

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.

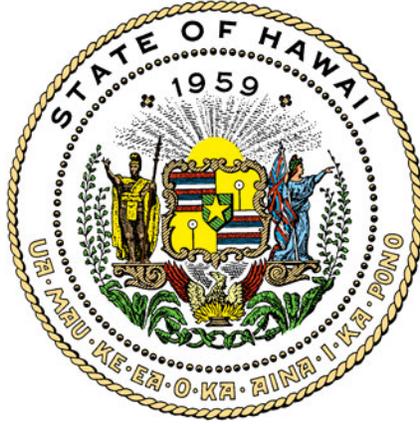
- 1) Certificate of Good Standing (If the Applicant is an Organization)
- 2) Declaration Statement
- 3) Verify that grant shall be used for a public purpose
- 4) Background and Summary
- 5) Service Summary and Outcomes
- 6) Budget
 - a) Budget request by source of funds ([Link](#))
 - b) Personnel salaries 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

MICHAEL P. MARSH, PRESIDENT AND CEO

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

RESPONSIVE CAREGIVERS OF HAWAII

was incorporated under the laws of Hawaii on 12/17/1975 ; that it is an existing nonprofit corporation; and that, as far as the records of this Department reveal, has complied with all of the provisions of the Hawaii Nonprofit Corporations Act, regulating domestic nonprofit corporations.



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

Dated: January 14, 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:

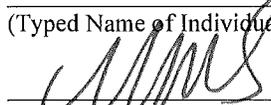
- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide 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.

Responsive Caregivers of Hawaii

(Typed Name of Individual or Organization)


(Signature)

1-20-22
(Date)

Michael P. Marsh, President & CEO

(Typed Name)

(Title)

Application for Grants

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

I. Certification – Please attach immediately after cover page

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

If the applicant is an organization, the applicant shall submit one (1) copy of a certificate of good standing from the Director of Commerce and Consumer Affairs that is dated no earlier than December 1, 2021.

See attached.

2. Declaration Statement

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

See attached.

3. Public Purpose

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

- 1) The name of the requesting organization or individual;
Responsive Caregivers of Hawaii (RCH), a 501 (c) (3) nonprofit corporation.
- 2) The public purpose for the grant;
We intend to use the funds from this grant to implement capital improvements to upgrade the safety and environmental quality of our two licensed domiciliary group homes in Aiea and Honolulu (Kapalama), built by RCH in 1977 with funds from the U.S. Department of Housing and Urban Development (HUD).
- 3) The services to be supported by the grant;
The Aiea home improvements include drainage remediation for flooding issues around the property, kitchen renovation, and new appliances. The Kapalama home improvements include a roll-back lockable gate, security fencing, kitchen renovation and new appliances.
- 4) The target group;
Oahu adults with intellectual and developmental disabilities.
- 5) The cost of the grant and the budget.
RCH respectfully requests \$166,000 to complete the proposed capital improvements.

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 mission of Responsive Caregivers of Hawaii (RCH) is to increase independence, productivity and integration of adults with intellectual and developmental disabilities, including those who are medically fragile, and persons with other special needs in Hawaii. Our vision is for all of Hawaii's citizens with developmental disabilities to be integrated into the community and have meaningful relationships with friends and family.

Our history began with Dr. George Y. Omura's vision to honor, respect and integrate patients who were confined in an institutional setting. RCH was instrumental in dismantling the Waimano Training School and Hospital, in favor of community integration. Founded as the Research Center of Hawaii in 1975, RCH opened its first group home and intermediate care facility in 1977 to assist individuals who were transitioning from Waimano Home into the community. In 2002, Research Centers of Hawaii changed its name to Responsive Caregivers of Hawaii.

Today, RCH operates two licensed domiciliary homes in Aiea and Honolulu (Kapalama), and Adult Day Health (ADH) and Community Learning Services (CLS) programs, which are based at our Kapolei facility. Participants in RCH's programs include men and women with intellectual and developmental disabilities ages 22 to 65+, typically Wards of the State, a marginalized population that is particularly vulnerable to life-threatening consequences without the supervised, compassionate assistance of RCH's staff.

RCH's compassionate, trained staff has a deep personal commitment and sensitivity to providing quality care with a unique understanding of Hawaii's richly diverse community. We honor our participants' choices, respect their families and support their cultural values. Our motto, "where compassion is the measure of quality," sums up the important role RCH plays in the community.

RCH serves individuals and families with innovative high quality, person-centered agency- and community-based group activities, as well as home- and community-based individualized activities. We understand the joy and challenges of having a loved one with disabilities and that's why we exist, to serve disabled adults and their families. We facilitate opportunities for individuals, families, caregivers and natural supports to learn, share and experience life together to fully support each person's needs.

RCH serves participants who are typically more behaviorally challenged than their peers served by other local agencies. Each participant's goals become part of their Individualized Service Plan, which guides the activities and focus of on-site and

community-based care services to meet each individuals' interests, physical challenges, and medical requirements.

RCH provides free supervised transportation for the participants to and from their homes to attend ADH and CLS program activities, Monday through Friday, year-round. Funding for transportation services comes from a 3-year renewable contract between RCH and the City & County of Honolulu Department of Transportation.

RCH programs are primarily funded by the Medicaid Waiver Program and community donations. RCH's contract with the Medicaid Home and Community-Based Services Waiver Program, regulated by the State of Hawaii, insures that services are available to people in need, regardless of income level.

Our agency incorporates the Person-Centered Organization model, which goes beyond using "person-centered practices" for each participant by using management tools to promote organizational policies and daily decision-making that support these values at every level of the organization.

Through our advocacy efforts, RCH shines a light in the darkness of disparities for the effective delivery of healthcare services for adults with intellectual and developmental disabilities.

