

**THE THIRTIETH LEGISLATURE
APPLICATION FOR GRANTS
CHAPTER 42F, HAWAII REVISED STATUTES**

Type of Grant Request:

Operating Capital

Legal Name of Requesting Organization or Individual: Dba:

The Arc of Hilo

Amount of State Funds Requested: \$ 144,050

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

Construction for repairs and renovation to classrooms and ADA bathrooms for supportive services for individuals with disabilities. This project qualifies as a grant, pursuant to Chapter 42F, HRS.

Amount of Other Funds Available:

State: \$ _____

Federal: \$ _____

County: \$ _____

Private/Other: \$ 5,000.00

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

\$ 105,549.00

Unrestricted Assets:

\$ 635,557.00

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:

1099 Waiianuenu Ave.

City: State: Zip:

Hilo HI 96720

Contact Person for Matters Involving this Application

Name:
Michelle M. Hiraishi

Title:
President & CEO

Email:
mhiraishi@hiloarc.org

Phone:
808-935-8535 #224

Federal Tax ID#:

██████████

State Tax ID#

██████████


Authorized Signature

Michelle M. Hiraishi President & CEO
Name and Title

01/15/20
Date Signed

received
01/16/2020

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.

- X 1) Certificate of Good Standing (If the Applicant is an Organization)
- X 2) Declaration Statement
- X 3) Verify that grant shall be used for a public purpose
- X 4) Background and Summary
- X 5) Service Summary and Outcomes
- X 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](#))
- X 7) Experience and Capability
- X 8) Personnel: Project Organization and Staffing



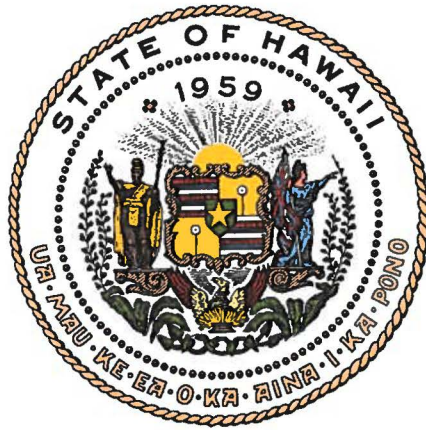
AUTHORIZED SIGNATURE

MICHELLE M. HIRAISHI

PRINT NAME AND TITLE

JAN. 13, 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

THE ARC OF HILO

was incorporated under the laws of Hawaii on 06/22/1954 ; 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 15, 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.

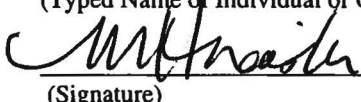
- 2) If the applicant is an organization, the applicant meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is incorporated under the laws of the State; and
 - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant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

The Arc of Hilo
(Typed Name of Individual or Organization)


(Signature)

January 13, 2020
(Date)

Michelle M. Hiraishi President & CEO
(Typed Name) (Title)

Application for Grants

If any item is not applicable to the request, the applicant should enter "not applicable".

I. Certification – Please attach immediately after cover page

1. Certificate of Good Standing (If the Applicant is an Organization)

If the applicant is an organization, the applicant shall submit one (1) copy of a certificate of good standing from the Director of Commerce and Consumer Affairs that is dated no earlier than December 1, 2019.

SEE ATTACHMENT

2. Declaration Statement

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

SEE ATTACHMENT

3. Public Purpose

The applicant shall specify whether the grant will be used for a public purpose pursuant to Section 42F-102, Hawaii Revised Statutes. ([Link](#))

The grant will be used for a public purpose pursuant to Section 42F-102, Hawaii Revised Statutes, as outlined in this application.

