

## 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 according to the records of this Department,

**BEST BUDDIES HAWAII LLC**

was organized under the laws of the State of Hawaii on 09/07/2012 ; that it is an existing limited liability company in good standing and is duly authorized to transact business.



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 11, 2023

Director of Commerce and Consumer Affairs

**DECLARATION STATEMENT OF  
APPLICANTS FOR GRANTS PURSUANT TO  
CHAPTER 42F, HAWAII REVISIED STATUTES**

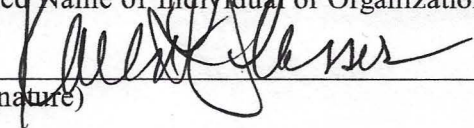
The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawai'i 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, Hawai'i 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, Hawai'i 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, Hawai'i 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.

Best Buddies Hawaii, LLC  
(Typed Name of Individual or Organization)

  
(Signature) 1/18/2023  
(Date)

Karen Glasser State Director  
(Typed Name) (Title)

## Public Purpose

**§42F-102 Applications for grants.** Requests for grants shall be submitted to the appropriate standing committees of the legislature at the start of each regular session of the legislature. Each request shall state:

- (1) The name of the requesting organization or individual

Best Buddies Hawaii, LLC

- (2) The public purpose for the grant

The public purpose of the grant is to prepare 30 Hawaii adults with intellectual and developmental disabilities (IDD) aged 18 and up with the critical skills they need to secure and successfully maintain community-based employment. The project will develop a pool of trained job candidates with IDD in Maui and Oahu communities, laying the groundwork for successful integration in community-based workplaces by providing adults with IDD opportunities to gain essential work-related skills.

- (3) The services to be supported by the grant

The grant will deliver career-readiness workshops on topics including but not limited to professional and workplace communication, goal-setting, self-advocacy and accommodations, writing resumes and cover letters, preparing for job interviews, networking, and social skills development.

- (4) The target group

The target group served by this request includes Maui and Oahu adults with IDD ages 18 and up who are graduating high school students, students who are otherwise aging out of educational services, and adults with IDD who have aged out of educational services and are living in the community.

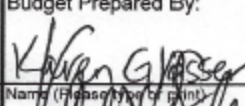
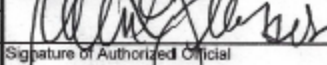
- (5) The cost of the grant and the budget. [L 1997, c 190, pt of §3; am L 2014, c 96, §6]

The cost of the FY24 Best Buddies Hawaii, LLC GIA request is \$85,000. The budget for the grant is as follows:

### BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2023 to June 30, 2024

Applicant: Best Buddies Hawaii LLC

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
<b>A. PERSONNEL COST</b>				
1. Salaries	52,084			
2. Payroll Taxes & Assessments	3,984			
3. Fringe Benefits	9,113			
<b>TOTAL PERSONNEL COST</b>	<b>65,182</b>			
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island	776			
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				
7. Telecommunication	842			
8. Utilities				
9. Mileage/Local Travel	1,200			
10. Volunteer Training				
11. Postage				
12. Printing				
13. Indirect Costs	17,000			
14				
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>19,818</b>			
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>	<b>85,000</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	85,000	 808.725.1983 <small>Name (Please type or print)</small> <small>Phone</small>		
(b) Total Federal Funds Requested		 <small>Signature of Authorized Official</small>		
(c) Total County Funds Requested		<small>Date</small> 1/18/2023		
(d) Total Private/Other Funds Requested	15,000	Karen Glasser, State Director <small>Name and Title (Please type or print)</small>		
<b>TOTAL BUDGET</b>	<b>100,000</b>			

# 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.

### **2. Declaration Statement**

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

### **3. Public Purpose**

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

## **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;**

Founded in 1989, Best Buddies has 34 years of experience delivering school and community-based programs that create inclusive schools, communities, and workplaces for people with intellectual and developmental disabilities (IDD) through one-to-one friendships, inclusive employment, and leadership development. Best Buddies was established in Hawaii in 2008. Since then, we have served a total of 4,505 unique participants, expanded Best Buddies inclusion programs to 35 schools in Hawaii and established Best Buddies Citizens, our community-based adult friendship program, on Maui and Oahu.