2. The goals and objectives related to the request;

The primary objective of the grant request is to improve the safety and environmental quality at our two licensed domiciliary group homes in Aiea and Honolulu (Kapalama), which RCH built in 1977 with funds from the U.S. Department of Housing and Urban Development (HUD). Each home can accommodate up to four residents, along with the Home Health Aide Manager who provides a family environment and supports the residents in developing their independent daily living skills through integration in the community

The environmental quality of the physical locations is closely aligned with our organization's ability to provide the highest quality services to residents. Each 5-bedroom, 3-bathroom residence is licensed and monitored by the State Department of Health. The following comments from our group home residents express how they feel about their living environment:

"I like my own room, my own space and the best is the new A/C. I like my caregiver and my friends in the home."

"I like my caregiver, my comfortable home, my TV and everything in the home."

"I like my home, especially my bedroom and everything in our house."

"I like everything in my home: my comfortable bedroom where I can read my Bible, the new A/C and I enjoy being there."

The \$166,000 request would fund the following health and safety improvements:

Aiea group home

The Aiea home has major drainage issues that require a drainage mitigation plan. Frequent flooding in the garage is common, and rain has already eroded portions of the side yard and damaged the garage. The home was built on a lower grade than the quiet road on which it's located, which means that water flows towards the property. The home currently has no gutters.

The proposed capital improvements will include installation of new gutters, new concrete around 2/3rds of the perimeter to prevent soil erosion and new landscaping to re-configure the outside yard for residents' use. A new French drain system will mitigate flooding.

Kapalama group home

The Kapalama home is located on a busy street under the freeway, in a noisy, dusty and crowded area of Kalihi, one block off Dillingham Boulevard. The safety and security of the home is compromised, after several attempted break-ins and incidents of uninvited visitors walking right into the carport and using the furniture. RCH has determined that the current 3-ft. high chain link fence is inadequate to deter trespassers and discourage potential property theft.

The proposed capital improvements will include a 6 to 8 ft. high chain link fence that spans the front of the house from property line to property line, approximately 90 ft. The fence will require new footings. The addition of a 20 ft. wide lockable roll back gate across the driveway will provide security from external visitors, prevent trespassing and discourage break-ins.

The new fence and gate will also protect residents from potential harm due to their potential wandering behaviors, vehicle and pedestrian traffic on the busy street outside the home and encourage their greater self-sufficiency to enjoy the outdoor yard in a safely-enclosed area, which can be monitored by the Home Health Aide Manager.

Both group homes

The worn-out kitchen cabinets, water-damaged countertops and sinks at both homes are the 1977 originals. There is limited cabinet space for adequate food storage, which necessitates frequent shopping trips for the Home Health Aide Manager and impacts her effective time management. The project will increase storage, improve hygiene and safety in the food preparation and clean up areas, and save time and energy.

The proposed kitchen renovations will replace original countertops, cabinets and sinks with new functional and accessible units, add dishwashers, garbage disposals, microwave ovens, and replace 10-year-old appliances with energy-efficient models. The Aiea home requires a new stove, and already received a new refrigerator in 2021. The Kapalama home requires a new refrigerator, and already received a new stove in 2021.

While programs and services at each home are supported by RCH's agreement with the Medicaid Waiver Program, and regulated by the State of Hawaii, the costs of maintenance, repairs and improvements to the homes are the full responsibility of RCH.

During the past three years, RCH has invested \$160,383 in capital improvements at the group homes. These projects addressed years of deferred maintenance. Each home has on-going maintenance needs, which are supported by RCH's annual operating budget, and handled by our contracted Building and Vehicle Maintenance Coordinator.

For capital projects, RCH has taken a phased approach to critical interior and exterior upgrades and improvements:

- In 2019 the two bathrooms for the participants on the ground floor at the Aiea home were completely renovated to be ADA compliant;
- In 2020, new flooring and exterior painting at both homes, as well as interior painting at Aiea and replacement of six damaged windows at Kapalama;
- In 2021, interior painting at Kapalama was completed, and the Home Health Aide Manager's bathroom at the Aiea home was completely renovated, due to water leak damage in the shower area.

We've also developed a successful partnership with Hawaii Energy to conduct an energy audit with suggested product solutions. Hawaii Energy granted \$30,000 to RCH in 2021 to support the installation of six ductless split outdoor air conditioning units to keep the homes consistently cool and improve air quality, which impacts the residents' physical comfort levels, reduces stress and improves health issues such as allergies. Each home required three units, which are highly efficient and conserve electricity.

RCH's cash reserves for additional capital improvements have been depleted, and our earned revenue projections for 2022 anticipate a deficit, due to government-mandated COVID-19 pandemic regulations, which reduce RCH's operations to 50% capacity for the near-term. The capacity limit impacts RCH's income from our State contract, and makes this Grant-In-Aid funding very timely.

3. The public purpose and need to be served;

Responsive Caregivers of Hawaii plays a critical role in the statewide health safety net by caring for adult men and women with intellectual and developmental disabilities.

Some disabled individuals are fortunate to have one or both of their parents still living and caring for them in their own homes. These experienced caregivers work in partnership with RCH to insure that their adult children receive a high level of supportive day care, socialization and medical care at our programs. As these older adults age themselves and will one day become unable to care for their adult children at the level required, we hear their concern and worry. A parent's fragility and death will impact their adult children deeply — where will they live and what services will be available to them?

RCH's domiciliary group homes address this on-going need. With decades of experience serving this specialized and vulnerable population, RCH is a trusted, critical provider for Oahu families, providing a unique and compassionate environment at the homes that focuses on person-centered care. RCH strives to empower our participants to achieve the quality of life they desire.