II. Background and Summary

This section shall clearly and concisely summarize and highlight the contents of the request in such a way as to provide the State Legislature with a broad understanding of the request. Please include the following:

1. A brief description of the applicant's background;

The Arc of Hilo's mission: *To enhance the quality of life for individuals with disabilities.*

The Arc of Hilo (The Arc) was incorporated in 1954 as a nonprofit corporation under the laws of the State of Hawaii. The Arc's goal is to provide educational, vocational, and residential opportunities for people with developmental disabilities in the County of Hawaii. The Arc also conducts business under the registered trade name Hale Ulu Hoi. In addition, The Arc's residential facilities are administered through two affiliated corporations: Hilo Arc Housing Corporation No. 1 (Housing Corporation) and Hale Ulu Hoi III. The Arc exerts direct control

over the operations of the Housing Corporation and Hale Ulu Hoi III, and the three corporations share a common Board of Directors.

The Arc of Hilo is a chapter under the national Arc organization (The Arc of the United States), which lends credibility and provides support, and keeps us abreast of emerging trends, legislation, and funding opportunities. For the last 65 years people with disabilities on Hawaii Island have been sharing their lives, as a part of our extended family, in a safe, nurturing and structured environment. The Arc serves with no prejudice to sex, age, or ethnicity and distinguishes itself by serving a population with a wide range of disabilities.

The Arc of Hilo services include:

- **Client Support Services Program:** services include Adult Day Health, Personal Assistance/Community Learning Situations, Home Care, Employment and Discovery, and Pre-Employment Training
- **Commercial Services Program:** services include employment and training in the areas of Custodial, Grounds Keeping, Laundry, and Hospitality/Food Service
- **Job Creation Center:** training for clients in event/conference planning and hospitality services
- **HUD/Special Needs Housing:** HUD and county subsidized housing for special needs individuals

2. The goals and objectives related to the request;

The goals related to this request are to continue on our strategic path to upgrade our aging facility built in the early 1960's. The years of public usage have taken a toll on our buildings. While The Arc has assumed financial responsibility for general maintenance and routine repairs, we are in need of capital improvements. We are requesting support from the State to help protect our greatest asset with immediate repairs to the client bathrooms and classrooms.

Our facility improvements include the full remodel of our client bathrooms and shower areas (built in the 80's), which must be brought up to meet safety, privacy and current ADA standards. The daily environment for the participants in our programs is an integral part of the overall experience. The space, size, and appearance of the bathrooms and shower area should communicate messages of caring, comfort, privacy and safety. Visitors to our facility should have assurances that their family member will have full access to common areas that are ADA compatible and inviting. Although our bathrooms are adequate and functioning now, they are in desperate need of updating and reconfiguration to make a more appealing and efficient space. The Arc utilizes two classrooms for the Adult Day Health Program for upwards of 40+ individuals. The classrooms have not been upgraded in 20+ years; however new furniture, tables, desks and chairs have been purchased. Both classrooms need painting, ceiling repair, new doors, screens and air conditioning.

Since the doors to the classrooms are normally open for air circulation, our staff is always mitigating the problem of flies and keeping the environment sanitary, especially during lunch hours. Air conditioning unit and screens on the doors would alleviate this problem.

Although The Arc has had on-going projects for upgrades that are within our reach financially through private donations and grants, undertaking the cost of the renovation of both these areas is critical to future success. Additionally, the State funds can be leveraged to raise private funds for additional improvements.

Recent improvements include:

- 2019: Our buildings were termite tented for the first time in 20 years at a cost of \$14,000
- 2019: We have created a commercial kitchen for employment training and to supplement client lunches at a cost of \$106,000.
- 2019: We have installed new parking lot lights and flood lights around the perimeter of the building for security and safety of our night janitorial employees. Cost: \$3000
- 2018-19: New signage installed to establish our identity, attract new clients and take advantage of the constant flow of traffic through the 'Health Corridor' on Waianuenue Ave. Cost \$4000
- 2019: A multi-purpose cultural landscaping project to grow native/endemic plants and a culinary herb garden. Cost \$3000
- 2016: Completion of The Job Creation Center. Cost: 2.4 M.

3. The public purpose and need to be served;

The Americans with Disabilities Act (ADA) of 1990 includes specific guidelines for the construction of accessible, or ADA-compliant, bathrooms. These design requirements must be met for most public and commercial bathrooms. Once our bathroom renovation is complete, the outcomes will have a direct impact on all clients and workers who are receiving the services. A safe, secure daily classroom environment for the Adult Day Health Program will improve the overall quality of our services and programs.

