



## 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



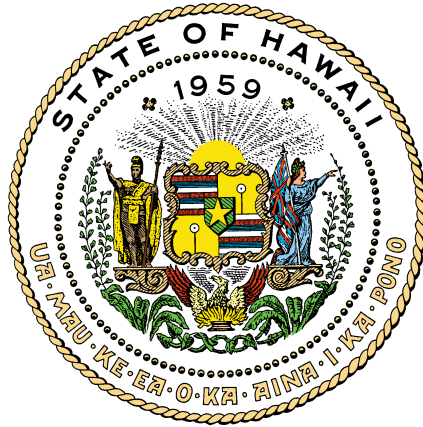
AUTHORIZED SIGNATURE

ASPEN WALLWORK, CEO

PRINT NAME AND TITLE

01/17/2023

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

ARC OF MAUI COUNTY - MOLOKAI RESIDENCE

was incorporated under the laws of Hawaii on 09/20/2010 ; 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 12, 2023

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; and
- 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.
- 4) The use of grant-in-aid funding complies with all provisions of the Constitution of the State of Hawaii (for example, pursuant to Article X, section 1, of the Constitution, the State cannot provide "... public funds ... for the support or benefit of any sectarian or nonsectarian private educational institution...").

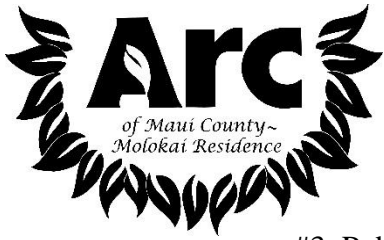
Pursuant to Section 42F-103, Hawaii Revised Statutes, for grants used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant was awarded and disposes of the land in fee simple or by lease, the organization shall negotiate with 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 – Molokai Residence  
(Typed Name of Individual or Organization)

  
(Signature) 01/17/2023  
(Date)

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



FY 2023-2024 Grant-in-Aid

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

Name of Requesting Organization: *Arc of Maui County – Molokai Residence*

Public purpose for this grant: *To provide essential transportation services to adults with intellectual and developmental disabilities on Molokai.*

Services to be supported by the grant: *The capital investment will be used toward the purchase of a 10-passenger vehicle with 2 wheelchair positions and installation of manual opening double garage doors to safely store the new vehicle.*

Target group: **Adults with intellectual and/or developmental disabilities within our residential group home program on Molokai.**

Cost of the grant and the budget: **\$91,923**

## 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, 2022.

Certificate of Good Standing from DCCA dated 01/12/2023 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 affirming compliance with Section 42F-103, Hawaii Revised Statutes 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](#).

Public purpose statement pursuant to Section 42F-102, Hawaii Revised Statutes 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 – Molokai Residence was established in 2010 by our parent company, Arc of Maui County which was established in 1954 and has many successful years of service to the developmentally disabled community. Our group home located in Maunaloa, on the west side of the island of Molokai, is the first and only domiciliary group home on the island providing 24-hour supervised care for adults with intellectual and developmental disabilities.

Our group home is licensed by the State of Hawaii Department of Health and meets all state and federal requirements. All employees are trained to provide varying levels of assistance to meet the individual needs of each resident within the program with an emphasis on health and safety. The program focuses around providing assistance with daily living skills, personal care, food preparation, medication administration, behavioral support, household chores and transportation.

2. The goals and objectives related to the request;

Arc of Maui County requests \$91,923 to purchase a 10-passenger van with 2 wheelchair positions for transportation services within our domiciliary group home and installation of manual swing opening double garage doors to current carport for proper storage of new vehicle.

It is imperative that we maintain a healthy fleet of vehicles to continue to provide the vital transportation services for our participants. In order to maintain our current level of transportation services to doctor and dental appointments, client choice outings and community events.

Resident transportation remains an essential part of services provided to adults with intellectual and developmental disabilities. The vehicle will provide access to community outings, medical appointments and group activities allowing full inclusion and promotes normalization while providing the opportunity to become active members of the community. A new vehicle will also ensure consistent and dependent transportation services when needed.

Upon completion of the purchase of the vehicle, the most observable outcome of this request is that our present and future clients will have appropriate accommodated transportation allowing our clients the opportunity to thrive within their community.

We are always striving to improve the lives of those within our care by ensuring full inclusion and participation in the community throughout their life and ensuring accommodated transportation is part of that response. A large part of independence includes being able to get to where you need to, when you need to. Therefore, transportation remains a key component to our services allowing us to provide “as needed” transportation vs on a bus schedule. All transportation to our participants is free.

