

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



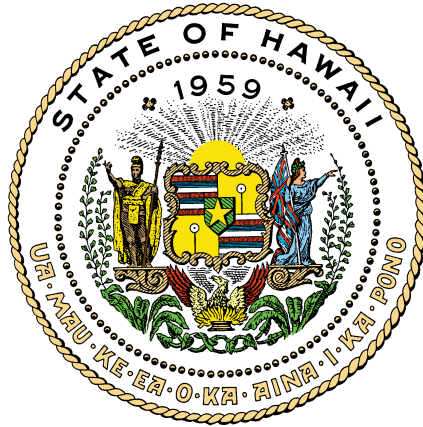
AUTHORIZED SIGNATURE

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

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: January 09, 2023

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:

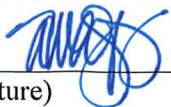
- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide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

(Typed Name of Individual or Organization)



(Signature)

01/17/2023

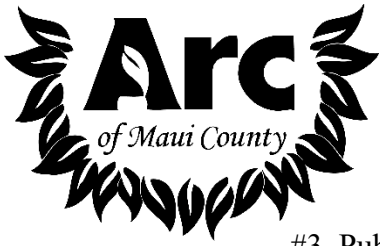
(Date)

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*

Public purpose for this grant: **To support adults with intellectual and developmental disabilities within Arc of Maui County’s three (3) Intermediate Care Facility (ICF) residential group homes on Maui (Kahului (2) and Kihei). All three (3) homes will receive roof replacement of 30-40 year old shingle roofs to longer lasting metal roofs.**

Services to be supported by the grant: **The capital investment of roof replacements for 3 residential group homes will directly benefit 15 residents (5 in each home), 30+ staff, along with family members, case managers, nurses, social workers and therapist (physical, occupational and speech).**

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

Cost of the grant and the budget: **\$376,874**

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.

Included is Arc of Maui County's Certificate of Good Standing from DCCA dated 01/09/2023 as attachment #1.

2. Declaration Statement

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

Included is Arc of Maui County's signed declaration statement affirming compliance with Section 42F-103, Hawaii Revised Statutes 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](#).

Included is Arc of Maui County's public purpose statement pursuant to Section 42F-102, Hawaii Revised Statutes 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 intellectual and 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.

Arc of Maui County promotes and protects 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 with focus on the individuals' strengths, abilities and inherent value.

They are entitled to the respect, dignity, safety and security enjoyed by other members of society; and are equal before the law. A developmental disability can be cognitive, physical or both and begins before adulthood. Its effects are life long and alter essential life functioning activities.

Arc of Maui County is consistently exploring ways to meet the continued growing needs of our disabled community with an array of services including residential services, Adult Day Health programs, one-on-one community services and vocational/employment programs.

Maui County's population of individuals with intellectual and developmental disabilities continues to remain underserved and as it continues to grow, it requires more and more specialized care and service. Our clients require a combination of specialized 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 five (5) state licensed group homes on Maui and Molokai;
- 2) Adult Day Health group settings at two (2) locations on Maui;
- 3) One-on-One community services providing personal assistance with daily activities on Maui, Molokai and rural Hana; and
- 4) Vocational/employment services to build job skills and exploring community employment and support on Maui and Molokai.

Each client receives support and assistance with daily living skills, personal care, food preparation, medication administration, nursing services, behavioral support, household chores and transportation services. Arc of Maui County is the largest residential service provider in Maui County with the most Intermediate Care Facility (ICF) and domiciliary group homes.

Services provided include:

- 1) **RESIDENTIAL SERVICE:** Arc of Maui County owns and operates 5 group homes, 4 on Maui and 1 on Molokai, all licensed by the State of Hawaii Department of Health and meet all state and federal regulations. Staff are fully trained to provide 24-hour support services with emphasis on health and safety and is designed to promote a high quality of living with the primary focus on community integration and self-determination. Residents within our residential programs 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.