### **2. The goals and objectives related to the request;**

The goal of the Best Buddies Career Readiness Project is to prepare 30 Hawaii adults with IDD aged 18 and up with the critical skills they need to secure and successfully maintain community-based employment. To accomplish this goal, the project will

achieve the following objectives: plan and deliver informational session(s) to be attended by 70 individuals with IDD, their families or caregivers, and other community members; recruit 30 individuals with IDD to participate in career readiness services; and deliver a series of six 1.5 hour career readiness workshops to 30 adults with IDD aged 18 and up on Maui and Oahu. Project participants will receive training on topics including professional and workplace communication, goal-setting, self-advocacy and accommodations, writing resumes and cover letters, preparing for job interviews, networking, and social skills development. As a result of the project, 24 or 80% of participants will have updated resumes to reflect their current level of vocational training and work-related field experience and understand how to use resumes as a resource during the job interview process; 24 or 80% of participants will be able to clearly articulate and advocate the types of accommodations needed to be most successful in the workplace with hiring managers or direct supervisors with minimal support from a job coach; and 24 or 80% of participants will have created a plan that identifies a minimum of three measurable SMART goals for their future career development.

3. The public purpose and need to be served;

The public purpose of the Best Buddies Career Readiness Project is to prepare 30 Hawaii adults with IDD aged 18 and up with the critical skills they need to secure and successfully maintain community-based employment. The project will develop a pool of trained job candidates with IDD in Maui and Oahu communities, laying the groundwork for successful integration in community-based workplaces by providing adults with IDD opportunities to gain essential work-related skills.

The project is a response to Maui and Oahu community members who have increasingly approached Best Buddies requesting supported employment services for individuals with IDD. These community members have identified a lack of available information and services to prepare adults with IDD for careers once they age out of educational services. Best Buddies recognizes its capacity to address this gap in services in pursuit of full social and community integration for Hawaiians with IDD. The Best Buddies Career Readiness Project will serve the need to narrow the gap in achievement and post-school success between adults with IDD and their non-disabled peers.

According to the National Core Indicators in-person survey of Hawaiians with IDD, only four percent of Hawaiians with IDD have a paid job in the community. This is 11 percent lower than the national average of 15 percent. Furthermore, 57 percent of Hawaiians with IDD reported that they do not have a paid job in the community, but want one. (National Core Indicators, 2020-2021) This figure is seven percent higher than the national average of 50 percent. (National Core Indicators, 2020-2021)

Hawaiians with IDD lack opportunities to develop the skills they need to succeed in the workplace. In Hawaii, only 15.4 percent of students with intellectual disabilities spend most of their day in inclusive settings (U.S. Department of Education, 2020-2021). Lower than in 26 states, and five percent lower than the national average, this figure indicates that 84.6 percent of Hawaii students with IDD spend a significant part of their



day in a separate setting, severely limiting their opportunities to learn critical social and communication skills through interactions with their typical peers. One 2014 study found that the top four skills employers identified as most valuable in their employees were soft skills, namely the ability to work as a team, decision-making and problem solving, verbal communication, and planning, organizing, and prioritizing work (National Association of Colleges and Employers, 2014, as cited in Scheef et al., 2017). Another study found that employers and employment counselors value skills that are not job-specific and consider “the ideal job candidate as one who is well-prepared for the interview, has a positive attitude, and exhibits strong communication skills...For those without a proven record of work experience, exhibiting strong soft skills are especially important because they can predict a successful job candidate.” (Lindsay et al., 2014, as cited in Scheef et al., 2017) The Best Buddies Career Readiness Project will further develop the soft skills practiced in Best Buddies school-based social inclusion programs through training in assist adults with IDD to develop such skills in professional communication, goal-setting, self-advocacy and accommodations, writing resumes and cover letters, preparing for job interviews, networking, and targeted social skills development.

An additional benefit of this project is the development a pool of trained job candidates with IDD in Maui and Oahu communities, laying the groundwork for successful integration in community-based workplaces and enabling businesses and organizations to experience the benefits of hiring employees with IDD, such as enhanced company culture and employer brand, the addition of highly motivated employees, and an increase in cultural competence across the organization as a result of disability inclusion education. Inclusive employers describe workers with IDD as dependable, engaged, motivated, and highly productive. (i4cp, 2019)

4. Describe the target population to be served; and

The project’s target population will include Maui and Oahu adults with IDD ages 18 and up who are graduating high school students, students who are otherwise aging out of educational services, and adults with IDD who have aged out of educational services and are living in the community. The majority of individuals served will fall between the ages of 18 and 30 and live in Maui and Oahu communities where Best Buddies has existing programs. Best Buddies is uniquely poised to access this population through our existing school-based inclusion programs at Maui and Oahu high schools and through Best Buddies Citizens, our community-based friendship program for adults. Individuals served by the project may be currently affiliated with Best Buddies, or may be affiliated with other disability service organizations.

