

**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:

Aloha Medical Mission

Amount of State Funds Requested: \$ 150,000.00

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

Aloha Medical Mission is asking the State Legislature to consider our request to maintain the operations of the free Dental Clinic, at its new location, the AUW building. The move in 2020 was necessitated by the rundown condition of the previous facility and termination of the lease agreement. The funds will be used to support a percent of the rent and the clinic personnel -- 2 part-time dentists, 2 dental hygienists, and 2 dental assistants, who are exclusively dedicated to providing dental services, ensuring that services provided are of quality, and pledging that the clinic remains open 5

Amount of Other Funds Available:

State: \$ 0  
Federal: \$ 0  
County: \$ 162,895.00  
Private/Other: \$ 39,485.00

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

\$ 420,744.00

Unrestricted Assets:

\$ 431,242.00

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:

200 North Vineyard Blvd., B-120

City: Honolulu State: HI Zip: 96817

Contact Person for Matters Involving this Application

Name: Colleen Minami	Title: Grant Writer
Email: colleenminami@hotmail.com	Phone: (808) 780-5793

Federal Tax ID#:

State Tax ID#



Authorized Signature

Rae Mei Ling Isaacs, Executive Director

Name and Title

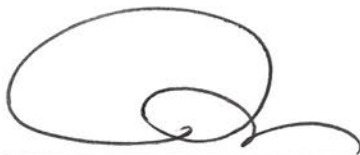
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1/21/22 10:30a RKL

1/18/22  
Date Signed

## 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](#)) **NOT APPLICABLE**
  - d) Capital project details ([Link](#)) **NOT APPLICABLE**
  - e) Government contracts, grants, and grants in aid ([Link](#))
- 7) Experience and Capability
- 8) Personnel: Project Organization and Staffing



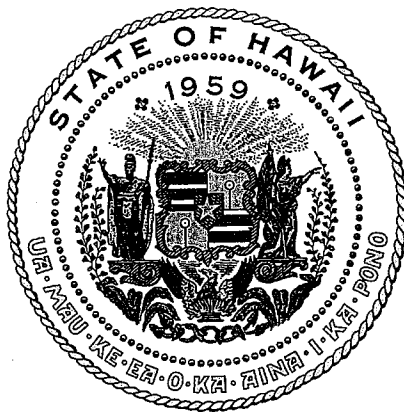
AUTHORIZED SIGNATURE

RAE MEI LING ISAACS, EXECUTIVE DIRECTOR

PRINT NAME AND TITLE



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

ALOHA MEDICAL MISSION

was incorporated under the laws of Hawaii on 03/10/1983 ; that it is an existing nonprofit corporation; and that, as far as the records of this Department reveal, has complied with all of the provisions of the Hawaii Nonprofit Corporations Act, regulating domestic nonprofit corporations.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Department of Commerce and Consumer Affairs, at Honolulu, Hawaii.

Dated: January 10, 2022

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.

Aloha Medical Mission  
(Typed Name of Individual or Organization)

(Signature)

(Date)

Rae Mei Ling Isaacs  
(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, 2021.

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

The applicant shall submit a declaration statement affirming its 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](#). **This grant will be used to provide free basic dental services to the uninsured, underinsured, and those with no means of paying for dental care.**

### **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 influence behind this secular 501 (c) (3) organization continues to be its mission of "Bringing Hope and Impacting the Lives of People We Serve". Aloha Medical Mission (AMM) was founded 39 years ago by volunteer physicians in Hawaii, who wanted to give back to their community, by performing cleft lip surgeries on poor children in the Philippines. This overseas mission has expanded to 18 countries, treating thousands of people with limited or no access to health care, and in 1995 AMM included Hawaii.

In Hawaii the Honolulu DENTAL CLINIC provides interim, basic dental services, such as oral examinations, x-rays, cleanings, fillings, extractions, emergency care, and oral health education, free of charge, to the uninsured, the underinsured (Medicaid and Medicare), and those with no means of paying for such care. Its local mission is to

serve this excluded and marginalized population and its duty to the people of Hawaii is to be the last safety net for dental care.

In spite of COVID-19, WELCOME SMILE, which provides specialized temporary restorative treatment to women at high-risk for domestic violence or are transitioning out of prison, continued to operate. The goal is to help women regain their smile and self-confidence and find gainful employment.

FIRST SMILE is an interactive educational program which targets young children in underserved communities to help them become knowledgeable about good oral health practices in the hope that they will carry this information throughout their lifetime and pass it onto their Ohana. Due to the pandemic, this program was put on hold. However, in 2021 the outreach dental hygienist developed a virtual program using a program called Bitmoji Google Slides to create an avatar or a cartoon character of the teacher to guide the children through the presentation. As part of this interactive slide show, the dental hygienist created links to related YouTube videos. It is a digital learning environment, in which students are familiar, using games and activities to ensure that the presentation is stimulating and challenging. In addition, the former Executive Director launched the character, "Ikaika, The Cavity Fighting Bear", in costume and had the bear greet the public on November 20, 2021. Every Wednesday throughout December 2021, the Outreach team used IKAIKA Bear at the Pearlridge Mall, engaging children and their families in good oral hygiene practices.

In 2021 the clinic resumed serving as a training facility for students from the University of Hawaii (UH) Dental Hygiene and Kapiolani Community College (KCC) Dental Assisting Programs. We mentored 28 students, which have added to our volunteer pool and increased the availability of appointments during the pandemic. The long-term goal is to nurture the next generation of health professionals who will then give back to the community.

We have demonstrated the stability of our local programs by the continuation of the free clinic since 1995 for 5 days per week with the support of government grants and other charitable foundations; the maintenance of the current dental staff and the retention of 7 volunteer dentists; and the implementation of needed dental programs with the support of individual donors, staunch investors, and fundraising endeavors.

2. The goals and objectives related to the request;

The goals continue to be:

- ✓ Assurance of quality dental services provided to all served and free of charge;
- ✓ Treatment of patients in need, including abused or incarcerated women;
- ✓ Assurance that the clinic is open 5 days per week, not including holidays;
- ✓ Promotion of public awareness on oral health issues and services of the free Dental Clinic;
- ✓ Delivery of oral health education to children, youths, and adults;
- ✓ Recruitment of more volunteers to help expand services;

- ✓ Provision of a training facility for students interested in the health field and to mentor and nurture future health professionals.
- ✓ Being a good tenant

To accomplish these goals, the following objectives will be met within the grant period:

A. AMM will provide at least 249 dental visits per month for a total of 2,990 visits for the disadvantaged population on Oahu, including women, indigenous people, older adults, immigrants, low-income residents, uninsured, and the homeless. In spite of COVID-19 and the relocation of our clinic in 2020 to the AUW building, the number of dental visits did increase by 10% from 2019 (2,971) probably due to the rise in unemployed and uninsured residents and those in need of urgent care. The top diagnoses for emergency visits were pain-related due to fractured teeth, infection, or gum disease. However, with the current surges in COVID infections and the possibility of another shutdown mandate, we have decided to maintain the current visits. Additionally, we have tried to avoid a wait list by dropping the eligible poverty level from 200% to 150% and to reduce the no-show rate by implementing a walk-in policy for returning patients with the understanding that they may have to wait or may not be seen.

Our basic dental services complement the comprehensive services provided by the community health centers. We even serve Medicaid adults because their treatment only covers extractions and older adults with Medicare A because the coverage is for hospitalization and catastrophic care. By providing preventive services we are able to avoid serious dental problems, minimize dental costs, and avoid emergency visits in the community. Over the past 6 years the clinic has provided over \$2 million in in-kind procedures, not including the cost of the volunteers who have donated their time. We continue to be the safety net for FREE basic dental care on Oahu.

