

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

LEI FOUNTAIN, EXECUTIVE DIRECTOR

PRINT NAME AND TITLE

1/16/2020

DATE

Application for Grants

I. Certification

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

2. Declaration Statement

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

SEE 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.

The Arc in Hawaii requests \$28,000 for the public purpose of providing well-maintained housing for individuals with intellectual and/or developmental disabilities.

II. Background and Summary

1. A brief description of the applicant's background

The Arc in Hawaii was founded in 1954 by parents of children with intellectual and/or developmental disabilities (ID/DD). A private 501 (c) (3) non-profit corporation, we are the Hawaii State Chapter of The Arc of the United States. In the early 1990s, we were instrumental in closing down our State's institution, because we believed that individuals with ID/DD should have the right to live, work and play in their communities. We partnered with several entities, including the City and County of Honolulu and Housing and Urban Development to build small community based homes across the island of Oahu. When Waimano Training School and Hospital was closed, many of the individuals moved into our community based homes. Several are still residing with us today. Currently, we operate three adult day health programs, seventeen community based homes and 4 apartment complexes across the island of Oahu. We also provide advocacy and transportation services relieving The Handi-van of a percentage of their ridership. We serve more than 190 adults with ID/DD and their families on Oahu. Our facilities and programs ensure safe, meaningful and dignified integration of our participants into the community. The Arc in Hawaii has worked diligently to employ qualified professional administrative and program specialists that work directly with participants and their circles of support to design individualized support, assistance, and level of care so that they may live their best life.

2. The goals and objectives related to the request

It is the mission of The Arc in Hawaii to provide services for people with intellectual and developmental disabilities (ID/DD) on Oahu. The Arc in Hawaii promotes and protects the rights of people with ID/DD and actively supports their right to be included and fully participate in the community throughout their lifetime. To accomplish this mission, The Arc in Hawaii has worked tirelessly to adapt to the changing needs of our participants and to maintain their current living situations. We have 17 group homes that are all aging and need renovation on various levels. One of our more critical projects is a new roof on our Waipahu property, which is a duplex, and serves 8 adults with ID/DD. We have done patch work over the years, but it needs a new roof. This silicone roof will be a long term investment in the structure(s). It will also help us to keep utility costs down as it will assist in keeping the home cooler, most especially in the summer months.

3. The public purpose and need to be served

Many island families choose to keep their adult children with ID/DD with them for as long as possible and they serve as their primary care givers. But as these individuals age and their supportive needs increase, and as family members age themselves, many are unable to provide the level of care needed. Our residential program provides professionally trained staff that provide the most appropriate care for these individuals. This project will help to ensure that our homes are maintained, safe and functional for years to come.

4. Describe the target population to be served

The 8 residents of these two homes, will benefit directly from the proposed project, but the as resident's needs change, The Arc will see discharges, so over time, this project will benefit so many more individuals.

5. Describe the geographical coverage

The Arc in Hawaii provides a range of services throughout the island of Oahu. We have homes in Ewa Beach, Waipahu, Wahiawa, Halawa, Kaimuki, Lusitana and Hawaii Kai. We also have day programs in Wahiawa, Pearl City and Diamond Head. This particular project will serve the Waipahu area.

III. Service Summary and Outcomes

1. Describe the scope of work, tasks and responsibilities

The proposed project will involve the installation of a new silicone roof. The initial cost estimates have been received by a licensed contractor in the State of Hawaii. The project will be completed by qualified contractors selected through a competitive procurement process with supervision from our Facilities Manager. Our Facilities Manager (FM) will ensure that the project is scheduled and completed satisfactorily. He will approve invoices, change orders if applicable and conduct a final inspection. The Arc in Hawaii's fiscal staff will work with the Facilities Manager to coordinate all record-keeping, accounting and reporting functions to ensure compliance.

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

This proposed project is estimated to be completed in a one-week period of time. Once The Arc in Hawaii secures funding, we will obtain bids for the project. The FM will meet with the Executive Director to discuss bids and a contractor will be selected. We will select a mutually agreeable date to start the project. The FM will work closely with the contractor to ensure a timely completion.

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

The Arc in Hawaii's FM will manage all aspects of this project. The objective of a competitive bidding process is to select a properly licensed, qualified contractor that will complete the project in a professional manner at the most competitive cost. The new roof is not a complicated project.