5. Describe the geographic coverage.

The project will target Maui and Oahu communities where Best Buddies has existing school- and community-based inclusion programs serving adults with IDD aged 18 and up, including Aiea, Ewa Beach, Kailua, Kaneohe, Kapolei, Honolulu, Mililani, Pearl City, Waianae, Waimanalo, and Waipahu on Oahu and Haiku, Kahului, Kula, Kihei, Lahaina,

Makawao, and Wailuku on Maui. Best Buddies will deliver career readiness workshops from central locations on Maui and Oahu and stream workshops virtually, allowing for service delivery in a hybrid format to reduce the impact of geographical barriers to participation.

### **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 Best Buddies Career Readiness Project will directly benefit 30 adults with IDD on Maui and Oahu, narrowing the gap in achievement and post-school success between adults with IDD and their non-disabled peers by delivering a series of six workshops on employment-related skills. As a result of the project, 30 adults with IDD will demonstrate increased preparedness for work activities as measured by participant surveys, evaluations and completion of tasks.

The project will assist adults with IDD in developing critical skills needed for their success by delivering a series of six workshops on topics that are relevant to all participants, such as professional and workplace communication, goal-setting, self-advocacy and accommodations, writing resumes and cover letters, preparing for job interviews, networking, and social skills development. Individuals who are enrolled in career readiness workshops are expected to attend and participate in all six workshops. Best Buddies will work closely with individual participants to address any barriers to participation. A benefit to delivering all workshops in a hybrid model is the ability to record sessions. If it is necessary for a participant to miss a session, they will still be able to benefit from watching the recording of the workshop they missed. Those with work or volunteer experience will be able to share lessons learned with participants who have not had opportunities to gain that experience. Additionally, Best Buddies will recruit community volunteers to attend the workshops and provide one-to-one support for participants in their skills development activities. As a result of the project, adults with IDD will be better prepared to meet the hiring needs of local businesses, gain independence, and experience the benefits of community-based employment.

To deliver the project, Best Buddies staff will hire and train one FTE transition manager. Once trained, the transition manager will leverage existing relationships with schools and organizations involved in Best Buddies school and community-based friendship programs on Maui and Oahu to recruit 70 interested adults with IDD who will attend the initial information session, which will also be open to family members, caregivers, and community members to learn about the project. The transition manager will recruit community volunteers who will attend the workshops and provide support for participants as they complete employment readiness activities.

The transition manager will plan and host at least one informational session with the goal of registering 30 adults with IDD to enroll and participate in the six-session workshop series. The informational session will be open to family members, supporters, and advocates of adults with IDD eligible for the project. The session will also be available to Best Buddies volunteers who are interested in supporting the project. Attendees will exit the informational session understanding the importance of transition planning and how Best Buddies can support them in creating and meeting their post-graduation career goals. Attendees will receive a survey following the information session to gauge interest in entering the program. Upon completing the survey, participants will be contacted by the transition manager who will provide support to ensure that they are enrolled in the workshop series. The transition manager will collect information for any adults with IDD who attend the informational session but do not register to attend the workshop series, so they may be involved in any future employment readiness activities delivered by Best Buddies.

Once participants are enrolled in the project, the transition manager will plan and deliver six workshops to 30 adults with IDD over the course of six weeks. The workshops will be held in-person at a central location on Oahu or Maui with a hybrid component providing participants with the option to overcome geographical barriers and attend sessions remotely via livestream. Best Buddies volunteers will attend sessions in-person and virtually to provide one-to-one support to participants as they complete course-related activities. Participants will complete pre-workshop surveys and then participate in training on professional and workplace communication, goal-setting, self-advocacy and accommodations, writing resumes and cover letters, preparing for job interviews, networking, and social skills development. The sixth workshop will be a networking closeout event, allowing participants to celebrate their successes throughout the project, and practice their interpersonal and social skills while networking with other participants, volunteers, and Oahu and Maui-based business and community leaders.