B. At least 4 new WELCOME SMILE (WS) women will be treated per month for a total of 48. According to the National Women's Law Center, April 2021, more than a year of COVID-19 has had a devastating long-term effect on the health and well-being and economic security of women and their families. In addition, domestic violence against women has increased due to loss of jobs, caring for children not in school, and isolation at home. Unfortunately, women and indigenous people have experienced health disparities, creating a significant public health problem in Hawaii and forcing them to neglect their dental health.

In addition, to restorative care, these women receive basic preventive services. Although the treatment is temporary for these women, it restores their "smile" and transforms them into confident individuals, who are willing to seek a better outcome for their families and avoid the aftereffects of poor health choices.

C. We will retain 7 of our volunteer dentists, who will assist us in maintaining clinic hours and the availability of appointments as well as increasing our services to those in need. Due to COVID-19 catastrophe, the clinic lost a number of its volunteer

dentists but we have been fortunate to retain 7 volunteers. In addition, we have not been able to have the annual Recognition event for our volunteers. However, the Executive Director plans to acknowledge their inspiring volunteer efforts through a personal letter from the Board of Directors. We would like to recruit at least one more volunteer dentist, if possible.

D. Our community partners are indispensable in helping us increase the number of visits and patients seen. We continue to nurture these relationships through mobile contacts, virtual contacts, and email messages, reminding them of the free dental services, the referral process, and the new clinic site. We will hold onto these relationships, numbering 12, in spite of having to curtail our outreach efforts.

E. AMM plans to educate at least 1,200 students on good oral health practices through First Smile – The Virtual Program presentations. This program was launched in October 2021 and it was a success according to the evaluation of the elementary school teacher on Oahu. The outreach dental hygienist, who created this program, has retained contact with preschools and elementary schools during the COVID-19 pandemic. She has also contacted several schools on Kauai.

The outreach dental hygienist has also maintained her contacts with health occupation classes in various high schools on Oahu to solicit their interest in restarting the “Train the Trainer” program for this virtual program. There was no interest shown during the 2021 Fall semester so she will try again for the Fall of 2022.

AMM is also collaborating with the Hawaii Dental Service on their “Kupuna Smiles” program, educating caregivers of older adults on providing good oral care.

F. We will continue to mentor at least 28 students at the clinic. AMM has established its capability of recruiting student volunteers before COVID-19. In 2021 we once again established a partnership with the UH Dental Hygiene and the KCC Dental Assisting Programs to assign their students to the clinic. This has not only enhanced our services and added to the availability of appointments but also allowed us to mentor future health professionals and increase our volunteer pool; thus, leveraging our limited resources.

G. As a good tenant and the need for a physical site, AMM promises to maintain the AUW facility, take any corrective action in its care, and pay the monthly rent on time.

3. The public purpose and need to be served:

Before the COVID-19, indigenous people, low-income individuals, women, older adults, and people with disabilities remained at increased risk of being uninsured, creating barriers to health care accessibility and comprehensive health care services, essential to ensuring quality of life for everyone. Significant health disparities in Hawaii affect the socially deprived groups so that they are more likely to have dental problems, less likely to visit a dentist regularly and less likely to achieve optimal health. This pandemic has taken a toll on the financial security and well-being of the low-income



group because they have lost their jobs and health insurance, are isolated at home, and must cope with increased insecurity in meeting basic necessities.

According to the ALICE (Assets Limited, Income Constrained, Employed) Report of 2020, 42% (611,403) of Hawaii's households were below the ALICE threshold and have difficulty making ends meet. During this current pandemic, ALICE households increased because of the rising cost of living, very little job security, continued lower wages, and having little or no savings to pay for unexpected expenses. Of this group, 54% were Native Hawaiians and 38% Asians and 11% were 45 to 65 years of age and 10.8% 65 years and older. ALICE population is as diverse as the general population, composed of people of all ages, genders, races, ethnicities, and living on all islands. Low income is associated with less education, high rates of unemployment, and poorer dental health. The benefits of adequate income for ALICE households would be access to quality health care, leading to better mental and physical health, including increased life expectancy, improved access to preventive care, increased work/school productivity, and less need for emergency care. For the community, it means nominal health care costs, improved work, and increased health equities.

In 2018 64% (1,107,096) of Hawaii's adults were employed. However, the reality is that 33% (190,390) of these households struggled to support themselves, including older adults who were working and those retired. The baby boomers are aging and living longer and comprise 16% (255,707) of the population in 2018. They, too, are having trouble meeting basic needs after retirement due to rising housing costs and additional cost for chronic diseases. According to the Institute of Women's Policy Research, in 2018 only 61% of Hawaii's working adults (19-64 years) were economically secure but 81% of single women with children WERE NOT. Currently, traditional jobs have become hourly wages with fewer benefits, such as health insurance or retirement. The strength of our economy is closely associated with financial stability of its residents, including those socially disadvantaged, earning enough to meet basic needs not only during times of economic growth but also during periods of crisis and recovery.

Tooth decay is the most common chronic disease for adults, which can lead to severe tooth loss and reduced employment prospects. In addition, 60% of Native Hawaiians and other Pacific Islanders, 58% of those below the poverty level, and 76% of the uninsured have difficulty accessing dental care. Access to oral health services in Hawaii need to be improved, especially in the rural and low-income areas, which are federally designated health professional shortage areas for dental health. The State also needs to fund oral preventive services for Medicaid because the increase in dental emergencies can be attributed to increased demand for care. In addition, dental problems seem to be more severe among new immigrants, especially Micronesians and Filipinos, which can be attributed to lack of preventive care in their own home countries. Such inequities result in higher medical care costs, lost work productivity, and economic losses due to premature deaths.

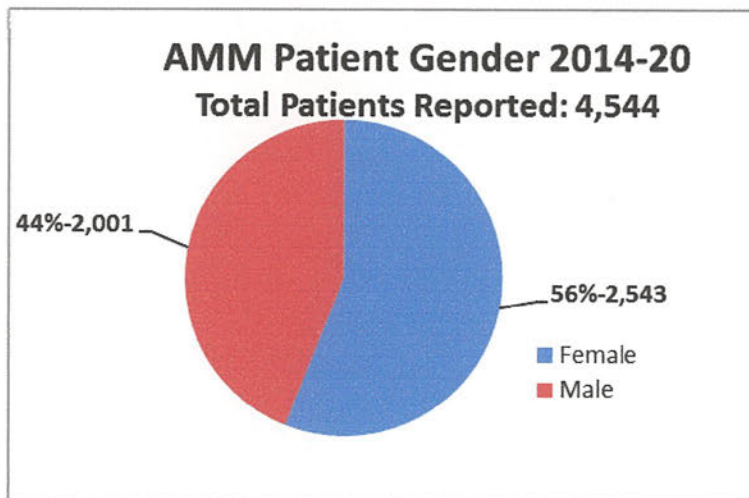
Poor oral care can have significant negative health impacts, affecting a person's