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.

The Arc in Hawaii will submit a written report of completion, which will include a recapitulation of project expenses. Our report will also include before and after pictures of the project. Any deviations from actual cost to grant appropriation will be explained.

IV. Financial

Budget

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable to detail the cost of the request.

SEE ATTACHED CAPTIAL PROJECT BUDGET

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
28,000.00				28,000.00

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

The organization's budget for FY2020-2021 will not be approved by the Board of Directors until May 2020. Attached is a copy of the current FY2019-FY2020 budget is included as a reference. Included in the budget are all funding sources and it is anticipated that our funding sources will remain relatively constant in FY2020-FY2021.

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.

Honolulu County, Department of Transportation Services
Contract: CT-DTS-1300362
Dates: 8/2016-11/2020

State of Hawaii, Department of Health
Contract: ASO Log No. 18-058
Dates: 7/2017-6/2020

SEE ATTACHED FY2019-FY2020 APPROVED OPERATING BUDGET which lists all federal, state and county government contracts in total

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

SEE ATTACHED BALANCE SHEET

V. Experience and Capability

1. Necessary Skills and Experience

The Arc in Hawaii was founded in 1954 by parents of children with intellectual and/or developmental disabilities (ID/DD). A private 501 (c) (3) non-profit corporation, we are the Hawaii State Chapter of The Arc of the United States. In the early 1990s, we were instrumental in closing down our State's institution, because we believed that individuals with ID/DD should have the right to live, work and play in their communities. We partnered with several entities, including the City and County of Honolulu and Housing and Urban Development to build small community based homes across the island of Oahu. When Waimano Training School and Hospital was closed, many of the individuals moved into our community based homes. Several are still residing with us today. We currently provide the following:

- 1) **17 Residential Group Homes** that are licensed by the State of Hawaii Department of Health. All of our homes are staffed with live-in resident managers and Arc trained staff. Staffing is based on the specific license/needs of the residents.
- 2) **4 Apartment Complexes (48 units)** - designed for the higher functioning individuals who need minimal supervision. These individuals live in their own one bedroom apartments and are provided with support from their resident manager, based on their individual needs.
- 3) **DD Waiver Services-** Services including Adult Day Health and Community Learning Services-both group and individual;
- 4) **Transportation Services-** Currently The Arc in Hawaii operates a fleet of 34 vehicles, which include 15 lift vans with wheelchair capacity.

The Arc in Hawaii is the largest residential provider for Individuals with ID/DD in the State of Hawaii. We are one of our industry's leaders here in the State as well. It is our goal to continue to provide safe, well-maintained living/learning environments for our residents/participants.

2. Facilities

In addition to our 17 residential group homes across the island of Oahu, we have 3 day health programs and 4 apartment complexes. We also have a maintenance shop and our administrative offices at Diamond Head.

Honolulu Center Adult Day Health and Administrative Offices

3989 Diamond Head Road
Honolulu, HI 96816

The Honolulu ADH and Administrative Offices are comprised of four single level buildings. This site serves 56 persons with disabilities through ADH programs, 25 administrative and program staff and a facilities department of 6.

Pearl City Adult Day Health Program and Apartment Complex

1174 Waimano Home Road
Pearl City, HI 96782

The Pearl City ADH Program is located on the ground level of a two story building. It serves 34 individuals with disabilities. The second level is comprised of 10 one bedroom residential units for individuals with intellectual/developmental disabilities (ID/DD) where they can live as independently as possible. Supports are provided on an individual need basis. A 24 hour on call Resident Manager resides on property.

Wahiawa Adult Day Health Program and Apartment Complex

149 Kuahiwi Ave.
Wahiawa, HI 96789

The Wahiawa ADH program is located on the ground level of a two story building. It serves 32 individuals with intellectual/developmental disabilities. The second level is comprised of 9 one bedroom residential units for individuals with ID/DD where they can live as independently as possible. Supports are provided on an individual need basis. A 24 hour on call Resident Manager resides on property.

Kailua Apartment Complex

83 Kihapai Street
Kailua, HI 96734

The Kailua Apartment Complex is a three story building. It provides 17 one bedroom residential units for individuals with ID/DD where they can live as independently as possible. Supports are provided on an individual need basis. A 24 hour on call Resident Manager resides on property.