Best Buddies will assess the results of the first series of workshops and determine whether it is necessary to deliver a second series of workshops to reach the project's objectives. If the first information session does not result in the recruitment of 30 individuals with IDD to enroll in career readiness services, the transition manager will repeat the recruitment and service delivery process by planning and delivering a second informational session and a second series of career readiness workshops in the third and fourth quarters of the project to ensure that all potential participants on Maui and Oahu are informed about and have access to services. To conclude the project, the transition manager will conduct project evaluation and follow-up activities including administering post-workshop surveys to gather participant feedback, gathering data related to project outcomes, and connecting participants with community resources and inclusive employers when possible.

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

July 2023: Best Buddies hires a transition manager to oversee and deliver the project. The transition manager completes onboarding and project-specific training, gaining understanding of the goals and objectives of project.

August – September 2023: Transition manager conducts outreach to schools and partner organizations to identify and recruit adults with IDD to attend informational session in November.

October 2023: Transition manager plans informational session for 70 adults with IDD, their families and caregivers, community members, partner organizations, and potential volunteers to learn more about the project.

November 2023: Best Buddies hosts informational session for 70 adults with IDD, their families, support systems, and partner organizations to learn more about the project. Best Buddies administers an interest survey to identify attendees who will enroll in the series of six career readiness workshops.

December 2023 – January 2024: Transition manager continues to enroll participants and identify volunteers for the workshops while finalizing plans for the six-session workshop series.

February – March 2024: Best Buddies delivers a six-session workplace readiness workshop series to 30 adults with IDD. Best Buddies volunteers attend workshops and support participants with activities. The first workshop will include pre-event surveys. Employment readiness training topics will include, but are not limited to professional and workplace communication, goal-setting, self-advocacy and accommodations, writing resumes and cover letters, preparing for job interviews, networking, and social skills development. Based on current enrollment, the transition manager decides whether it is necessary to repeat the recruitment and service delivery process to achieve the project's objectives.

March – April 2024: Best Buddies collects post-event survey responses from participating individuals to evaluate participant satisfaction with project. If needed, the transition manager delivers a second series of career-readiness workshops to achieve the project's objectives of serving 30 individuals. Transition manager conducts individual follow-up with participants to connect them with other Best Buddies programs, available community resources, or inclusive employers to provide continuing opportunities for growth.

May – June 2024: Best Buddies staff conducts final internal evaluation of project, identifying program strengths, opportunities for growth, and areas of future expansion of employment-related services.

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

Best Buddies will collect data regarding participant satisfaction with the workshops using pre-and post event surveys. Our staff will also assess participants' development of essential employment skills based on participants' completion of tasks such as creating a resume, practicing advocating for accommodations, and developing career-related goals. As a result of the project, 24 or 80% of participants will have updated resumes to reflect their current level of vocational training and work-related field experience and understand how to use resumes as a resource during the job interview process; 24 or 80% of participants will be able to clearly articulate and advocate the types of accommodations needed to be most successful in the workplace with hiring managers or direct supervisors with minimal support from a job coach; and 24 or 80% of participants will have created a plan that identifies a minimum of three measurable SMART goals for their future career development.

Project staff will track data on participant enrollment and attendance, events, and program activities through BB360, our secure, cloud-based membership management database. Project participants will also be invited to provide feedback via the Best Buddies Annual Survey, which is distributed to all program participants, their parents, and caregivers, in April each year. At the end of the project, Best Buddies Hawaii, LLC staff will conduct an in-depth internal evaluation of the project to analyze final project outcomes, identify program strengths and opportunities for growth, and determine methods and locations for future expansion of services.

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.

Best Buddies will report on the following measures of effectiveness:

- Number of individuals with IDD who attend informational session(s) (Goal: 70)
- Number of individuals who enroll and participate in six career-readiness workshops (Goal: 30)
- Percentage of participants who have updated resumes to reflect their current level of vocational training and work-related field experience and understand how to use resumes as a resource during the job interview process (Goal: 80% or 24 participants)
- Percentage of participants who can clearly articulate and advocate the types of accommodations needed to be most successful in the workplace with hiring managers or direct supervisors, with minimal support from a job coach (Goal: 80% or 24 participants)

- Percentage of participants who created a plan that identifies a minimum of three measurable SMART goals for their future career development (Goal: 80% or 24 participants)

**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)

Please see attached budget forms.