RCH's services are indispensable to the local community. Recent Hawaii Disability Impacts statistics indicate that 258,555 adults have a disability, about 22% of the population, who experience health disparities and higher risk factors. Disabilities include serious challenges with mobility such as walking or climbing stairs (10%); cognition such as concentrating, remembering and making decisions (10%); independent living including doing errands alone, visiting medical providers (5%); hearing (6%), vision (4%) and self-care including difficulty with bathing, dressing, and nutrition (3%).—CDC National Center on Birth Defects and Developmental Disabilities.

Nationally, the Centers for Disease Control and Prevention report that 26% (one in four) of U.S. adults, or 61 million total, live with a disability that impacts their major activities. Among Americans aged 65 and older, that number rises to two in five. With a focus on the physical and economic challenges of managing a disability, WalletHub research recently compared 182 of the most populated cities in each state across three key dimensions: 1) economy, 2) quality of life and 3) health care, in total 34 key indicators of disability-friendliness. In 2021, Honolulu ranked 145th, compared to 93rd in 2019 on the list of best and worst cities for people with disabilities.—wallethub.com.

From a medical perspective, a goal for adults with intellectual and developmental disabilities may be to reduce deficits and normalize functioning as much as possible; or service providers may believe they know what outcomes are best for people. At RCH we don't focus on deficits, instead we measure how to support people to live the lives they choose. Our participants know what is right for them and how they want to live. They don't want to live segregated lives and want to live in the community where they feel supported to make their own decisions and are valued. This may be the most important public purpose and how RCH fulfills a compelling community need.

Our program goal is to safely and securely engage participants in daily structured learning, to discover their talents, gain access to the world beyond their regular routine, and to actualize joy and the fullness of their lives to the best of their abilities. RCH's programs are vital components of the circle of support available to disabled individuals in Hawaii. We focus on activities that empower our participants to achieve the quality of life they desire, which align with improvement in social determinants of health, as well as access to quality mental and behavioral healthcare. Social determinants of health are the conditions in which people are born, grow, live, work and age.

Services provided by a licensed RN, dietician and personal assistants support the needs of the participants, according to their Individualized Service Plan to meet each person's interests, physical challenges, and medical requirements. The Plan guides the focus of activities for individuals at the group homes, as well as on-site at the ADH

program, and during CLS excursions, which bring our participants together to interact with people of all abilities in the local community. The CLS program offers a two-way community benefit. Community members who interact with our participants and staff benefit from direct experiences with disabled adults, and our participants in turn are able to improve their interpersonal skills in real-life settings. These interactions help open minds, debunk myths, and build trust and compassion among people of all abilities.

Transportation to and from the client's home to the program site at Kapolei is included in the rate paid by the State's Department of Health/Developmental Disability Division, as part of the Adult Day Health Medicaid Waiver Program services provided by RCH. We use our owned and leased vehicle fleet to transport our participants who find it difficult to use the paratransit services offered by the City and County of Honolulu, due to their special needs and personal safety issues.

Our working relationship with the City & County HandiVan benefits the community and our organization. RCH's services help to increase the capacity of the HandiVan by handling transportation for our participants directly, thereby freeing seats for other passengers in need. RCH was also the grateful recipient of six retired HandiVans, at no cost to our organization in 2021. The 14-passenger minibuses are available to provide easy access for staff and participants to enter and exit the vehicles. Every seat can fold away to accommodate participants who use wheelchairs, and large windows increase visibility to street views, as the participants travel across Oahu in safely and comfort.

RCH and similar agencies across Hawaii and the continental U.S. are engaged for long-term systemic outcomes. Ultimately the question is "What outcomes do we seek as a field?" One way to measure progress is by focusing on supporting individuals that we serve to live the life that they choose.

Person-centered practices are as necessary and effective within our State's disability program agency as they are within our own organization. The goal is to develop individualized service plans for participants that can become blueprints for future actions and to focus providers' understanding about the person, to help each individual with special needs to be integrated successfully in the community.

4. Describe the target population to be served; and

The target population to be served is adult men and women with moderate to significant intellectual and developmental disabilities who live on the island of Oahu. While a few local programs for disabled adults offer services for higher functioning individuals, RCH's participants are typically far more behaviorally challenged than their peers served by other agencies.

Participant challenges include limited mobility (16% use wheelchairs), special needs, and severe behaviors. In addition to having intellectual and developmental disabilities, many of our participants also face the challenges of being unable to toilet, bathe and feed themselves, aging, and losing muscle tone.

While most people are able to live independently in their own homes or with their families, for our participants with intellectual and developmental disabilities this can be extremely difficult, if not impossible, without the help and support of other people and services.

The eight residents at the two group homes will be direct beneficiaries of the project, although the capital improvements will benefit future residents as well. Currently, residents at the group homes range in age from 50 to 70+.

The population we serve includes Black, Indigenous, People of Color, low-income, indigent, vulnerable, disabled and rural individuals. The participants who attend our ADH and CLS programs, including group home residents, range in age from 22 to 75, of which 50% are ages 50+. All qualify for the Medicaid Waiver Program from the State of Hawaii Department of Health. Many of our long-term participants are Wards of the State. Due to their disabilities, most individuals are unable to maintain any type of employment.

Most participants list public funds as a primary source of income, which places their socioeconomic status as low to moderate. The average monthly Social Security disability benefit (as of August 2020) was \$1,151.79, which equals an annual income of \$13,821.48, approximately \$1,000 below the federal poverty line for a single individual in Hawaii (\$14,820).

RCH embraces the rich diversity of individuals enrolled in our programs, including 43% who self-identify as Asian, 29% as mixed race or other, 18% as Caucasian and 10% Native Hawaiian or Pacific Islander. The gender balance is 36% women and 64% men.

