalize goals and focuses on independence, develop sills in self-advocacy and helps the individual identify and expand personal interest. Services provided on Maui and Molokai.
- Adult Day Health Program - 4 locations on Maui providing a group setting for adults with developmental disabilities to socialize with peers, receive health and personal care and learning opportunities that focus on safety, health, job skills, money management and other life skills.
- Vocational/ Employment Program – Provides a positive way for individuals with a variety of behavioral and medical challenges to earn income, interact with peers and community members. 3 types of vocational employment are in-house, supported and community employment. Services provided on Maui and Molokai.

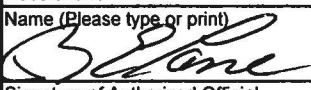
Target group: Children and adults with intellectual and/or developmental disabilities.

Cost of the grant and the budget: \$126,804

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2020 to June 30, 2021

Applicant: Arc of Maui County

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				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES				
C. EQUIPMENT PURCHASES	94,880			
D. MOTOR VEHICLE PURCHASES	31,924	127,696		
E. CAPITAL				
TOTAL (A+B+C+D+E)	126,804	127,696		
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	126,804	Robert Lane	808-242-5781 x203	
(b) Total Federal Funds Requested	127,696	Name (Please type or print)	Phone	
(c) Total County Funds Requested			Date	
(d) Total Private/Other Funds Requested		Signature of Authorized Official	1-13-20	
TOTAL BUDGET	254,500	Robert Lane, Chief Executive Officer		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2020 to June 30, 2021

Applicant: Arc of Maui County

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
External Vertical Platform Lift (Enclosure Model)	1.00	\$79,880.00	\$ 79,880.00	
Single Sided Automated Security Gate (Entrance & Exit)	2.00	\$7,500.00	\$ 15,000.00	
			\$ -	
			\$ -	
TOTAL:	3		\$ 94,880.00	
JUSTIFICATION/COMMENTS:				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
6-10 Passenger ADA Van with wheelchair lift able to accommodate/secure 2 wheelchair positions	2.00	\$15,962.00	\$ 31,924.00	
			\$ -	
			\$ -	
			\$ -	
TOTAL:	2		\$ 31,924.00	
JUSTIFICATION/COMMENTS:				
Two ADA vans with wheelchair lifts have been secured through the State of Hawaii Dept. of Transportation 5310 grant. Total cost for both vehicles are \$159,620. The program provides payment for 80% (\$127,696) of each vehicle. We are required to find funding for the remaining 20% (\$31,924). Approved vans are for a 6 or 10 seater with 2 wheelchair positions.				

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2020 to June 30, 2021

Applicant: Arc of Maui County

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2018-2019	FY: 2019-2020	FY:2020-2021	FY:2020-2021	FY:2021-2022	FY:2022-2023
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT			126,804	127,696		
TOTAL:			126,804	127,696		
JUSTIFICATION/COMMENTS:						
Two ADA vans with wheelchair lifts have been secured through the State of Hawaii Dept. of Transportation 5310 grant. Total cost for both vehicles are \$159,620. The program provides payment for 80% (\$127,696) of each vehicle. We are required to find funding for the remaining 20% (\$31,924). Approved vans are for a 6 or 10 seater with 2 wheelchair positions.						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Arc of Maui County