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
\$21,250	\$21,250	\$21,250	\$21,250	\$85,000

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

Best Buddies seeks funding for fiscal year 2024 through the following sources: Bank of Hawaii (Alexander R. Tulloch Trust), The City and County of Honolulu, The County of Maui, G.N. Wilcox Trust, Hawaii Community Foundation (Atherton Family Foundation), Hawaii Community Foundation (Ewa Beach Community Fund), James and Abigail Campbell Foundation, McInerney Foundation, NFL Foundation, R.M. Towill Foundation, Sydney Stern Memorial Trust, Walmart Foundation, and individual and corporate donations.

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.

Best Buddies has not received any state or federal tax credits in the last three years.

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.

Best Buddies was awarded a grant through the Hawaii Grant-in-Aid program for fiscal year 2023. Best Buddies was awarded grants from the County of Maui in fiscal years 2021, 2022, 2023, and 2024. Best Buddies received Congressionally Directed Spending through the U.S. Department of Education in fiscal year 2022.

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

\$208,222.61

## **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.

Since 1994, Best Buddies has assisted individuals with IDD in securing jobs of their choosing and maintaining community-based employment in inclusive settings, allowing them to earn an income, pay taxes, and continuously and independently support themselves. As a response to the growing need for pre-employment and career readiness training among our participants with IDD, Best Buddies developed an extensive curriculum and launched its Pre-Employment Transitions Services (Pre-ETS) program for transition-aged youth in Massachusetts in 2019. As a result of the program's initial success, we have expanded innovative transitions programming to nine states. In 2022, Best Buddies officially launched its Transitions Program, which delivers broad career readiness services to transition-aged youth and adults who have aged out of the public education system. Pre-ETS/Transitions curricula and experiential learning opportunities are adapted to meet individual student needs and career interests, and sessions are offered both virtually and in-person to overcome geographic and transportation barriers and ensure access for all learners. The Best Buddies Pre-ETS/Transitions team is led by a national director who provides curriculum support and ongoing professional development training to all state-based transitions staff to ensure program fidelity.

In the past three years, Best Buddies has delivered similar projects in Arizona, California, Florida, Illinois, Massachusetts, New Jersey, New Mexico, Texas, and Wisconsin with funding from the Arizona Department of Economic Security, Deluca Foundation, Fundacion MAPFRE, Florida Vocational Rehabilitation, Illinois Department of Human Services/Vocational Rehabilitation, John Moran Charitable Foundation, Massachusetts Rehabilitation Commission, New Jersey Department of Labor, New Jersey Vocational Rehabilitation, New Mexico Vocational Rehabilitation, and Smith

Charitable Trust. These projects have delivered transition services to a total of 1,432 unique individuals since 2020.

## **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.

Best Buddies Hawaii, LLC does not currently lease or own any facilities. For the purposes of the Best Buddies Career Readiness Project, we will identify and secure rented or donated event space in central locations on Maui and Oahu to deliver workshops. Event space used for the project will be fully accessible and compatible with adaptive or assistive technology. Event space will hold a minimum of 50 people, and be equipped with technology to stream and record informational sessions and career readiness workshops, which will be available in hybrid format to allow adults with IDD and volunteers to overcome geographical barriers to participation.

## **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 Best Buddies Career Readiness Project will be primarily delivered by a transition manager who will be hired and trained in the first quarter of the project. The transition manager position, currently vacant, will be responsible for providing direct programmatic support, including identifying, recruiting, teaching, counseling, assisting, and supporting individuals with IDD to maximize their independence through high-quality skill development and pre-vocational training. This position would lead recruitment activities plan and deliver all project-related events. Successful candidates will have four years of experience in job coaching, counseling, special education, or a bachelor's degree in a related field, and a proven strong record of communications and stewardship with employers. This position will recruit participants and plan and deliver informational sessions and workshops.