Pre-COVID, RCH served a relatively stable population of 100 individuals and many have been coming to our ADH and CLS programs for more than 35 years. Currently we serve 55 individuals. The timing is unknown when RCH will be permitted to return to 100% capacity, due to the vulnerability of our participants because of their age, disabilities and medical vulnerabilities, as well as shifting public safety guidelines that address the on-going challenges of the COVID-19 pandemic.

5. Describe the geographic coverage.

RCH's two domiciliary group homes are located in Aiea and Honolulu (Kapalama). Our primary ADH and CLS program site is located in Kalaeloa/Kapolei. Many of our Oahu clients come to the programs from low-to-moderate income neighborhoods: 36% of our clients are from Waipahu; 17% from Ewa Beach; 13% from Kapolei; 13% from Pearl City/Aiea; 9% from Honolulu; 4% from Wahiawa; 4% from Waianae; and 3% from Mililani.

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;

The proposed project scope of work:

- Drainage mitigation at the Aiea home including installation of new gutters, new concrete around 2/3rds of the perimeter to prevent soil erosion, and a new French drain system;
- Install new 6 to 8 ft. high chain-link fencing at the Kapalama home across the front of the property, with a lockable roll back gate;
- Kitchen renovations at both homes including replacement of original countertops, cabinets and sinks with new functional and accessible units, addition of dishwashers and replacement of 10-year-old appliances with energy-efficient models.

Initial cost estimates for the proposed \$166,000 budget for planning, permits, design and construction have been prepared by a licensed contractor in the State of Hawaii.

Proposed tasks:

- Once RCH secures funding, the President and CEO and the Project Manager will begin a competitive procurement process to obtain formal bids from qualified contractors for the project;
- RCH will select a licensed, qualified contractor to complete the project in a professional manner at a competitive cost, and in a reasonable timeframe;
- RCH will select a mutually agreeable date to start the project;
- RCH, together with the contractor, will conduct the final inspection at each group home.

Responsibilities:

- The competitive procurement process will be supervised by the President and CEO and the Project Manager;
- The Project Manager and the Building and Vehicle Maintenance Coordinator will work closely with the contractor to ensure that the project is scheduled, coordinated and completed according to the work schedule;
- The President and CEO will meet regularly with the Project Manager to review the project's progress; approve invoices, change orders if applicable and conduct the final inspection;
- The Project Manager, who also serves as RCH's Accounting Manager, will coordinate all record-keeping, accounting and reporting functions for approval by the President and CEO to ensure compliance.

Measurable outcomes include:

- Install new gutters, new concrete around the perimeter and a new French drain system at the Aiea home on time and on budget;

- Replace appliances and garbage disposals, kitchen countertops, cabinets and sinks at two homes on time and on budget;
- Install new security fencing across the front of the property with a lockable roll back gate at the Kapalama home on time and on budget.

Anticipated results include:

- Improve drainage, mitigate flooding risk, and improve access to outdoor yard at the Aiea home;
 - Prevent trespassing, discourage break-ins, and increase security for the residents at the Kapalama home;
 - The new security fencing and gate will improve the quality of life for individuals with disabilities by providing increased access for home residents to safely enjoy the outdoor yard and protect them from potential harm due to vehicle and pedestrian traffic, and their wandering behaviors on the busy street outside the home;
 - Create two beautifully upgraded kitchens that increase storage space and functionality in the kitchen and improve sanitation;
 - Increase time efficiency for the Home Health Aide Managers by reducing time spent food shopping, cleaning and dishwashing.
2. Provide a projected annual timeline for accomplishing the results or outcomes of the service;

The proposed project's anticipated timeline is 12 months from grant contracting to capital improvement completion.

The exterior gutters, French drain, new concrete and landscaping, fencing and gate installation, and interior kitchen renovations can likely be accomplished within 12 months or less from the date initial funding is received, provided that funding is approved and received in a timely manner. We expect to minimize any disruption in and around the homes by working with an efficient, professional contractor.

Anticipated annual timeline

Project bidding and contractor selection: September – October 2022

Project construction and completion: November 2022 – June 2023

Benchmarks include:

- 1) Grant award: RCH puts the RFP out to bid (bids will be accepted for 30 days);
- 2) RCH selects a contractor in seven (7) days;
- 3) The contractor has eight (8) months to purchase materials and complete construction, to allow for supply chain disruptions or shipping delays.

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

Effective project evaluation does more than collect, analyze and provide data. It makes it possible for RCH to gather information and to continually improve services for the maximum benefit to the participants. Tracking results provides learning and management tools that can be used throughout RCH's programs. A three-bid process will identify qualified local contractors for quality assurance. A variety of products and resources will be used to provide the necessary labor and materials.

The Project Manager will oversee all aspects of the renovation project with assistance from the Building and Vehicle Maintenance Coordinator, and with review by the President and CEO on a regular basis. Project plans with timelines and designated responsible individuals will be developed and monitored on a regular basis. The project will be evaluated with corrective actions and revisions as needed, to ensure compliance and effectiveness.

RCH plans to utilize feedback from our Home Health Aide Managers, residents, and from our participants' direct circle of support to evaluate the project to better serve the needs of the individuals in our program.

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.

RCH will measure the capital project's effectiveness for timeliness, cost-effectiveness and quality of renovation work. We will comply with all of the local, state and national quality metrics for Medicaid waiver program providers required by our accrediting body.

The following quality assurance effectiveness measures will be reported:

- Actual project start and completion dates vs. proposed
- Project completed on or under budget vs. proposed
- Level of satisfaction with contractor expertise
- Quality of materials, equipment and appliances
- Timeliness of delivery of equipment and appliances
- Resident and Home Health Aide Manager feedback re: the quality of renovation and improvements.

