

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



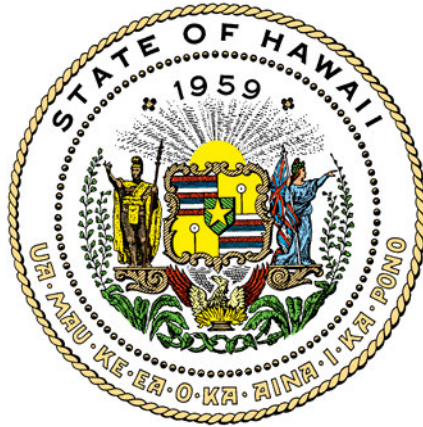
AUTHORIZED SIGNATURE

Naomi Manuel, Executive Director

PRINT NAME AND TITLE

1/19/23

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

EPILEPSY FOUNDATION OF HAWAII, INC.

was incorporated under the laws of Hawaii on 01/04/1972 ; 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 20, 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.

Epilepsy Foundation of Hawaii

(Typed Name of Individual or Organization)



01/19/2023

(Signature)

(Date)

Naomi Manuel

Executive Director

(Typed Name)

(Title)

Application for Grants

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

I. Certification – Please attach immediately after cover page

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

If the applicant is an organization, the applicant shall submit one (1) copy of a certificate of good standing from the Director of Commerce and Consumer Affairs that is dated no earlier than December 1, 2022.

* See attached Certificate of Good Standing dated January 20, 2023.

2. Declaration Statement

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

* See attached declaration statement affirming 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](#).

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

Epilepsy Foundation of Hawaii (EFH)

(2) The public purpose for the grant:

The public purpose for the grant is to train the public on seizure detection and first aid response, increase awareness of epilepsy & seizures, and continue support services for people living with epilepsy and the communities in which they live.

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

The services to be supported by the grant include continued expansion of public outreach and seizure recognition and seizure first aid training to school personnel at public, private, and charter schools, to businesses, families, caregivers, and the broader community. EFH also intends to update and

disseminate seizure education materials to schools, neurology offices, community health centers, and hospitals.

(4) The target group:

All ages

(5) The cost of the grant and the budget.

EFH requests a \$51,780 state Grant In Aid to help support a \$150,000 operating budget.

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;

Epilepsy Foundation of Hawaii (EFH) Mission:

EFH leads the fight to overcome the challenges of living with epilepsy and to accelerate therapies to stop seizures, find cures, and save lives.

Organization Overview and History:

One in 10 people will experience a seizure and 1 in 26 people in the United States will develop epilepsy at some point in their lifetime. According to the CDC, there is an estimated 14,000 individuals living with active epilepsy here in Hawaii. 2,000 of that number are children. The challenges of living with epilepsy are vast. The unpredictability of seizures, the intensity of medical interventions, and the ongoing stigma presented within our communities, across cultures, gender and socio-economic status, present unique challenges.

EFH is its own 501(c)(3) tax-exempt charitable organization incorporated in 1972. EFH is the only organization dedicated exclusively to serve and support the estimated 14,000 individuals living with active epilepsy here in Hawaii. For the past 50 years, EFH has lead the charge to help people overcome the challenges created by seizures; offering supportive programs to individuals with seizure disorders, advocacy on behalf of individuals living with epilepsy and their families, and education to the public on seizure recognition, first aid, and epilepsy awareness. These programs below are available and offered at no cost:

- Seizure Recognition and First Aid Certification Training
- Annual Hawaii Consumer Education Conference
- Talk Story Educational Seminars
- Monthly Support Groups
- Teens Speak Up, National Epilepsy Advocacy
- Linkage to specialized epilepsy care
- Employment Advocacy
- School Advocacy
- School Nurse Training
- School Personnel Training
- Curriculum-based School Training
- Therapeutic Arts Program

EFH also provides epilepsy information and other media outreach generating epilepsy awareness and understanding among the general population of Hawaii.

Our dedicated staff, community volunteers, Professional Advisory Board, and Board of Directors contribute to, develop, and support our wide array of programs and services, all of which are provided without charge. They all require funding and are dependent upon the generous donations of time and financial resources from our volunteers, donors, and other sources.

2. The goals and objectives related to the request;

The overall goal related to this request is to increase targeted community seizure education and outreach by engaging schools, community organizations, and corporate businesses to ensure our community is safe and inclusive for people living with epilepsy.

Goal: Formally educate and certify 300 individuals in FY2024 in general seizure recognition and first aid through the Epilepsy Foundation's instructor-led Seizure Recognition and First Aid Certification course. This course aims to increase the knowledge, skill, and confidence in applying seizure first aid.

Objective: Participants will be able to define seizures and epilepsy, identify correct and incorrect steps for helping a person having a seizure, and identify when it would be necessary to call emergency personnel (911) in the event of a seizure.

Goal: Increase workforce development through training and attendance at the annual Epilepsy Foundation Leadership Conference to be part of conversations and learn from partners across the Epilepsy Foundation network.

Objective: EFH staff/board members will create opportunities to enhance connection and share tools and strategies around community-based programs that provide essential services for people living with the epilepsies.

Goal: Develop epilepsy education, support, and resource information packages and materials for neurology offices and health clinics, in particular Kapi'olani Medical Center for Women and Children's pediatric neurology offices and the Comprehensive Epilepsy Centers at the Queen's Medical Center and Hawaii Pacific Neuroscience.

Objective: Recipients will have an increased connection, knowledge, and a sense of hope through accurate educational information, local resources, and support.

Goal: Sustain increased participation in the Hawaii Epilepsy Education (Consumer) Conference by 20%.