4. Describe the target population to be served; and

Hawai'i holds one of the most diverse populations in the US. The ethnic breakdown of our client population served parallels the ethnic percentages shown below for the County of Hawaii. We expect the experience of our impact and delivery of services to mirror the low-income community of East Hawaii.

East Hawaii has a rapidly growing older, disabled population, which has nearly doubled in the last 8 years and is expected to double again in the next two decades. Nearly 70% of our clients are living below the federal poverty line, and it is estimated that cumulatively they make up an ever-growing segment of the total disabled population in our service area. The rationale for our programs and activities begins with outreach, empowerment, peer support, skills training and employability.

People with intellectual and developmental disabilities face some of the largest hurdles to entering the workforce & as a result experience the highest unemployment rate. However, our results have shown that 98% of our workers have been employed for more than 1 year, 88% for more than 3 years, and 78% for more than 5 years. Additionally, we have placed individuals in fast food businesses, nursing homes, offices, farm settings, grocery stores, schools, and retail

outlets. These evidence-based results have garnered The Arc a reputation for excellence in service as one of the top employers of disabled individuals in East Hawaii.

Poverty rates of non-institutionalized working-age people (ages 21 to 64) with disabilities in Hawaii, using data from the 2017 American Community Survey (ACS) show: people with disability 24.1% Poverty: without disability 8.3% In 2017, the poverty rate of working-age people with disabilities in Hawaii was 24.1 percent. In 2017, the poverty rate of working-age people without disabilities in Hawaii was 8.3 percent. The difference in the poverty rate between working-age people with and without disabilities was 15.8 percentage points.

In 2017, the poverty rate of working-age people with disabilities in Hawaii was 24.1 percent. In 2017, the poverty rate of working-age people without disabilities in Hawaii was 8.3 percent. The difference in the poverty rate between working-age people with and without disabilities was 15.8 percentage points.

5. Describe the geographic coverage.

Our geographic coverage is primarily East Hawaii; however we service the entire island. The main target area currently includes the following County Districts: North and South Hilo, Puna and Ka'u.

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;

All the acquisitions/purchases made for the Arc will be within the guidelines for the rehabilitation and renovation of the existing bathroom facilities and classroom upgrades to current ADA standards.

Renovation of bathroom facilities:

- Demolition of both bathrooms to include all flooring, tile wainscot, masonry toilet compartment walls, shower tile walls and shower floor
- Install new tile floors, shower stall, and tile wainscot
- Paint walls and ceiling
- Install new toilet compartment walls, doors, urinal walls and hardware
- Install toilets, urinal, counter tops, sinks, faucets, mirrors, lighting

Upgrades to classrooms:

- Replace existing doors
- Install new screens on doors
- Purchase and install two air conditioning units
- Repair windows and ceiling tiles
- Paint both classrooms

1. The construction responsibilities shall include a licensed construction contractor who specializes in design development and specifications in the renovations of public ADA facilities.
 2. Other support staff will include The Arc of Hilo's Facilities Manager, and the Client Support and Services Director who will provide oversight and report to The Arc's CEO on the progress of the improvements.
 3. The Arc's CEO will report to the Board of Directors and provide staff support and coordination for all quality assurance activities. She will monitor the impact of the renovations on clients and staff and administer adjustments as needed to ensure program equilibrium.
 4. Our Finance Department with oversight by The Arc's CPA shall ensure all proper internal control procedures are followed when dealing with the finances of this project and that required reports on expenditures are maintained and submitted in a timely manner.
2. Provide a projected annual timeline for accomplishing the results or outcomes of the service;

The following timeline will be implemented if The Arc of Hilo is awarded a FY 2021 Grant-in-Aid for this renovation project:

- Preliminary estimates have already been conducted and two initial quotes have been received.
- Prior to the award: The Arc will receive three updated quotes and choose a licensed contractor for the project.
- Upon notification of the award: A request for the release of funds will be initiated with the State of Hawaii.
- Upon release of funds: All contracts entered will follow The Arc's contract and procurement process. All improvements will be installed according to the plan set forth process. The first bathroom will be renovated, followed by the second bathroom. Then the classrooms will be renovated, and finally the air conditioners will be installed.
- Anticipated completion date is May 2021.

