

**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:

Susannah Wesley Community Center

Amount of State Funds Requested: \$ 125,000.00

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

Susannah Wesley Community Center requests \$125,000.00 in state Grant-in-Aid funds to develop a Volunteer Services & Community Engagement Program and to support basic custodial and maintenance care of the Center. Funding will support the long term plan of increasing private support (and reducing reliance on government funding) through volunteerism and community engagement.

Amount of Other Funds Available:

State:                      \$ \_\_\_\_\_

Federal:                      \$ \_\_\_\_\_

County:                      \$ \_\_\_\_\_

Private/Other: \$ 100,000

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

\$ None (specific to this effort)

Unrestricted Assets:

\$ 1,649,909

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:

1117 Kaili Street

City:

Honolulu

State:

Hawaii

Zip:

96819

**Contact Person for Matters Involving this Application**

Name:  
Joni N. Chun

Title:  
Executive Director

Email:  
jchun@susannahwesley.org

Phone:  
(808) 440-5818

Federal Tax ID#:

██████████

State Tax ID#

██████████



Authorized Signature

Joni N. Chun, Executive Director

Name and Title

1/16/2020

Date Signed

**received**  
1/17/2020 <sup>20</sup>

10:52 am



January 17, 2020

Senate Committee on Ways and Means  
State Capitol, Room 208  
Honolulu, HI 96813  
Attn: GIA

RE: FY2021 Grant-In-Aid Application

Dear Senate Committee on Ways and Means,

Enclosed is the original Grant-In-Aid application for FY2021 (July 1, 2020 to June 30, 2021) for the Susannah Wesley Community Center to develop a Volunteer Services & Community Engagement Program and to enhance custodial/maintenance services for our facility.

Please call or email me at 440-5818 or [jchun@susannahwesley.org](mailto:jchun@susannahwesley.org) if you have any questions. Thank you for your consideration of this request.

Sincerely,

Joni N. Chun  
Executive Director

Confirmation of Application Receipt:

---

Date	Time	By: Name & Signature
------	------	----------------------



# **State Grant-In-Aid Application FY2021**

**January 17, 2020**

## 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

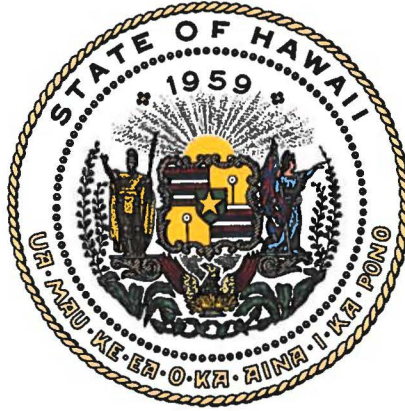
JONI N. CHUN, EXECUTIVE DIRECTOR

PRINT NAME AND TITLE

JANUARY 16, 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

**SUSANNAH WESLEY COMMUNITY CENTER**

was incorporated under the laws of Hawaii on 02/14/1968 ; 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 14, 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.

Susannah Wesley Community Center  
(Typed Name of Individual or Organization)

  
(Signature)

January 16, 2020  
(Date)

Joni N. Chun  
(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.

See attached Certificate of Good Standing for Susannah Wesley Community Center.

#### **2. Declaration Statement**

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

See attached Declaration Statement affirming compliance with Section 42F-103, Hawaii Revised Statutes.

#### **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](#))

If funded, this grant will be used for a 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;

### ***Our History:***

The Susannah Wesley Community Center (SWCC) is a non-profit organization that has a mission of serving as a beacon of hope, where individuals and families gather to celebrate their self-worth and embrace opportunities for achieving their dreams. SWCC has been serving the community since 1899 when, what is now known as the United Methodist Church, sent missionary Ella Holbrook to Hawaii to reach out to Japanese and Korean immigrant plantation workers in Waipahu, teaching English and sewing.

A succession of female missionaries established a home for girls who were orphaned, abandoned or whose parents were unable to care for them. This home was named the Susannah Wesley Home in honor of the mother of the Methodist Movement founder, John Wesley.

The Susannah Wesley Home housed over a 100 girls at a time for nearly four decades, providing a loving, learning environment that enabled girls to grow up to become independent, responsible, contributing adults. The mother of late Senator Daniel Inouye was a Susie girl.