Storage and safety of the vehicle is just as important as the vehicle itself. We are requesting the installation of manual opening double garage doors. This is ensure a safe place for the vehicle to protect against various elements such as direct sunlight and the harsh salt air. It also protects against any vandalism or tampering. We are requesting manual opening doors to ensure access to the vehicle if there is a power outage.

3. The public purpose and need to be served;

Arc of Maui County – Molokai Residence is the only license domiciliary group home on the island of Molokai providing residential services for those with intellectual and developmental disabilities. Our home is licensed for five residents by the State of Hawaii Department of Health and is fully wheelchair accessible.

It is essential that we continue to provide the necessary transportation for all residents within our program. The new wheelchair accessible vehicle will allow our residents and staff to travel in larger group outings and more importantly, if there was an emergency. The new van will replace an older 10 passenger van with high mileage. Due to the location of the group home in Maunaloa, it is necessary to travel to Kaunakakai, approximately 17 miles away daily.

4. Describe the target population to be served; and

The vehicle will provide transportation services to adults with intellectual and developmental disabilities.

5. Describe the geographic coverage.

Transportation services will be provided to all residents within our residential program in Maunaloa on the island of Molokai.

### **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;

Arc's Van Coordinator has already made contact with a dealership in California that can provide a 10-passenger van with 2 wheelchair positions approximately 1/3 cheaper than local dealerships in Hawaii (including shipping).

Arc's CEO and Van Coordinator will be responsible for acquisition of the vehicle. The new van will be immediately placed into service. They will also complete a competitive procurement process for at least 3 bids from licensed installers will be completed before selection and installation.



The residential manager will be responsible for van training of all employees as well as daily inspection of vehicle, ensures weekly vehicle cleaning and maintenance records are completed.

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

Activity	Month	1	2	3	4	5	6	7	8	9	10	11	12
<b>Transportation Services</b>													
Complete purchase of new vehicles (including shipping time)		X	X										
Complete procurement process and installation of manual double garage doors		X	X										
Place new vehicles in service to provide client transportation				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

Achieving specific goals for implementation of the new vehicle will be set. Detailed logs for the use of the vehicle will document all transportation services provided (including number of participants, destinations, purpose, and miles driven). Maintenance logs care also maintained to ensure inspections, cleaning and regular maintenance is performed.

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.

By the end of the first year of service, the total miles logged will increase transportation services by at least 50% compared to the most recent completed year.

## **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) – please see attachment.
- e. Government contracts, grants, and grants in aid (Link) – please see attachment.

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2024.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$91,923				

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2024.

Not applicable, we are not seeking other funding sources for this project.

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 – Molokai Residence is a tax-exempt non-profit. Please see our attached 501(c)3 determination letter from the IRS. Attachment #4.

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 2024 for program funding.

2022 – GIA \$78,340 (approved but not received as of 01/17/2023).

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2022.

Balance of unrestricted assets as of December 31, 2022 is \$178,394.

**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.

Although Arc of Maui County – Molokai Residence was established in 2010, we spent 2 years gathering funds from multiple funding sources (federal, state, county and private) to construct the home. We had our first resident admitted into our brand new group home in November 2012. Since then, we have been fully occupied with 5 residents and although this company is fairly new, our parent company, Arc of Maui County has provided services to individuals with intellectual and developmental disabilities since 1954. Arc's first residential group home on Maui opened in 1981 and has provided continuous residential and transportation services since.

## **2. Facilities**

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the request. If facilities are not presently available, describe plans to secure facilities.

The proposed vehicle will be stationed at our residential group home in Maunaloa on the island of Molokai. The vehicle will be stored in the current carport. Additional funding is requested for installation of a garage door to ensure proper protection of the vehicle from the elements (sun and salt air). The garage door will be manual hinged swing out carriage doors that open outwards towards the sides. This is to ensure use if power is out and for emergency purposes needs to be open to leave the home.

## **VI. Personnel: Project Organization and Staffing**

### **1. Proposed Staffing, Staff Qualifications, Supervision and Training**

The applicant shall describe the proposed staffing pattern and proposed service capacity appropriate for the viability of the request. The applicant shall provide the qualifications and experience of personnel for the request and shall describe its ability to supervise, train and provide administrative direction relative to the request.

The proposed project will be overseen by our Executive Team consisting of the CEO, CFO and Program Director. The executive team has extensive experience with the management of public, private and federal funds including Medicaid, HUD Section 8 and Section 202, Grant-in-Aid, Department of Transportation 5310 Program, Community Development Block Grant (CDBG) along with private foundations.

Van Coordinator along with the residential manager will ensure proper care of the vehicle and training for all employees.

### **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 – Molokai Residence’s organizational chart is included as attachment #5.