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

Upon notification of award, the President/Chief Executive Officer (CEO) will gather key staff and the Board Chair to review the scope of work, assign tasks and responsibilities, confirm timelines, and review benchmarks to measure progress. The CEO will retain general oversight throughout the project. The agency's contracted CPA will assist the CEO in soliciting bids and make recommendations to the CEO regarding selection of a contractor. Construction expenses and financial management relating to the bathroom and classroom renovation will be monitored by the CPA, who has over 7 years' experience managing non-profit budgets to include capital projects. The Facilities Manager and the Director of Client Support Services will co-chair the

project committee and oversee all tasks and aspects of the project. Additional oversight will be provided by the Board of Directors.

The project co-chairs will meet daily with the contractor during the construction phase to keep abreast of the progress and ensure any issue or unforeseen development is resolved timely. The agency's contracted CPA and agency Finance department will prepare monthly financial reports, to include detailed budget to actual reports detailing project expenditures. Upon completion of the project a comprehensive, written evaluation of the project will be completed project co-chairs.

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 will demonstrate project accomplishment by ensuring all permits are obtained and all required inspections are passed. Assuming grant funds are released between July – September 2020, The Arc will submit quarterly progress reports beginning the quarter that funds are accessed. The final report will include a comprehensive summary of the project to include client and staff feedback, and pre- and post-project pictures. The reports will be submitted to the Department of Accounting and General Services (DAGS), and will include 1) Project Progress Update; 2) Project Timeline Review; 3) Issues Encountered and Remedy; 4) Financial Update.

Upon completion of the project leadership will gather feedback from clients to evaluate their level of enjoyment in the newly rejuvenated classrooms. Likewise, leadership will gather feedback from staff and clients to assess their level of comfort in utilizing the gleaming new bathroom facilities.

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](#))

All support documents for the above are attached.

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

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
	96,050	41,000	7,000	144,050

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

Requests for non-government funding for this project will commence in November and December 2020 as part of The Arc’s Annual Give Campaign. Previous Campaigns have raised between \$6,500 and \$ 20,000 from community donors. Funds raised from the Campaign will be used to supplement the project with new classroom furniture and window blinds and curtains.

- 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.

The Arc of Hilo has not applied for or received state or federal tax credits in the last three years.

- 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.

The Arc has received numerous government contracts for operational program funding during the last three fiscal years. These funds will not support this specific budget request. Please see the document entitled “Government Contracts and/or Grant.”

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

The Arc’s unrestricted current assets as of December 31, 2019 are \$635,557. This amount is from unrestricted cash accounts and receivables less an allowance for bad debt.

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 Arc of Hilo Board of Directors is comprised of six community professionals who volunteer their time and are committed to helping The Arc improve the quality of life for people with developmental and other disabilities. Directors include a caregiver/family member of a special needs individual, leaders in government and private business sectors, and a University of Hawaii disabilities coordinator. A seasoned President/Chief Executive Officer (CEO) with extensive experience in leadership and management in both military (five years) and non-profit (16 years) settings leads the organization. The managerial staff is highly qualified and manages 29 full time employees and 52 part time employees; 47 of the employees have a disability.

The Arc staff has years of experience managing and complying with grant awards, as well as experience with managing capital improvement projects. Between 2009 -2016 The Arc gathered 2.4 million via grants and solicitations to establish a large multi-purpose building called the Job Creation Center. The Center is used by clients for activities and by community and private groups for events and gatherings. The Arc clients set up and manage these events to gain employment skills in the hospitality industry.