### ***Our Current Services & Value to Community:***

When the need for orphanages decreased, the Home was transformed into the Susannah Wesley Community Center, a multi-purpose, human services organization. Today, located in the heart of Kalihi, we provide youth services (truancy prevention, enrichment activities), education opportunities to earn high school equivalency, comprehensive intensive services to victims of human trafficking and emergency food assistance.

The Center serves as a gathering place for not only for youth, families and adults in our programs, but also for over 50 community and non-profit groups such as Keiki O Ka Aina, Kalihi Business Association, 'Young Once' ladies dance group, Hawaii Lions Foundation, Pan-Pacific & Southeast Asian Women's Association, Classic Bonsai Club, Na Alii Special Olympics Club, the Hawaii Historical Bottle Collector's Club, and numerous support groups (AA/NA), just to name a few. Our Center is also a special place where people from the community come to celebrate milestones such as birthdays, graduations and anniversaries. It is truly an honor to serve as the gathering place for diverse groups, large and small, nurturing relationships and building our Kalihi community.

***Our Historical Approach & Current Challenge:***

While SWCC has a rich history of serving the community, majority of funds received were reinvested into client services, leaving little to:

1. Address the ongoing physical repair and maintenance of the facility; and
2. Invest in developing a formal volunteer program to optimally engage individuals, service clubs, schools, trades and business organizations as key partners in advancing our mission.

Facility Maintenance: Currently, SWCC does not have sufficient funds to hire dedicated staff or contract for custodial/maintenance services to maintain our property/facility that is 1.3 acres (18,000 square feet under roof and 74 parking stalls). This site houses administrative spaces, counseling rooms of varying sizes, recreational space, including a gymnasium and game room, a computer lab, various meeting spaces, and a certified kitchen.

SWCC relies on 1-2 seniors placed through the Honolulu Community Action Program's Senior Community Service Employment Program and leadership staff, as needed, to cover basic custodial needs of the facility. Not having dedicated staff or contracted service to regularly and consistently tend to the maintenance needs:

1. Limits utilization of the Center on evenings and weekends;
2. Distracts leadership staff from their hired purpose which subsequently causes delays in broader strategic progress; and
3. Causes rapid deterioration of the facility.

Volunteer Services & Community Engagement: Over the last year, SWCC has received increased interest from the individuals, groups and businesses to volunteer and partner with SWCC. Unfortunately, while there are many opportunities to utilize volunteers, SWCC has limited capacity to coordinate and oversee volunteers and group projects. Currently, our utilization of volunteers has been limited to: 15 board members, 3 individuals who support our Emergency Food Pantry Program, friends/family of staff who assist on one-time activities, and 1 annual large group beautification projects.

Faced with limited resources, volunteers are currently recruited for and managed in a decentralized manner, resulting in inconsistent volunteer management practices, loss of efficiency, and continued imbalanced use of volunteers within the agency.

***Our Request:***

Susannah Wesley Community Center requests \$125,000.00 in state Grant-in-Aid funds to develop a Volunteer Services & Community Engagement Program and to support Basic Custodial and Maintenance Care of the Center.

Immediate opportunities to utilize volunteers include:

- Computer lab monitors to increase hours of availability to the distance learning students
- Receptionist to welcome facility users and to answer public calls



- Food pantry workers to expand Emergency Food Assistance
- Instructors to teach enrichment activities
- Group projects for painting and facility beautification
- Event support/coordination

2. The goals and objectives related to the request;

The goals and objectives of the Volunteer Services & Community Engagement Program (VSCEP) are:

Goal	Objectives
1. Centralize the coordination function within SWCC	A. Hire a full time Volunteer Services & Community Engagement Coordinator by July 31, 2020; and B. Develop standard policies, procedures and forms for the VSCEP by September 30, 2020.
2. Increase community awareness of volunteer opportunities	A. Conduct initial (and ongoing) comprehensive survey/assessment of volunteer opportunities by July 31, 2020; and B. Develop and implement strategy to inform the community of volunteer opportunities by September 30, 2020.
3. Increase number of long-term volunteers	A. Identify from the comprehensive assessment of volunteer opportunities, opportunities that are needed on a regular basis by August 31, 2020; and B. Develop and implement a targeted recruitment strategy for long-term volunteers by September 30, 2020.
4. Increase community engagement with SWCC	A. Develop a formal VSCE Program for SWCC that is minimally staffed by 1 FT VSCE Coordinator by June 30, 2021; B. Increase number of individual volunteers by 50% by June 30, 2021; and C. Increase number of group service projects by 50% by June 30, 2021.