Fern Street Apartment Complex

1703 Fern St.
Honolulu, HI 96826

The Fern Street Apartment Complex is a two level wooden building. It provides 12 one bedroom residential units for individuals with ID/DD where they can live as independently as possible. Supports are provided on an individual need basis. A 24 hour on call Resident Manager resides on property.

Our 17 homes are located in Ewa Beach, Wahiawa, Waipahu, Halawa, Lusitana, Kaimuki and Kamehame Ridge.

VI. Personnel: Project Organization and Staffing

1. Proposed Staffing, Staff Qualifications, Supervision and Training

The Arc in Hawaii's Facilities Manager (Darren Bishop) will be responsible for managing this project with the assistance of our fiscal department and oversight by the Executive Director.

The FM (Darren Bishop) has over 30 years of experience with The Arc in Hawaii. He has worked served in several capacities, starting off as an instructor in our classrooms to Facilities Manager. Darren has managed the facilities department for more than 20 years. He is responsible for managing/scheduling a crew of 6; approving all invoices as it relates to facilities maintenance/upgrades. He works closely with HUD on our annual inspections for all of our HUD properties and he is an integral part of The Arc in Hawaii's Executive Management team.

The Arc in Hawaii's Executive Director (Lei Fountain) is responsible for managing all aspects of the organization's operation in addition to fundraising and community outreach. Lei Fountain has over 24 years of Executive level management in the State of Hawaii. Over 16 years of her experience was spent in Hawaii's travel industry in revenue management, contracting/negotiations, customer service, operations and sales. She has her BS in Accounting and her Master's in Business Administration.

2. Organizational Chart

SEE ATTACHED

3. Compensation

The applicant shall provide the annual salaries paid by the applicant to the three highest paid officers, directors, or employees of the organization by position.

Accounting Manager- \$76,000

Director of Finance- \$82,000

Executive Director- \$140,000

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.

The Arc in Hawaii has no outstanding judgements against it, nor do we have any pending litigation.

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.

The Arc in Hawaii operates 10 licensed Intermediate Care Facilities and 7 licensed Domiciliary Home Facilities.

3. Private Educational Institutions

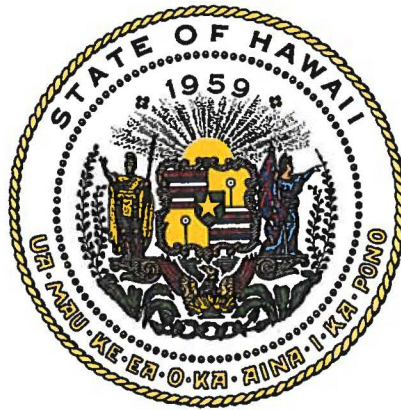
The applicant shall specify whether the grant will be used to support or benefit a secretarian or non-secretarian private educational institution. Please see Article X, Section 1, of the State Constitution for the relevance of this question.

NOT APPLICABLE

4. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 2020-2021 the activity funded by the grant if the grant of this application is (1) Received by the applicant for fiscal year 2020-2021, but (2) Not received by the applicant thereafter.

The Arc in Hawaii has been in operation since 1954. We are committed to our mission in serving Adults with intellectual and developmental disabilities. The Arc in Hawaii has recently undergone transformation in their fiscal department, implementing new technology, new staffing and increased internal controls. The Arc in Hawaii's annual budget is over \$11 million dollars, with funding coming from various sources (HUD Tenant Assistance Program, Medicaid, State DOH Home and Community Based Services and private funding). We work closely with representatives of DOH-DD Division, Medicaid and HUD to ensure compliance with all requirements. As such, we anticipate the funding from these sources will continue. The funds requested in this proposal will be used for a one time improvement. This proposed project will ensure that these homes are maintained and available for the future needs of Hawaii's intellectually/developmentally disabled adults. It will produce costs savings in energy bills.