IV. Financial

Budget

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.
 - a. Budget request by source of funds (Link)
 - b. Personnel salaries and wages (Link)
 - c. Equipment and motor vehicles (Link)
 - d. Capital project details (Link)
 - e. Government contracts, grants, and grants in aid (Link)

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
\$20,000	\$73,000	\$73,000	\$0	\$166,000

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

Funding applications will be submitted to the Hawaii Department of Transportation, FTA U.S.C. Section 5310 Program, Friends of Hawaii Charities and the NextFifty Initiative's Flexible Support grant programs.

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.

RCH is an authorized Medicaid provider.
 State of Hawaii, Department of Health, Developmental Disabilities Division
 Medicaid Waiver Program
 Provider Number: 533324
 This is a reimbursement fee for services agreement.
 Dates: on-going, renewal every five years

City & County of Honolulu, Department of Transportation Services
 Contract: MA-DTS-2000091 V-4
 Dates: on-going, renewal every five years

Health Resources & Services Administration (HRSA)
 CARES Act, Provider Relief Fund

Phase #2: \$ 66,553	Date received: August 2020
Phase #3: \$298,887	Date received: January 2021
Phase #4 : \$ 71,595	Date received: December 2021

City & County of Honolulu
Small Business Relief & Recovery Fund
\$40,000 Date received: November 2020

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

\$820,490.00 based on 12/31/21 preliminary and unaudited financials. See attached.

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.

Founded as the Research Center of Hawaii in 1975, Responsive Caregivers of Hawaii has been a non-profit leader and innovator in the developmental disability community for 47 years. RCH plays an important role in supporting more inclusive state programs, and improvements in health care to help people with disabilities be well and active in their communities. RCH is committed to empowering self-directed choices and expanded opportunities for adults with intellectual and developmental disabilities and others with special needs and follows best practices in the sector.

Older adults who are parents and caregivers also benefit from RCH services, which assist their adult children to learn and function to their fullest potential in a safe, caring, environment. In turn, their adult children acquire new skills they can share with their families. As one family explains, "RCH is the agency which has provided 25 years of day care services for our son with special needs. RCH services have helped tremendously in his ability to learn and function to his fullest potential in his environment." – George & Rose Crozier, Waipahu, Hawaii

Our leadership team and our experienced and compassionate staff, strives to help each individual with special needs to be integrated successfully in the community. We understand that each individual needs different care plans and assistance, and this is why our care services are personalized to meet each individual's interests, physical challenges, and medical requirements.

Key Personnel

President and Chief Executive Officer

Michael P. Marsh, MA, CFRE became RCH's President and CEO in 2018 after a national search. Mr. Marsh is a Certified Fund Raising Executive and has a certificate in Non-Profit Executive Leadership from Indiana University. He served for 22 years at the Toledo Fair Housing Center and his extensive non-profit, fundraising, fair housing, and disability services expertise contributes to successful administration, planning and innovations at RCH.

Vice President – Waiver Services & Strategic Initiatives

Dane Z. Y. Ganes, MA SHRM-CP, joined RCH in June 2017 after 18 years at the non-profit Marimed Foundation, where he served many roles including Quality Assurance and Human Resources Director and Chief Operating Officer. He holds a MA degree in sociology from the University of Hawaii. Dane is in charge of operations, including human resources at RCH.

Director of Waiver Services

Fay De Jesus oversees all the services provided by RCH. Fay arrived in Hawaii in 1987 with a BS from the U. of the Philippines and joined RCH six months later. In her 32 years with RCH, Fay has filled many important roles. She is an effective and compassionate advocate for people with disabilities, professionally and as mother and caregiver to her own child, born with disabilities.

RCH provides the following services:

Two domiciliary group homes that are licensed by the State of Hawaii Department of Health. Each home is staffed with a live-in Home Health Aide Manager.

Adult Day Health in combination with Community Learning Services Group, based at our Kapolei facility, supports participants with a variety of services on site and based in the community. The ADH and CLS programs are available to adults who live with their families, our group home residents, and adults who reside in alternate housing options. Each participant's goals become part of their Individualized Service Plan, which guides the activities and focus of on-site and community-based care services to meet each individuals' interests, physical challenges, and medical requirements.

Supervised transportation Services. RCH operates a fleet of 12 vehicles to transport participants to and from their homes to our programs.

Residential Habilitation provides individualized supports that assist the resident with the acquisition, retention, or improvement in skills related to living in the community.

Chore Service provides services to maintain the home as a clean, sanitary and safe environment in order to ensure the participant's health and welfare.

Community Learning Services Individual supports a participant's integration in the community.

Personal Assistance/Habilitation includes a range of assistance or habilitative training services provided in the participant's own home or family home to enable a participant to acquire, retain and/or improve skills related to living in his/her home.

Training and Consultation assists unpaid caregivers, paid service supervisors and/or paid support staff in implementing the goals and outcomes developed from the person-centered planning process included in the Individualized Service Plan.

The Individualized Service Plan ensures that an equitable system is in place to realize the dreams and goals of each person. RCH utilizes feedback to better serve the needs of the individuals in our program. Parent feedback is especially important to alert the staff to accomplishments by their adult children at home that can be enhanced at the ADH program and incorporated into their individualized plan.

RCH was one of only three Hawaii agencies serving individuals with intellectual and developmental disabilities selected for the inaugural 2018 cohort of Person Centered Organization (PCO) training, sponsored by the State Developmental Disabilities Division, Hawaii Department of Health. After the completion of the first year of this innovative, collaborative PCO training experience, RCH made the decision to improve our program model, operations and scheduling, to better align with current waiver standards that govern how our agency provides services to clients.