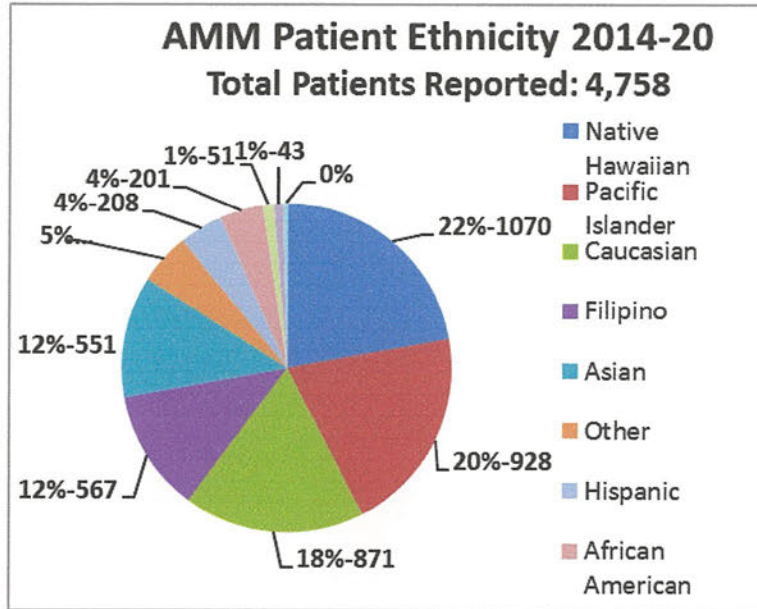
ability to eat, speak, work, communicate, and learn. Severe tooth loss is associated with lower general health and having other chronic diseases, such as diabetes and heart disease. Public health interventions are needed to address one or more of the 3 levels of prevention -- 1) primary prevention, averting the onset of a dental problem; 2) secondary prevention, providing early intervention; and 3) tertiary prevention, decreasing the impact of a particular problem. In 2021 AMM addressed primary prevention on Oahu by providing and promoting oral health education to children through FIRST SMILE; secondary prevention by treating 1,196 individuals, a 15% increase with early free dental services at the DENTAL CLINIC; and tertiary prevention by providing temporary restorative treatment through WELCOME SMILE to 55 women, a 45% increase from 2020. AMM helps to remove the obstacles to dental care and decrease health disparities among the marginalized so that everyone has a "fair and just opportunity to be healthier".

4. Describe the target population to be served; and

In 2018 69% (980,080) of Hawaii's population lived in Honolulu County. Of that number, 21.7% were foreign born and 25% from other states. Hawaii is seen as a diverse ethnic state and in 2012, Native Hawaiians made up 21.6% (211,690) of Honolulu County, Japanese, 21% (207,065), and Filipinos, 9% (92,091). Native Hawaiians face cultural, financial, social, and geographic barriers, preventing them from either using existing health care services or accessing these services. Furthermore, there is an estimated 16,000 Micronesians, many of whom are uninsured or are unable to pay for care. In addition, Micronesians and other Pacific Islanders have the highest prevalence of untreated decay, not only because of cost but also because health is seen as a low priority in meeting the basic necessities for survival.

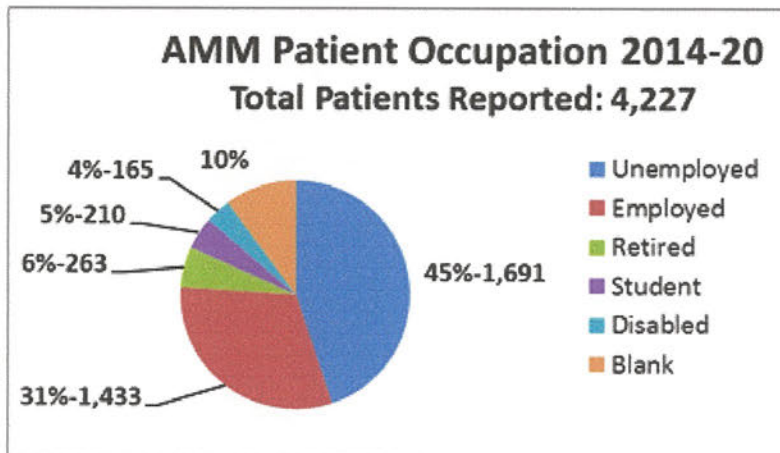
From 2014 – 2020 we served 5,429 individuals at the clinic and, of that number, 80% (3,820) were residents of Hawaii and 18% (839) were immigrants. Of those numbers, 22% (1,070) were Native Hawaiians, 20% (928), Pacific Islanders, 12% (567), Filipinos and 12% (551), Asians. In addition, over the years females made up 56% (2,543) of those served.





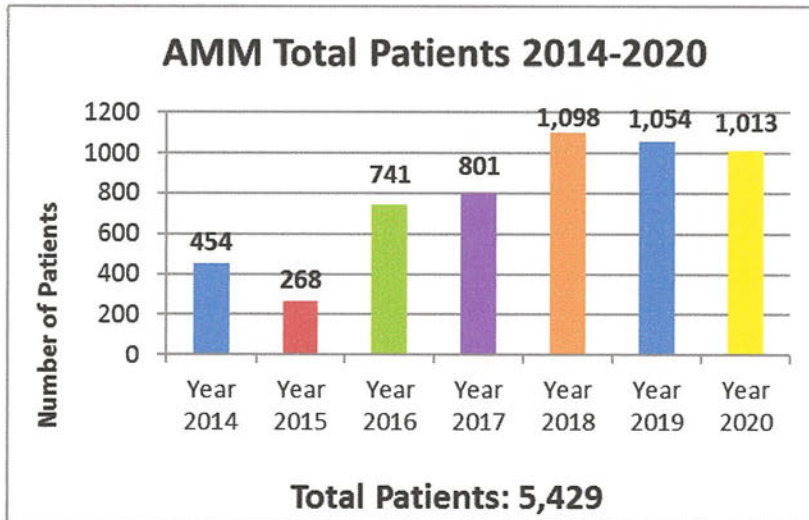
According to the State of Hawaii Primary Care Needs Assessment Data Book, 2016, 32% of adults did not see a dentist within the past year, 47% had their permanent teeth removed, and 17.8% ended up in the emergency room for dental problems. The ratio of persons for every dentist in Honolulu County was 1,165:1 with dentists not willing to provide care for this excluded and marginalized group, resulting in serious dental problems. Therefore, dental health remains a significant public health issue in Hawaii.

The State of Hawaii Data Book reported that from 2010-2014, 11% (153,828) of Honolulu County lived 100% below the poverty level; 31% (290,250) had Medicaid with an average per capita income of \$30,700; 7% (66,706) had no health insurance; 15% (150,413) were 65 years and older and 23% (213,618) were below 18 years of age.



AMM data from 2014 – 2020 showed that 45% (1,691) of the patients were unemployed, 6% retired, 5% students, and 4% disabled; 59% (2,724) had no insurance; 73% (2001) had Medicaid; 89% (4,644) had incomes below \$25,000; and 51.5% (2,456) were between the ages of 40 to 65+ years.

In addition, dental visits numbered 15,817 for a total of 5,429 individuals and in 2020 patients decreased to 4% compared to 2019 because of the pandemic and mandates. However, in 2021 number of individuals treated rose to 1,196 or an increase of 15%. The number of new Welcome Smile women treated also fell in 2020 to 23% (30) but improved to 45% (55) in 2021. Our target population continue to be older adults, indigenous people, women, domestic violence victims, homeless, students, underserved immigrants, and the “working poor”. Being the only free Dental Clinic in Hawaii, AMM has become the safety net for this gap group.