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

THE ARC IN HAWAII

was incorporated under the laws of Hawaii on 05/03/1960 ; 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 16, 2020

Director of Commerce and Consumer Affairs





STATE OF HAWAII
DEPARTMENT OF HEALTH
LICENSE

THE ARC IN HAWAII HOUSING PROJECT NO. 8 is hereby granted a license to operate a
DEVELOPMENTAL DISABILITIES DOMICILIARY HOME (WAIPAHU A)

at 94-060 A POAILANI CIRCLE, WAIPAHU, HAWAII

with a capacity of 3 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 13, 2019

By 

OHCA#16-D

Office of Health Care Assurance

Establish Date: 12/9/92

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

APPROVED FOR TWO (2) WHEELCHAIR RESIDENTS



STATE OF HAWAII
DEPARTMENT OF HEALTH
LICENSE

THE ARC IN HAWAII HOUSING PROJECT NO. 8 is hereby granted a license to operate a

DEVELOPMENTAL DISABILITIES DOMICILIARY HOME (WAIPAHAU B)

at 94-060 B POAILANI CIRCLE, WAIPAHAU, 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 13, 2019

By


Office of Health Care Assurance

OHCA#20-D

Establish Date: 12/16/92

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

AMBULATORY ONLY

**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.

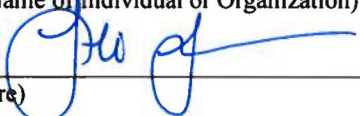
- 2) If the applicant is an organization, the applicant meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is incorporated under the laws of the State; and
 - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant 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.

The Arc in Hawaii
(Typed Name of Individual or Organization)


(Signature) 1/16/2020
(Date)

Lei Fountain Exec. Director
(Typed Name) (Title)

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2020 to June 30, 2021

Applicant: The Arc in Hawaii

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						
SILICONE ROOF INSTALLATION	0	0	28000	0	0	0
PROJECT MANAGEMENT				2500	0	0
TOTAL:			28,000	2,500		

JUSTIFICATION/COMMENT Total project cost is \$28,000. \$2,500 is for project management which includes bid solicitation, site visits, selection of bids, project oversight quality assurance and processing of payments by FM and fiscal dept; grant compliance review and reporting by ED. The Arc general funds will cover project mgt fees.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2020 to June 30, 2021

Applicant: The Arc in Hawaii

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. Project Management				2,500
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
TOTAL OTHER CURRENT EXPENSES				2,500
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL	28,000			
TOTAL (A+B+C+D+E)	28,000			2,500
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	28,000	Lei Fountain 808-695-3704		
(b) Total Federal Funds Requested		Name (Please type or print) Phone		
(c) Total County Funds Requested		1/16/2020		
(d) Total Private/Other Funds Requested	2,500	Signature of Authorized Official Date		
TOTAL BUDGET	30,500	Executive Director _____ Name and Title (Please type or print)		

The Arc in Hawaii
Final Approved Budget FYE 2020

	Final Approved Budget FYE 20
Revenue	
Government Contracts	9,249,000
Tenant Fees	1,138,000
Contributions, Gifts (Includes Lord Foundation)	450,000
Miscellaneous Income	27,000
Grants (AUW)	12,000
Total Revenue	10,876,000
 Expenses	
Salaries and Wages	6,321,000
Employee Benefits	1,170,000
Professional Fees	437,000
Taxes	494,000
Utilities	360,000
Repairs and Maintenance	409,000
Supplies	220,000
Client Food, Program Activities	230,000
Insurance	257,000
Mortgage Interest	147,000
Equipment Purchase & Rental	94,000
Travel, Conferences, Meetings	71,000
Communications	151,000
Miscellaneous	35,000
Membership	15,000
Rent & Leases	3,000
Depreciation & Amortization	512,000
Total Expenses	10,926,000
Total Revenue Over/(Under) Expenses	(50,000)



The Arc in Hawaii

Balance Sheet
As of December 31, 2019

Assets

Cash	\$	4,158,805
Accounts Receivable, Net		887,225
Short Term Investments		831,322
Prepaid expenses and other		263,699
Leasehold Improvements, Net of Accum Deprec		162,790
Property and equipment, net		4,611,204
Other Long-term Assets		561,998

Total Assets

\$ 11,477,043

Liabilities and Net Assets

Accounts payable & accrued expenses	\$	458,205
Notes Payable - Current Portion		38,695
Deferred Revenue		122,894
Tenant security and other deposits		29,814
Long-term debt		3,997,197
Other Liabilities		18,385