As a result, RCH emerged as a leader among the service provider network, in part through our successful introduction of five Interactive Activity Learning Stations at our ADH program that encourage participants to become engaged with culinary skills, arts and crafts, technology use, music and singing, and exercise and dance.

RCH continues to operate on the concept of person-centered outcomes and person-directed services that support participants' social integration and wellness. More than a decade of research has focused on the concept of person-centered planning for agencies and individuals who serve people with developmental disabilities. Being person-centered considers the individual's desires, values, family situation, social circumstances and lifestyles; seeing the person as an individual, and working together to develop a program that best serves that person by hearing directly from the individual.

On-going networks and partnerships among developmental disabilities provider agencies and colleagues support our mission to increase independence, productivity, and integration of persons with developmental disabilities and other special needs. RCH is a member of the Hawaii Waiver Providers Association, and our facility is a host site for Self Advocacy Advisory Council meetings.

RCH's related capital improvement projects for the most recent three years include:
2021

Installed six ductless split outdoor air conditioning units at Aiea and Kapalama group homes. Each home required three of these highly efficient units, which conserve electricity, keep the homes consistently cool and improve air quality.

Cost: \$42,230 — Funded by two grants from Hawaii Energy (\$30,000 total) and the balance funded by RCH cash reserves

Contractor: Cool Living, LLC

Project Manager: Luain Cruz

Completed interior painting at Kapalama group home.

Cost: \$4,100 — Funded by RCH cash reserves

Contractor: Robert G. Baay Painting Services Project Manager: Luain Cruz

Completely renovated the Home Health Aide Manager's bathroom at the Aiea home, due to water leak damage in the shower area.

Cost: \$27,500 — Funded by RCH cash reserves and insurance coverage

Contractor: C2A, LLC

Project Manager: Luain Cruz

2020

Installed new flooring at both group homes.

Cost: \$25,339 — Funded by RCH cash reserves

Contractor: EKP Flooring

Project Manager: Luain Cruz

Completed exterior painting at both group homes and interior painting at the Aiea group home.

Cost: \$19,400 — Funded by RCH cash reserves

Contractor: Robert G. Baay Painting Services Project Manager: Luain Cruz

Replaced six water-damaged jalousie windows with four new vinyl windows at the Kapalama group home.

Cost: \$7,834 — Funded by RCH cash reserves

Contractor: Windows Hawaii

Project Manager: Luain Cruz

2019

Completely renovated the two ground floor bathrooms for the participants at the Aiea group home to be ADA compliant.

Cost: \$33,980— Funded by RCH cash reserves

Contractor: IRC Renovations, LLC

Project Manager: Luain Cruz

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.

Responsive Caregivers of Hawaii
91-1241 Saratoga Ave. Bldg. 1924, Kapolei, HI 96707

RCH leases and operates an 8,000 sq. ft multi-disciplinary building, which houses our Adult Day Health, Community Learning Services programs and our administrative offices. The one-story facility includes a significant common area used for ADH program activities, the five Interactive Learning Stations, five private offices, and a kitchenette equipped with cooktops and other equipment specifically for the Culinary Interactive Learning Station. The facility serves 55 to 100 adults with disabilities with ADH and CLS programs and 53 administrative and program staff, who work Monday through Friday. The building is completely ADA accessible.

Aiea Domiciliary Group Home
99-193 Popolo Place, Aiea, HI 96701

RCH owns and operates the licensed domiciliary home on a quiet residential street in Aiea. The two-story private home was built in 1977. The 1,893 sq. ft. residence includes five bedrooms, three bathrooms, a kitchen, dining room and living room. Four individual bedrooms for disabled adults are designed so they can live as independently as possible. The bathrooms and the entire first floor of the home are ADA accessible. The 5th bedroom and 3rd bathroom are reserved for the Home Health Aide Manager who is available 24/7, and lives on site.

Kapalama Domiciliary Group Home
1330 Halona Street, Honolulu, HI 96817

RCH owns and operates the licensed domiciliary home in the busy Honolulu neighborhood of Kapalama. The one-story private home was built in 1977. The 1,808 sq. ft. residence includes five bedrooms, three bathrooms, a kitchen, dining room and living room. Four individual bedrooms for disabled adults are designed so they can live as independently as possible. The bathrooms and the entire home are ADA accessible. The 5th bedroom and 3rd bathroom are reserved for the Home Health Aide Manager who is available 24/7, and lives on site.

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.

RCH plays a critical role in the statewide health safety net by caring for adult men and women with intellectual and developmental disabilities. Our leadership team, trained program staff and Board of Directors are a diverse group that reflects the multi-cultural make up of our local community. They bring a broad skill set and many years of experience to RCH and the people we serve. The Board has fiduciary oversight and

responsibility for RCH and the Board Chair is a Certified Public Accountant. The remaining four Directors, (a retired professor, an attorney, a business executive and the mother of a RCH program participant), are civic leaders who volunteer their time, expertise and resources to ensure the agency's financial stability and effectiveness.

RCH's project management team has experience with real estate, home maintenance, repair, construction, renovation and interior design. Project plans with timelines will be developed, monitored and evaluated by the President and CEO and the Project Manager on a regular basis, with corrective actions as needed to ensure compliance. Contractors and vendors will be chosen based on professional qualifications, competencies and referrals.

Project Management Team

Michael P. Marsh, MA, CFRE, President and Chief Executive Officer

Luain Cruz, AA, Accounting and Project Manager

Ms. Cruz joined RCH in 2019 and serves several roles, including administrative, accounting, asset tracking and project management. Together with the contracted Building and Vehicle Maintenance Coordinator, she manages repairs, purchasing and cost control for capital projects. She utilizes her background in interior design and marketing as well as her accounting skills in the role of Project Manager.