Contracts Total: 127,696

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	State of Hawaii Section 5310 Program	4/3/2018	Dept. of Transportation	US	127,696
2	Grant No. HI-2016-006-00				
3	***Please note, DOT is behind in procurement				
4	of vehicles. Estimated procurement for the				
5	approved vehicles are mid to late 2020.				
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Final				
ARC OF MAUI COUNTY: OPERATING BUDGET - FISCAL YEAR 07/01/2019 to 06/30/2020				
Budget # 2 "Actual" means	1	2	3	
10 months actual PLUS	ORIGINAL	ACTUAL	PROPOSED	Notes
2 months projected				
	7/18-6/19	7/18-6/19	7/19 - 6/20	
INCOME				
DD/MR Waiver	2,461,401	2,853,723	2,769,723	PA and CLS services for Lahaina clients receiving Res Hab services have been reduced for an average decrease of \$84,000. Additional reductions are anticipated for other Res Hab clients. Budget revision will be made when these reductions occur. Additional services are however becoming available to waiver clients with DCP (Discovery and Career Planning). Budget revision will be made when these services become available.
DD/MR Waiver	425,199	0	0	Res Hab Income for 2019 and 2020 have been included in previous line.
ICF Program	1,897,750	1,921,406	1,921,406	Actual PPS increase for 2019 included in col 2
ICF Program PPS Increase	53,137	0	59,075	3% PPS increase for 2020
Social Security				
Cost Share (ICF)	74,373	84,190	85,031	2% expected increase in 01/20
Cost Share (Waiver)	10,199	10,434	10,434	no expected increase
Social Security/SSI	114,613	134,431	138,129	2% expected increase for SS in 01/20 1% expected increase for SSI in 01/20
Rental Income				
HUD Tenant Assistance	266,222	271,072	272,851	OCAF Rate increase of 3.2% in 2020
Kihei Rent Increase	0	0	20,330	Gross rent increase from \$1,272 to \$1,700 per client per month starting September 19, 2019 (9-1/2 months)
Client Rent	69,580	67,856	69,214	Benefit increase - increase in income from SS = lower tenant assistance = higher rent
140 North Market Street Rent	0	45,128	83,467	\$3,102.92 forecasted at 12 months for Vein \$7,705.40 forecasted at 6 months for Business Insurance
Grants				
Hotel Charity Walk	3,281	1,466	5,000	Higher target in 2020
HCF for Polly Smith	500	0	0	No contribution received in 2019
Friendly Isle United Fund	1,500	1,500	1,500	Yearly Molokai Grant
Ohana Fuels	0	4,926	5,000	Projected fundraising
Affordable Housing	108,003	105,399	0	Recouped in 2019 for PV systems)
Weinberg Foundation	19,157	0	0	No request submitted
Safeway Foundation	0	10,000	0	No request submitted
Grants In Aid (DOH)	92,000	45,587	0	Grant closed in 05/19
Vocational Program	8,268	5,172	3,000	no vending cart activities due to new location
Fundraising	1,745	1,739	1,913	target of 10% increase
Int, Div & Investments	6,505	6,921	3,500	Lower CDs
Investments	10,000	10,000	10,000	investment of \$500,000 in ASB SecureFore5
Cont. Donations and Miscellaneous	960	2,294	2,294	consistent with previous year
TOTAL INCOME	5,624,393	5,583,244	5,461,867	
EXPENSES				
Salaries	251,619	264,869	277,868.61	\$8,000 for Director of Operations (4 mos covered in 2019 from March to June); \$5,000 for re-structure of Waiver administration
1% Salary Increases	2,516	0	2,779	1% salary increase in 2019 was incorporated under actual (col 2); another 1% projected in FY 2020

