

Application Submittal Checklist

The following items are required for submittal of the grant application. Please verify and check off that the items have been included in the application packet.

- 1) Certificate of Good Standing (If the Applicant is an Organization)
- 2) Declaration Statement
- 3) Verify that grant shall be used for a public purpose
- 4) Background and Summary
- 5) Service Summary and Outcomes
- 6) Budget
 - a) Budget request by source of funds ([Link](#))
 - b) Personnel salaries and wages ([Link](#))
 - c) Equipment and motor vehicles ([Link](#))
 - d) Capital project details ([Link](#))
 - e) Government contracts, grants, and grants in aid ([Link](#))
- 7) Experience and Capability
- 8) Personnel: Project Organization and Staffing



AUTHORIZED SIGNATURE

ASPEN WALLWORK, CHIEF EXECUTIVE OFFICER

PRINT NAME AND TITLE

JANUARY 19, 2022

DATE

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.

Certificate of Good Standing dated December 10, 2021 is included as Attachment #1.

2. Declaration Statement

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

Signed Declaration Statement is included as Attachment #2.

3. Public Purpose

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

The Public Purpose statement is included as Attachment #3.

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;

Arc of Maui County was established in 1954 by a group of parents and concerned citizens who sought services for their children with developmental disabilities when none were available. This agency is the shared vision of many dedicated parents, family members, people with disabilities, staff and advocates from the community and across the nation.

Our mission is to promote and protect the human rights of individuals with intellectual and developmental disabilities. We actively support programs and services that assure full inclusion and participation in the community throughout their life by focusing on the strengths, abilities and inherent value of each participant. We are consistently seeking ways to meet the continued growing needs of our disabled community and provide an array of services including residential services, Adult Day Health program, one-on-one community services and vocational/employment services.

Maui's population of individuals with intellectual and developmental disabilities continues to remain underserved and while it continues to grow, it requires more and more specialized services. Individuals within our care require a combination of special interdisciplinary care, treatments and other services which are planned and coordinated through various programs that provide services 24 hours a day/ 7 days a week. Programs include:

- 1) Residential services with 5 state licensed group homes on Maui;
- 2) Adult Day Health group settings at 2 locations;
- 3) One-on-One Community services providing personal assistance with daily activities on Maui, Molokai and rural Hana; and
- 4) Vocational services to build job skills and exploring community employment and support on Maui and Molokai.

Support and assistance are provided to each participant with daily living skills, personal care, food preparation, medication administration, nursing services, behavioral support, household chores and transportation services. Arc of Maui County is one of the largest service providers to individuals with intellectual/ developmental disabilities in Maui County and the ONLY provider with Intermediate Care Facilities (ICF) residential group homes on the neighbor islands outside of Oahu. We also provide the most Domiciliary (DOM) residential group homes on Maui and are the only DOM provider on Molokai.

RESIDENTIAL SERVICES:

We own and operate five group homes on Maui. Three of our group homes are ICF/IDD-C homes (Intermediate Care Facility for Intellectual and Developmental Disabilities in the Community), one in Kihei and two in Kahului. We also provide services through two domiciliary group homes, one in Waiehu and one in Lahaina. Residents are encouraged to meet their highest level of independence in activities of daily living and personal care, and participate in social, recreational and community activities of their choice.

All homes are licensed through the State of Hawaii Department of Health and meets all federal regulations. Our residential services provide 24-hour support services with emphasis on health and safety and is designed to promote a high quality of living with a primary focus on community integration and self-determination. Staff are fully trained to provide varying levels of support and assistance to meet the individual needs of each resident. Assistance is provided with daily living skills, personal care, food preparation, medication administration, behavioral support, household chores and transportation.

ADULT DAY HEALTH PROGRAMS:

Our Adult Day Health (ADH) program has two sites on Maui in Wailuku and Kihei. Individuals are eligible through the Department of Health. Our ADH program provides a place for adults with developmental disabilities to socialize with their peers, actively participate in their community, and receive health and personal care. Within a group setting, learning focuses on safety, health, job skills, money management, and other life skills, according to their individualized service plans. Adult Day Health provides a rich enjoyable experience while providing vital personalized services.

ONE-ON-ONE COMMUNITY SERVICES:

We offer our Home and Community Based Services (H&CBS) all throughout Maui County including Molokai and rural Hana. The program provides one-on-one services with a trained staff who assists the individual to meet his or her personalized goals. Program goals are developed by the participant's "circle of supports" which includes the individual, guardian, family members and other important people in the individual's life. This service focuses on training and assistance to increase independence, develop skills in self-advocacy, and help the individual identify and expand personal interests.

VOCATIONAL SERVICES:

Our vocational program offers a positive way for individuals with a variety of behavioral and medical challenges to earn income, build vocational skills, interact with peers and community members as well as create a product or perform a service they can be proud of. We assist with 3 types of vocational employments: in-house, supported and community employment.

Our in-house vocational services provide a variety of paid employment opportunities for individuals who are building their job skills or are not able to maintain community-based employment at this time. Current opportunities include aroma seeds, shredding, cleaning, merchandising, and shopping.

With our supported employment program individuals are assisted in exploring employment in the community with the support of a one-on-one staff/ job coach. This includes support with the job search, interviewing, training and obtaining a position in an area of interest. The vocational team will work with employers to help customize a position for the individual's strengths and current needs. The one-on-one support will help the individual learn the details of the job, provide supervision, behavioral support and continually assess for necessary adaptations.

Our community employment program supports individuals that have demonstrated a high level of independence in their community-based position, and no longer require one-on-one staff. These individuals do receive regular monitoring and support from job coaches, in areas of skill maintenance and acquisition, job growth, evaluations and advocacy.

2. The goals and objectives related to the request;

The request for FY 22-23 GIA funds is based on the need to adjust and enhance our service strategy to provide the necessary care to a larger number of participants with intellectual and developmental disabilities. To meet this need, Arc of Maui County is consistently evaluating ways to expand and enhance our services. The program enhancements that will be accomplished through this request include:

- 1) Expansion/ Replacement of Arc's vehicle capacity to meet the transportation needs of those participating in our Vocational/ Employment and Adult Day Health programs;
- 2) Participant's development and implementation of career plans, job training and ensuring appropriate levels of support are available to acquire community employment;
- 3) Participant's development and implementation of behavioral support plans based on behavioral analysis to ensure necessary level of care and support primarily focusing on employment behaviors to reintegrate back into the workforce;
- 4) Specialized staff training to better equip direct support professionals in fostering health, positive working and living environments for our participants.

All of these enhancements are aimed at providing Arc of Maui County with sufficient capacity to provide an appropriate level of high-quality services for participants within our programs and enabling each participant to reach their highest potential as participating members of our community.

TRANSPORTATION FLEET EXPANSION/ REPLACEMENT: Our goal is to increase our transportation fleet with the purchase of three new vans. The new vehicles include one 12-passenger van with wheelchair lift, one 8 passenger minivan WITH wheelchair ramp and one standard 8-passenger minivans with NO wheelchair capability. These vehicles will meet the transportation needs of participants to and from job locations, program sites, medical and dental appointments, recreational activities and community outings.

COMMUNITY EMPLOYMENT: Now, more than ever, it is vital we provide training and assistance for our participants to reenter the workforce. All participants that held community employment at local businesses, restaurants, the airport and stores lost their job during the pandemic. The development and implementation of career planning require specific job positions and training. Arc of Maui County holds a contract with the State of Hawaii Department of Health Developmental Disabilities Division to offer Home and Community Based Services. This contract allows Arc of Maui to provide one-on-one community services, our Adult Day Health programs and our vocational program. As a requirement of the contract to operate our vocational program, we are required to retain specific job positions.

We currently employ an Employment Service Supervisor who assist job seekers with intellectual and developmental disabilities to acquire competitive integrated community employment. They provide individualized assessments to evaluate strengths, skills and

interest and assist job seekers with decision making, accommodations request and interacts with employers. They create career plans and the support necessary to achieve these plans. Implementation of these plans require the following job positions:

- Job Coaches will implement the career plan and provide any necessary support that was established by the Employment Service Supervisor. They provide on-the-job work skills training and instructions required to perform the job until the participant becomes confident and competent in their job responsibilities. For many of our participants, they will always need a job coach to hold their employment.
- Community Navigator coordinates the use of community resources and natural supports to address the participant's needs and strengths. They support the participant in their chosen community activities by performing advanced work to engage with community groups then provides coaching with the participant as they join.