Sam Yoder, Building and Vehicle Maintenance Coordinator (contractor)

Mr. Yoder has been a professional maintenance and repair contractor with RCH since 2021. His broad experience includes ownership and management of two apartment buildings on the mainland as well as oversight of his family's extensive real estate portfolio in Ohio. His services for RCH include vehicle fleet upkeep, facility maintenance at RCH's Kapolei, Aiea and Kapalama properties, and he handles bids, material purchases, specific repairs, landscape maintenance and physical repairs as requested.

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 attached.

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.

President and Chief Executive Officer	\$120,000 to \$130,000
Vice President – Waiver Services & Strategic Initiatives	\$75,000 to \$85,000
Director of Waiver Services	\$55,000 to \$65,000

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.

There are no pending litigations or any outstanding judgments against RCH.

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.

RCH is an authorized Medicaid provider by the State of Hawaii, Dept. of Health, Developmental Disabilities Division to provide services to participants with developmental and/or intellectual disabilities. RCH's group homes are licensed by the Office of Health Care Assurance. Each home is licensed and monitored by the State Department of Health. On-going relationships developed with the Medicaid Waiver Program and other public agencies that serve individuals with developmental disabilities help our staff stay apprised of important changes to the Medicaid Waiver.

Group home licenses are attached.

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 grant request, if funded 100%, should be sufficient to complete the project as outlined in 2022-23. However, the longer-term impacts of the pandemic, including delays due to supply chain issues, may impact the timely completion of our project. This CIP investment at each group home will ensure that a high-quality environment is maintained and available for the current and future needs of adults with intellectual and developmental disabilities in our community.

If additional funding is needed and requested, but declined in the following year, RCH may seek additional grant funding sources to support unexpected or delayed capital improvement needs.

Our two licensed domiciliary group homes incur on-going monthly household expenses, such as utilities, insurance, cleaning, lawn care maintenance, pest control, repairs and minor capital expenditures. These are currently funded by the annual operating budget.

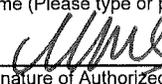
RCH programs are funded primarily by the Medicaid Waiver Program (90%); the City & County of Honolulu Dept. of Transportation (9%) which supports RCH in the transport of participants to and from the Adult Day Health program (3-year contract, renewable); and community donations (1%). Fixed annual expenses for program staff, facilities and transportation are the majority of program costs (93%) and the Medicaid Waiver Program is a reliable, repeatable State of Hawaii contract that covers 100% of staff, benefits, and the staff trainings and certifications to meet the requirements mandated by the State to operate our programs and facilities.

RCH's sustainability plans include having 90 days of operating expenses in the bank, which is roughly \$1M. We've had the same amount of cash reserves, approximately \$360,000, for the past four years. While we began building up our cash reserves strategically in 2018, the ability to increase the amount available has been limited by the impacts of COVID-19 and mandatory government emergency orders, which impacted our program revenues. Going forward, we will continue to increase revenue by safely returning participants to our programs. We will also build partnerships with public and private funding sources and in-kind supporters in an effort to increase our cash reserves.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2022 to June 30, 2023

Applicant: Responsive Caregivers of Hawaii

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
A. PERSONNEL COST				
1. Salaries				8,520
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST				8,520
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	0			
C. EQUIPMENT PURCHASES	0			
D. MOTOR VEHICLE PURCHASES	0			
E. CAPITAL	166,000			
TOTAL (A+B+C+D+E)	174,520			8,520
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	166,000	Michael P. Marsh	808-380-9262	
(b) Total Federal Funds Requested	0	Name (Please type or print)	Phone	
(c) Total County Funds Requested	0		1-20-22	
(d) Total Private/Other Funds Requested	8,520	Signature of Authorized Official	Date	
TOTAL BUDGET	174,520	President and 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: Responsive Caregivers of Hawaii

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

JUSTIFICATION/COMMENTS:

Not applicable

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				

JUSTIFICATION/COMMENTS:

Not applicable

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2022 to June 30, 2023

Applicant: Responsive Caregivers of Hawaii

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			10000			
LAND ACQUISITION			0			
DESIGN			10000			
CONSTRUCTION			146000			
EQUIPMENT			0			
TOTAL:			166,000			
JUSTIFICATION/COMMENTS:						
Plans include required permitting at group homes; Design includes concrete slab, drainage, fencing, gate, and kitchen layouts						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Responsive Caregivers of Hawaii