- 2) **ADULT DAY HEALTH PROGRAMS:** A space to socialize with their peers, actively participate in their community, and receive health and personal care. In 2 locations, Wailuku and Kihei, within a group setting, learning focuses on safety, health, job skills, money management, and other life skills, according to their individualized service plans. A safe space that provides rich, enjoyable experiences while providing vital personalized services.
- 3) **ONE-ON-ONE COMMUNITY SERVICES:** A trained staff provides assistance for each client to meet his or her personalized goals developed by the client, guardian and family members. Services focus on training and assistance to increase independence, develop skills in self-advocacy, and helps the individual identify and expand personal interests.
- 4) **VOCATIONAL/EMPLOYMENT SERVICES:** Our vocational program offers a positive way for individuals with a variety of behavioral and medical challenges to earn income, build employment skills, interact with peers and community members and a significant way to improve self-esteem. Employment services provides our clients with the opportunity for competitive and integrated employment.

2. The goals and objectives related to the request;

Arc of Maui County's goal for this grant request will help fund complete roof replacements on three (3) group homes for adults with intellectual and developmental disabilities. Each home has five (5) long term care residents that receive daily 24-hour supervised support care.

- Mana Ola Na Keanuenu was built in 1982 and is located at 450A Kanaloa Avenue in Kahului, Maui.
- Hale Kihei was built in 1989 and is located at 179 Hale Kai Street in Kihei, Maui.
- Hale Kanaloa was built in 1991 and is located at 450B Kanaloa Avenue in Kahului, Maui.

Each home will receive a complete roof replacements from the current asphalt shingles (31-40 years old) to a longer lasting and more durable metal roof with a 50-year warranty.

3. The public purpose and need to be served;

Every month, throughout Maui County, Arc of Maui provides daily services to over 100 clients throughout our various programs whether out in the community, in clients' home, in our day programs or our group homes.

Our residential program serves 5 residents in each of our group homes. A total of 15 residents will directly benefit from the roof replacement as well as any future resident of our residential program.

In addition to our residents, staff and various visitors will benefit as well. Throughout the month, there are several people coming and going from the homes. Our residents have

family and friends that visit for birthdays, holidays, and just “drop ins” to visit their loved ones. We also have case managers, nurses, social workers and therapists (physical, occupational and speech) who frequently visit throughout each month. We have officials from the State’s Department of Health, Office of Health Care Assurance, Department of Housing and Urban Development who inspect and survey our home and programs annually.

4. Describe the target population to be served; and

Arc of Maui’s residential program serves individuals with intellectual, physical and developmental disabilities. Although Arc of Maui provides services to children and adults, our residential program requires an age requirement of 18 or older. Currently our age range is from 30 years old to 70 years old. Some of our residents have lived in our homes since the late 90s while our most recent resident moved in February 2022.

5. Describe the geographic coverage.

Arc of Maui provides services all throughout Maui County. All 3 residential group homes that will receive roof replacements are located in Kahului (2) and Kihei (1) on the island of Maui.

III. Service Summary and Outcomes

The Service Summary shall include a detailed discussion of the applicant’s approach to the request. The applicant shall clearly and concisely specify the results, outcomes, and measures of effectiveness from this request. The applicant shall:

1. Describe the scope of work, tasks and responsibilities;

All 3 ICF homes will have roof replacements completed by a licensed roofing and PV/solar contractors procured by Arc of Maui and will include the following scope of work:

- Removal and storage of photovoltaic and solar panels.
- Remove and dispose of current shingles and underlayment down to wood deck.
- Inspection of wood substrate and perform any necessary replacements.
- Installation of rubberized roofing underlayment.
- Installation of water shield and metal flashing in valleys.
- Installation of new metal flashing details around roof perimeter.
- Installation of standing seam metal roofing system.
- Reinstallation of photovoltaic and solar panels.

Roofing and PV/Solar contractors will work directly with the CEO who will oversee the project. CFO will oversee all fiscal aspects from payments to contractor and reimbursement from GIA funds. CEO will coordinate with Program Director to ensure limited disruption to the residential program.

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

Based on material availability, weather conditions and roofing companies' availability, estimated time frame for each home is 2-3 weeks.

- 2-3 days for removal and storage of PV and solar panels.
- 12-15 days for re-roofing from current shingles to new metal roof.
- 2-3 days for reinstallation of PV and solar panels to new roofing.