The goals and objectives of the basic custodial and maintenance care of the Center are to:

Goal	Objectives
1. Increase custodial and maintenance care of the Center	A. Hire or purchase 20 hrs/week of custodial/maintenance services by July 31, 2020; B. Facility/property to be cleaned after evening & weekend use starting July 2020; and C. Routine deep cleaning/maintenance of floors, bathroom, sidewalks, and walls completed on a quarterly basis starting September 2020.
2. Remove barrier to utilizing the Center in evening and weekends caused by inability to appropriately clean and maintain the facility while used by the community	A. Hire or purchase 20 hrs/week of custodial/maintenance services by July 31, 2020.

3. The public purpose and need to be served;

Susannah Wesley Community Center, located in the heart of Kalihi, provides a public purpose in two (2) distinct ways.

- We serve as a **social service agency** providing youth services (truancy prevention, enrichment activities), education opportunities to earn high school equivalency, comprehensive intensive services to victims of human trafficking and emergency food assistance.
- We also serve as **safe gathering place** where individuals and families gather to celebrate their self-worth and embrace opportunities for achieving their dreams.

On an annual basis, **over 25,000 people step through the doors** of our Center – these include clients, businesses, and individuals from our community.

As a Community Center, it is vital to provide a clean and sanitary facility for our users as they come to learn, grow, serve and invest in our Community through volunteerism.

4. Describe the target population to be served; and

Susannah Wesley Community Center (SWCC), located within a 3 mile radius of 3 major public housing complexes, primarily serves youth and families in the Kalihi-Palama community on the island of Oahu. In 2018, the University of Hawaii Center on the Family, in collaboration with the YMCA of Honolulu, completed community profiles for 11 communities on Oahu, including the Farrington Area ( comprised of: Alewa Heights, Iwilei, Kaihi Kai, Kalihi Uka, Kalihi Valley, Kalihi Waena, Kamehameha Heights, Kapalama & Palama).

Of the 11 communities studied, **Farrington Area** ranked overall as follows:

1. **10<sup>th</sup>** in overall family & social environment, with significant disparities in the following sub categories when compared to the county & state, respectively:
  - Residents who are new immigrants is 17%, compared to 7% and 6%.
  - Children in immigrant families is 57%, compared to 30% and 28%.
2. **8<sup>th</sup>** in overall economic well-being, with significant disparities in the follow sub categories when compared to the county & state, respectively:
  - Per capita income is \$21K, compared to \$32K and \$30K, respectively for county & state.
  - Children in families receiving public assistance is 42%, compared to 23% and 26%.
  - Families in poverty is 18%, compared to 9% and 11%.
  - Children in low-income households is 45%, compared to 29% and 32%.
3. **10<sup>th</sup>** in overall education, with significant disparities in the following sub categories when compared to the county & state, respectively:
  - Students who are English language learners is 20%, compared to 7% and 7%.
  - Students meeting language arts grade level standards is 39%, compared to 53% and 47%.
  - Students meeting math grade level standards are 30%, compared to 46% and 38%.
  - High school students graduating on time is 72%, compared to 84% and 83%.

Center on the Family data shows major risk factors for Kalihi children and families, including:

1. Students are at higher risk for poor academic performance, not graduating from high school;
2. Being in poverty/on welfare; and
3. Higher probability of being unemployed or underemployed as adults, compared to the rest of the state.

This community profile validates our efforts to continue our work in providing:

- Truancy prevention services
- Alternative high school equivalency programs
- Non school hours enrichment activities
- Home-based parenting services

- Emergency food assistance
- Case management services to victims

5. Describe the geographic coverage.

SWCC primarily serves the Kalihi community; however, we offer statewide intensive case management services to victims of human trafficking through community partners.