### **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.

Residential Manager – \$45,000-\$55,000  
Direct Care Professional – \$31,000-\$35,000

Please note: CEO, CFO and Program Director receives compensation through parent company, Arc of Maui County’s operating budget.

## **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.

We is not a party in or subject of any pending litigation or outstanding judgement.

### **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.

We currently hold a license with the State of Hawaii for the operation of our domiciliary group home. The program is surveyed annually by the Office of Healthcare Assurance for compliance.

### **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 2023-24 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2023-24, but

This is a one-time capital request for the purchase of a wheelchair accessible vehicle. All future and ongoing maintenance and repairs will be paid for through program funds from Arc of Maui County – Molokai Residence.

- (b) Not received by the applicant thereafter.

If funds are not awarded, we will re-apply next year.



## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2023 to June 30, 2024

Applicant: Arc of Maui County - Molokai Residence

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
A. PERSONNEL COST				
1. Salaries				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST				
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES				
C. EQUIPMENT PURCHASES	6,000			
D. MOTOR VEHICLE PURCHASES	85,923			
E. CAPITAL				
<b>TOTAL (A+B+C+D+E)</b>	<b>91,923</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	91,923	Aspen Wallwork <span style="float: right;">808-242-5781 x201</span>		
(b) Total Federal Funds Requested		Name (Please type or print) <span style="float: right;">Phone</span>		
(c) Total County Funds Requested		01/17/2023		
(d) Total Private/Other Funds Requested		Signature of Authorized Official <span style="float: right;">Date</span>		
<b>TOTAL BUDGET</b>	<b>91,923</b>	Aspen Wallwork, Chief Executive Officer Name and Title (Please type or print)		



## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2023 to June 30, 2024

Applicant: Arc of Maui County - Molokai Residence

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Double Hinged Open Swing Garage Doors	1.00	\$6,000.00	\$ 6,000.00	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>	1		\$ 6,000.00	

**JUSTIFICATION/COMMENTS** Arc of Maui County - Molokai Residence is requesting \$6,000 for the installation of manual double hingle swing open garage doors for proper storage and safety of new 10-passenger wheelchair van.

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
10-passenger van with 2 wheelchair positions	1.00	\$85,923.00	\$ 85,923.00	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>	1		\$ 85,923.00	

**JUSTIFICATION/COMMENTS** Arc of Maui County - Molokai Residence is requesting \$91,923 to purchase 10-passenger van with 2 wheelchair positions for transporation of adults with intellectual and developmental disabilities.

## BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2023 to June 30, 2024

Applicant: Arc of Maui County - Molokai Residence

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: 2021-2022	FY: 2022-2023	FY:2023-2024	FY:2023-2024	FY:2024-2025	FY:2025-2026
PLANS			NA			
LAND ACQUISITION			NA			
DESIGN			NA			
CONSTRUCTION			NA			
EQUIPMENT			91,923			
<b>TOTAL:</b>			NA			
<b>JUSTIFICATION/COMMENT</b> Arc of Maui County - Molokai Residence is requesting \$91,923 to purchase 10-passenger van with 2 wheelchair positions for transportation of adults with intellectual and developmental disabilities and installation of manual double hinged outward swing garage doors.						

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

Applicant: Arc of Maui County - Molokai Residence

Contracts Total: 78,340

	<b>CONTRACT DESCRIPTION</b>	<b>EFFECTIVE DATES</b>	<b>AGENCY</b>	<b>GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)</b>	<b>CONTRACT VALUE</b>
1	Installation of PV panels and battery backup	2022-2023	Grant in Aid	State of Hawaii	78,340
2					
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INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

RECEIVED

DEPARTMENT OF THE TREASURY

DEC 16 2010

Date: DEC 08 2010

ARC OF MAUI COUNTY-MOLOKAI  
RESIDENCE  
C/O AUDREY MCGAULEY  
95 MAHALANI ST STE 17  
WAILLUKU, HI 96793

Employer Identification Number:  
27-3545695  
DLN:  
17053328302000  
Contact Person:  
RENEE RAILEY NORTON ID# 31172  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
December 31  
Public Charity Status:  
170(b)(1)(A)(vi)  
~~Form 990-Required:~~  
Yes  
Effective Date of Exemption:  
September 20, 2010  
Contribution Deductibility:  
Yes  
Addendum Applies:  
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.


Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Letter 947 (DO/CG)

ARC OF MAUI COUNTY-MOLOKAI

We have sent a copy of this letter to your representative as indicated in your power of attorney.

Sincerely,



Robert Choi  
Director, Exempt Organizations  
~~..... Rulings and Agreements .....~~

Enclosure: Publication 4221-PC



### 2023 Organizational Chart