BEHAVIORAL SUPPORT PLANS: Behavioral analysis requires specialized training and employment of specific job positions. Behavioral Support Plans (BSP) are created to improve the participant's independence and inclusion into their community as well as prevent and manage any challenging behavior with positive reinforcements by utilizing two specific job positions:

- Board-Certified Behavior Analyst (BCBA) to provide assessments and develop behavior support plans.
- Registered Behavior Technician (RBT) provides implementation of the behavior support plans created by the BCBA.

The BSPs are created to address overall behavior challenges but will focus on participants looking to reenter the workforce since the COVID pandemic layoffs. The BCBA will assess each participant's characteristics and personal circumstances with the objective of determining appropriate strategies to effectively address specific physical, intellectual and emotional needs. The RBTs will ensure the behavior support plan is properly executed. The behavior support plans will allow Arc to effectively respond to the increasingly complex behavioral issues associated with the wide spectrum of individuals with developmental disabilities and allow Arc to help better meet the increasing service needs of our participants.

SPECIALIZED STAFF DEVELOPMENT: Our staff development component for program enhancement will allow an Arc of Maui employee to recertify as a Certified Safety Care Behavioral Safety Trainer by participating in an intensive 3-day training using the newest and most effective technologies from Applied Behavior Analysis (ABA) and Positive Behavior Interventions & Support (PBIS) by Quality Behavioral Solutions (QBS), which was established in 1997 as a behavior skills training company committed to best practices and safe behavior management methods.

Upon completion of the training program, we will provide in-house training to employees within our group homes, Adult Day Health program and one-on-one community programs not only to prevent and manage challenging behavior, but to effectively teach

replacing these behaviors with more positive reinforcements and development of new skills.

We will also utilize Relias, one of the leading providers of education for healthcare and disabilities professionals. They are accredited by dozens of national and state licensing boards. Specialized training through Relias will apply to our Employment Service Supervisor and Registered Behavior Technician for initial and ongoing training and certification. Furthermore, Relias is a bundled program, purchasing it provides us access without additional cost for all employees within Arc to utilize for mandatory initial and annual training required through our licenses and contract with the State of Hawaii and Medicaid.

3. The public purpose and need to be served;

The State of Hawaii Council on Developmental Disabilities states that there are over 22,000 individuals with intellectual and/or developmental disabilities, yet only 2,872 or 13.7% receives services according to the Department of Health Developmental Disabilities Division 2018-2020 Strategic Plan. This leaves an astounding 86.3% of this population unserved showing the need for additional services and programs to provide assistance to both the participant and their families.

As parents and family members age, the need for residential services, Adult Day Health programs and individualized services increases as well. Services to assist with care during work hours and weekends as relief are high priorities to many families. Arc of Maui collects data that includes tracking of performance measures and annual surveys distributed to family members and caregivers to ensure emerging needs are met.

A common goal among many of our participants is independence, whether it's living away from their family's home, having their own income or making their own decisions on where they go and what they do. Our goal as an agency is to provide everyone with an individualized plan that maintains independence and helps each participant to realize their full potential as contributing members of our community. Our vocational program fills many of the goals by providing a plan with individualized goals towards employment, behavioral support and independence in a safe and supportive space.

Arc of Maui County has provided services to individuals with intellectual and developmental disabilities for over 67 years. During this time, we have provided continued services to hundreds of families within Maui County and we continue to grow and offer more services as the need increases. Year over year, the additional help provided by our agency is required by more and more families.

Our first group home was opened in 1981 and has since expanded to include a total of 5 group homes on Maui that provides daily services to 24 participants 24 hours a day/7 days a week. For over 20 years, we have provided daily one-on-one community services and Adult Day Health programs at multiple locations to an average of 90-100 participants

per year. Our vocational service is our newest program but has already been in place for almost 15 years and provides three types of vocational employments: in-house, supported and community employment. Prior to the COVID-19 pandemic, we supported almost 40 individuals with employment goals.

4. Describe the target population to be served; and

Arc's programs and services target children and adults residing in Maui County with intellectual and developmental disabilities. All participants require specialized support and assistance to maintain independent lifestyles while providing the opportunity to be contributing members of their community.

A developmental disability can be cognitive, physical or both and begins before adulthood. Its effects are long-term and it alters essential life functioning activities. There are four (4) levels of intellectual disabilities: mild, moderate, severe, and profound. In Hawaii, most disabled adults reside in family homes with relatives as their primary care providers. As these individuals age, many families are unable to support the necessary level of specialized care. Arc of Maui County has the specialized experience, capacity and accreditation to address the complex and changing needs of our developmentally disabled community.

5. Describe the geographic coverage.

Arc of Maui County provides one-on-one community services, vocational services and our adult day health programs throughout Maui County, including remote and rural areas on Molokai and Hana. Group homes on Maui are located in Kihei, Lahaina, Wailuku and two in Kahului.

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;

Our proposed program will help many of our participants reach personal and individualized goals by focusing on their employment, behavioral and transportation needs. This is part of Arc of Maui's plan to meet the increasingly diverse and complex needs of our growing participant base of intellectually and developmentally disabled children and adults to ensure we continue to meet the level of care and support necessary for independence and fulfillment of thriving lives.

Our Chief Executive Office and Program Director will be responsible for the implementation and coordination of each component of the program which will address specific service needs associated with the increasing number of Maui County members with developmental disabilities referred to our agency. It will support 4 key service areas: 1) Transportation Fleet Expansion/Replacement; 2) Community Employment; 3) Behavioral Support Plan; and 4) Specialized Staff Development. Our Chief Financial Officer will be responsible for all financial recordings and reimbursement requests.

Transportation Fleet Expansion/ Replacement: Our CEO and Van Coordinator will be responsible for the acquisition of two new 8 passenger vans (1 with a manual ramp and 1 standard non-lift van) and one 12-passenger van with wheelchair lift. The new vehicles will be placed into service to meet the transportation needs of participants in various programs. Both the 12-passenger van with wheelchair lift and the 8-passenger minivan with manual ramp will be assigned to an Adult Day Health (ADH) program for medical/dental appts, community outings of participants choice, shopping or to meet any needs/request of the participant. The 12-passenger van will allow participants within our day program to travel together within the community for a variety of appointments, recreational activities and outings while the minivan will allow for smaller specific outings or needs. The second minivan (standard/non-lift) will be assigned to our vocation program for community employment transportation.

With more than 30 years of transportation experience, we have successfully created a program that includes vehicle training for all employees along with a maintenance and cleaning program that ensure each vehicle is properly maintained. Our Van Coordinator ensures maintenance is completed every 3,000 miles as well as daily inspections by program managers and weekly cleanings (see attachment #4).

Pre-pandemic, we serviced over 100 participants throughout all our various programs. Currently, we provide services for approximately 80 participants. All participants within our vocational program that held community employment lost their jobs during the economy shutdown. One of our goals during the pandemic was not only to maintain the health and safety of our participants but ensuring that those with community employment maintain their job skills with the hopes of reemployment once opportunities became available again.

The expansion would include the addition of a 12-passenger van with wheelchair lift to our ADH program while the two minivans (one with a wheelchair ramp and one without) would replace a 2003 Chrysler Town and County with a wheelchair lift that currently has almost 100,000 miles AND a 2007 Chevy Uplander with over 80,000 miles. The new vehicles will allow access to essential transportation services and community activities. Services will increase by at least 25-50% for our ADH programs and vocational/employment services. Vehicle logs will track trips, mileage and participant usage. We expect to increase services for at least 20 participants within our various programs.

Community Employment: Arc of Maui County currently retain a qualified Employment Service Supervisor, which is a requirement of our Home and Community Based Services (H&CBS) contract with the State of Hawaii to implement our vocational program. With the oversight of our Program Director, our Employment Service Supervisor with the addition of two job coaches and a community navigator, all who will have experience in vocational training and employment placement, together as a team, will be responsible for developing training curriculum, implementing in-house employment training and activities and networking within the community to expand employment opportunities for people with intellectual and developmental disabilities. There is a low rate of employment among developmentally disabled people in Hawaii and this vocational team will allow Arc of Maui to expand and improve the level of vocational and employment services for our participants to lead more fulfilling and independent lives. We continue to ensure that all standards are met for the State of Hawaii Department of Health.