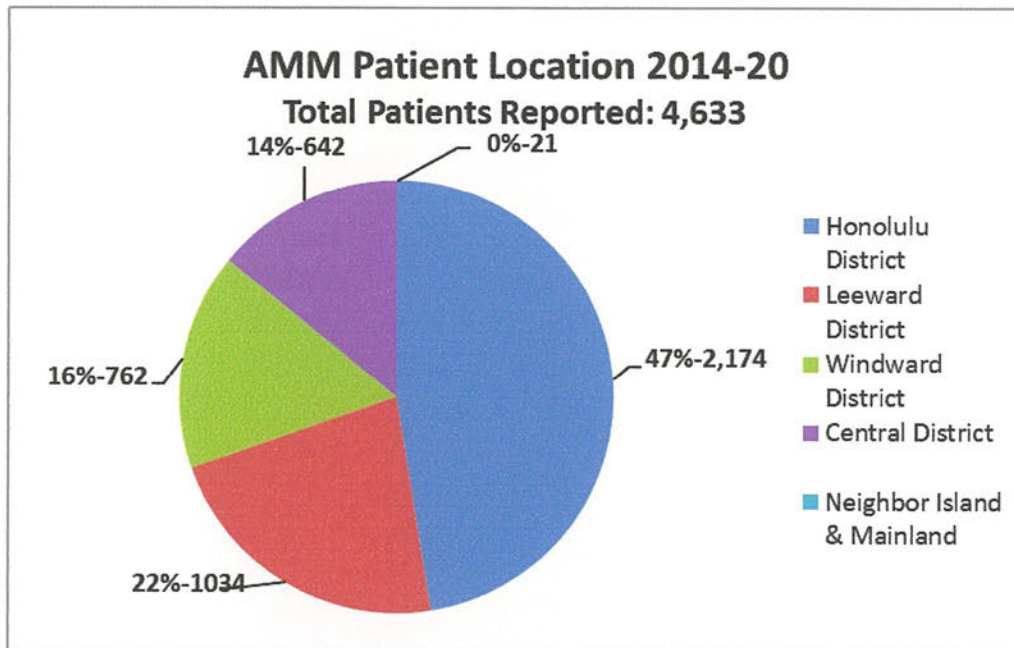
5. Describe the geographic coverage.

AMM relocated the Dental Clinic in May 2020 to the AUW building, just 3 blocks from the previous site and is still on the bus line. The availability and accessibility of the free dental clinic for the past 19 years to all who live on Oahu have helped to deal with the issue of inadequate dental care for the at-risk population. AMM continues to link its patients to community health centers for long-term comprehensive dental care and complements their services by taking on their overflow of uninsured patients; thereby, minimizing duplication of services and leveraging limited resources more efficiently. Our dentists treat dental problems, which can have serious health consequences if left untreated, and prevent patients from seeking emergency room care, where dental problems cannot be treated.

Due to the pandemic, many of the outreach activities were curtailed. However, due to the high unemployment rate and loss of health insurance, some of the emergency departments continued to refer patients with dental problems to the clinic so that 100% of walk-ins were related to pain and infection. According to the Hawaii

Health Information Corporation (HHIC) and the Hawaii State Department of Health 2015 – 2016 data, there was an average of 4,877 preventable emergency room visits for dental problems, which amounted to about \$14 million in hospital costs.

Clinic data from 2014 – 2020 demonstrated that 47% (2,174) of the patients we served came from the Honolulu District; 22% (1,034) from Leeward Oahu; 16 % (762) from Windward Oahu; and 14% (642) from Central Oahu.



AMM provides the only free basic dental services on Oahu; however, we are exploring the expansion of our services to the Big Island. The new Executive Director has implemented discussion with identified parties on Hawaii.

### **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;
  - A. The free clinic provides basic dental procedures, such as oral examinations, x-rays, fillings, extractions, root canal treatment, emergency care, and health education. The funds requested will support the 2 part-time dentists, 2 dental hygienists (one at 12 hours per week), 2 full time dental assistants (one of whom serves part time as the receptionist), a percent of administrative costs (office manager serves part time as the receptionist), and a percent of the rent. The staff is exclusively dedicated to providing dental services to our target population and can be relied on to meet the continual demand for these services. They will ensure that services are of quality and the clinic is

operating 5 days per week. The ability to pay professional level staff provides increased stability and dependability to the operation of the clinic.

Retention of capable and reliable clinic staff and volunteer dentists is essential to the success of the clinic. Weekly staff meetings are held to share any concerns, problems encountered, and positive occurrences at the clinic. The Executive Director has held staff retreats, fostered good working relationships, and has arranged for educational trainings for staff to attend and paid by the organization, such as in 2018 our full-time dental assistants and the dental hygienist attended training sessions to further their education. Clinic staff has attended educational sessions for the past 6 years and the last occurred on January 13, 2020. Additionally, all staff are certified in OSHA/HIPAA/CPR training each year in anticipation of a federal or state audit.

We have also implemented the following policies to ensure that dental visits either be maintained or increased by 1) reducing the federal poverty level from 200% to 150% to decrease the wait list; 2) encouraging walk-ins to reduce the no-show rates and still serve people in need; and 3) calling patients to remind them of their appointments. In addition, positive relationships with our community partners will be maintained. We will also give priority scheduling to patient referrals from community partners, which serve especially high need groups.

- 1) Provide 2,990 dental visits.
  - Continue basic dental services on an interim basis and free of charge – **AMM.**
  - Maintain the hours of current clinic staff to prevent disruption of services – **Executive Director and Dental Director.**
  - Maintain operational hours of 5 days per week – **Dental Director and clinic staff.**
  - Continue working relationships with community partners, currently numbering 12 – **Executive Director.**
- 2) Maintain the number of new Welcome Smile women at 48.
  - Enroll at least 4 new women per month – **referring partners, Executive Director, and receptionist.**
  - Maintain our 12 current partners and attain at least 1 more – **Executive Director.**
  - Implement a wait list of eligible women if funds become limited – **Dental Director and Executive Director.**
  - Secure additional funding for dental supplies and laboratory fees, such as other grants or fundraising events – **Executive Director and volunteer grant writer.**
- 3) Preserve 6 clinic personnel.
  - Find funding from grants, donations and sponsors – **Executive Director and volunteer grant writer.**
  - Ensure that concerns, clinic problems, and positive events are shared regularly – **Executive Director, Dental Director, and clinic staff.**
  - Provide educational opportunities to staff – **Executive Director and Dental Director.**

B. Our volunteer efforts have been successful over the years with the current retention of 7 volunteer dentists, since the pandemic, and the supervision of 28 students from UH Dental Hygiene and KCC Dental Assisting Programs. Acknowledgment of our volunteers annually is vital to retention efforts and essential in the expansion of our services.

- 1) Retain the 7 volunteer dentists.
  - Attend Hawaii Dental Association Convention to recruit potential volunteers for the clinic and to inform the professionals about the free dental services – **Executive Director, Dental Director, clinic staff, and volunteer dentists.**
  - Send out letters and flyers to private practitioners regarding the opportunities and benefits of volunteering at the free clinic – **Executive Director and Dental Director.**
  - Work with the Hawaii Dental Association to publicize the need for volunteer dentists at the free clinic – **Dental Director, volunteer dentists, Executive Director.**
- 2) Maintain supervision of at least 28 dental hygiene and dental assisting students.
  - Schedule clinical rotation for the students – **outreach dental hygienist.**
  - Ensure that students are supervised at all times – **Dental Director, volunteer dentists, and outreach dental hygienist.**

C. AMM continues to do outreach into the community through First Smile – Virtual Program, sanctioned community events, and Emergency Departments. By conducting these activities, we will be able to educate children about good oral health practices in schools and at community programs; promote awareness of dental health issues in the community through coalition meetings and other relevant community events; and stimulate interest in the free services of the Dental Clinic.

Those without means of accessing needed dental care end up in the emergency room, which cannot treat dental problems and these patients are referred to outside care. Many of these patients cannot afford such care and do not follow up once released. From 2006-2012 the Hawaii State Department of Health data showed that emergency room visits cost about \$2,834 per visit. By collaborating with Emergency Departments, we intend to reduce the number of emergency room visits for dental problems.