Payroll	2,891,634	2,791,287	2,791,287	No change; budget will be revised when programs acquire additional services
1% Payroll Increases	28,916	0	27,913	1% payroll increase was incorporated under actual (col 2); another 1% projected in FY 2019
Upgrade of base pay to \$12.25	10,000	0	0	Already implemented in 01/19
FICA	243,628	233,341	237,138	7.65% of gross payroll
SUTA	12,771	11,920	18,599	rate increase from .41% to .60% due to increase in annual payroll
W/C	64,000	62,085	62,085	No change
TDI	16,000	15,049	15,049	No change
Health Care	576,000	536,183	576,000	Estimated \$600 for average 80 members
Life Insurance	8,891	9,066	9,066	No change
Retirement	60,000	71,872	72,000	Average \$6,000 per month - up to 5% match
Insurances	38,980	39,942	42,000	Property coverage for North Market Street (\$3,750)
Staff Training	3,996	11,000	2,000	13,000 total - 11,000 funded by GIA in 2019
Relias Training	5,400	5,778	5,778	Enhanced Package
Staff Incentives	15,000	14,635	15,000	JPRs and New hire referrals
Christmas Bonus	9,200	7,760	8,000	Christmas Bonus
Executive Incentives	28,219	25,625	26,906	5% increase
Taxes, Licenses & Permits	6,779	7,312	7,459	2% increase
Real Estate Taxes	2,086	6,909	10,250	5 residential homes and 1 commercial building, \$7,500 annual tax for 140 North Market. Budget will be revised if the County gives the non profit exemption
				2019 increase was due to property taxes for the new location
Fire Protection	1,321	1,035	1,035	no change
Pest Control	982	3,444	2,700	2019 increase from budget to actual was due to a rate increase effective the third quarter and bed bug problems with Malaihi. 2020 rates = \$675 per quarter for 5 homes
Office Rent	37,296	25,670	0	Move to new building
Storage	1,284	963	0	Move to new building
Audit	26,042	26,510	26,510	Per engagement letter for 2020; no change from 2019
				Nancy prepares form 990s
Office Supplies	24,047	32,622	24,000	2019 had an increase of \$8,575; goal for 2020 is to reduce spending
Prog Supplies & Activities	45,572	32,498	33,000	25,000 - prog supplies; 8,000 - prog services
Postage	1,672	1,130	1,130	No change
Telephone and Internet	11,263	9,483	10,000	4,500 - internet; 5,500 - telephone
Vocational Wages	7,272	3,482	3,000	No vending cart program from the move to 140 NM
Vocational Expenses	3,528	2,449	2,000	No vending cart program from the move to 140 NM
Cleaning	4,849	6,214	13,500	Increase needed for cleaning of North Market and lawn care for North Market, Kihei, Mana and Kanaloa (additional \$500 per month)
Home Repairs	30,957	39,158	40,000	5 residential homes and 1 commercial building,
Utilities (Electricity and Water)	49,092	57,332	58,500	50,000 electricity
				8,500 water
Garbage Disposal	9,368	11,127	9,000	2019 increase came from a change of service in Malaihi plus 4 months of 140 North Market Street. 2020 decrease is due to approved non-profit service discount
Vehicle Maintenance	15,000	19,473	20,900	13,900 repairs
				5,000 registration
				2,000 maintenance
Gas and Mileage				
Gasoline	17,803	17,274	17,274	no change
Mileage	65,719	59,012	60,000	Continued goal to control mileage
Client Personal Allowance	17,975	17,417	17,500	No change
Advertisement	500	142	200	No change
Administrative	1,420	5,879	3,000	\$2,600 of 2019 expense was from the move to the new location
Food Allowance	148,015	136,236	133,600	Per week allowance - Lahaina (\$500), Kihei (\$550), Mana (\$600), Kanaloa (\$500), Malaihi (\$400) plus \$1,000 for additional requirements
Client Rent	69,580	67,856	67,856	No change
Consultants	48,432	48,301	50,716	5% increase
Pro Service Fees	120,000	79,761	96,000	There was a 2-month discount in 2019; no expected

				discount in 2020
Contributions and Membership	7,640	10,662	11,000	ARC National (\$5,500); MAS 90 Accounting (\$2,291), Real Page for HUD (\$2,538), The Maui News (\$233) and Amazon (\$100)
Legal	2,500	100	100	No material legal fees anticipated
Travel/Air	3,000	5,008	3,000	Reduction - the increase in travel in 2019 was funded by the GIA grant for Behavioral Analyst
Shipping and Handling	500	50	100	Reduction
Conferences and Meetings	1,998	1,890	1,900	No change
Finance Charges	2,151	1,076	1,184	10% increase
Depreciation	76,898	120,884	181,584	2020 increase is due to additional vehicles and an annual depreciation for North Market Street of \$58,200; this material unfunded expense will increase our cash balance
New vans	15,000	0	0	Already included in previous line
Moving	0	8,334	0	One time expense in 2019
Special Projects:				
Molokai Prog Serv - Friendly Isle	1,500	1,500	1,500	Friendly Isle
Home Renovations - Affordable Hou	108,003	105,399	0	Affordable Housing
Program Services	19,157	0	0	Weinberg Foundation
Program Services - GIA	92,000	45,587	0	Grants In Aid (Department of Health)
TOTAL EXPENDITURES	5,364,971	5,119,592	5,098,966	
Balance	259,422	463,652	362,901	
				Actual balance for 2019 will be more than projected mainly due to increased waiver services
New monies for 2020				
ICF PPS Increase	59,075			
Gross Rent Increase-Kihei	25,680			
North Market Rental	72,387			
Total	157,142			