The employment of two Job Coaches and one community Navigator will allow Arc of Maui to reassess participants goals and abilities for community employment and create updated career plans for 20-25 participants. Due to the pandemic, all participants with community employment lost their jobs and due to the ongoing nature of the pandemic, none have resumed employment. It is our hopes that with updated career plans, we can reemploy 5-10 participants.

Behaviors Support Plan: Our Program Director will work closely with our BCBA and RBTs on the development and implementation of behavior support plans. Participant's assessments will be documented as well as use of timesheets and production of BSP will document the timeline. RBT's timesheets and participants data logs will also document time and milestone accomplishments.

The employment of one BCBA and two RBTs will allow us to create and implement behavior support plans for 5-8 participants and improve their care based on detailed behavioral analysis.

Specialized Staff Development: Our Development Coordinator and Program Director are responsible for the oversight of all staff training. Together, they oversee all training, either specialize or annual requirements, are completed in a timely manner to remain in compliance. Annually, our certifications and training are reviewed by the Department of Health.

We also have an in-house employee who is certified through Quality Behavioral Solutions (QBS) as a Certified Safety Care Behavioral Safety Trainer and active Safety Care Specialist and is certified to train Arc of Maui employees to improve skills and competencies necessary to effectively prevent, minimize and manage behavioral challenges with dignity and safety. This certification must be renewed annually. Within the last year, we have held 11 sessions and trained 32 employees for initial certification or recertification.

Required training for many positions are completed through Relias, a certified online training program. This program also provides specialize training for our RBTs and Job Coaches. Additionally, Relias is used agency wide by all 130+ employees to include mandatory initial and annual training per our State contracts and licenses and for our Certified Caregivers who work in our domiciliary group homes. Staff are required to renew this training annually.

Training from QBS and Relias will be completed by required staff and will be documented with sign-in sheets and timesheets. Certificates will document completion of trainings. Once certified, our Certified Safety Care Behavioral Safety Training will renew annual recertifications and recertify employees. A minimum of 6 sessions will be held, one every two months. Throughout the period, at least 20 employees will complete the training program. Relias will be utilized for training of specific staff to ensure we remain in compliance for our licenses and contracts with the State of Hawaii.

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

Activity Month	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Transportation Fleet Expansion/ Replacement												
Conduct competitive procurement process	X	X										
Complete purchase of new vehicles			X	X								
Place new vehicles in service to provide client transportation					X	X	X	X	X	X	X	X
Community Employment												
Employ Community Navigator	X	X										
Employ Job Coaches (2)	X	X										
Assess participants and create individualized career plans	X	X	X									
Implement participant training				X	X	X						
Reemploy participants in community employment							X	X	X	X	X	X
Behavior Support Plans												
Employ BCBA	X	X										
Employment of 2 RBTs	X	X										
Participant evaluation and development of BSPs			X	X	X	X						
Implementation of BSPs							X	X	X	X	X	X
Monitor and adjustment phase								X	X	X	X	X

Specialized Staff Development												
Certify Safety Care Behavioral Trainer with QBS	X											
Develop in-house Safety program		X										
Implementation of at least 6 training programs		X		X		X		X		X		X
Advanced training for 25 employees as Certified Caregivers			X	X	X	X	X	X	X	X	X	X
Annual training for all employees	X	X	X	X	X	X	X	X	X	X	X	X

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

The success of our proposed program will be evaluated and based on achieving specific performance benchmarks associated with each component of the program. To measure the effectiveness, each benchmark is aligned with accomplishing the overall objective of enhancing the level of services provided to our participants ensuring the continuation of our primary funding from Medicaid and Department of Housing and Urban Development.

- Transportation Fleet Expansion/ Replacement** – Detailed logs of maintenance, cleaning and usage of all Arc vehicles are maintained to document the specific type of transportation services provided for example transportation of clients to and from ADH program, for medical and dental appointments, for vocational/ employment program to search or transport to and from job sites or participant choice of community outings. All vehicles are used only for the authorized purpose of meeting the transportation needs of Arc participants. The impact of 3 new vehicles will be indicated by the increased number of transports provided to participants when they are placed into service.
- Community Employment** – Our vocational/ employment program will employ two Job Coaches and a Community Navigator who will work directly with our Employment Service Supervisor to implement participant’s career plans. Monthly data logs will track participants progress and achievements with implementation of career plans. Quarterly reports will track the number of participants assisted, type of assistance provided, number of new training and/ or new employment or re-employment opportunities made available, number of employment contacts made in the community and number of participants successfully placed in either an appropriate vocational training program or community employment placement.
- Behavior Support Plans** – Our new BCBA will be required to submit reports indicating the number of participant evaluations completed and number of

individualized behavior support plans developed. The Program Director will conduct regular meetings with the BCBA to discuss progress in accomplishing objectives and identify strategies to improve the results of the program.

- **Specialized Staff Development** – An Arc of Maui employee will complete a certified training program through Quality Behavioral Solutions (QBS) as a Certified Safety Care Behavioral Safety Trainer and active Safety Care Specialist. Our behavioral safety trainer will create an in-house training program and will submit regular reports indicating their progress in developing curriculum and implementing training. The number of training sessions conducted and the number of employees participating will be tracked and reported in quarterly reports. Specialized and annual requirements for license and contract compliance will be completed through Relias. The number of employees, type of certification and hours of completion will be tracked and reported in quarterly reports.

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.

Arc of Maui County will utilize measures of effectiveness specific to each component of the proposed program. Reports will be provided to the State that will present the program's achievements to show benchmarks are reached and accomplishments of participants benefiting from the program.

- **Transportation Fleet Expansion/ Replacement** – During the one-year term, 3 new vehicles will be purchased and placed in service. Detailed logs will be maintained to track mileage and participant usage to document increase of transportation services for community employment opportunities and ADH program services for medical/dental appts, community outings and recreational activities by at least 25% as compared to the previous year with existing fleet.
- **Community Employment** – During the one-year term, a community navigator and two job coaches will be retained by Arc of Maui. Our Employment Service Supervisor will work directly with 20-25 clients to assess skill and employment abilities and at least 5-10 will gain community employment with assistance from the job coaches and community navigator.
- **Behavior Support Plans** – During the one-year term, a BCBA and two RBTs will be retained. The BCBA will conduct a comprehensive evaluation of 5-8 participants through our various programs. All participants evaluated will have behavior support plans created by the BCBA and implemented by the RBTs.

- **Specialized Staff Development** – During the one-year term, an Arc of Maui employee will be recertified through QBS as a Certified Safety Care Behavioral Safety Trainer and active Safety Care Specialist. An in-house training program will be created that will provide training to certify 30 additional staff within the agency. Furthermore, with the use of Relias, 25 employees will become/renew certification as certified caregivers. This allows the agency to maintain compliant for all licenses and certifications for our group homes. All 130+ employees will receive annual training through Relias as well as new hires receiving initial training.

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) – Please see attachment
 - b. Personnel salaries and wages (Link) – Please see attachment
 - c. Equipment and motor vehicles (Link) – Please see attachment
 - d. Capital project details (Link) – Not applicable
 - e. Government contracts, grants, and grants in aid (Link) – Not applicable

All required budget forms are included.

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
\$99,000	\$118,300	\$106,000	\$26,000	\$349,300

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

The budget for FY 2023 is pending approval by the Board of Directors. Please see the included attachment #5, our FY 2022 approved operating budget which lists all sources of funding for FY 2022. The sources of funding projected for FY 2023 are anticipated to continue at the same approximate level.

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. Arc of Maui County is a tax-exempt non-profit. Please see our attached 501(c)3 determination letter from the IRS. Attachment #6.

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.

Please see Attachment #5, Arc of Maui County's APPROVED Operating Budget for FY 2022 which lists all federal, state and county government contracts and projected grants.

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2021.

Please see Attachment #7 Arc of Maui County's balance sheet as of December 31, 2021.

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.