- 1) Educate at least 1,200 children through First Smile – Virtual Program.
  - Contact at least 4 preschools and/or elementary schools on Oahu and at least 3 on a neighbor island to schedule virtual presentations – **outreach dental hygienist.**
  - Contact at least 3 high schools on Oahu with health occupation classes in Fall 2022 to identify interest in restarting “Train the Trainer” sessions on the virtual program – **outreach dental hygienist.**
  - Provide “Train the Trainer” sessions on First Smile – Virtual Program to at least 2 interested high school students once in-person meetings are allowed in schools – **outreach dental hygienist.**

- Have the trained students conduct First Smile presentations to at least 2 schools, including Head Start and public and private elementary schools – **outreach dental hygienist and trained volunteers.**
- 2) Preserve the 12 community partnerships established before COVID-19.
    - Periodically contact them about our services, our new clinic site, and the referral process – **Executive Director and outreach dental hygienist.**
  - 3) Periodically contact Emergency Departments to remind them about the free Dental Clinic and the referral process – **outreach dental hygienist.**

D. AMM relocated to the new clinic site on May 2020 at the AUW building. The clinic has touched over 16,000 at-risk patients and provided over the last 6 years at least 2 million dollars of free dental care. We have been able to sustain the “only” free clinic on Oahu, in spite of funding challenges. Due to the leadership of the AMM Board, AMM staff, and its volunteers, AMM has been able to continue its mission of “Bringing Hope and Impacting the Lives of People We Serve”. The lease has increased by 78% but the space of the new facility is half the size of the previous one and parking is limited to 2 stalls.

- 1) Maintain current operational hours of 5 days per week at new clinic facility.
  - Remind the community and our community partners of the new clinic site – **Executive Director, AMM Board, clinic staff, administrative staff, volunteers.**
  - Inform the target population of our new site via flyers, word-of-mouth, PSA, etc. – **Executive Director, Dental Director, clinic staff, AMM Board, and volunteers.**
- 2) Secure parking alternatives for staff and volunteers, as needed – **Executive Director.**
- 3) Obtain funding for the lease – **Executive Director and volunteer grant writer.**

E. AMM has been a good tenant at Palama Settlement for the past 18 years and will continue to strive to remain one at the new facility – AUW building.

- 1) Ensure monthly rent is paid on time – **office manager.**
- 2) Maintain needed repairs of the interior of the clinic and take corrective action as needed with the landlord’s approval – **Executive Director and office manager.**
- 3) Negotiate lease agreement as it arises – **Executive Director.**

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

Being the only free Dental Clinic on Oahu, AMM has become the safety net for the gap group of older adults, women, indigenous people, the homeless, underserved immigrants, and the “working poor”, a group unduly affected by underlying health problems linked to poverty, encountering discrimination with medical care, and experiencing major economic disruption, such as loss of jobs and health insurance. In spite of this calamity, AMM continues to provide free dental care, preserving the safety net for the vulnerable in the community. We have upheld clinic hours, maintained our clinic staff, retained our volunteers, and increased our patient count. We have also



persisted in contacting our community partners, educational institutions, and emergency rooms in order to preserve our presence on Oahu for free dental care.

Timeline for FY2022 - 2023 Grant Year, which may change due to COVID-19 restrictions implemented:

- 1) Ongoing – Maintain current AUW facility.
- 2) Ongoing – Preserve current dental staff of 6 to provide direct dental services.
- 3) Ongoing – Utilize and retain 7 volunteer dentists.
- 4) Ongoing – Uphold clinic hours of 5 days a week.
- 5) July 2022 to June 2023 – Provide at least at least 249 dental visits per month for a total of 2,990.
- 6) July 2022 to June 2023 – Treat at least 4 Welcome Smile women per month for a total of 48.
- 7) July 2022 to June 2023 – Pay at least \$720 per month of the rent for a total of \$8,644.
- 8) July 2022 to June 2023 – Preserve partnerships with community agencies, educational institutions, and Emergency Departments to enlist them in referring eligible patients to the clinic.
- 9) July 2022 to June 2023 – Schedule First Smile – The Virtual Program with at least 4 preschools and elementary schools on Oahu and at least 3 preschools and elementary schools on a neighbor island.
- 10) July 2022 to June 2023 – Rotate at least 28 students in dental hygiene and dental assisting programs in the clinic setting.
- 11) July 2022 to June 2023 – Participate in at least 3 Oahu community events held either in person or via ZOOM.
- 12) August 2022 – Approach Oahu high schools with Health Occupation classes to solicit interest in “Train the Trainer” Program for Virtual First Smile, when in-person meetings allowed.
- 13) October 2022 – Schedule “Train the Trainer” sessions for at least 2 interested high school students.
- 14) December 2022 – Have the trained students schedule presentations with at least 2 preschools and/or elementary schools on Oahu and evaluate the outcomes.
- 15) December 2022 – Recognize our faithful volunteer dentists.
- 16) January 2023 – Attend the Hawaii Dental Association Convention, if held.
- 17) February 2023 – Recruit at least 1 more volunteer dentist.
- 18) Ongoing – Maintain relationship with AUW as a good tenant and partner.
- 19) June 2023 – Achieve deliverables listed under #2 Goals and Objectives related to the request.

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

**Quality Assurance Plan:**

The Quality Assurance (QA) Program is in place to ensure the delivery of high-quality services to all of our patients. The QA Program also serves to evaluate that the clinic functions (i.e., administrative, personnel, and clinical) effectively and efficiently

and implement any needed changes to improve our services. It ensures that we are meeting legal requirements and current standards of care in the dental industry. The components of this plan include the following:

- 1) Health Care Practitioner Credentialing and Privileging Process is an important part of the Federal Torts Claims Act (FTCA), which provides malpractice coverage for licensed clinic volunteers free of charge after they have been credentialed and allowed the privilege to work at the clinic.
- 2) Peer Review Process is conducted periodically on the volunteer dentists and other licensed health professionals to ensure protocols are being followed, federal and state requirements are being met, and patient care provided are according to best practices in dentistry.
- 3) Patient Care Protocols ensure that standard procedures are followed in the clinic.
- 4) Employee Handbook ensures that Hawaii's best practices in human resources are followed by AMM.
- 5) Volunteer Policies and Procedures ensure that all clinic volunteers know and follow the policies regarding volunteering.
- 6) Compliance with Health Information Portability Accountability Act (HIPAA) ensures the confidentiality of all patient health information.
- 7) Compliance with Occupational Safety and Health Administration (OSHA) requirements ensure the safety of the staff, patients, and volunteers and that training of staff is conducted annually.
- 8) Annual CPR certification ensures that clinic staff can provide life-saving measures in an emergency.
- 9) Emergency Preparedness Manual ensures that the latest in emergency and disaster protocols are available to staff, volunteers and students.
- 10) Recertification of dental equipment, as required, ensures safety and accuracy of equipment used on patients.

### **Evaluation Plan**

We have maintained the free clinic at Palama Settlement and have sustained its operations since 2002, despite late or limited funding and staffing situations. AMM pledges to continue its operation at the new dental clinic in the same manner of best practices. In the past 2 years the Board of Directors has changed, bringing in new people with skills in finance, human resources, marketing, dental care, medicine, and accounting. With their guidance and unwavering belief in the mission of AMM, especially during the COVID-19 disaster, the Dental Clinic has been able to achieve deliverables throughout the years. The Board is still in the process of developing a Strategic Plan for the Dental Clinic, which will definitely help us to evolve, streamline our operations, expand our services into all parts of Oahu and perhaps the neighbor islands, and eventually achieve financial security.