Total Liabilities

4,665,190

Net Assets (deficit)

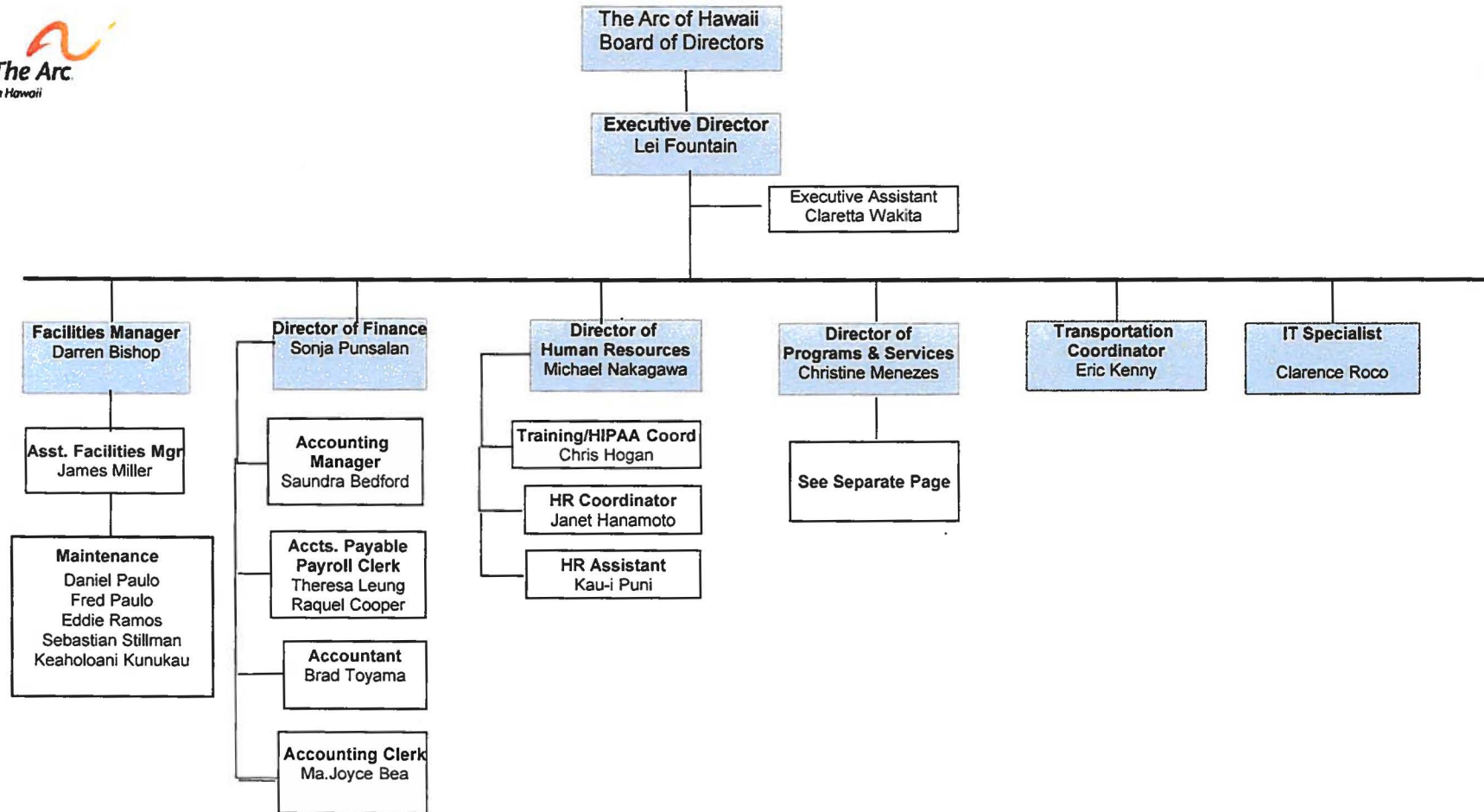
Net Assets Without Donor Restrictions		3,318,418
Net Assets With Donor Restrictions		3,493,435

Total Net Assets

6,811,853

Total Liabilities and Net Assets

\$ 11,477,043





The Arc
in Hawaii