**Balance Sheet
As of 12/31/2019**

ARC OF MAUI COUNTY (ARC)

ASSETS

CASH

1110-01	PEX CARD ARRISA MOLINA	\$	100.00	
1111-01	PEX CARD--GLORIA CHEE	\$	100.00	
1113-01	PEX CARD - MAIN	\$	86.80	
1114-01	PEX CARD - VALERIS SLY	\$	200.00	
1115-01	PEX CARD - SAM CHARLES	\$	300.00	
1116-01	PEX CARD - RON HOVIOUS	\$	399.71	
1117-01	PEX CARD - SUZIE HOLTZMAN	\$	100.00	
1120-02	PEX CARD- JILL KOLLIST	\$	100.00	
1120-04	PEX CARD - GREG SHEPHARD	\$	100.00	
1120-05	PEX CARD - STEPHANIE KEALOHA	\$	100.00	
1121-01	CHECKING - SPECIAL ACCOUNT	\$	900.78	
1122-01	AMERICAN SAVINGS BANK - VOCATIONAL ACCOUNT	\$	33,579.96	
1125-14	PETTY CASH (VENDING) - VOCATIONAL	\$	25.00	
1126-01	AMERICAN SAVINGS CHECKING ACCOUNT (SPECIAL)	\$	543,049.81	
1127-01	MUTUAL OF AMERICA INSTITUTIONAL FUND	\$	2,712.90	
1129-01	CLIENT ALLOWANCE ACCOUNT	\$	17,685.24	
1131-01	AMERICAN SAVINGS BANK CHECKING (NEW)	\$	25,237.88	
1133-01	BIZ TIERED SAVINGS	\$	50,010.99	
1164-01	FRANK FREDA CLIENT NEEDS ACCOUNT	\$	347.77	
1165-01	SAFeway-GIFT CARD ADVANCE	\$	937.57	
1166-01	COSTCO- GAS CARD	\$	28.66	
1185-01	WAILUKU FEDERAL CU - CD - (2 YEARS)	\$	251,776.76	
1186-01	WAILUKU FEDERAL CU - SAVINGS	\$	51.22	
1188-01	VALLEY ISLE COMMUNITY FCU - SAVINGS	\$	50.58	
1191-30	RESERVE FOR REPLACEMENTS-LAHAINA HUD	\$	55,034.43	
1191-40	RESERVE FOR REPLACEMENTS-KIHEI HUD	\$	7,330.97	
1191-50	RESERVE FOR REPLACEMENTS-MANA HUD	\$	9,658.83	
1191-60	RESERVE FOR REPLACEMENTS-KANALOA HUD	\$	4,502.16	
1193-01	HI USA FCU - SAVINGS	\$	106.62	
1197-01	MAUI FEDERAL CREDIT UNION - SAVINGS	\$	41,448.77	
1207-01	FIXED ANNUITY - GLOBAL SECURITIES - 3 YR	\$	260,100.00	
1208-01	FIXED ANNUITY - GLOBAL SECURITIES - 3 YR	\$	260,100.00	
	Total CASH:			\$ 1,566,263.41

ACCOUNTS RECEIVABLE

1205-01	A/R - ARC OF MAUI COUNTY MOL RES FOR CDBG	\$	78.08	
1205-15	A/R - ARC OF MAUI COUNTY MOL RES CDBG	\$	58.05	
1212-15	A/R- HALE MANALOA	\$	139,560.37	
1225-01	A/R-MISCELLANEOUS	\$	33,114.29	
1250-14	A/R:VOCATIONAL FUND	\$	36.95	
1291-01	A/R-ACS	\$	213,067.65	
1292-01	A/R-DOH FOR WAIVER SERVICES	\$	316,221.45	
1693-01	ALLOWANCE FOR DOUBTFUL ACCOUNTS	\$	-1,945.52	
	Total ACCOUNTS RECEIVABLE:			\$ 700,191.32

