

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
 - b) Personnel salaries and wages
 - c) Equipment and motor vehicles
 - d) Capital project details
 - e) Government contracts, grants, and grants in aid
- 7) Experience and Capability
- 8) Personnel: Project Organization and Staffing



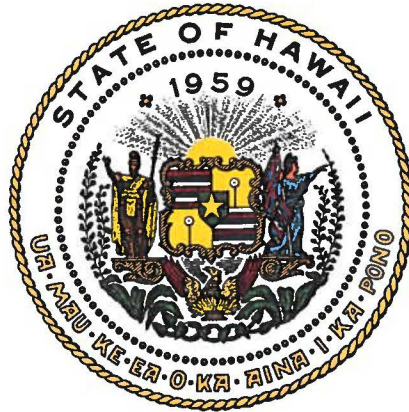
AUTHORIZED SIGNATURE

Kathie Ann Awaya/Executive Director

PRINT NAME AND TITLE

January 17, 2020

DATE



Department of Commerce and Consumer Affairs

CERTIFICATE OF GOOD STANDING

I, the undersigned Director of Commerce and Consumer Affairs of the State of Hawaii, do hereby certify that

EDUCATIONAL SERVICES HAWAII FOUNDATION

was incorporated under the laws of Hawaii on 05/10/2004 ; 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 17, 2020

Director of Commerce and Consumer Affairs



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

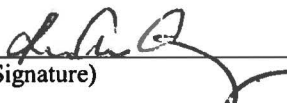
The undersigned authorized representative of the applicant certifies the following:

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

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

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

Educational Services Hawaii Foundation
(Typed Name of Individual or Organization)


(Signature)

January 17, 2020
(Date)

Kathie Ann Awaya
(Typed Name)

Executive Director
(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, 2019.

Attached

2. Declaration Statement

The applicant shall submit a declaration statement affirming its compliance with Section 42F-103, Hawaii Revised Statutes.

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.

This grant will be used for the public purpose pursuant to Section 42F-102, Hawaii Revised Statutes.

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;

EPIC Foundation is a non-profit corporation, committed to improving educational outcomes for all learners. Established in 2004, EPIC is singular in its purpose, and that is to ensure that all children, youth and young adults have equal access to a quality education that opens doors to a purposeful future. Services include instruction in all academic areas, out of school time programs, educational mentoring and advocacy with outcomes focused on enhancing those attitudes, attributes, and perceptions that result in improving academic skills, graduation rates, and paving successful transitions to post high opportunities. While services are offered to all learners within our communities, a

strong emphasis is placed on outreach to special populations of learners including those in foster, kith or kinship care, those incarcerated at the HYCF, Native Hawaiian youth, and youth who are experiencing difficulties in the traditional school system. In FY2019 services were provided to 1,017 children and youth, 92% of whom are youth currently or formerly in foster, kith or kinship care and educationally disengaged or who fall within the federal Poverty guidelines. At EPIC Foundation, while our focus is on education and our outcomes are measured by academically related criterion, we embrace the philosophy that learning occurs most joyfully and successfully within the context of recognizing, nurturing and cultivating the child's social/emotional and cultural needs in safe, engaging, and responsive learning environments.

2. The goals and objectives related to the request;

The goals and objectives to be met with the acquisition and installation of two refurbished container classrooms are:

1. The improvement of the learning environment for our students. The enclosed spaces minimize noise and distraction and allow for energy efficient cooling options. A positive learning environment is essential to students' ability to learn.
2. Increased student enrollment as a result of more functional usage of space rather than one large open area.
3. Respect for the Island environment by reusing and repurposing for a sustainable future. The container classrooms are modular, mobile and transformative—conducive to a variety of uses-- and can be taken with us to any future locations, thereby reducing waste that would further add to our landfills.

3. The public purpose and need to be served;

The public purpose of the acquisition and installation of two refurbished container classrooms are the increased number of students to be served, and the enhanced quality of our educational programs resulting from the improvement to the learning environment.

4. Describe the target population to be served;

Although our programs are available to all students ages 4 through college age, a strong emphasis is placed on outreach to special populations of learners including those in foster, kith or kinship care, those incarcerated at the HYCF, Native Hawaiian youth, and youth who are experiencing difficulties in the traditional school system. Family engagement activities are also provided.

5. Describe the geographic coverage;

Services are available to students Island wide. When available, transportation to our Learning Center is provided by our staff and/or the staff of other organizations that serve children.

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

We have already consulted with three companies on Oahu. We project that the two refurbished container classrooms can be selected, customized to our specifications, delivered, and be ready for usage with a 90 day period.

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

Kathie Awaya, Executive Director, will be in charge of the Project. She has been the Executive Director since 2004 and has been responsible for all contract negotiations and property management. Three estimates along with diagrams and specifications of the finalized designs will be obtained and presented to the Board of Directors for review and final selection. ED will be responsible for making all arrangements with the selected provider and ensuring the quality of the product and the successful delivery and installation.