Arc of Maui County has provided continuous services since 1954 to individuals with intellectual and developmental disabilities within Maui County. We have provided services to hundreds of families and continue to grow in both participants and programs/services provided. Year over year, the additional help provided by our agency is required more and more. Our current list of services offered are:

- Residential Group Homes licensed by the State of Hawaii Department of Health. Each home provides 24 hour supervised supported care by trained Arc of Maui County staff to meet the individual need of each resident.
- Adult Day Health provides a school like group setting to engage with peers and receive services to increase daily living skills.
- One-on-One Community Services are offered through the Medicaid Home and Community Based Services (H&CBS). This program offers direct services to assist each participant in reaching their individualized personal goals. In addition to one-on-one services, the H&CBS program also offers respite, behavioral health and nursing services.
- Vocational/ Employment Services that provides employment training and support to those with employment goals. Individualized assessments are completed and career plans are created to assist each participant to gain community employment. Some participants

within our program will never reach community employment level, therefore, we offer pre-vocational/ in-house employment services.

We have a strong administrative team of highly qualified professional staff of administrators, program supervisors and managers and direct support professionals who work directly with our participants and families. Together, a constant level of care is ensured, and all needs of each participant is addressed.

Our executive team (Chief Executive Officer, Chief Financial Officer and Program Director) has a combination of almost 60 years of dedicated services to Arc of Maui County and our participants. They ensure successful management of projects and programs. All administrative staff have extensive experience and oversees all aspects of our various programs and managing public funds such as Medicaid and HUD.

Through years of experience, agency wide, we have established a strong management of projects and programs. All record-keeping, accounting, reporting policies, procedures and tracking systems are aligned with the County, State and Federal rules and regulations.

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.

In 2019, Arc of Maui County purchased our own building at 140 N. Market Street in Wailuku. The building is 6,703 square feet. 2,397 square feet is designated for our adult day health program, 3,041 square feet for administrative offices and storage space with the remaining 1,265 square feet is leased to a local doctor's office.

In addition, Arc also owns 5 (five) large residential group homes on Maui.

- Mana – Operated since November 1981, 6 bed/3 bath, 2,726 sq ft home in Kahului, Maui.
- Lahaina – Operated since July 1985, 6 bed/ 3 bath, 2,740 sq ft home in Lahaina, Maui.
- Kihei – Operated since July 1988, 6 bed/3 bath, 2,582 sq ft home in Kihei, Maui.
- Kanaloa – Operated since January 1992, 5 bed/3bath, 2,269 sq ft home in Kahului, Maui.
- Malaihi – Operated since January 2013, 4 bed/3 bath, 2,320 sq ft home in Wailuku, Maui.

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.

All aspects of the proposed project will be overseen and coordinated by Arc of Maui County's Executive Team consisting of the Chief Executive Officer, Chief Financial Officer and Program Director. The executive team has extensive experience in managing public, private and federal funds including Medicaid, HUD Section 202 and Section 8, Grant-in-Aid, Community Development Block Grant (CDBG), private foundations and more.

Aspen Wallwork, CEO is responsible for the management of all aspects of the agency's operations, community networking and serving as a liaison with the Board of Directors. Aspen has been with Arc of Maui for almost 19 years serving in various administrative capacities. Her experience includes management and oversight of all special projects of the agency including development, rehabilitation and improvements along with management of multiple public and private funding sources.

Nancy Segundo, CFO is responsible for all fiscal aspects of the agency including accounting, record-keeping and financial reporting functions. Nancy has been with Arc of Maui for 25 years which has provided extensive experience in administering financial reports for public and private programs including the State of Hawaii Department of Health, Department of Housing and Urban Development, Medicaid programs and County of Maui grants such as Affordable Housing and CDBG.

Valerie Sly, Program Director is responsible for all programs, services and oversight of all participants within our care. Valerie has been with Arc of Maui for almost 16 years and works closely with the CEO on development and implementation of policies and procedures and serves as the direct liaison with all managers and supervisors to ensure all participant's needs and service expectations are being met.

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.

Arc of Maui County's organizational chart is included as Attachment #8. The chart displays staff and lines of authority within the agency. Our request involves program enhancements that will supplement and improve the staff resources already in place at the agency.

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.

Chief Executive Officer – \$80,000-\$90,000

Chief Financial Officer – \$80,000-\$90,000

Program Director – \$70,000-\$80,000

VII. Other

1. Litigation

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

Arc of Maui County is not a party in or subject to any pending litigation or outstanding judgements.

2. Licensure or Accreditation

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

Arc of Maui County currently holds licenses with the State of Hawaii for operation of our group homes. Three (3) homes are licensed as Intermediate Care Facilities (Hale Kanaloa, Hale Kihei and Mana Ola Na Keanuenue) and two (2) domiciliary homes (Hale Lahaina and Hale Malaihi).

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

Although adding employees may seem counterproductive to cost savings, the additional personnel will allow us to provide direct support and care to more participants and increase agency productivity. The addition of 3 more vehicles in our fleet will allow more participants access to our Adult Day Health program and vocation/employment services by providing transportation to and from sites as well as assisting with their medical/dental appointments and therapies, employment opportunities, vocational trainings, community outings, recreational activities and any personal tasks that must be completed throughout the day.

Providing services to more participants increases our reimbursement from Medicaid and with the assistance of employee's salaries and purchasing of the vehicles, more funds can be redirected to our program budget for direct participant use and necessities, improvements at our group homes and opens our agency to more opportunities.

We have previously submitted and received approval for three new wheelchair accessible vehicles through the State of Hawaii Department of Transportation 5310 Funds. This program provides 80% of the funds for the vehicle while we are responsible for the remaining 20% which we have secured through private foundations. These vehicles were approved from funding requests in 2016 (two vehicles) and 2017. Unfortunately, due to an ongoing protest with their procurement process, the vehicles are on hold and arrival is unknown.

On an annual basis, requests are submitted to various federal, state, county and private foundations. As opportunities arise, we will request funding to assist with this program and other projects the agency has set. Any additional funds required for any part of the program will be covered by Arc of Maui County from our fundraising and grant efforts and/or program budget.

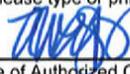
(b) Not received by the applicant thereafter.

Arc of Maui County is dedicated to providing a comprehensive range of support and assistance for intellectually and developmentally disabled children and adults. Arc has established a solid track record in service delivery that has enabled the agency to consistently secure the funding resources necessary to support its operations. Arc currently supports an annual operating budget of over \$5.3 million with 96% of total funding derived from 3 sources (Medicaid Home and Community-based Services Program – 48%; Medicaid Long-term Care – 35%; and HUD Tenant Assistance Program/Social Security/Cost Share – 13%). Arc works closely with representatives from Department of Health Developmental Disabilities Division, Medicaid and Department of Housing and Urban Development to ensure compliance with all requirements and performance standards and it is anticipated that these funding sources will continue to provide primary support for Arc over the long-term. The GIA funds requested in this proposal will supplement our primary funding sources to help Arc expand our capacity to address the changing needs of our participant base with a primary focus on reintegrating our participants into community employment positions due to the job layoffs and a result of the COVID pandemic shutdown. This program enhancement represents a proactive step towards positioning Arc to maintain a stable funding stream from our primary sources of support which will enable Arc to sustain long-term viability.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2022 to June 30, 2023

Applicant: Arc of Maui County

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	104,000			
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST	104,000			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	3,300			
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training	9,000			
6. Supplies				
7. Telecommunication				
8. Utilities				
9. Consultant Fee (BCBA)	48,000			
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	60,300			
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES	185,000			
E. CAPITAL				
TOTAL (A+B+C+D+E)	349,300			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	349,300	Aspen Wallwork 808-242-5781 x201		
(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	349,300	Aspen Wallwork Chief Executive Officer		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2022 to June 30, 2023

Applicant: Arc of Maui County

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

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
12 Passenger Van with Wheelchair Lift	1.00	\$80,000.00	\$ 80,000.00	
8 Passenger Van with Wheelchair Ramp	1.00	\$65,000.00	\$ 65,000.00	
8 Passenger Van (Standard van without ramp)	1.00	\$40,000.00	\$ 40,000.00	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				
All vehicles within the agency's fleet are utilized for transportation of Arc participants within the community to medical/dental appointments, employment work sites, recreational activities and community outings of the participant's choice.				