OTHER CURRENT ASSETS

1320-01	PREPAID INSURANCE	\$	14,707.62	
1325-01	PREPAID EXPENSES	\$	11,796.73	
1612-01	LAND - 140 NORTH MARKET STREET	\$	400,000.00	
1628-94	IMPROVEMENTS - 140 NORTH MARKET STREET:140 NORTH	\$	34,103.36	
1629-01	FIXED ANNUITY - 3 YEARS	\$	100,000.00	
1670-01	SECURITY DEPOSIT	\$	4,702.69	

**Balance Sheet
As of 12/31/2019**

ARC OF MAUI COUNTY (ARC)

		\$	565,310.40
Total OTHER CURRENT ASSETS:			
FIXED ASSETS			
1530-02	OFFICE EQUIPMENT	\$	1,022.72
1610-01	LAND	\$	212,133.00
1611-01	LAND (MALAIHI)	\$	104,160.00
1621-01	IMPROVEMENTS	\$	247,995.80
1625-01	HALE 'O EKOLU	\$	609,214.60
1627-01	140 NORTH MARKET STREET	\$	1,100,000.00
1630-01	OFFICE EQUIPMENT	\$	61,225.64
1631-01	OFFICE EQUIPMENT-PICL	\$	1,989.45
1635-01	EQUIPMENT	\$	26,683.28
1650-01	FURNITURE AND EQUIPMENT	\$	57,663.43
1669-13	BATTERY BACKUPS:HALE 'O EKOLU	\$	33,871.27
1669-81	BATTERY BACKUPS:DOM-LAH	\$	23,819.60
1669-83	BATTERY BACKUPS:ICMAN	\$	40,134.39
1669-84	BATTERY BACKUPS:ICFKA	\$	40,134.39
1669-92	BATTERY BACKUPS:ICKIH	\$	43,257.62
1671-13	PHOTOVOLTAIC SYSTEM-MALAIHI DOM	\$	29,952.91
1671-30	PHOTOVOLTAIC SYSTEM - LAHAINA	\$	26,123.53
1671-40	PHOTOVOLTAIC SYSTEM-KIHEI	\$	33,740.88
1671-50	PHOTOVOLTAIC SYSTEM-MANA	\$	66,861.33
1671-60	PHOTOVOLTAIC SYSTEM-KANALOA	\$	54,777.35
1672-02	FIRE SAFETY SYSTEM:REG	\$	809.84
1672-40	FIRE SAFETY SYSTEM:KIHEI HUD	\$	18,509.17
1672-50	FIRE SAFETY SYSTEM:MANA HUD	\$	18,509.16
1672-60	FIRE SAFETY SYSTEM:KANALOA HUD	\$	18,509.17
1672-83	FIRE SAFETY SYSTEM:ICMAN	\$	24,406.83
1672-84	FIRE SAFETY SYSTEM:ICFKA	\$	24,407.83
1672-92	FIRE SAFETY SYSTEM:ICKIH	\$	24,407.84
1673-01	2007 TOYOTA SIENNA-HANA	\$	20,660.91
1674-01	GENERATORS	\$	6,220.80
1675-01	SOLAR WATER HEATING SYSTEM (MALAIHI)	\$	6,354.13
1678-01	2007 FORD VAN - KIHEI	\$	58,855.00
1679-01	2007 VAN-MANA	\$	58,855.00
1680-01	2013 MV-1	\$	58,512.00
1681-01	2010 TOYOTA SIENNA	\$	24,900.78
1682-01	1994 FORD COLLINS	\$	7,900.00
1688-01	2011 CHEVY IMPALA	\$	3,976.13
1700-01	2007 CHEVY UPLANDER	\$	6,999.00
1702-01	2007 CHEVROLET UPLANDER	\$	4,212.38
1704-01	2018 FORD TRANSIT (2012 DOT 20%)	\$	64,215.00
1705-01	2018 FORD TRANSIT (LONG FDN AND ARC)	\$	84,878.46
1706-01	2016 FORD TRANSIT (2013 GRANT)	\$	130,630.96
1800-01	BUILDING	\$	918,975.00
1805-01	ACCUMULATED DEPRECIATION	\$	-1,463,352.97
	Total FIXED ASSETS:		<u>\$ 2,937,113.61</u>
	Total ASSETS:		<u><u>\$ 5,768,878.74</u></u>
LIABILITIES			
CURRENT LIABILITIES			
2100-01	ACCRUED PAYROLL	\$	126,522.46
2101-01	ACCRUED VACATION	\$	166,521.13
2110-01	ACCOUNTS PAYABLE	\$	22,468.44