Contracts Total: 1,559,479

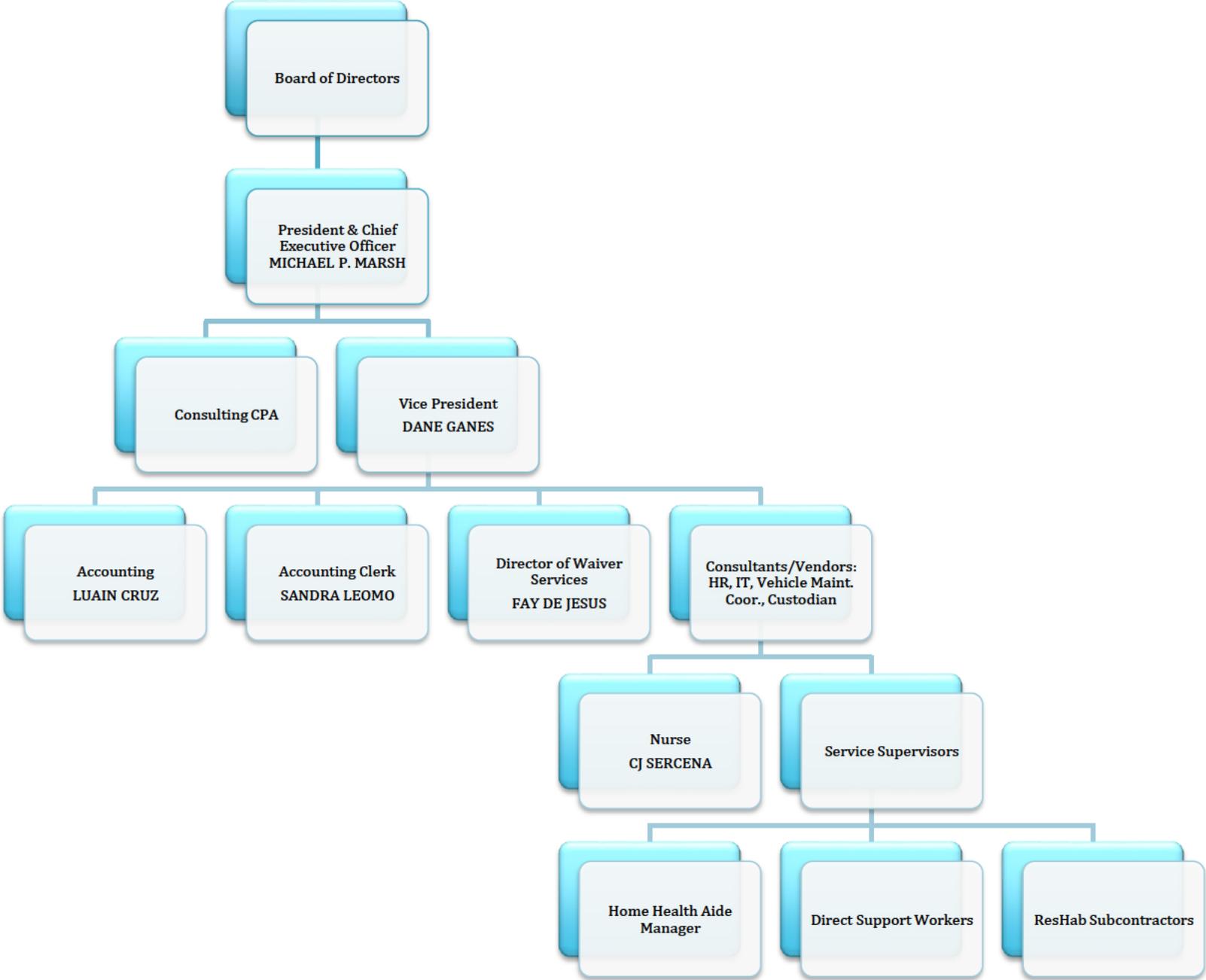
	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	Client Transportation	2/1/2020-01/31/2021	Dept. of Transportation; MA-DTS-2000091 V-4	Honolulu County	360,815
2	Client Transportation	2/1/2021-01/31/2022	Dept. of Transportation; MA-DTS-2000091 V-4	Honolulu County	360,815
3	Client Transportation	2/1/2022-01/31/2023	Dept. of Transportation; MA-DTS-2000091 V-4	Honolulu County	360,815
4	CARES Act, Provider Relief Fund	08/01/2020 received	Health Resources & Services Administration	U.S.	66,553
5	CARES Act, Provider Relief Fund	01/01/2021 received	Health Resources & Services Administration	U.S.	298,887
6	CARES Act, Provider Relief Fund	12/1/2021 received	Health Resources & Services Administration	U.S.	71,595
7	Small Business Relief & Recovery Fund	11/01/2020 received	Office of Economic Development	Honolulu County	40,000
8					
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Responsive Caregivers of Hawaii
Current Assets
As of December 31, 2021

Current Assets	
Petty Cash	\$ 1,500
Operating Cash	\$ 182,592
Cash Reserves	\$ 359,498
Total Cash	<u>\$ 543,590</u>
Accounts Receivable (Net)	\$ 254,592
Prepaid Assets	\$ 22,308
Total Current Assets	<u><u>\$ 820,490</u></u>

ORGANIZATION CHART

Responsive Caregivers of Hawai'i





STATE OF HAWAII
DEPARTMENT OF HEALTH
LICENSE

RESPONSIVE CAREGIVERS OF HAWAII is hereby granted a license to operate a
DEVELOPMENTAL DISABILITIES DOMICILIARY HOME (KAPALAMA)

at 1330 HALONA STREET, HONOLULU, HAWAII

with a capacity of 4 beds. This license is valid for NINE MONTHS

ending SEPTEMBER 30, 2022 unless revoked for just cause.

This license is granted in accordance with provisions of the state public health laws and regulations.

Effective Date: JANUARY 1, 2022

Director of Health

Date Issued: DECEMBER 8, 2021

By


Office of Health Care Assurance

OHCA #58-D

Date Established: 10/01/97

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

FULLY AMBULATORY ONLY



STATE OF HAWAII
DEPARTMENT OF HEALTH
LICENSE

RESPONSIVE CAREGIVERS OF HAWAII is hereby granted a license to operate a
DEVELOPMENTAL DISABILITIES DOMICILIARY HOME (POPOLO PLACE)

at 99-193 POPOLO PLACE, AIEA, HAWAII

with a capacity of 4 beds. This license is valid for NINE MONTHS

ending SEPTEMBER 30, 2022 unless revoked for just cause.

This license is granted in accordance with provisions of the state public health laws and regulations.

Effective Date: JANUARY 1, 2022

Director of Health

Date Issued: DECEMBER 8, 2021

By


Office of Health Care Assurance

OHCA#3-D

Date Established: 10/23/92

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

AMBULATORY ONLY