### **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;

Under the general supervision of SWCC's Center Operations Manager, the following proposed projects will be completed in FY21:

#### ***A. Volunteer Services & Community Engagement Program (VSCE)***

With the support of state Grant-in-Aid funds, SWCC endeavors to develop a VSCE Program that will be initially staffed by 1 FT Volunteer Services Community Engagement Coordinator (Coordinator). The Coordinator will:

- 1) Develop policies, procedures, and forms to govern the program;
- 2) Develop and maintain a comprehensive list of volunteer opportunities (individual and groups) throughout SWCC;
- 3) Develop and implement a volunteer recruitment strategy/plan;
- 4) Develop and implement a volunteer orientation and evaluation process; and
- 5) Develop and coordinate a volunteer recognition event.

#### **Deliverables/Outcomes:**

- 1) 1 FT VSCE Coordinator (hired)
- 2) VSCE Program Policies and Procedures Manual
- 3) Web page within SusannahWesley.org website that summarizes all volunteer opportunities
- 4) Written volunteer recruitment strategy/plan
- 5) Written orientation materials
- 6) Written evaluation tools and process
- 7) Completion of two (2) group service projects
- 8) Completion of one (1) volunteer recognition event

#### ***B. Basic Facility Custodial and Maintenance Care***

Upon the award of state Grant-In-Aid funds, SWCC's Center Operations Manager will hire or purchase 20 hrs/week custodial/maintenance services. Primary scope of work of the evening/weekend custodial/maintenance staff is to:

- 1) Clean and restock all public bathrooms;
- 2) Clean all community rooms (vacuum, mop, trash removal);
- 3) Reset all large trash receptacles for next day use;
- 4) Complete light maintenance (change/clean light bulbs/fixtures etc.);
- 5) Conduct quarterly deep cleaning of office and meeting room floors, sidewalks, windows, walls, dumpster and trash receptacles, and bathrooms; and
- 6) Secure facility at the end of each night.



Deliverables/Outcomes:

- 1) Custodial/maintenance worker on-site 20 hrs/wk during evenings and weekends; and
- 2) Facility user survey indicating improved maintenance of the facility.

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

	<i>Volunteer Services &amp; Community Engagement Program</i>	<i>Basic Facility Custodial &amp; Maintenance Care</i>
<i>June</i>	<ul style="list-style-type: none"> <li>• Recruit for FT VSCE Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>• Recruit/advertise for Custodial/Maintenance Worker</li> <li>• Develop facility user survey</li> </ul>
<i>July</i>	<ul style="list-style-type: none"> <li>• Hire VSCE Coordinator</li> <li>• Review GIA proposal, deliverables &amp; timeline</li> <li>• Complete agency assessment of volunteer opportunities</li> <li>• Begin development of policies, procedures, forms, orientation, and evaluation tools and processes</li> </ul>	<ul style="list-style-type: none"> <li>• Launch evening and weekend custodial/maintenance services commence (ongoing)</li> </ul>
<i>August</i>	<ul style="list-style-type: none"> <li>• Complete draft policies, procedures, forms, orientation, and evaluation tools and processes</li> <li>• Draft volunteer recruitment strategy</li> </ul>	<ul style="list-style-type: none"> <li>• Develop quarterly deep cleaning schedule developed</li> </ul>
<i>September</i>	<ul style="list-style-type: none"> <li>• Finalize policies, procedures, forms, orientation, and evaluation tools and processes</li> <li>• Finalize volunteer recruitment strategy</li> </ul>	<ul style="list-style-type: none"> <li>• Begin implementation of deep cleaning schedule (ongoing)</li> </ul>
<i>October - Ongoing</i>	<ul style="list-style-type: none"> <li>• Implement volunteer recruitment strategy</li> </ul>	
<i>January - June</i>	<ul style="list-style-type: none"> <li>• Schedule and coordinate a minimum of 2 group service projects</li> <li>• Orient, train and deploy new volunteers</li> <li>• Plan and coordinate a volunteer recognition event</li> </ul>	<ul style="list-style-type: none"> <li>• Conduct facility user survey</li> </ul>

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

SWCC implements an agency-wide Performance Quality Improvement (PQI) program with a full range of activities completed monthly, quarterly and annually. Our Grants Administrative Officer (GAO) coordinates PQI activities, gathers, evaluates, reports and recommends quality improvement strategies and monitors progress toward program improvement plans as needed. The GAO also ensures SWCC is meeting the expectations and deadlines for reporting that are outlined in our grants.