Funders: 2009-2016

JOB CREATION CENTER	
2009 STATE GRANTS IN AID	550,000.00
OFFICE OF COMMUNITY SERVICES GRANT	800,000.00
COMMUNITY DEVELOPMENT BLOCK GRANT	500,000.00
2009 FEDERAL EARMARK	15,352.65
FIRST HAWAIIAN BANK FOUNDATION	50,000.00
ATHERTON FOUNDATION	100,000.00
ARC OF HILO DONATIONS	\$10,493
WEINBERG FOUNDATION	415,000.00
TOTAL FUNDS RECEIVED:	2,440,845.65

Verifiable experience of related projects in the past three years and experience with renovation oversight include:

2020: (In Progress) Recreational Area; total of \$26,400 raised via private donations to construct an “Arc Park”, an outdoor landscaped area for client activities and staff usage such as lunch, that will include a walking path, covered table area, plants/planters with native plants and corresponding educational placards

2019: Kitchen Renovation; total of \$104,750 raised via grant funds awarded from various private and governmental sources, as well as from private donations to renovate The Arc’s existing outdated kitchen area and establish The Arc of Hilo’s Teaching Kitchen; a program teaching culinary skills to our clients with disabilities for personal sustenance; employment training program in development

Funders: 2017-2019

ARC OF HILO KITCHEN	
SAFEWAY FOUNDATION	1,500
COOKE FAMILY FOUNDATION	5,000
COUNTY OF HAWAII GRANT 2017-18	12,250.00
FIRST HAWAIIAN BANK FOUNDATION	30,000
ROTARY OF SOUTH HILO	5,000
MATSON NAVIGATION	5,000
HPM BUILDING SUPPLY	1,000
ATHERTON FAMILY FOUNDATION	20,000
MCINERNY FOUNDATION	15,000.00
ARC OF HILO ANNUAL GIVING	10,000.00
TOTAL FUNDS RECEIVED:	104,750.00

2019: Shower Stall Renovation; total of \$6,270 expended for renovation of shower stall to grant greater access for non-ambulatory ADA tenant in The Arc of Hilo’s HUD supported special needs housing complex; costs paid via The Arc of Hilo Reserve for Replacement Funds

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 Arc of Hilo is located on 5.395 acres of leased State land in Pi’ihonua. The property consists of TMK’s 2-3-32: 6, 7, and 8 which are property under Executive Order to the Department of Human Services and leased by the Arc of Hilo until 2027 with a renewable lease. The property is located approximately 490 feet in elevation along Waianuenue Avenue, across the street from the new Veterans Home and the Hilo Medical Center.

The Arc of Hilo facilities include:

- An Administration building housing Reception, HR, Finance Dept. CEO Office, Commercial Services Manager Office and Records Room
- The Program Building houses a Commercial Laundry Service, 2 Adult Day Health classrooms and 2 bathrooms, Facility Manager Office, Development Director/Grant Office
- The Program building also house a commercial kitchen used for teaching purposes and to supplement client lunches.
- Job Creation Center, a large 4000sq. ft. facility used for client services/exercise space, training for hospitality/conferences services and community events. The Computer Lab is housed within the Job Creation Center and is used by staff and clients.

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.

The President/Chief Executive Officer (CEO) will oversee the project in its entirety, with weekly written updates to the Board of Directors. Daily oversight and monitoring of the project will be completed by the project committee's co-chairs, specifically the Facilities Manager and the Director of Commercial Services. The Arc's CPA will oversee the renovation expenditures and work with the CEO to keep the project on track and on budget. The Contractor selected to complete the actual renovation will be licensed and bonded in the state of Hawaii.

2. Organization Chart

The applicant shall illustrate the position of each staff and line of responsibility/supervision. If the request is part of a large, multi-purpose organization, include an organization chart that illustrates the placement of this request.

SEE ATTACHMENT

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.

1. 76,000.08 (Chief Executive Officer)
2. 50,120.16 (Director of Human Resources)
3. 45,760.08 (Director of Commercial Services)

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.

N/A

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.

N/A

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.

N/A

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:

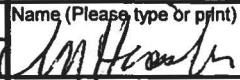
- (a) Received by the applicant for fiscal year 2020-21, but
- (b) Not received by the applicant thereafter.