The transition manager will be directly supervised by Deputy Director of Programs Elizabeth Mahoe. Based in Honolulu, Elizabeth has a master's degree in social work from Hawaii Pacific University and has 10 years of experience leading and managing Best Buddies inclusion programs in Hawaii. Prior to joining Best Buddies in 2012, Elizabeth worked to design pathways for diplomacy and employment with at-risk youth at a culturally based non-profit organization. She also previously worked for a private



hospital to provide services for inpatient/outpatient children up to age 18. She has two children with disabilities and is dedicated to advocating for them as well as the student volunteers at Best Buddies. Elizabeth works full-time to supervise the delivery of training, guidance, and resources to ensure the success of our Hawaii programs.

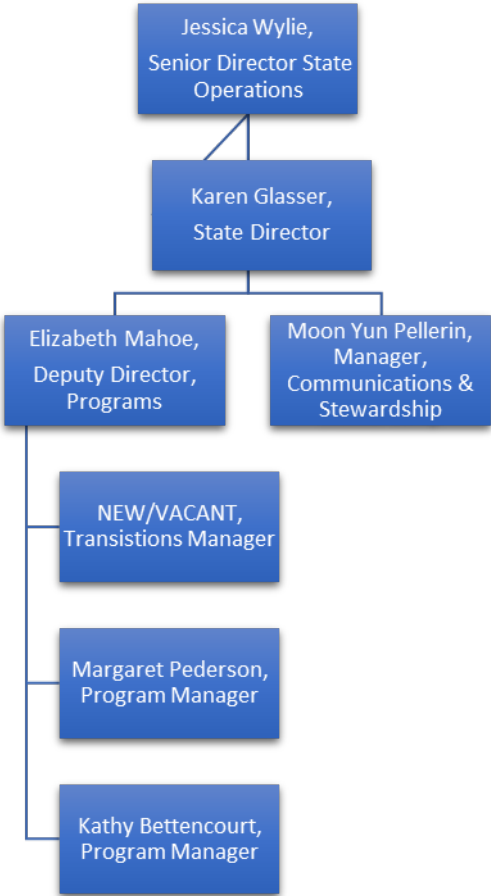
The transition manager will also receive training from the national Best Buddies transitions team on understanding program curricula, marketing and participant recruitment, data management, reporting, and program processes. In addition to project-specific support, the transitions team will provide the Hawaii transition manager with ongoing support and professional development through two monthly collaboration meetings with staff nationwide to share updates, successes, challenges, opportunities, and lessons learned, and regularly scheduled state-specific meetings to support program launch and ongoing implementation.

Best Buddies State Director Karen Glasser will supervise the deputy director and provide direct programmatic, administrative, and contract support for the project by assisting the transition manager with recruitment efforts, cultivating broad community support for the project, providing auxiliary logistical assistance with events and workshops, and ultimately ensuring that contract deliverables are met. With three years of experience leading and developing our local Hawaii team, Karen oversees all programmatic, operations, and fundraising initiatives for Best Buddies Hawaii. Karen is a resident of Honolulu who previously served as state director for the Best Buddies Virginia & Washington, DC office. Over seven years, Karen and her team tripled the number of school-based friendship chapters and supported employment participants served, launched adult friendship and elementary school programs, and demonstrated 226% growth in private revenue for the region. Karen holds a bachelor's degree in communications and film/video studies from the University of Michigan.

Best Buddies Hawaii, LLC has a strategic framework in place to ensure the services outlined in the proposal are met. The framework includes an advisory board made up of community leaders, business owners, and influential people in the community who provide professional advice and networking opportunities to staff. Best Buddies' organizational structure is designed to support and ultimately enhance program quality. Best Buddies program staff and transitions managers will be evaluated by their supervisors quarterly based on annual goals. Staff work directly with their supervisors to help determine their objectives and milestones, which in turn helps promote program enhancement and staff development. All Best Buddies staff participate in one-to-one weekly meetings with their supervisors and in a formal evaluation process after 90 days of employment and on their annual hire date. The state director is evaluated by the senior director for state operations in the same manner and works with their supervisor to help determine the goals and objectives.

**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.



**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.

- State Director: \$90,846
- Manager, Communications & Stewardship: \$55,000
- Deputy Director, Programs: \$53,000

## **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.

Best Buddies does not have any pending litigation to which it is a party.

### **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.

There are no special qualifications required for the project.

### **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.

This grant will not be used to support or benefit a sectarian or non-sectarian private educational institution.