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

There will be daily site visits by the CEO during the installation period to ensure timely completion of work and ensuring quality of work. Any deviations or from plans will be evaluated and addressed immediately.

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.

This is a capital request to re-roof three (3) residential group homes providing 24-hour supported care for adults with intellectual and developmental disabilities.

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
	\$107,788	\$102,620	\$136,466	\$346,874

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 any other funding source 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 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.

Not applicable, no federal, state, or county funds received in the last three years.

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

Balance of unrestricted assets for Arc of Maui County as of December 31, 2022 is \$2,657,609.

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.

Our executive team (Chief Executive Officer, Chief Financial Officer and Program Director) has over 60 years of combined service to Arc of Maui County. They have extensive experience and have oversee all aspects of various projects with county, state and federal funds from CDBG (Community Development Block Grant), GIA (Grant in Aid) and HUD (Dept of Housing and Urban Development).

Due to Covid, larger funding project were temporarily placed on hold. Completed large scale projects related to our residential program and home renovations include:

- 2015 County of Maui Department of Housing and Human Concerns – Kitchen renovations in 4 group homes on Maui.

- 2017 CDBG - Approved in 2017 but implemented in 2019/2020 - Installation of Fire Suppression and Monitoring System installed in 3 ICF group homes and battery backup for photovoltaic panels installed in all group homes on Maui and Molokai.
- 2022 HUD – Installation of retaining wall for Lahaina group home.
- 2022 Nareit Foundation – Currently renovating 12 bathrooms in 4 group homes on Maui.

Estimates received from Rising Sun Maui for photovoltaic and solar panel removals and reinstallation. Rising Sun was the original installer of the PV system. Arc of Maui also received estimates from 3 licensed roofing companies on Maui (Pacific Roofing & Repair, Advanced Roofing Solutions and Valley Isle Roofing).

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.

After 30-40 years of use, Arc of Maui County’s ICF group homes require complete roof replacements.

- Our oldest ICF home, Mana Ola Na Keanuenue, was built in 1982 and consist of 6 bedrooms and 3 bathrooms. The home is licensed by the Department of Health for 5 residents. The 6th bedroom is utilized as the Residential Manager’s office. The home is a total of 2,726 sq ft and currently has composition shingles.
- Our second oldest ICF home, Hale Kihei, was built in 1989 and also consist of 6 bedrooms and 3 bathrooms. The home is licenses by the Department of Health for 5 residents. The 6th bedroom is utilized as the Residential Manager’s office. The home is a total of 2,582 sq ft and currently has composition shingles.
- Our newest ICF home, although still old is Hale Kanaloa, was built in 1991 and consist of 5 bedrooms and 3 bathrooms. The home is a total of 2,269 sq ft and currently has composition shingles.

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 a combination of over 60 years of service with Arc of Maui and has wide-range of experience managing public, private and federal funds including

Medicaid, HUD Section 202 and Section 8, Grant-in-Aid, Community Development Block Grant (CDBG) and private foundations.

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 #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.

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 holds license with the State of Hawaii for operations of our group homes. All 3 home relevant to this request are licensed as Intermediate Care Facilities (ICF).

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

No additional funds will be needed. This is a one-time capital project and does not require sustaining funds.

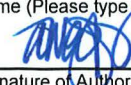
- (b) Not received by the applicant thereafter.

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

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2023 to June 30, 2024

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				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST				
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES				
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL	346,874			
TOTAL (A+B+C+D+E)				
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	346,874	Aspen Wallwork	808-242-5781 x201	
(b) Total Federal Funds Requested		Name (Please type or print)	Phone	
(c) Total County Funds Requested			01/17/2023	
(d) Total Private/Other Funds Requested		Signature of Authorized Official	Date	
TOTAL BUDGET	346,874	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

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
NOT APPLICABLE			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
NOT APPLICABLE			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2023 to June 30, 2024

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: 2021-2022	FY: 2022-2023	FY:2023-2024	FY:2023-2024	FY:2024-2025	FY:2025-2026
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION			346,874			
EQUIPMENT						
TOTAL:			346,874			

JUSTIFICATION/COMMENTS:

Funds will be used for the purchase of roof material and labor cost associated with roof replacement as well as removal and reinstallation of photovoltaic and solar panels on three (3) residential group homes for adults with intellectual and developmental disabilities on Maui.