Our long-standing presence on Oahu, has brought a positive reputation and familiarity with who we are and what we do. The dental staff and our 7 volunteers, one of whom has been with AMM since 1995, bring a high level of experience and patient-centered commitment to the quality of services provided to all. Currently, staffing is

adequate so that the clinic is able to operate smoothly and efficiently. Our personnel have demonstrated their devotion to the patients by ensuring that the clinic is open 5 days a week, that best practices for dental care are utilized, that each and every patient is valued and respected, and that sanitation and hygiene of the equipment and facility are continually maintained.

Evaluation by dental patients and Welcome Smile women through the Patient Satisfaction Survey will provide us with constructive criticism of treatment provided and services rendered, recommendations for improvement, and comments on how this care has impacted their lives. In addition, we plan to obtain feedback from all of our volunteers to help improve clinic operations, enhance clinic set up, adjust scheduling of patients, amend First Smile presentations, and make changes as needed.

Currently, with the surges in the COVID-19 infection in-person participation in community activities, health fairs and coalition meetings has been limited. Therefore, we will not be able to evaluate the effectiveness of community outreach on clinic numbers and whether or not these are worthwhile endeavors for AMM to pursue. However, partnerships with community agencies have been positive in terms of the number of referrals received, reports of improvement in the well-being of their clients, the quality of services provided, and the notable success in employment opportunities sought by patients energized with renewed confidence in their appearance. AMM will continue to obtain feedback from our community partners and if any changes are needed.

Verbal feedback will also be obtained from participants of the First Smile presentations as to the value and appropriateness of the information given and whether or not revisions are needed and if this endeavor is worthwhile to continue. Classroom teachers will also be surveyed regarding the information given to the children and value of "Ikaika, The Cavity Fighting Bear" activity book as a reinforcement tool. We will also assess whether or not the "Train the Trainer" project is a worthwhile venture to continue for AMM as well as for the students.

The electronic dental record system, Dentrax, will help us determine if we have reached the goals and objectives identified by monitoring the number of patients treated by each dentist, number of visits per patient, and dental procedures provided. Additional demographic information will also be captured when the patient is treated, such as age, gender, ethnicity, income, occupation, residency, and referral source to give us a picture of the clientele we are helping. Comparison of numbers from previous years, as reflected in the graphs of 2014 – 2020, have demonstrated that the clinic has increased dental visits and number of patients treated, including Welcome Smile women, over the last 6 years. By determining the cost of the dental procedures provided to each patient, monthly and annually, we can better estimate annually the in-kind cost per patient served, which will help with planning the annual budget and requesting needed funds from grants. Over time it will help us to determine whether or not the free clinic is meeting the needs of the community and is the "safety net" for the disadvantaged and vulnerable population.

Progress on deliverables fulfilled and expenditure of grant funds will be monitored quarterly by the Executive Director, the Dental Director, volunteer grant manager, and the contract accountant. The volunteer grant writer and manager will evaluate the quarterly data collected and determine the progress of deliverables met and the expenditure of grant monies. The accountant will monitor expenditures and revenues for the clinic and produce the quarterly expense reports as required. However, the Executive Director will be ultimately responsible for ensuring that the objectives and timelines have been met and the resolution of any issues or problems arising from the clinic or with personnel. Furthermore, the Hawaii Programs Committee will ensure that Quality Assurance and Quality Improvement and Risk Management Plans are followed; to assure that services provided are of quality and remain free; and to avert any risks to patients, volunteers, and staff. The effectiveness of the Dental Clinic will be measured through ongoing monitoring of clinic operations, staff, and volunteers.

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 measures of effectiveness that will be reported to the State agency through grant funds appropriated are the following:

- A. Provided at least 2,990 dental visits.
- B. Treat at least 48 new Welcome Smile women.
- C. Retain 7 volunteer dentists.
- D. Restore partnerships with essential community agencies, educational institutions, and emergency departments – at least 12.
- E. Educate at least 1,200 children on good oral health practices.
- F. Mentor at least 28 students from institutions of higher learning.
- G. Maintain operational hours for 5 days a week at the new clinic site.
- H. Serve as a good tenant.

AMM has maintained the free clinic at Palama Settlement and has sustained its operations since 2002 and we pledge to continue the dental services at the new facility. Our long-standing presence on Oahu, has brought a positive reputation and familiarity with who we are and what we do. Our effectiveness can be measured by our skill in sustaining the programs implemented, even during COVID 19; by our capacity to tackle the dental health disparities among the low-income residents; and by our capability in addressing public health issues about oral health care in Hawaii. In Hawaii recovery efforts will require coordination and collaboration among government, businesses, and community groups and will be long-term; and community preparedness needs to be ongoing to guard against future outbreaks, which has proven to be devastating to our way of life. A key measure of effectiveness in the community for AMM will be the

preservation of the free Dental Clinic, a safety net to those in need throughout recovery efforts as well as the sustenance of the clinic staff who have demonstrated their commitment and dedication to our patients and ensured that the clinic remains open and that quality dental care is provided to all treated.

**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) **NOT APPLICABLE**
  - d. Capital project details (Link) **NOT APPLICABLE**
  - e. Government contracts, grants, and grants in aid (Link)
  
2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2023.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$37,500	\$37,500	\$37,500	\$37,500	\$150,000

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2023.

**NOT SUBMITTED**

- A. Hawaii Dental Service Foundation
- B. Atherton Foundation
- C. McInerny Foundation
- D. Hawaii Women Legal Foundation, Friends of Hawaii Charities, Women’s Fund of Hawaii, and Omidyar Ohana Fund for Welcome Smile
- E. Chamber of Commerce Public Health Fund for First Smile
- F. AUW Women United
- G. Strong Foundation

**PENDING**

- A. City and County of Honolulu Grant in Aid
- B. Patterson Foundation
- C. AWU Safety Net

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 2023 for program funding. **ATTACHMENT PAGE 10.**
6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2021.

**Total Unrestricted Current Assets per Balance Sheet.....\$371,433.37**

## **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.

As the only “free” Dental Clinic in Hawaii, AMM has provided more than \$5.5 million of basic dental procedures for more than 24,000 uninsured and underinsured dental patients over the last 26 years in business. The Board of Directors and key volunteers, currently involved with the clinic, have been with the organization for at least seven to over twenty years and bring a high level of experience, historical knowledge, and commitment. The varied expertise and skills of the current Board of Directors in marketing, finances, human resources, the law, and dentistry will help to ensure the sustainability and well-being of the organization. Their commitment and the leadership demonstrated during funding challenges have led to the survival of Aloha Medical Mission and its programs over the years. They have continued to guide the Executive Director, assuring that plans identified will be carried out successfully and there are adequate funds to sustain the organization and its operations.

The previous Executive Director demonstrated her ability to network with other community agencies; supervise personnel; manage the resources; attract new partners; write grants; and ensure that all of the volunteers feel appreciated by recognizing them for the past 4 years annually at a dinner event, which has included acknowledgement of our steadfast donors and staunch supporters. In 2017 and 2019 she executed 2 major fundraising events, “Aloha on a Mission and Partners in Wine”, which helped raise needed unrestricted funds.

Our contracted accountant has helped us keep track of revenues and expenditures on a monthly basis, balance the budget at the end of the fiscal year, and draft budgets for the organization and grant requests. She has years of experience in

dealing with government contracts and is proficient in doing the required quarterly reports. She is a great resource to the Executive Director and office manager and the grant writer in obtaining funds for clinic operations.

The volunteer grant writer and manager, who is a former Board member and now an Advisory Board member for AMM, has assisted with obtaining grants for the clinic since 2014, ensuring that the clinic has had funds to sustain its operations. She has assisted the Executive Director in researching new grant opportunities, in reapplying for grants previously funded, in tracking expenditures of grants received, and submitting reports required for the City and State GIA and other grants. She will continue to assist the Executive Director as long as needed. She is passionate about the mission of the free clinic and the need for dental services to residents with health disparities due to income, ethnicity, age, gender, and geography.