### **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
- (b) Not received by the applicant thereafter.

Best Buddies in Hawaii has a proven history of sustaining programs by diversifying funding sources, consistently expanding our network of donors, and successfully securing grants and private donations from foundations and residents that believe in our mission. Any remaining funding needed to continue the project beyond fiscal year 2024 will come from private foundation grants, individual donations, corporate support, government funding, and revenue from our signature special events.

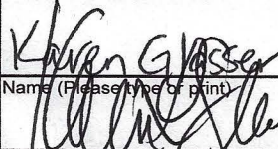
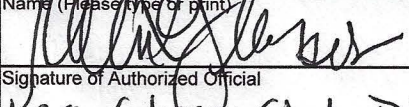
Programmatically, we will sustain the project beyond the initial grant period by expanding career readiness services to serve more individuals through multiple cohorts and tailoring curricula to be specific to the needs of the individuals in each cohort. Further expansion of related activities would include an employer engagement component, which would educate employers on the benefits of hiring employees with IDD and best practices for inclusive hiring. Our staff would also further develop sources

of volunteers for the project, such as corporate partners and community-based volunteer groups, to meet the need for one-to-one support for participants during workshops.

## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2023 to June 30, 2024

Applicant: Best Buddies Hawaii LLC

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
<b>A. PERSONNEL COST</b>				
1. Salaries	52,084			
2. Payroll Taxes & Assessments	3,984			
3. Fringe Benefits	9,113			
<b>TOTAL PERSONNEL COST</b>	<b>65,182</b>			
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island	776			
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				
7. Telecommunication	842			
8. Utilities				
9. Mileage/Local Travel	1,200			
10. Volunteer Training				
11. Postage				
12. Printing				
13. Indirect Costs	17,000			
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<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>19,818</b>			
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>	<b>85,000</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	85,000	<div style="display: flex; justify-content: space-between;"> <div style="text-align: center;">                       Name (Please type or print)                 </div> <div style="text-align: center;">                     808.725.1983                      Phone                 </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="text-align: center;">                       Signature of Authorized Official                 </div> <div style="text-align: center;">                     1/18/2023                      Date                 </div> </div> <div style="margin-top: 10px;">                     Karen Glasser, State Director                      Name and Title (Please type or print)                 </div>		
(b) Total Federal Funds Requested				
(c) Total County Funds Requested				
(d) Total Private/Other Funds Requested	15,000			
<b>TOTAL BUDGET</b>	<b>100,000</b>			

## BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2023 to June 30, 2024

Applicant: Best Buddies Hawaii, LLC

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
State Director	1.0 FTE	\$90,846.00	10.00%	\$ 9,084.60
Transition Manager / Program Manager	1.0 FTE	\$43,000.00	100.00%	\$ 43,000.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
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<b>TOTAL:</b>				<b>52,084.60</b>
<p><b>JUSTIFICATION/COMMENTS:</b> <i>State Director, Karen Glasser, at 10% of time on the project and will provide direct programmatic support and administrative and contract support.</i></p> <p><i>Transitions Manager, VACANT/NEW POSITION, at 100% of time on the project will be responsible for providing direct programmatic support, including participant recruitment, training and ensuring program participants receive a high-quality program.</i></p>				

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2022 to June 30, 2023

Applicant: Best Buddies Hawaii LLC

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
N/A	0.00	\$0.00	\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>			\$ -	

**JUSTIFICATION/COMMENTS:**

N/A

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
N/A	0.00	\$0.00	\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>			\$ -	

**JUSTIFICATION/COMMENTS:**

N/A

## BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2023 to June 30, 2024

Applicant: Best Buddies Hawaii, LLC

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			N/A			
LAND ACQUISITION			N/A			
DESIGN			N/A			
CONSTRUCTION			N/A			
EQUIPMENT			N/A			
<b>TOTAL:</b>			0			
<b>JUSTIFICATION/COMMENTS:</b>						



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

Applicant: Best Buddies Hawaii LLC

Contracts Total: 548,308

	<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	OPERATING AND CAPITAL GRANT-IN-AID	Pending	Office of Community Services (OCS)	Hawaii State Legislature	63,308
2	Congressionally Directed Spending	5/3/2022 - 7/31/2024	U.S. Department of Education	U.S.	400,000
3	Maui County Inclusion Project	7/1/2023 - 06/30/2024	County of Maui	County of Maui	85,000
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