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2022 to June 30, 2023

Applicant: Arc of Maui County

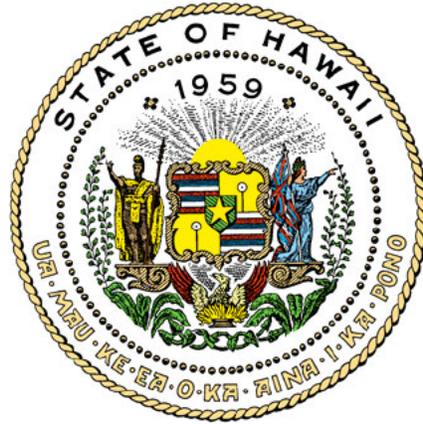
FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OTHER SOURCES OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2020-2021	FY: 2021-2022	FY:2022-2023	FY:2022-2023	FY:2023-2024	FY:2024-2025
PLANS						
LAND ACQUISITION		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

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Arc of Maui County

Contracts Total: -

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
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27					
28					
29					
30					



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

ARC OF MAUI COUNTY

was incorporated under the laws of Hawaii on 08/24/1960 ; that it is an existing nonprofit corporation; and that, as far as the records of this Department reveal, has complied with all of the provisions of the Hawaii Nonprofit Corporations Act, regulating domestic nonprofit corporations.



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

Dated: December 10, 2021

Director of Commerce and Consumer Affairs

**DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS PURSUANT TO
CHAPTER 42F, HAWAII REVISED 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.

Arc of Maui County
(Typed Name of Individual or Organization)


(Signature) January 19, 2022
(Date)

Aspen Wallwork
(Typed Name) Chief Executive Officer
(Title)

FY 2022-2023 Grant-in-Aid

#3. Public Purpose Statement – Section 42F-102, Hawaii Revised Statutes

Name of Requesting Organization: *Arc of Maui County*

Public purpose for this grant:

We promote and protect the human rights of people with intellectual and developmental disabilities by actively supporting programs and services that assure full inclusion and participation in the community throughout life. A developmental disability can be cognitive, physical or both and begins before adulthood. Its effects are long term and it alters essential life functioning activities. We provide an array of services including residential services, Adult Day Health programs, Home and Community Based Services, vocational/ employment program and transportation services.

Purpose of the grant request is to continue services to those with intellectual and/or developmental disabilities through:

- TRANSPORTATION SERVICES for community employments, medical/dental appointments, and recreational activities:
 - *Purchase of one 12-passenger van with electronic wheelchair lift for 2 wheelchair transport.*
 - *Purchase of one 8-passenger minivan with wheelchair ramp.*
 - *Purchase of one 8-passenger minivan (standard with NO wheelchair ramp).*
- BEHAVIORAL SUPPORT by creating individualized plans to effectively respond to increasingly complex behavioral issues by addressing specific physical, intellectual and emotional needs.
 - *Employment of Board Certified Behavior Analyst (BCBA) and Registered Behavior Technicians (RBT) for development and implementation of behavior support plans.*
- COMMUNITY EMPLOYMENT to develop training curriculum, implementing in-house employment training and activities and networking with the community to expand employment opportunities for people with intellectual and developmental disabilities.
 - *Employment of Community Navigator to coordinate community resources and natural supports to address participant's needs and strengths.*
 - *Employment of Job Coaches to implement career plans and provide necessary supervision and support during community employment.*
- SPECIALIZED STAFF DEVELOPMENT to certify staff as Safety Care Behavioral Safety Trainer and create in-house training program and provide all staff access to online training program.
 - *Training with Quality Behavioral Solutions (QBS) for Certified Safety Care Behavioral Safety Trainer to provide in-house training to direct support workers to prevent and manage challenging behavior.*
 - *Purchase of online training program with Relias for all employees for initial, annual and specialized training for employees.*

Services to be supported by the grant:

- Residential Group Home Services – 6 licensed group homes (5 on Maui, 1 on Molokai) providing 24 support with emphasis on health and safety, daily living and personal care, and participation in social, recreational and community activities of their choice.
- Home and Community Based Services – One-on-one services with trained staff who assist with personalize goals and focuses on independence, develop sills in self-advocacy and helps the individual identify and expand personal interest. Services provided on Maui and Molokai.
- Adult Day Health Program - 4 locations on Maui providing a group setting for adults with developmental disabilities to socialize with peers, receive health and personal care and learning opportunities that focus on safety, health, job skills, money management and other life skills.
- Vocational/ Employment Program – Provides a positive way for individuals with a variety of behavioral and medical challenges to earn income, interact with peers and community members. 3 types of vocational employment are in-house, supported and community employment. Services provided on Maui and Molokai.

Target group: Children and adults with intellectual and/or developmental disabilities.

Cost of the grant and the budget: \$309,300

ARC of Maui County
Van Training

- **Requirements**
 - 1) Current Driver's Abstract
 - 2) Current Hawaii State Driver's License
 - 3) On the road training:
 - a) Observe an experienced driver on two trips and ask questions,
 - b) 45 minute training at War Memorial Stadium or Kihei Community Center, including parking, reverse, turns and stops
 - c) 3-5 practice drives depending on comfort level, ask questions.
 - 4) Complete training

- **Training Focus**
 - 1) View van completely for any dripping liquids, broken lights, wheelchair lift problems, broken parts, etc. **If any problems are found, report immediately to supervisor. Never transport a client when unsafe conditions exist.**
 - 2) Adjust mirrors on outside of van to ensure proper vision
 - 3) Adjust the seat for proper seating position
 - 4) Test all lights, parking, brakes, turn signals, to ensure they are in good working order
 - 5) Locate vehicle registration, safety sticker and insurance card
 - 6) Vans are to be kept locked with windows rolled up when not in use

- **Transporting a wheelchair**
 - 1) Only trained staff is authorized to tie down a wheelchair in ARC vans
 - 2) Review client's "health and safety" to ensure proper transportation protocol for wheelchair clients
 - 3) Proper lift operation
 - 4) Check all tie-downs to ensure they are in working order
 - 5) Always use four tie-downs to secure a wheelchair
 - 6) Always face the client facing forward or backwards in the van
 - 7) Always ensure that the wheelchair lap belt is secure

- **Safety**
 - 1) Locate First Aid Kit and Tool Box (includes jumper cables and other tools)
 - 2) Use cones when loading and unloading clients to cross the street
 - 3) Check to ensure all clients are secured in their seat belts properly or wheelchairs are secured properly
 - 4) Always walk around van prior to departure on every van trip to look for leaks, flat tire, low tire pressure and check to ensure the surrounding area is free of people and obstacles.
 - 5) Perform a head count prior to departure to ensure all clients and staff are on board
 - 6) Check to ensure there is sufficient fuel for the trip
 - 7) Be aware of any special seating circumstances such as staff to client ratio, staff to BSP client ratio, special seating instructions in accordance with BSP or "Health and Safety".
 - 8) Use all mirrors on van to check blind spot prior to changing lanes, then proceed with caution
 - 9) Have knowledge of designated route and address
 - 10) Follow all driving rules put forth by the State of Hawaii
 - 11) Do not drive van into covered parking structures or restaurant drive-thrus.**
 - 12) Never talk on a cell phone while driving an ARC van or while transporting clients!**

- **Accidents**
 - 1) Do not leave the scene of the accident
 - 2) Ensure clients are uninjured. Give First Aid if needed.
 - 3) Call for help or ask the general public for assistance in calling 911
 - 4) Give all pertinent information to police
 - 5) Contact a supervisor as soon as it is safely possible.

Wheelchair Transportation Safety

- Always check client's "Health and Safety" for special instructions. Specific protocols are listed in this document on how each client must be transported in agency vans.
- Always use four tie-downs. The "Americans and Disabilities Association" has recognized that using four tie-downs is the safest way to transport a person in a wheelchair.
- Always check the tie-downs before securing a wheelchair to the van floor. Pull on each tie-down to ensure that it is properly secured to the floor. Inspect each tie-down to ensure that it is free of knots, tangles, wear and tear or any other condition that may make the tie-down unsafe.
- If you encounter a problem with a tie-down report it immediately to your supervisor. If the problem can't be resolved, do not transport the client. When in doubt, call off the trip.
- Never position a wheelchair sideways in the van. Always make certain that the client and their chair are facing forward or backwards.
- Always ensure that the client's wheelchair lap belt is secure. If the tie-down system offers a second lap belt, position it low around the client's hip and not around the outside of the chair.
- Staff should never ride on the wheelchair lift with the client.