The clinic staff has demonstrated necessary skills and experiences to assist the dentists in providing treatment and to work cordially with patients, even difficult or demanding ones as well as has demonstrated their commitment and dedication to our patients by ensuring that the clinic remains open in spite of occasional staff shortages. We have 37 years of experience with recruiting and managing volunteers for the free clinic and the overseas missions because Aloha Medical Mission began as a volunteer organization. We have had volunteer dentists since the free clinic was established, one of whom has been a volunteer since 1995. We now have a cadre of 7 dentists, who have been vetted and have helped us expand the hours of operation. AMM has trained and mentored students interested in health for the last 17 years, providing a stimulating and challenging environment for learning.

Our longstanding presence in the community has brought a positive reputation and familiarity with who we are and what we do. We have established relationships with the low-cost clinics on Oahu, other community agencies and educational institutions and have acquired more partners to support the various programs implemented. The outreach dental hygienist has demonstrated her ability to reach out to community agencies; work with Emergency Departments; foster relationships with educational institutions; and gather and analyze clinic data collected and then create visual graphs of the impact to the patients and the clinic.

The Dental Clinic has had staunch investors, such as the Hawaii Dental Service (HDS) Foundation, Clarence T.C. Ching Foundation, Friends of Hawaii Charities, Women's Fund of Hawaii, and the Omidyar Ohana Fund, who have supported AMM over the last 19 years. We have also been able to recruit new supporters, such as the City and County of Honolulu Grant-In-Aid, the Atherton Foundation, the Beta Beta Gama Foundation, and AUW Safety Net Grant in the last 4 years, all believing in the concept of a free clinic as a safety net for the poor and needy. As challenges for increase funding arises, we have been able to find opportunities to sustain clinic operations through other charitable foundations locally and nationally and new individual donors.

The list of verifiable experience of related projects or contracts for the most recent 3 years include:

- Hawaii Dental Service (HDS) Foundation supporting the clinic and its programs since 2002.
- City and County of Honolulu Grant in Aid (GIA) supporting operating expenses and rent.
- State Grant in Aid supporting capital expenses – 2019.
- Clarence T.C. Ching Foundation supporting the renovation of the new clinic facility in 2019.
- Hawaii Women Legal Foundation, Friends of Hawaii Charities, Inc., and Women's Fund of Hawaii, all supporting the Welcome Smile Program.
- McInerney Foundation supporting Welcome Smile Program in 2017 and 2019
- Patterson Foundation supporting volunteer dentists in 2019.
- AUW Safety Net supporting the Dental Clinic.
- Omidyar Ohana Fund supporting Welcome Smile.
- Atherton Foundation supporting the Dental Clinic.
- GN Wilcox Foundation supporting First Smile.
- Chamber of Commerce Public Health Fund supporting First Smile.
- AUW Women United Fund

## **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 new clinic facility, which is in the AUW building on Vineyard Boulevard, has a space of only 1800 square feet for 3 dental units with x-ray machines, a panorex machine, a waiting area, a utility room to clean and sterilize equipment, computers in each unit, and small administrative spaces to accommodate the Executive Director, office manager, outreach dental hygienist, and Dental Director. Because the new facility is profoundly limited in space, we are able to accommodate only one dentist at a time or one dentist and a dental hygienist in order to be compliant with HIPAA requirements and the COVID-19 physical distancing mandate.

The clinic consists of a very small waiting room, where physical distancing is very difficult to maintain so patients are asked to wait outside in the hallway or outside of the building until called. There is a computer in every dental unit so the dentists and dental assistants are able to access the Dentrix system while treating patients and record complaints, diagnosis, and recommended treatment. Although patient records are scanned into Dentrix for a paperless filing, hard copies of records are still kept and secured in locked filing cabinets. Our dental facility has up-to-date equipment and an upgraded electronic patient chart system (Dentrix). If funding is secured, the computers will be upgraded.



The facility also has a small room which serves as the break room, meeting room, and a limited storage area for dental supplies. The facility is also ADA compliant with a ramp for wheelchairs and handicap parking space in the back of the building and a handicap accessible bathroom. Currently, it meets the needs of the Dental Clinic and administration.

## **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 consumer experience has been significantly improved, having a dedicated dental staff to guarantee a particular level of capacity and reliability. The dental assistants provide assistance to the dentists; help out at the reception area; triage as needed; educate patients on good oral health practices as they are being treated; order and receive dental supplies; take care of the cleaning of equipment and facility; and are responsible for the maintenance of dental equipment and the facility.

The dental hygienists are responsible to provide dental cleanings at the clinic and the outreach dental hygienist also conducts First Smile presentations and maintains contact with the community partners and educational institutions. Both the dental assistants and dental hygienist participate in health fairs in the community and at the Hawaii Dental Association Convention. The clinic dentists not only provide dental treatment to patients but one of them also serves as the dental director, who ensures quality assurance in the clinic, risk management protocols are followed, and the supervision of dental volunteers and clinic staff. He also does the annual peer review of selected dentists at the clinic to satisfy the federal requirements and ensure the standards of care for the profession. The dental director has recruited many of his colleagues to volunteer, which has greatly enhanced our services. He also identifies training opportunities for the dental staff and volunteer dentists. All of the dental staff ensures the efficient and smooth operation of the clinic and are provided training opportunities when they arise. The clinic staff is supervised by the Dental Director and the Executive Director but the ultimate responsibility falls upon the Executive Director.

The Executive Director has been charged with securing funds to meet the projected budget annually for the organization and has been responsible for the overall supervision of AMM personnel and overall management of the organization. The previous Executive Director left in November 2021 to pursue other opportunities but was able to increase partnerships and collaboration with community agencies to leverage our resources wisely since 2016. She also found community service groups, such as the Exchange Club, to provide needed repairs to our facility. With the new Executive Director her priority will be to obtain unrestricted funds to support administration and

other expenses and the mission. She is also exploring expansion of free dental care to the neighbor islands and will be securing funding to support this effort.

The volunteer grant writer and manager has worked collaboratively with a number of AMM Executive Directors since 2014 and will continue to assist the current Executive Director with monthly reports or annual reports for grants awarded, research potential funding opportunities, and apply for grants in keeping with the goals of the organization because she believes in its philosophy. Her focus will be to secure adequate funds to sustain the Honolulu Dental Clinic, as long as there is a community need and it remains part of AMM's mission.

Having a contracted accountant, who is knowledgeable and experienced in working with grants-in-aid has helped us to carry out the above plan and get reimbursed for services provided in a timely fashion. She has demonstrated proficiency in tracking grant expenses and in accounting for their use at the clinic. Her aptitude in reconciliation of expenditures, tracking of grant funds, projecting amount of funds needed to support the clinic monthly, and drafting of proposed budgets for grants has enabled the organization to support not only its overseas missions but also the Dental Clinic and its programs in 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.

The annual salaries of the following highest paid employees are:

- A. Executive Director -- \$85,000.00
- B. Dentist and Dental Director (Part-time) -- \$70,013.00
- C. Outreach Dental Hygienist (Dental cleaning; collects and analyzes data; created and implemented First Smile – Virtual Program; supervises students) -- \$82,742.00

## **VII. Other**

### **1. Litigation**

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

AMM retains the following licenses or accreditation through its facility, clinic staff, and Volunteer dentists:

- Annual Radiation Facility license for the x-ray machines.
- CPR/AED Certification of designated clinic staff.
- Annual OSHA and HIPAA Certification of the clinic and its staff.
- Current State of Hawaii Dentist and Dental Hygienist Licenses.
- DEA (Drug Enforcement Administration) Registration/License of the Volunteer Dentists and paid dentists.
- Federal Torts Claim Act (FTCA) – Malpractice Insurance Protection for Volunteer Dentists, other licensed health professionals, other volunteers, the Board of Directors and Officers of Aloha Medical Mission, through the federal government (HRSA).
- Liability Coverage for Directors and Officers of the AMM Board.
- General Liability Coverage for the facility and any occurrences occurring within the facility, including the State of Hawaii and the City & County of Honolulu.
- Credentialing of licensed health professionals who work in the clinic.