- A. Upon initial notification of contract award an internal stakeholder meeting is scheduled to:
- 1) Review the award notice and grant proposal to determine if modifications are required (based on funding level);
  - 2) Coordinate the recruitment process for approved positions/services; and
  - 3) Formalize the PQI activities and timelines.

Attendees of this meeting are: Executive Director, Center Operations Manager, Grants Administrative Officer and the Human Resources/Accounting Associate.

- B. Upon contract execution, another internal stakeholder meeting is held to:
- 1) Review the reporting/billing details and timeline; and
  - 2) Finalize data collection tools and processes.
- C. On a monthly basis, the Executive Director, Grants Administrative Officer and Center Operations Manager meet to discuss progress on all projects (against proposed deadlines). If delays are encountered, an improvement strategy/concept is developed and monitored by the GAO.

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.

Goal/Objective	Indicator
Create a SWCC Volunteer Services and Engagement Program	1) Hire 1FT Volunteer Coordinator 2) Production of: <ul style="list-style-type: none"> <li>a. Written policies, procedures forms and processes</li> <li>b. Written recruitment strategy</li> <li>c. Written volunteer orientation materials</li> <li>d. Written evaluation tools and process</li> <li>e. SWCC VSCE webpage</li> </ul>
Increase community engagement with SWCC	1) Increase the number of registered volunteers (individuals) by 50% 2) Increase number of registered volunteer service groups by 50% 3) Complete a minimum of 2 group volunteer projects
Increase custodial & maintenance care of the facility	1) Hire or purchase 20 hrs/week custodial/maintenance service worker 2) Number of actual hours worked/week (during weekday evenings & weekends) 3) Facility user survey results indicating visible improvement in facility maintenance

**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](#))

See attached budget forms detailing the cost of this request.

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
\$31,500	\$31,500	\$31,500	\$31,500	\$125,000

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

For FY2021, Susannah Wesley Community Center is seeking funding support from the following:

Atlas Insurance Foundation (pending)	\$15,000
American Savings Bank Foundation (pending)	\$20,000
Central Pacific Bank (pending)	\$20,000
Island Insurance Foundation (pending)	\$15,000
United Methodist Women (pending)	\$25,000
<b>Total Pending:</b>	<b>\$95,000</b>

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.

See attached list of federal, state and county grants or contracts.

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

SWCC's unrestricted current assets as of December 31, 2019 were \$1,649,909.

## **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 primary skills, knowledge and experience required to successfully develop a Volunteer Services and Community Engagement Program and increase basic custodial and maintenance of our facility include:

- 1) Program development skills & experience
- 2) Policies and procedures development skills and experience
- 3) Recruitment, training and supervision skills and experience
- 4) Performance & contract management experience

Joni N. Chun, Executive Director, has over 20 years of non-profit experience of which includes direct responsibility in program development, government contract management, quality assurance, performance management, and financial oversight of government funded program contracts.

Toni Higdon, Grants Administrative Officer, also has over 20 years of non-profit experience with specialized skills in quality assurance, policies & procedures development and performance management. Ms. Higdon has 12+ years as a Council on Accreditation peer reviewer and team leader.

#### ***Recent contracts that demonstrate SWCC's experience and capacity include:***

Department of Labor & Industrial Relations – Office of Community Services  
Contract #: OCS-OVC-16-12  
Grant Amount: \$404,376.00  
Term: 4/1/16 to 9/30/19  
Purpose: To provide case management services to victims of human trafficking  
Status: Successfully completed



City & County of Honolulu Grant-in-Aid FY18

Contract #: CT-DCS-1900058  
Grant Amount: \$109,000  
Term: 10/1/18 to 9/30/19  
Purpose: Workforce Development  
Status: Successfully completed

City & County of Honolulu Grant-in-Aid FY19

Contract #: CT-DCS-2000078  
Grant Amount: \$125,000  
Term: 10/1/19 to 9/30/20  
Purpose: To provide non school hours enrichment activities  
Status: Ongoing

United Methodist Women 2019

Contract #: ID 23011  
Grant Amount: \$54,000  
Term: 2019  
Purpose: To repair roof and complete termite treatment of entire facility  
Status: Successfully completed

## 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 proposed services will be delivered at the Susannah Wesley Community Center's (SWCC) 1117 Kaili Street site, located in the heart of the Kalihi community. The property is approximately 70,000 square feet of land, of which 18,000 square feet is under roof. There are two parking lots with a total combined 74 stalls available.