Step by Step Instructions

- 1) Pull on each tie-down strap to ensure it is securely fastened to the floor of the van. Check for tangles or knots in the straps.
- 2) Position the wheelchair either forward facing or rear facing. The RATCHET STRAPS should be positioned at the rear of the wheelchair with the CAM STRAPS positioned at the front of the wheelchair.
- 3) Attach the CAM STRAPS to the front of the wheelchair, one on each side. Never attach the straps to the detachable leg rests.
- 4) Take out as much slack as possible on the CAM STRAPS.
- 5) Attach the RATCHET STRAPS to the rear of the wheelchair. Never attach the straps to the wheels.
- 6) Use the ratchet mechanism to tighten down each RATCHET STRAP.
- 7) If a lap belt is available with the tie-down system, attach the lap belt low and snug around the client's hips. Do not put the lap belt around the frame of the wheelchair.
- 8) It is recommended that the tie-downs (AKA Q. STRAINTS) be secured to the frame of the wheelchair at a 45 degree angle or as close to 45 degree angle as possible for best support.
- 9) After securing the wheelchair with the tie-down, try and push/pull the wheelchair. The wheelchair should not move forward or backward. If it does, recheck the tie-downs for securer position and ensure that it is in place tight.

ARC of Maui County Driving Test

This form must be completed by the Manager or Service Supervisor before staff can transport clients without supervision

Staff Name: _____ Trainer's Name: _____

**Staff must be competent in the following areas before they can transport clients without supervision.
Trainer is to sign off on the following areas ONLY after staff is competent in the areas.**

Current driving abstract on file Y/N
Copy of current driver's license on file Y/N

Training Area	Date	Staff Signature	Trainer Signature
Staff knows what to look for before driving the van and who to report to if there are any problems			
Staff can adjust mirrors			
Staff can adjust seat for proper position			
Staff can test lights to make certain that they are working			
Staff can locate registration, safety sticker, insurance card, and placard			
Staff can safely and properly use the wheelchair lift and secure a wheelchair in the van			
Staff can locate First Aid kit			
Staff can locate tool box			
Staff knows how to use the cones when loading and unloading clients to cross the street.			
Staff knows to check each client's seat belt and ensure that wheelchairs are secure.			
Staff knows to walk around the van prior to departure on trip			
Staff knows to check gas gauge before leaving			
Staff knows how to get gas card and put gas in the van			
Staff understands any current special seating concerns and knows where to locate this information			
Staff understands how to use mirrors for changing lanes and checking blind spots			
Staff understands that talking on the phone while driving is prohibited			

ARC of Maui County Driving Test

This form must be completed by the Manager or Service Supervisor before staff can transport clients without supervision

Training Area	Date	Staff Signature	Trainer Signature
Staff understands not to leave the scene of an accident			
Staff understands that in the event of an accident they should ensure client safety first and then summon help			
Staff understands that if there is an accident that an incident report must be completed before the end of their shift			

Observations/Practice Drives	Date	Staff Signature	Trainer Signature
Observation one			
Observation two			
Initial Training Driving			
Practice drive two			
Practice drive three			
Additional practice drives (if needed)			
Additional practice drives (if needed)			

Training completion date _____



MONTHLY VAN MILEAGE

PROGRAM / LIC NO: _____ MONTH: _____ MONTHLY BEGINNING MILEAGE _____

DATE: _____ BEGINNING MILEAGE _____ ENDING MILEAGE _____

DESTINATION / REASON FOR TRANSPORT:

DATE: _____ BEGINNING MILEAGE _____ ENDING MILEAGE _____

DESTINATION / REASON FOR TRANSPORT:

DATE: _____ BEGINNING MILEAGE _____ ENDING MILEAGE _____

DESTINATION / REASON FOR TRANSPORT:

DATE: _____ BEGINNING MILEAGE _____ ENDING MILEAGE _____

DESTINATION / REASON FOR TRANSPORT:

DATE: _____ BEGINNING MILEAGE _____ ENDING MILEAGE _____

DESTINATION / REASON FOR TRANSPORT:

Final - Board Approved				
ARC OF MAUI COUNTY: OPERATING BUDGET - FISCAL YEAR 07/01/2021 to 06/30/2022				
Budget # 2 "Actual" means	1	2	3	
10 months actual (07/20-04/21)	ORIGINAL	ACTUAL	PROPOSED	Notes
PLUS				
2 months projected (05/21-06/21)				
	07/20-06/21	07/20-06/21	07/21-06/22	
INCOME				
DD/MR Waiver	2,687,247	2,599,835	2,639,788	There was an 11% decline in income in 2021 due to COVID restrictions on services. 2022 estimates are based on the last quarter of fiscal year 2021. Programs are getting back to normal. Adjustments will be made as more services come back to normal. Revision will be made upon implementation of ARPA rate increase
ICF Program	2,018,796	2,028,175	2,028,175	
ICF Program PPS Increase	60,564	0	53,491	As approved
Social Security				
Cost Share (ICF)	81,905	69,946	71,541	2% expected increase in 01/22
Cost Share (Waiver)	10,701	10,050	10,932	no expected increase
Social Security/SSI	160,304	135,363	133,669	2% expected increase for SS in 01/21 1% expected increase for SSI in 01/21 Revisions will be made when a 5th client moves into Lahaina
Rental Income				
HUD Tenant Assistance	318,804	321,871	338,147	OCAF 2021 rate is 2% Adjustment will be made when a 5th client moves in Lahaina
Client Rent	72,261	67,475	82,184	Increase in SS income for clients = lower tenant assistance - higher rent
140 North Market Street Rent	37,235	39,672	39,672	\$3,102.92 forecasted at 12 months with Vein Clinic
HUD COVID 19 Assistance	22,000	18,280	10,000	Phase 4 from HUD
Grants				
Hotel Charity Walk	5,000	0	2,500	Conservative projection; due to COVID 19, there was no walk conducted in 2021
Friendly Isle United Fund	1,500	1,500	1,500	\$1,500 annual grant has been received for the past 3 years; will request for a higher amount in 2021; only \$1,500 was approved
Affordable Housing	0	0	0	Recouped in 2019 for PV systems; no grant expected after COVID19
CDBG	0	0	0	Recouped in 2019 for battery b/u; no grant expected after COVID19
Safeway Foundation	13,800	15,000	20,000	Actual Amount approved for 2022
Grants In Aid	0	0	0	Grant closed in 05/19
Hawaii Community Foundation	0	0	0	No grant expected after COVID19
Fred Baldwin	10,000	10,000	10,000	Program Enhancement
Atherton	15,000	15,000	15,000	Program Enhancement
Reeve Foundation	24,000	24,000	0	Van Match
PPP Grant	768,400	768,400	0	PPP loan conversion to grant
HHS Stimulus	95,000	95,000	140,144	Stimulus for PPE supplies
Vocational Program	2,500	2,391	2,500	No change, same volume of activity to reduce losses but program continues as client training