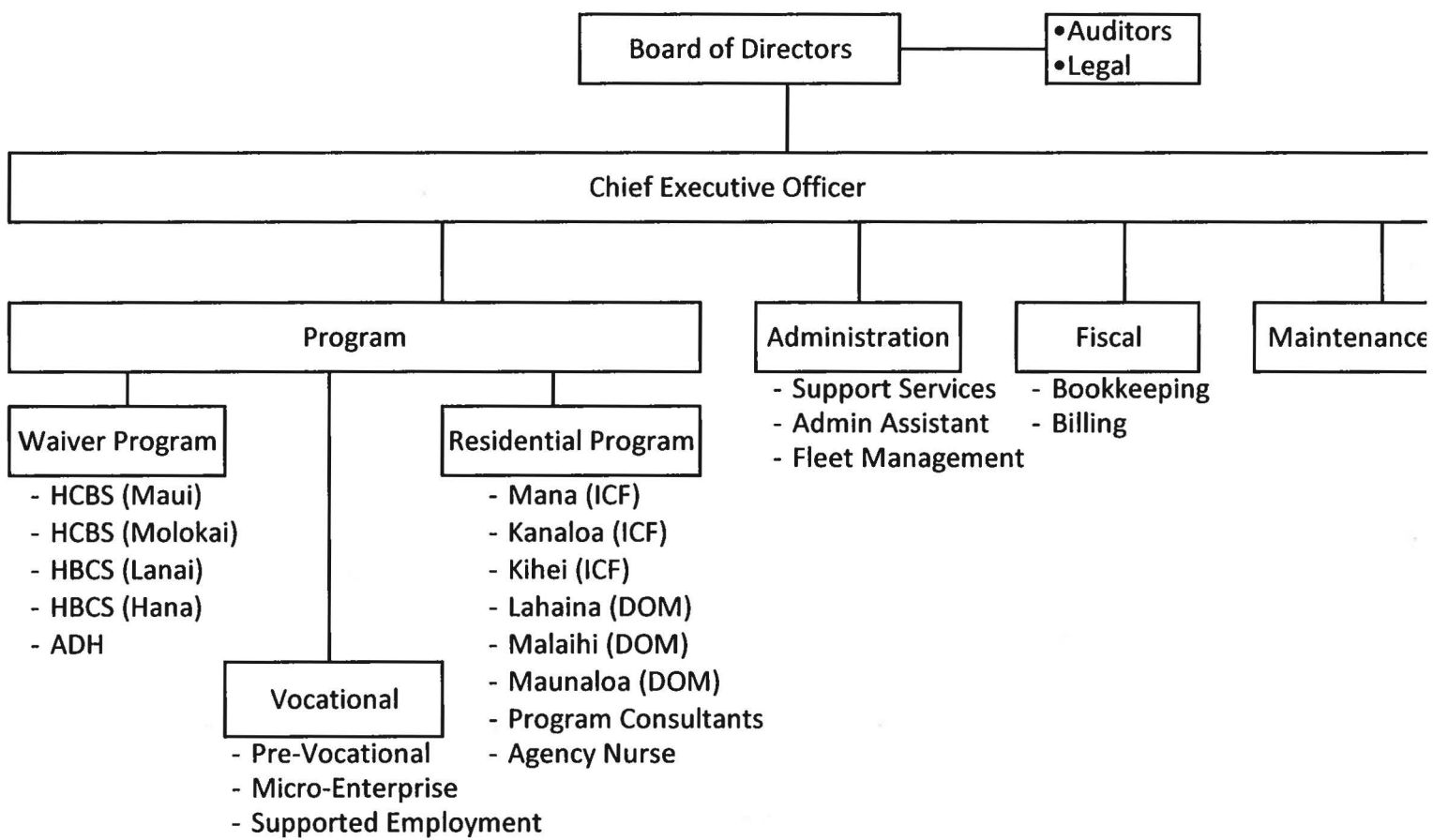
Balance Sheet
As of 12/31/2019

ARC OF MAUI COUNTY (ARC)

CURRENT LIABILITIES		(Continued)	
2110-15	ACCOUNTS PAYABLE	\$	0.20
2126-01	OTHER PAYROLL ACTIVITIES	\$	325.94
2138-01	A/P-CLIENT ALLOWANCE ACCOUNT	\$	32.00
2150-01	MUTUAL OF AMERICA	\$	-0.01
2151-01	AFLAC INSURANCE	\$	-151.68
	Total CURRENT LIABILITIES:		\$ 315,718.48
	Total LIABILITIES:		\$ 315,718.48
EQUITY			
3130-01	PROJECT EQUITY	\$	255,356.09
3132-01	TEMPORARILY RESTRICTED EQUITY	\$	8,853.00
3136-01	EQUITY	\$	15,871.86
3200-01	Retained Earnings-Current Year	\$	636,997.39
3200-01	RETAINED EARNINGS - PRIOR	\$	3,920,738.40
3201-01	PROJECT EQUITY-PRIOR	\$	-129,885.55
3202-01	UNRESTRICTED NET ASSETS	\$	745,296.00
	Total EQUITY:		\$ 5,453,227.19
	Total LIABILITIES & EQUITY:		\$ 5,768,945.67



2020 Organizational Chart





STATE OF HAWAII
DEPARTMENT OF HEALTH

Attachment #11

LICENSE

THE ARC OF MAUI, INC. is hereby granted a license to operate an
Intermediate Care Facility for Individuals with Intellectual Disabilities (HALE KANALOA)
at 450 B Kanaloa Avenue, Kahului, Hawaii 96732
with a capacity of 5 beds. This license is valid for One Year
ending February 29, 2020 unless revoked for just cause.

This license is granted in accordance with provisions of the State Public Health laws and regulations.