The Center has the following:

Gymnasium	12-station Computer Lab
Youth/Teen Recreation Room	Class & Meeting Rooms
Department of Health Certified Kitchen	Administrative Offices
Multi-Purpose/Community Room	Craftroom

Accessible to clients. The location is a half block from major bus lines which runs in both directions. It is also located a block from Farrington High School, the major high school in Kalihi.

Safety and security. Safety and security is of utmost importance for SWCC. A security system is installed with numerous “panic buttons” and video cameras located throughout the center. Panic calls are monitor by a private security firm who summon the police, if needed.

**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.

***Proposed Staffing:***

The proposed staffing for the VSCE Program and Basic Custodial/Maintenance Care projects is as follows:

- .40 FTE Center Operations Manager
- 1 FTE Volunteer Services & Community Engagement Coordinator
- 1 PT (20 hrs/wk) Custodial/Maintenance Worker
- .05 FTE HR/Accounting Associate

Summarized below are the roles and responsibilities of each GIA funded position to support level of funding:

<i>Name, Position, FTE on Project</i>	<i>Key Project Responsibilities</i>
Ivory Carin Center Operations Manager .40 FTE	<ul style="list-style-type: none"> <li>• Recruit, hire and train VSCE Coordinator &amp; Custodial/Maintenance Worker</li> <li>• Serve as direct supervisor over VSCE Coordinator and Custodial/Maintenance Worker</li> <li>• Review all work products VSCE Coordinator and Custodial/Maintenance Worker</li> <li>• Prepare and submit all funder reports</li> </ul>
Vacant Volunteer Services & Community Engagement Coordinator 1.0 FTE	<ul style="list-style-type: none"> <li>• Develop all policies, procedures, forms and processes for the VSCE Program</li> <li>• Develop and implement volunteer recruitment strategy/plan</li> <li>• Screen, place and conduct general orientation for new volunteers</li> <li>• Coordinate group service projects</li> <li>• Provide data to Center Operations Manager for all funder reports</li> </ul>

<i>Name, Position, FTE on Project</i>	<i>Key Project Responsibilities</i>
Vacant Custodial/Maintenance Worker 20hrs/wk	<ul style="list-style-type: none"> <li>• Ensure the facility is cleaned and secured on weekday evenings and weekends</li> </ul>
Lisa Barney HR/Accounting Associate .05 FTE	<ul style="list-style-type: none"> <li>• Prepares and submits all fiscal reports to funders</li> </ul>