Fundraising	2,000	1,805	2,000	target of 10% increase
Int, Div & Investments	4,275	4,868	4,275	
Investments	12,600	10,400	6,300	Investment of \$500,000 in ASB SecureFore5 plus additional investment of \$100,000 opened in 12/19
Cont, Donations and Miscellaneous	2,500	0	27,500	2020 big contributors were contractor MELS (\$10,000), Jessie Smith matched by Benevity (\$5,000). Conservative estimate for 2021 is 2,500 Adjusted after an anonymous donation was received
ECM Contract Services	0	0	2,925	New contract with ECM
TOTAL INCOME	6,426,392	6,239,030	5,642,242	
EXPENSES				
Salaries	330,522	453,174	508,344	Some program positions were converted to admin
1% Salary Increases	2,955	0	14,334	1% salary increase in 2021 was incorporated under actual (col 2); another 1% projected in 2022 plus 3% reserve for miscellaneous increases
Payroll	2,953,877	2,752,842	2,832,405	5% budgeted adjustments but reduction of \$58,079 due to hazard pay made in 2020 from PPP fund
1% Payroll Increases	29,539	0	25,324	1% salary increase in 2021 was incorporated under actual (col 2); another 1% projected in FY 2022
FICA	251,257	239,423	256,664	7.65% of gross payroll and Executive Incentives
SUTA	15,000	13,216	14,551	increase from .60% to 1.61% of annual eligible payroll (a big increase due to COVID 19)
W/C	63,540	62,848	75,383	2.23% premium rate in 2022
TDI	18,000	16,094	16,902	.50% premium rate in 2022
Across the Board staff incentive	0	0	21,000	From ICF PPS rate increase (1%)
JPR Reviews	0	0	21,000	Performance JPR Reviews
Health Care	576,000	569,104	576,000	Estimated \$600 for average of 80 members
Life Insurance	9,000	8,962	9,000	No change from 2021
Retirement	84,000	78,231	79,200	Average \$6,600 per month - up to 5% match
Insurances	50,000	53,250	54,000	1% increase
Staff Training	2,500	2,566	2,566	No change from 2021
Relias Training	6,500	6,722	7,033	Enhanced Package - no change from 2021
Staff Incentives	25,000	48,022	35,000	Yearly JPRs and New hire referrals
Christmas Bonus	9,000	8,940	9,000	Christmas Bonus
Taxes, Licenses & Permits	16,000	8,311	8,727	Reduction from 2020 but an 8% proposed increase
Real Estate Taxes	6,450	7,106	7,106	5 residential homes and 1 commercial building, Residential homes at \$400 per annual (\$2,000)
Fire Protection	2,000	1,005	1,100	Slight increase from actual
Pest Control	4,575	3,563	3,932	2022 rates = \$683 per quarter for 5 homes 140 North Market = \$300 per quarter
Audit	27,292	26,167	28,021	Actual proposals for 2022 audit (Nancy prepares forms 990)
Office Supplies	24,000	24,636	24,636	No change from 2021
Prog Supplies & Activities	25,000	29,011	30,000	\$25,000 for supplies and \$5,000 for services
PPE Supplies	50,000	25,000	30,000	COVID 19 needs
Postage	1,500	1,382	1,500	Goal to stay at \$1,500
Telephone, Cable and Internet	11,000	10,885	11,000	\$6,000 - internet; \$5,000 - telephone - 5000
Vocational Wages	1,500	1,069	1,200	Reduction of activities to minimize loss
Vocational Expenses	2,500	1,535	1,535	Reduction from 2020 but same level in 2021
Cleaning	8,000	6,307	6,500	Cleaning for 6 residential homes and 1 office building
Cleaning for PPE	5,000	3,000	6,000	COVID 19 needs

Landscaping	15,000	14,410	15,000	Landscaping for 6 residential homes and 1 office building
Landscaping for ECM			2,925	ECM pays back ARC of Maui County
Tree Trimming	5,000	0	5,000	Trees need trimmings
Repairs and Maintenance	75,000	56,846	60,000	Estimates for 2021 is 20% decrease from 2020 budget since the basic maintenance requirements have been met
Utilities (Electricity and Water)	35,000	29,300	30,000	\$18,000 electricity - anticipated decrease from PV systems \$12,000 water
Garbage Disposal	13,000	11,178	11,200	Slight change from 2021
Vehicle Maintenance	17,000	12,287	14,000	\$6,000 - repairs; \$6,000 - registration; \$2,000 - maintenance
Gasoline	16,100	16,850	17,000	slight increase
Mileage	50,000	40,285	40,000	Continued goal to control mileage
Client Personal Allowance	17,500	15,068	15,068	No change - there will be a revision when Lahaina gets its 5th client
Advertisement	200	50	50	This is a not used very often service
Administrative	2,500	1,589	1,600	Slight change from 2021
Food Allowance	132,600	114,391	110,000	Reduction due to the utilization of Food Bank and vacancies in the homes; adjustments will be made as move-ins occur Per week regular allowance - Lahaina (\$500), Kihei (\$550), Mana (\$600), Kanaloa (\$500), Malaihi (\$400)
Client Rent	70,000	67,555	70,000	Tenant Assistance increases go with gross rent increases
Consultants	51,000	47,864	55,000	\$9,000 added for Rent Comparability Studies scheduled for Mana and Kanaloa. This is an every 5 year HUD requirement
Pro Service Fees	80,000	84,422	80,000	Average \$6,700 per month
Contributions and Membership	11,000	10,495	11,000	ARC National (\$5,500); MAS 90 Accounting (2,291), Real Page for HUD (\$2,538), The Maui News (\$233), Amazon (\$100), Maui Non-Profit Directors (\$100) and miscellaneous (\$238)
Legal	500	0	200	Conservative estimate
Travel/Air	2,000	2,145	1,000	Reduction (meetings can be done online)
Shipping and Handling	100	50	50	No change
Conferences and Meetings	1,200	356	500	Reduction due to COVID 19
Finance Charges	900	438	500	Reduction
Depreciation	180,243	159,214	165,000	Additional depreciation for 2021 includes PV Systems and Battery Backups for the 5 homes plus \$58,200 for North Market Street. This material unfunded expenses will increase our cash balance.
Moving	0	0	0	None expected in 2022
Special Projects:				
Molokai Prog Serv - Friendly Isle	1,500	1,500	1,500	Friendly Isle yearly grant and expense
Program Services	10,000	10,000	0	Fred Baldwin
Program Services - GIA	0	0	0	Grants In Aid (Department of Health)
PV and Battery - CDBG	0	0	0	CDBG Grant (expenses were capitalized and will be depreciated (\$290,326)
TOTAL EXPENDITURES	5,398,850	5,158,663	5,425,555	
Balance	1,027,542	1,080,367	216,687	

Internal Revenue Service

Department of the Treasury

District
Director

P.O. Box 2350 Los Angeles, Calif. 90053

▷ ARC OF MAUI
95 MAHALANI CAMERON CENTER
WAILUKU, HI 96793

Person to Contact: L. Barragan

Telephone Number: (213) 894-2336

Refer Reply to: EO(0520)96

Date: MAY 31, 1996

EIN: 99-0109804

Dear Taxpayer:

This letter is in response to your request for a copy of the determination letter for the above named organization.

Our records indicate that this organization was recognized to be exempt from Federal income tax in AUGUST 1960 as described in Internal Revenue Code Section 501(c)(3). It is further classified as an organization that is not a private foundation as defined in Section 509(a) of the Code, because it is an organization described in Section 170(b)(1)(A)(vi).

The exempt status for the determination letter issued in AUGUST 1960 continues to be in effect.

If you need further assistance, please contact our office at the above address or telephone number.

Sincerely,



Disclosure Assistant

ARC OF MAUI COUNTY (ARC)