Effective Date: March 1, 2019

Director of Health

Date Issued: February 28, 2019

By Theresa S. Mitchell, RN, MN
Office of Health Care Assurance

OHCA # IMR-38
License is not transferable.

Waiver: Construction Requirements
11-99-7(lc)



STATE OF HAWAII
DEPARTMENT OF HEALTH

Attachment #11

LICENSE

THE ARC OF MAUI, INC.

is hereby granted a license to operate an

Intermediate Care Facility for Individuals with Intellectual Disabilities (HALE KIHAI)

at 179 Hale Kai Street, Kihei, Hawaii 96753

with a capacity of 5 beds. This license is valid for One Year

ending March 31, 2020 unless revoked for just cause.

This license is granted in accordance with provisions of the State Public Health laws and regulations.

Effective Date: April 1, 2019

Director of Health

Date Issued: March 28, 2019

By

Thomas G. Mitchell, MD, MPH

Office of Health Care Assurance

OHCA # IMR-36

License is not transferable.



STATE OF HAWAII
DEPARTMENT OF HEALTH
LICENSE

Attachment #11

THE ARC OF MAUI

is hereby granted a license to operate a

DEVELOPMENTAL DISABILITIES DOMICILIARY HOME (HALE LAHAINA)

at 5220 KOHI STREET, LAHAINA, HAWAII

with a capacity of 5 beds. This license is valid for ONE YEAR

ending NOVEMBER 30, 2020 unless revoked for just cause.