**Staff Qualifications:**

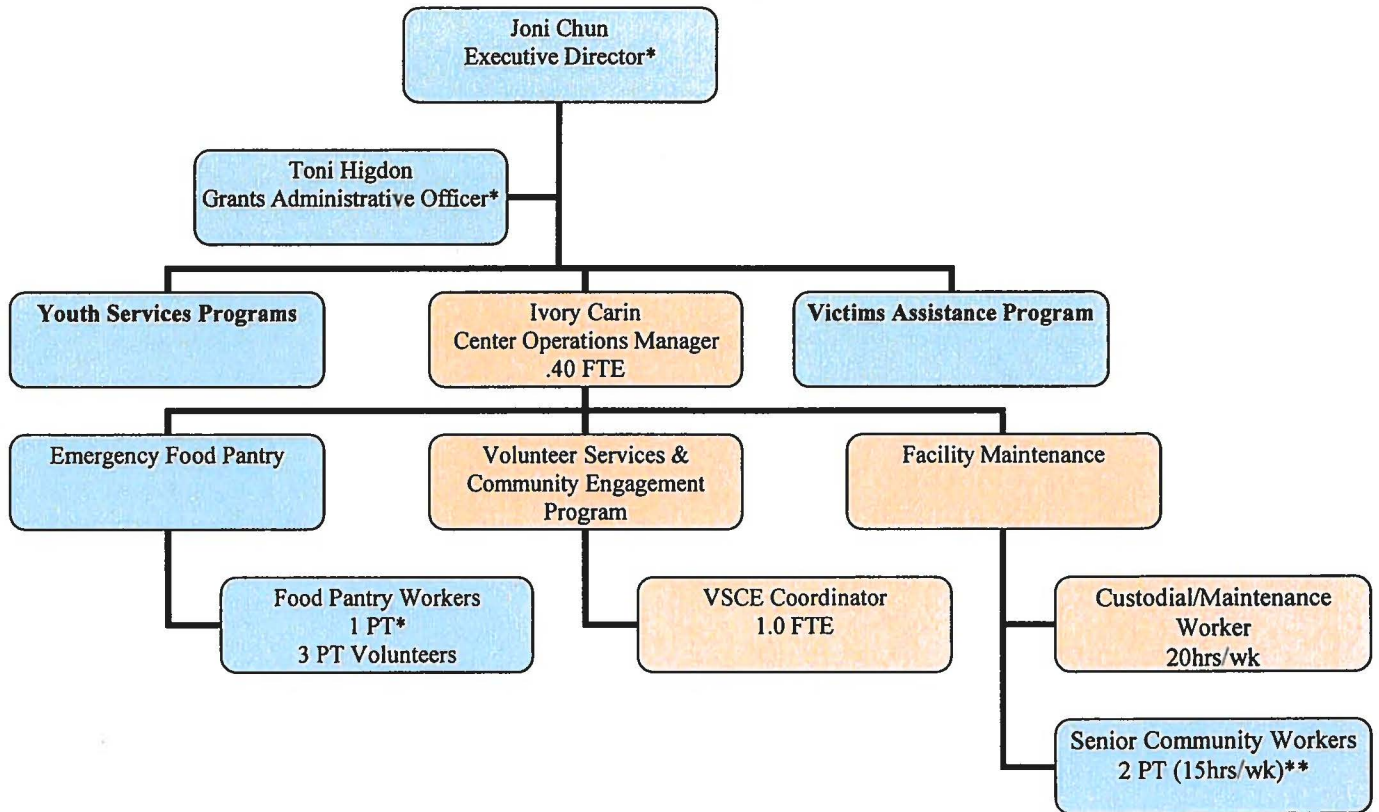
- The **Center Operations Manager** has 5+ years combined experience in administrative and hotel management and personnel supervision.
- The **Volunteer Services & Community Engagement Coordinator** will be a newly established position. Minimum qualifications will be: Bachelor’s degree from an accredited university with a minimum of 2 years volunteer coordination and/or social service management experience.
- The **Custodial/Maintenance Worker** position will be recruited for upon notification of funding award. Minimum qualifications will be: High school diploma (or equivalent) or Workforce Development Diploma with 2 years relevant experience.
- The **HR/Accounting Associate** holds an AS in accounting with 35 years of accounting & bookkeeping experience.

**Supervision & Training:**

- **Joni N. Chun, Executive Director**, directly supervises the Center Operations Manager. Ms. Chun has 20+ years experience in non-profit management including program development, government contract management, and performance management. Ms. Chun will have final review and approval of all work products from this Project.
- **Toni Higdon, Grants Administrative Officer**, although not included as a GIA funded position, will assure compliance with all terms of the contract and provide additional support (as needed) to the Center Operations Manager and VSCE Coordinator in their development of policies and procedures. Ms. Higdon has over 20 years of experience in quality assurance, performance and risk management and has 12 years experience in serving as Peer Reviewer for the Council on Accreditation.

## 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.



\*Not included in Grant-In-Aid request  
 \*\* Not paid by SWCC (paid via HCAP)

## 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 three (3) highest paid positions of Susannah Wesley Community Center are:

- |                                   |          |
|-----------------------------------|----------|
| 1) Executive Director             | \$98,500 |
| 2) Clinical Program Administrator | \$80,000 |
| 3) Grants Administrative Officer  | \$72,000 |



## 1) VII. Other

### 1. **Litigation**

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgement. If applicable, please explain.

Not applicable

### 2. **Licensure or Accreditation**

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

Not applicable

### 3. **Private Educational Institutions**

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

If funded, this Grant-In-Aid will not be used to 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 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.