ASSETS

CASH		
1111-01	PEX CARD--GLORIA CHEE	\$ 100.00
1113-01	PEX CARD - MAIN	\$ 100.64
1114-01	PEX CARD - VALERIS SLY	\$ 128.78
1115-01	PEX CARD - SAM CHARLES	\$ 300.00
1116-01	PEX CARD - RON HOVIOUS	\$ 300.00
1120-01	PEX CARD -MARY JOY DIVINA	\$ 100.00
1120-02	PEX CARD- JILL KOLLIST	\$ 100.00
1120-04	PEX CARD - GREG SHEPHARD	\$ 100.00
1120-05	PEX CARD - STEPHANIE KEALOHA	\$ 100.00
1122-01	AMERICAN SAVINGS BANK - VOCATIONAL ACCOUNT	\$ 34,375.88
1125-14	PETTY CASH (VENDING) - VOCATIONAL	\$ 25.00
1126-01	AMERICAN SAVINGS CHECKING ACCOUNT (SPECIAL)	\$ 934,797.29
1127-01	MUTUAL OF AMERICA INSTITUTIONAL FUND	\$ 2,726.57
1129-01	CLIENT ALLOWANCE ACCOUNT	\$ 14,423.73
1131-01	AMERICAN SAVINGS BANK CHECKING (NEW)	\$ 346,327.89
1133-01	BIZ TIERED SAVINGS	\$ 50,066.13
1134-01	CLIENT BENEFIT ACCOUNT ASB	\$ 100.00
1135-01	RESIDUAL RECEIPTS ACCOUNT - LAHAINA HUD	\$ 60,316.00
1136-01	RESIDUAL RECEIPTS ACCOUNT - KIHEI HUD	\$ 80,736.00
1137-01	RESIDUAL RECEIPTS ACCOUNT - MANA HUD	\$ 44,588.00
1138-01	RESIDUAL RECEIPTS ACCOUNT - KANALOA HUD	\$ 78,088.00
1164-01	FRANK FREDA CLIENT NEEDS ACCOUNT	\$ 1,545.45
1165-01	SAFEGWAY-GIFT CARD ADVANCE	\$ 1,212.40
1180-01	CAPITAL PROJECTS ACCOUNT	\$ 500,000.00
1185-01	WAILUKU FEDERAL CU - CD - (2 YEARS)	\$ 256,445.34
1186-01	WAILUKU FEDERAL CU - SAVINGS	\$ 56.28
1191-30	RESERVE FOR REPLACEMENTS-LAHAINA HUD	\$ 87,469.25
1191-40	RESERVE FOR REPLACEMENTS-KIHEI HUD	\$ 8,068.88
1191-50	RESERVE FOR REPLACEMENTS-MANA HUD	\$ 12,403.20
1191-60	RESERVE FOR REPLACEMENTS-KANALOA HUD	\$ 4,099.25
1197-01	MAUI FEDERAL CREDIT UNION - SAVINGS	\$ 241,609.22
1207-01	FIXED ANNUITY - GLOBAL SECURITIES - 3 YR	\$ 267,306.26
1208-01	FIXED ANNUITY - GLOBAL SECURITIES - 3 YR	\$ 267,306.26
1209-01	FIXED ANNUITY - 3 YEARS	\$ 104,659.42
	Total CASH:	\$ 3,400,081.12
ACCOUNTS RECEIVABLE		
1205-01	A/R - ARC OF MAUI COUNTY MOL RES FOR CDBG	\$ 78.08
1205-15	A/R - ARC OF MAUI COUNTY MOL RES CDBG	\$ 58.05
1225-01	A/R-MISCELLANEOUS	\$ 3,064.29
1250-11	A/R-H&CBS	\$ 76,436.83
1291-01	A/R-ACS	\$ 167,258.11
1292-01	A/R-DOH FOR WAIVER SERVICES	\$ 156,155.53
1693-01	ALLOWANCE FOR DOUBTFUL ACCOUNTS	\$ -5,000.00
	Total ACCOUNTS RECEIVABLE:	\$ 398,050.89
OTHER CURRENT ASSETS		
1320-01	PREPAID INSURANCE	\$ 3,941.23
1325-01	PREPAID EXPENSES	\$ 26,204.62
1325-15	PREPAID EXPENSES	\$ 0.18
1628-01	IMPROVEMENTS - 140 NORTH MARKET STREET	\$ 86,440.23
1628-94	IMPROVEMENTS - 140 NORTH MARKET STREET:140 NORTH M	\$ 10,102.00

Balance Sheet
As of 12/31/2021

ARC OF MAUI COUNTY (ARC)

OTHER CURRENT ASSETS		(Continued)	
1670-01	SECURITY DEPOSIT		\$ 4,002.69
	Total OTHER CURRENT ASSETS:		\$ 130,690.95
FIXED ASSETS			
1530-02	OFFICE EQUIPMENT		\$ 1,022.72
1610-01	LAND		\$ 212,133.00
1611-01	LAND (MALAIHI)		\$ 104,160.00
1613-01	LAND - 140 NORTH MARKET STREET		\$ 400,000.00
1621-01	IMPROVEMENTS		\$ 247,995.80
1625-01	HALE 'O EKOLU		\$ 609,214.60
1627-01	140 NORTH MARKET STREET		\$ 1,100,000.00
1630-01	OFFICE EQUIPMENT		\$ 61,225.64
1631-01	OFFICE EQUIPMENT-PICL		\$ 1,989.45
1635-01	EQUIPMENT		\$ 26,683.28
1650-01	FURNITURE AND EQUIPMENT		\$ 57,663.43
1669-13	BATTERY BACKUPS:HALE 'O EKOLU		\$ 23,886.96
1669-81	BATTERY BACKUPS:DOM-LAH		\$ 23,819.60
1669-83	BATTERY BACKUPS:ICMAN		\$ 40,134.39
1669-84	BATTERY BACKUPS:ICFKA		\$ 40,134.39
1669-92	BATTERY BACKUPS:ICKIH		\$ 32,010.66
1671-13	PHOTOVOLTAIC SYSTEM-MALAIHI DOM		\$ 39,937.22
1671-30	PHOTOVOLTAIC SYSTEM - LAHAINA		\$ 26,123.53
1671-40	PHOTOVOLTAIC SYSTEM-KIHEI		\$ 44,987.84
1671-50	PHOTOVOLTAIC SYSTEM-MANA		\$ 70,380.35
1671-60	PHOTOVOLTAIC SYSTEM-KANALOA		\$ 54,777.35
1672-02	FIRE SAFETY SYSTEM:REG		\$ 809.84
1672-40	FIRE SAFETY SYSTEM:KIHEI HUD		\$ 18,509.17
1672-50	FIRE SAFETY SYSTEM:MANA HUD		\$ 18,509.16
1672-60	FIRE SAFETY SYSTEM:KANALOA HUD		\$ 18,509.17
1672-83	FIRE SAFETY SYSTEM:ICMAN		\$ 24,406.83
1672-84	FIRE SAFETY SYSTEM:ICFKA		\$ 24,407.83
1672-92	FIRE SAFETY SYSTEM:ICKIH		\$ 24,407.84
1673-01	2007 TOYOTA SIENNA-HANA		\$ 20,660.91
1674-01	GENERATORS		\$ 6,220.80
1675-01	SOLAR WATER HEATING SYSTEM (MALAIHI)		\$ 6,354.13
1678-01	2007 FORD VAN - KIHEI		\$ 58,855.00
1679-01	2007 VAN-MANA		\$ 58,855.00
1680-01	2013 MV-1		\$ 58,512.00
1681-01	2010 TOYOTA SIENNA		\$ 24,900.78
1682-01	1994 FORD COLLINS		\$ 7,900.00
1688-01	2011 CHEVY IMPALA		\$ 3,976.13
1700-01	2007 CHEVY UPLANDER		\$ 6,999.00
1702-01	2007 CHEVROLET UPLANDER		\$ 4,212.38
1704-01	2018 FORD TRANSIT (2012 DOT 20%)		\$ 64,215.00
1705-01	2018 FORD TRANSIT (LONG FDN AND ARC)		\$ 84,878.46
1706-01	2016 FORD TRANSIT (2013 GRANT)		\$ 130,630.96
1800-01	BUILDING		\$ 918,975.00
1805-01	ACCUMULATED DEPRECIATION		\$ -1,802,760.91
	Total FIXED ASSETS:		\$ 3,001,224.69
	Total ASSETS:		\$ 6,930,047.65
LIABILITIES			
CURRENT LIABILITIES			

Balance Sheet
As of 12/31/2021

ARC OF MAUI COUNTY (ARC)

CURRENT LIABILITIES		(Continued)		
2100-01	ACCRUED PAYROLL		\$ 139,065.38	
2101-01	ACCRUED VACATION		\$ 144,201.50	
2110-01	ACCOUNTS PAYABLE		\$ 18,609.62	
2126-00	OTHER PAYROLL ACTIVI:NOT!		\$ 0.30	
2126-01	OTHER PAYROLL ACTIVITIES		\$ 1,122.57	
2138-01	A/P-CLIENT ALLOWANCE ACCOUNT		\$ 32.00	
2141-01	A/P-MISCELLANEOUS		\$ 1,422.00	
2150-01	MUTUAL OF AMERICA		\$ 0.04	
2151-01	AFLAC INSURANCE		\$-151.68	
	Total CURRENT LIABILITIES:			\$ 304,301.73
LONG-TERM LIABILITIES				
2500-01	REFUNDABLE ADVANCES		\$ 140,144.16	
	Total LONG-TERM LIABILITIES:			\$ 140,144.16
	Total LIABILITIES:			\$ 444,445.89
EQUITY				
3130-01	PROJECT EQUITY		\$ 255,356.09	
3132-01	TEMPORARILY RESTRICTED EQUITY		\$ 44,141.00	
3136-01	EQUITY		\$ 17,010.86	
3200-01	RETAINED EARNINGS - PRIOR		\$ 5,478,951.69	
3200-01	Retained Earnings-Current Year		\$ 110,086.60	
3201-01	PROJECT EQUITY-PRIOR		\$-129,885.55	
3202-01	UNRESTRICTED NET ASSETS		\$ 710,008.00	
	Total EQUITY:			\$ 6,485,668.69
	Total LIABILITIES & EQUITY:			\$ 6,930,114.58



2022 Organizational Chart