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.

Benchmarks to measure the effectiveness of the progress made, to be reported to the State agency as requested:

1. Within two weeks receive and review plans and estimates from three companies.

2. Within two weeks present plans and estimates to the Board of Directors and make selection.
3. Work closely with the selected company and within three weeks inspect and approve the constructed refurbished container classrooms and make arrangements for delivery and installation.
4. Within two weeks oversee the delivery and installation.
5. By the end of the 90 day timeline have the two classrooms ready for usage by our students.

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](#))

Attached.

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

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
28,000				

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

Not applicable

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

Not applicable.

5. The applicant shall provide a listing of all federal, state, and county government contracts, grants, and grants in aid it has been granted within the prior three years and will be receiving for fiscal year 2021 for program funding.

Not applicable.

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

Balance of unrestricted assets: \$10, 500.00

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.

The EPIC Foundation has been in operation for nearly 16 years with Kathie Awaya as the Executive Director since its inception to the present. Since 2004 to the present the physical facilities and program services have expanded greatly. From a single 600 square foot site in Honolulu from 2004 to the present, we have extended our programs to the Central and Leeward areas through a 7000 square foot learning center in Waipio, a Learning Center on Hawaii Island as well as satellite sites at several locations in collaboration with community resources and organizations.

The Executive Director with the support and assistance of the Board of Directors has provided leadership in the following:

Planned, obtained estimates, and oversaw the demolition of walls to create a larger meeting space.

Planned, obtained estimates and oversaw the installation of six air conditioner units.

Researched, planned and obtained estimates and oversaw the construction and installation of ADA required ramps and equipment.

Obtained estimates and oversaw the rewiring of electrical lines in a leased property.

2. Facilities

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

The facility is located at 94-344 Ukee Street in the Waipio area. We have been at this location only since November 2019. It is a partially built out 6220 square foot warehouse with the high ceilings typical of a warehouse.. There is a mezzanine with

three air conditioned office spaces. The first floor where our educational programs are convened is one large open space. This facility was selected for its spaciousness and the potential it offers to build our programs and capacity as part of our strategic planning. In addition to academic and enrichment activities, the large open space is conducive to allowing for physical activity and play, this latter being equally important as our academic programming in the development of the whole child.

We have used partitions and dividers to create smaller learning spaces for the students and to separate the "classroom" areas from the play/physical activity areas.

The refurbished container classrooms will fit perfectly into this space, serving both as a divider of the two areas as well as contained classroom areas. Also because air conditioning the entire warehouse—which can get very hot-- is neither cost or energy efficient, air conditioning the container classrooms will be a much more viable option.

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.

Kathie Awaya, the Executive Director, with Board of Directors overview and confirmation, will oversee the proposed project.

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.

Attached

3. Compensation

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

Executive Director 1FTE: \$63,900.00
Project Director 1FTE: \$57,300.00
Project Director: .75FTE: \$45,635.00

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.

No pending litigation or outstanding judgements.

2. Licensure or Accreditation

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

Not Applicable.

3. Private Educational Institutions

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

Not Applicable

4. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 2020-21 the activity funded by the grant if the grant of this application is:

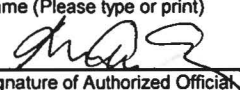
- (a) Received by the applicant for fiscal year 2020-21, but
- (b) Not received by the applicant thereafter.

Not applicable. Project will be completed within the first quarter of the fiscal year 2020-21.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2020 to June 30, 2021

Applicant: Educational Services Hawaii Foundation

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	NA			
1. Salaries				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST	NA			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	NA			
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
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20				
TOTAL OTHER CURRENT EXPENSES	NA			
C. EQUIPMENT PURCHASES	NA			
D. MOTOR VEHICLE PURCHASES	NA			
E. CAPITAL	28,000			
TOTAL (A+B+C+D+E)	28,000			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	0	Kathie Ann Awaya 808-9556100		
(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		Kathie Ann Awaya/Executive Director		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2020 to June 30, 2021

Applicant: Educational Services Hawaii Foundation

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 (Container classrooms)			28000			
TOTAL:			28,000			
JUSTIFICATION/COMMENTS:						

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BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2020 to June 30, 2021

Applicant: Educational Services Hawaii Foundatior

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Refurbished container classrooms	2.00	\$14,000.00	\$ 28,000.00	28000
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:	2		\$ 28,000.00	28,000

JUSTIFICATION/COMMENTS The refurbished container classrooms will include windows and doors, finished interior walls and flooring and

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

JUSTIFICATION/COMMENTS:

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GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Educational Services Hawaii Foundation

Contracts Total: 1,694,990

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	Educational Programs for Youth in Foster, Kith, or Kinship Care	October 2017-September 2020	United States Department of Education	United States	1,345,070
2	Educational Advocacy for Youth in the Custody of the State of Hawaii	July 2017-June 2021	Hawaii State Department of Education	State of Hawaii	349,920
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EPIC Foundation Organizational Chart