## 3. Private Educational Institutions

The applicant shall specify whether the grant will be used to support or benefit a sectarian or non-sectarian private educational institution. Please see [Article X, Section 1, of the State Constitution](#) for the relevance of this question. **NOT APPLICABLE**

## 4. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 2022-23 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2022-23, but
- (b) Not received by the applicant thereafter.

The long-term goal for the sustainability of the free Dental Clinic is to find staunch financial supporters, who believe in the idea of a free Dental Clinic for the destitute in Hawaii and will support this concept unwaveringly. We also plan to explore grants that provide funding for at least 2 years or more so that we are not constantly writing grant proposals and having to piece together funding from various grants awarded annually. We have been fortunate that Hawaii Dental Service (HDS) Foundation has bestowed upon us funding for clinic operations for 2 years.

The continuation of free dental care since 1995 serves as evidence of AMM's capability to sustain this lasting benefit to the community. Our success can also be measured in our skill in finding funding prospects, such as the AUW Safety Net Fund, G.N. Wilcox Foundation, Women's Fund of Hawaii, and the City GIA, as well as our own fundraising efforts to reduce health discrimination among this targeted group. We ARE the last safety net for free dental care for the impoverished and powerless, including low-income individuals, women, indigenous people, older adults, immigrants, and the homeless.

AMM is considering expansion of our dental services not only to the borders of Oahu but also to a neighbor island to serve more of those in poverty and more of the Native Hawaiians, who have endured health inequities due to geography, income, and ethnicity. However, this will be dependent upon recovery efforts of the economy and healthcare system as the COVID-19 crisis lessens. We have maintained our contacts with our community partners throughout the pandemic in order to move forward once the economy opens up. They will help us sustain the long-term benefits of the clinic by promoting our services, making referrals, and becoming stakeholders for dental issues in the community. All of the services that AMM has provided over the years have had and will continue to have lasting benefits on the dental health of its residents.



## BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2022 to June 30, 2023

Applicant: ALOHA MEDICAL MISSION

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Dentist	0.50	\$70,013.00	35.00%	\$ 24,505
Dentist	0.30	\$38,189.00	35.00%	\$ 13,366
Dental Hygienist	1.00	\$82,742.00	35.00%	\$ 28,960
Dental Hygienist	0.60	\$48,042.00	35.00%	\$ 16,815
Dental Specialist	1.00	\$36,067.00	35.00%	\$ 12,623
Dental Specialist	1.00	\$33,946.00	35.00%	\$ 11,881
Executive Director	1.00	\$85,000.00	5.00%	\$ 4,250
Office Manager	1.00	\$44,554.00	15.00%	\$ 6,683
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				<b>119,083</b>
<b>JUSTIFICATION/COMMENTS:</b>				

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2022 to June 30, 2023

**NOT APPLICABLE**

Applicant: \_\_\_\_\_

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>			\$ -	
<b>JUSTIFICATION/COMMENTS:</b>				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>			\$ -	
<b>JUSTIFICATION/COMMENTS:</b>				

# BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2022 to June 30, 2023 **NOT APPLICABLE**

Applicant: Aloha Medical Mission

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OTHER SOURCES OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2020-2021	FY: 2021-2022	FY:2022-2023	FY:2022-2023	FY:2023-2024	FY:2024-2025
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
<b>TOTAL:</b>						
<b>JUSTIFICATION/COMMENTS:</b>						



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

Applicant: **Aloha Medical Mission**

Contracts Total: 1,837,000

<b>CONTRACT DESCRIPTION</b>	<b>EFFECTIVE DATES</b>	<b>AGENCY</b>	<b>GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)</b>	<b>CONTRACT VALUE</b>
1 Dental Clinic -- Free basic dental procedures	10/18 - 9/19	Atherton Foundation		15,000
2 Welcome Smile -- Restorative treatment	Jun-18	Women's Fund of Hawaii		5,000
3 Dental Clinic -- Free basic dental procedures	Jun-18	Hawaii Dental Service Foundation		150,000
4 Welcome Smile -- Restorative treatment	Jul-18	Hawaii Women Legal Foundation		5,000
5 Welcome Smile -- Restorative treatment	May-18	Friends of Hawaii Charities		5,000
6 Dental Clinic -- Free basic dental procedures	Nov-18	Hawaii Dental Association		5,000
7 Dental Clinic -- Free basic dental procedures	11/1/18-9/30/19	Dept of Community Svcs	C&C of Honolulu	125,000
8 Dental Supplies	1/19 - 12/19	Friends of Hawaii Charities		5,000
9 Welcome Smile -- Restorative treatment	Jul-19	Hawaii Women Legal Foundation		5,000
10 Welcome Smile -- Restorative treatment	Jun-19	Women's Fund of Hawaii		5,000
11 Welcome Smile -- Restorative treatment	Jul-19	Omidyar Ohana Fund		10,000
12 Dental Clinic -- Free basic dental procedures	11/19 - 12/20	Hawaii Dental Service Foundation		150,000
13 Dental Clinic -- Free basic dental procedures	6/19 - 5/20	Beta Beta Gamma Foundation		10,000
14 Dental Clinic -- Free basic dental procedures	07/1/19 - 06/30/20	Dept. of Health	State	120,000
15 Outreach Activities	Jan-19	AUW Safety Net Fund		50,000
16 Dental Clinic Procedures	1/19 - 12/19	McInerney Foundation		10,000
17 Dental Clinic -- Free basic dental procedures	May-19	Patterson Dental Foundation		10,000
18 Dental Clinic -- Free basic dental procedures	7/19 - 6/20	Charity Walk		16,000
19 Dental Clinic -- Free basic dental procedures	Sep-20	Hawaii Dental Association		10,000
20 Welcome Smile -- Restorative treatment	Sep-20	Women's Fund of Hawaii		5,000
21 Dental Clinic -- Free basic dental procedures	Feb-20	DentaQuest		5,000
22 Welcome Smile -- Restorative treatment	Jun-20	Friends of Hawaii Charities		5,000
23 Dental Clinic -- Free basic dental procedures	Jul-20	Atherton Foundation		10,000
24 Outreach Activities	1/20 - 12/20	AUW Safety Net		40,000
25 Dental Clinic -- Free basic dental procedures	1/20 - 12/20	Dept of Community Svcs	C&C of Honolulu	125,000
26 Welcome Smile -- Restorative treatment	Dec-20	Hawaii Women Legal Foundation		5,000
27 Dental Clinic -- Free basic dental procedures	1/21 - 12/21	Hawaii Dental Service Foundation		200,000
28 Dental Clinic -- Free basic dental procedures	1/21 - 9/21	Dept of Community Svcs	C&C of Honolulu	200,000
29 Dental Clinic -- Free basic dental procedures	Dec-21	Atherton Foundation		10,000
30 Welcome Smile -- Restorative treatment	Apr-21	Friends of Hawaii Charities		5,000

# ALOHA MEDICAL MISSION

BOARD OF DIRECTORS 2022

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## In Memoriam:

*The Honorable Daniel K. Inouye, U.S. Senate  
Jorge G. Camara, M.D., Ophthalmologist, Camara Eye Clinic, Past AMM President*