This license is granted in accordance with provisions of the state public health laws and regulations.

Effective Date: DECEMBER 1, 2019

Director of Health

Date Issued: NOVEMBER 18, 2019

By


Office of Health Care Assurance

OHCA#50-D

Establish Date: 9/18/95

- > Post in a conspicuous place.
- > License is not transferable.
- > License shall be surrendered upon a suspension or revocation

AMBULATORY ONLY



STATE OF HAWAII
DEPARTMENT OF HEALTH
LICENSE

ARC OF MAUI COUNTY is hereby granted a license to operate a
DEVELOPMENTAL DISABILITIES DOMICILIARY HOME (HALE MALAIHI)

at 770 MALAIHI ROAD, WAILUKU, HAWAII

with a capacity of 4 beds. This license is valid for ONE YEAR

ending MAY 31, 2020 unless revoked for just cause.

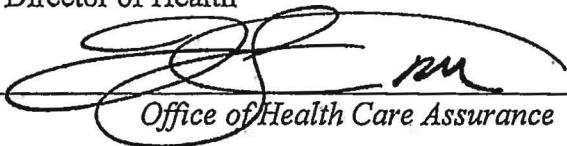
This license is granted in accordance with provisions of the state public health laws and regulations.

Effective Date: JUNE 1, 2019

Director of Health

Date Issued: MAY 28, 2019

By


Office of Health Care Assurance

OHCA#97-D

Establish Date: 6/24/16

- Post in a conspicuous place.
- License is not transferable.
- License shall be surrendered upon a suspension or revocation

FULLY AMBULATORY ONLY
(BEDROOMS #3 AND #4)
AMBULATORY ONLY (BEDROOMS #1 AND #2)
APPROVED FOR TWO (2) WHEELCHAIR RESIDENTS
(BEDROOMS #1 AND #2)



STATE OF HAWAII
DEPARTMENT OF HEALTH

Attachment #11

LICENSE

THE ARC OF MAUI, INC. _____ is hereby granted a license to operate an
Intermediate Care Facility for Individuals with Intellectual Disabilities
(MANA OLA NA KEANUENUE)
at _____ 450 Kanaloa Avenue, Kahului, Hawaii 96732
with a capacity of 5 beds. This license is valid for One Year
ending May 31, 2020 unless revoked for just cause.

This license is granted in accordance with provisions of the State Public Health laws and regulations.

Effective Date: June 1, 2019
Date Issued: May 10, 2019

Director of Health
By *Terrence J. Mitchell, RPH/MSW*
Office of Health Care Assurance

OHCA # IMR-37
License is not transferable.



STATE OF HAWAII
DEPARTMENT OF HEALTH
LICENSE

ARC OF MAUI COUNTY – MOLOKAI RESIDENCE is hereby granted a license to operate a
DEVELOPMENTAL DISABILITIES DOMICILIARY HOME (HALE MAUNALOA)

at 24 HOALUA STREET, MAUNALOA, HAWAII

with a capacity of 5 beds. This license is valid for ONE YEAR

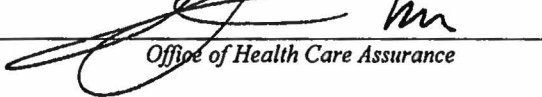
ending JANUARY 31, 2020 unless revoked for just cause.

This license is granted in accordance with provisions of the state public health laws and regulations.

Effective Date: FEBRUARY 1, 2019

Director of Health

Date Issued: DECEMBER 6, 2018

By 
Office of Health Care Assurance

OHCA#93-D

Establish Date: 2/5/15

- > Post in a conspicuous place.
- > License is not transferable.
- > License shall be surrendered upon a suspension or revocation

FULLY AMBULATORY ONLY
(BEDROOMS #3, #4 AND #5)
AMBULATORY ONLY (BEDROOMS #1 AND #2)
APPROVED FOR TWO (2) WHEELCHAIR RESIDENTS
(BEDROOMS #1 AND #2)