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	NOT APPLICABLE				
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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.

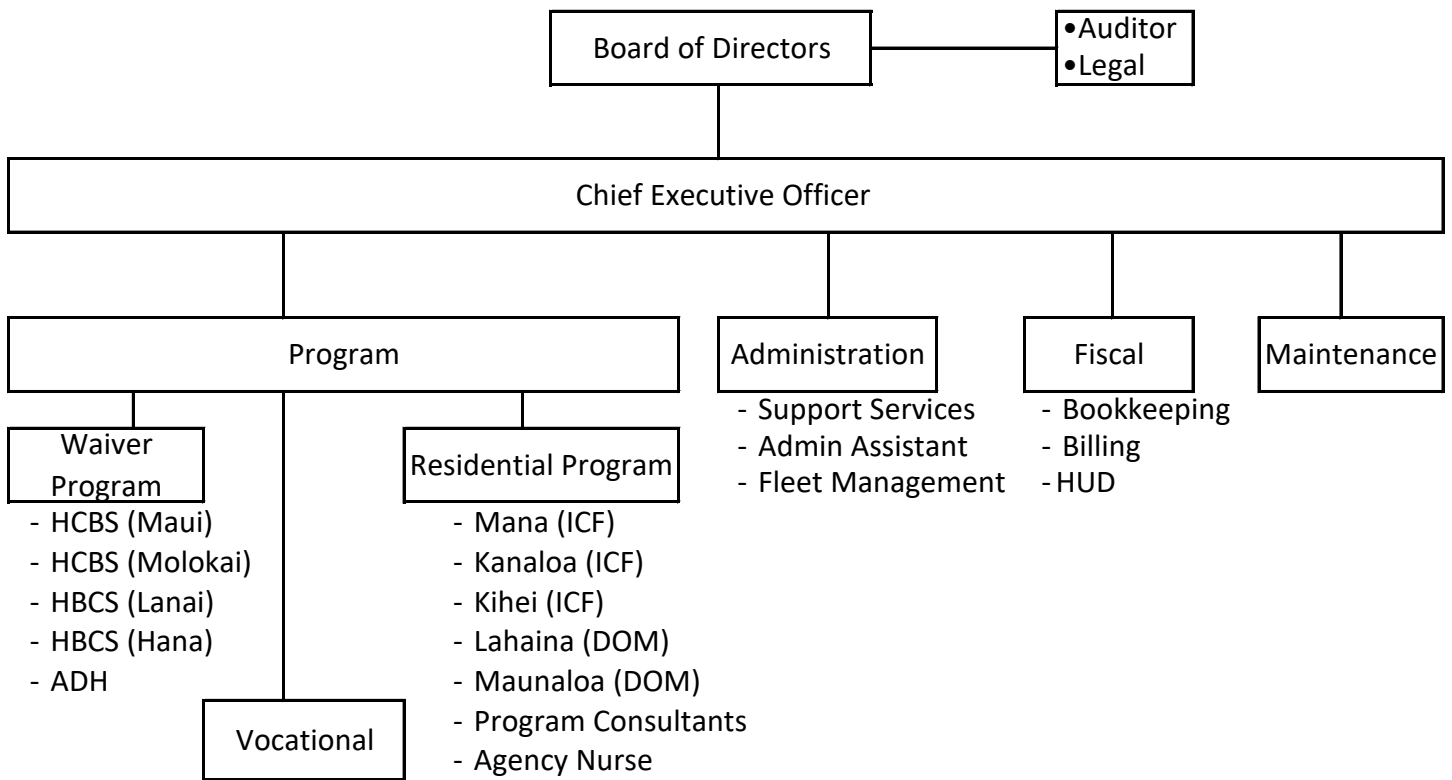
Sincerely,



Disclosure Assistant



2023 Organizational Chart



Key Staff Members/ Officers:

Aspen Wallwork, Chief Executive Officer

Nancy Segundo, Chief Financial Officer

Valerie Sly, Program Director