Our long term (3-5 year) plan to independently support our VSCE Program and facility maintenance is three-pronged:

- 1. Increase donor and corporate support through community education and volunteerism;
- 2. Develop a social enterprise that capitalizes on our facility location, parking capacity, certified kitchen, and at-risk youth we serve; and
- 3. Strategically partner with 1 or 2 non-profit organizations in need of affordable office space.

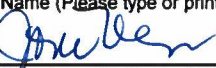
The above activities, once fully implemented, will become income producing for SWCC and resources will be reinvested into VSCEP and facility maintenance.

In the short term, our plan is to solicit corporate sponsorship and private foundation support as we implement and make advancements in our long term plan.

## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2020 to June 30, 2021

Applicant: Susannah Wesley Community Center

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
<b>A. PERSONNEL COST</b>				
1. Salaries	72,700.00			48,000.00
2. Payroll Taxes & Assessments	7,447.00			4,917.00
3. Fringe Benefits	13,746.00			5,688.00
<b>TOTAL PERSONNEL COST</b>	<b>93,893.00</b>	-	-	<b>58,605.00</b>
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island				
2. Insurance	1,200.00			
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies	2,115.00			2,150.00
7. Telecommunication				
8. Utilities				32,500.00
9. Contractual Administrative (Payroll)	1,792.00			745.00
10. Custodial/Maintenance Service Contract	26,000			6,000.00
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>31,107.00</b>	-	-	<b>41,395.00</b>
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>	<b>125,000.00</b>			<b>100,000.00</b>
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	125,000	Joni N. Chun	440-5818	
(b) Total Federal Funds Requested		Name (Please type or print)	Phone	
(c) Total County Funds Requested			January 16, 2020	
(d) Total Private/Other Funds Requested	100,000	Signature of Authorized Official	Date	
<b>TOTAL BUDGET</b>	<b>225,000</b>	Joni N. Chun, Executive Director		
		Name and Title (Please type or print)		

## BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2020 to June 30, 2021

Applicant: Susannah Wesley Community Center

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Volunteers and Community Engagement Coordinator	1.00	\$48,000.00	100.00%	\$ 48,000.00
Center Operations Manager	1.00	\$55,000.00	40.00%	\$ 22,000.00
Human Resources/Accounting Associate	1.00	\$54,000.00	5.00%	\$ 2,700.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				<b>72,700.00</b>
<b>JUSTIFICATION/COMMENTS:</b>				

# BUDGET JUSTIFICATION - EQUIPMENT MOTOR VEHICLES

Period: July 1, 2020 to June 30, 2021

Applicant: Susannah Wesley Community Center

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
			\$ -	
<b>NOT APPLICABLE</b>			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS:</b>				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
<b>NOT APPLICABLE</b>			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS:</b>				

# BUDGET JUSTIFICATION - CAPITAL BUDGET DETAILS

Period: July 1, 2020 to June 30, 2021

Applicant: Susannah Wesley Community Center

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	<b>NOT APPLICABLE</b>					
DESIGN						
CONSTRUCTION						
EQUIPMENT						
<b>TOTAL:</b>						
<b>JUSTIFICATION/COMMENTS:</b>						



**GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID**

Applicant: Susannah Wesley Community Center

Contracts Total:

4,233,035

	<b>CONTRACT DESCRIPTION</b>	<b>EFFECTIVE DATES</b>	<b>AGENCY</b>	<b>GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)</b>	<b>CONTRACT VALUE</b>
1	Girls Court Mental Health Services	8/1/19-6/30/21	Judiciary	State	184,000
2	Beacon of Hope - Victim Assistance Program	8/1/19-6/30/21	Dept of the Attorney Genera	State	806,200
3	Temporary Assistance for Needy Families (TANF) Maintenance of Effort (MOE)	1/1/19-12/31/22	Dept of Human Services	State	500,000
4	Human Trafficking Services	5/1/16-6/30/21	Dept of Human Services	State	1,592,835
5	Community Based Services for Youth/Families (Positive Youth Development)	7/1/18-6/30/23	Dept of Human Services	State	275,000
6	Community Based Services for Youth/Families (Truancy Prevention)	7/1/18-6/30/23	Dept of Human Services	State	375,000
7	Positive Youth Development	10/1/19-9/30/20	Department of Community Services	City	125,000
8	Honolulu County Human Trafficking Taskforce	10/1/18-9/30/21	Office of Justice Programs	Federal	375,000
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					