The scope of work outlined for this grant does not assume continued GIA funding. If grant is received, the scope of work described in this application will be completed within one year. The bathroom and classroom remodel will be self-sustainable after 2020-2021.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2020 to June 30, 2021

Applicant: The Arc of Hilo

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
A. PERSONNEL COST				
1. Salaries				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST				
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES				
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL	\$ 144,050			
TOTAL (A+B+C+D+E)	\$ 144,050			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	\$ 144,050	Cristin Gallagher, CPA (808) 935-8534		
(b) Total Federal Funds Requested		Name (Please type or print) Phone		
(c) Total County Funds Requested				
(d) Total Private/Other Funds Requested		Signature of Authorized Official Date		
TOTAL BUDGET	\$ 144,050	Michelle Hiraishi, CEO		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2020 to June 30, 2021

Applicant: The Arc of Hilo

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

JUSTIFICATION/COMMENTS:

State of Hawaii GIA funds are requested for capital improvements. Salary and wages for the time spent monitoring the project by key personnel (CEO, CPA, Accountant, Facilities Manager, and Director of Client Support Services) will be paid out of The Arc's operating budget.

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2020 to June 30, 2021

Applicant: The Arc of Hilo

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Not included in request			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				
State of Hawaii GIA funds are requested for capital improvements.				

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2020 to June 30, 2021

Applicant: The Arc of Hilo

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			\$ 137,050			
EQUIPMENT			\$ 7,000			
TOTAL:			\$ 144,050			
JUSTIFICATION/COMMENTS: Construction costs include licensed contractor labor and all of the materials necessary for the bathroom and classroom improvements, including paint, tiles, furnishings, fixtures, doors, windows, and hardware. Equipment costs include an air conditioning unit for the two classrooms.						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: The Arc of Hilo

Contracts Total: 1,945,176

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	Lower Income Housing Assistance Program - Section 8 Moderate Rehabilitation*	7/1/2019-6/30/2020	Department of Housing and Urban Development	United States	328,920
2	Purchase of Home and Community-Based Services Waiver for individuals with intellectual and developmental disabilities*	7/1/2019-6/30/2020	Department of Human Services, Med-Quest	State of Hawaii	435,209
3	Purchase of Janitorial Services*	7/1/2019-6/30/2020	Prosecuting Attorney's Office, Department of Public Works, County Housing, Keaau Community Center, Corporation Council	County of Hawaii	635,827
4	Purchase of Janitorial Services*	7/1/2019-6/30/2020	Dept of Land and Natural Resources, Adult Mental Health Services, Waiakea Health Center, Public Defenders Office, US Army National Guard, State Patrol Office, University of Hawaii at Hilo	State of Hawaii	297,376
5	Purchase of Janitorial Services*	7/1/2019-6/30/2020	General Service Administration, Smithsonian Astrophysical Observatory	United States	180,509
6	Purchase of Groundskeeping Services*	7/1/2019-6/30/2020	Department of Public Works	County of Hawaii	210,614
7	Purchase of Groundskeeping Services*	7/1/2019-6/30/2020	Hawaiian Home Lands, Hilo Medical Center, Adult Mental Health Services	State of Hawaii	62,842
8	Grant for improvement of agency's website	7/1/2019-6/30/2020	County Nonprofit Grant	County of Hawaii	5,000
	Grant for kitchen renovation	7/1/2017-6/30/2018	County Nonprofit Grant	County of Hawaii	12,250
9	Grant for Enhanced Mobility of Seniors and Individuals with Disabilities - noncash assistance - Van	7/1/2018-6/30/2019	Department of Transportation	State of Hawaii	51,370
10	Grant for Enhanced Mobility of Seniors and Individuals with Disabilities - noncash assistance - Van	7/1/2017-6/30/2018	Department of Transportation	State of Hawaii	54,179
11					
12					
13					
14	* Contracts were in place the past three years, and are expected to continue into the next fiscal year as well.				
15					
16					
17					
18					
19					
20					

THE ARC OF HILO

ORGANIZATIONAL CHART 2019-2020