3. The public purpose and need to be served;

Epilepsy is a medical condition that produces seizures affecting a variety of mental and physical functions. It is also called a seizure disorder. When a person has two or more unprovoked seizures, they are considered to have epilepsy. A seizure happens when a brief, strong surge of electrical activity affects part or all of the brain. One in 10 adults will have a seizure sometime during their life. Seizures can last from a few seconds to a few minutes. They can have many symptoms, from convulsions and loss of consciousness to some that are not always recognized as seizures by the person experiencing them or by health care professionals: blank staring, lip smacking, or jerking movements of arms and legs. The frequency of seizures varies greatly, from once in a while, to several per day.

Epilepsy is one of the world's oldest known medical conditions, and yet too many people do not understand it. In too many cases, this misunderstanding has led to fear, discrimination and social stigma.

According to the Institute of Medicine's "Epilepsy Across the Spectrum," one in 26 people in the United States will develop epilepsy at some point in their lifetime. Given current census population statistics, that means that approximately 56,000 people in Hawaii will at some point be living with epilepsy. An August 2017 CDC report states that the number of U.S. adults and children with epilepsy is increasing, with at least 3.4 million people in the United States living with epilepsy, including 470,000 children. Each year, 48 out of 100,000 people will be newly diagnosed with epilepsy, which means that there will be close to 700 new cases of epilepsy in Hawaii each year. The incidence of epilepsy is higher in young children and older adults, which means that epilepsy starts more often in these age groups. As our aging population continues to grow, the incidence of new cases of epilepsy among older adults will also continue to grow. One-third of people with epilepsy live with uncontrollable

seizures because no available treatment works for them and 50,000 people die from epilepsy-related causes in the United States every year.

Epilepsy is the fourth most common neurological disorder in the U.S. after migraine, stroke, and Alzheimer's disease. Its prevalence is greater than autism spectrum disorder, cerebral palsy, multiple sclerosis and Parkinson's disease combined. Despite how common it is and major advances in diagnosis and treatment, epilepsy is among the least understood of major chronic medical conditions, even though one in three adults know someone with the disorder.

The CDC recently released a report, "Suicide among People with Epilepsy: A Population-Based Analysis of Data from the U.S. National Violent Death Reporting System, 17 States, 2003-2011," examining the suicide rate, and suicide risk factors among people with epilepsy in a large U.S. general population. Key findings from this study found that the suicide rate was 22% higher among people with epilepsy aged 10 years and older than that in the general population. The CDC report also found that:

- More adults with epilepsy died from suicide than comparably aged persons without epilepsy.
- Public health efforts, including evidence-based programs and interventions, are urgently needed to support people with epilepsy.

Additionally, the CDC published another recent study which found that among adults with epilepsy reporting recent seizures, about one of four on anti-seizure medication and three of four not on medication had not seen a neurologist or epilepsy specialist within the last year. These findings highlight gaps in quality care putting people with uncontrolled seizures at risk of negative outcomes. The CDC's US Healthy People 2020 objectives call for increasing the proportion of people with epilepsy and uncontrolled seizures who receive appropriate medical care.

The Epilepsy Foundation of America collaborated with a community partner in epilepsy, UCB, to study factors related to improving seizure control and reducing hospitalizations. Data from that study published in the journal *Epilepsy & Behavior*, showed that several factors, including use of newer anti-epilepsy drugs and access to specialty care, were associated with improved patient outcomes. Based on the published data, the Epilepsy Foundation released state-by-state scorecards that assess each state's utilization of newer AEDs and the availability of specialty care from a neurologist in comparison to other states. Hawaii scored an average grade (C) among all states for ratio of newer AED (Anti-Epilepsy Drug) use and access to a neurologist among epilepsy patients in Hawaii is among the lowest states, in need of immediate attention (F). Efforts to educate physicians, expand formulary access, and ensuring insurance coverage of specialists may help to improve grades.

The Epilepsy Foundation of Hawaii is the only social service organization in Hawaii offering free programs, advocacy, and educational services to people with epilepsy, their families, and the communities in which they live to fill the gaps in accessibility to epilepsy specialists, appropriate care, and support services.

4. Describe the target population to be served;

- (1) Adults living with epilepsy who will benefit from our longstanding education, outreach, and services. This includes potential participants in our monthly support groups to find connection and comfort from others living with epilepsy, taking part in various Talk Story webinars and the annual consumer conference to increase their knowledge of epilepsy and keeping up to date with current information, treatment options, and trends.
- (2) Community members who are very likely to either have a seizure or encounter someone having a seizure and needing to understand how to recognize seizures and how to safely and appropriately respond to a seizure.
- (3) Teachers receiving professional development. Young people attend school about six hours a day for approximately 180 days per year. Schools are in a unique position to help improve the health status of children by equipping teachers and school personnel with the tools necessary to provide a safe and enriching environment for students living with epilepsy and seizure disorders.

5. Describe the geographic coverage.

The Epilepsy Foundation of Hawaii's office is physically located at 200 N. Vineyard Blvd. Suite B259, located in downtown Honolulu. However, the EFH office serves all of Hawaii. Due to the pandemic and the greater acceptance and use of virtual connectivity, we have been able to expand our reach and services through various digital platforms.

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 Epilepsy Foundation of Hawaii leads the charge in Hawaii to provide high quality, unique, varied, needed and accessible programs and services to adults, children and families living with epilepsy. The programs and services that will be provided to people suffering from seizures, their families and the communities in which they live by the Epilepsy Foundation of Hawaii will consist of the following:

Education:

EFH staff will train at least 3 more Seizure Recognition and First Aid Certification trainers to expand the capacity of EFH and be able to provide branded epilepsy education presentations and programs and participate in health fairs and other activities. EFH trained nearly 1000 individuals in Hawaii last year ranging from teachers, future healthcare workers, family members, medical offices, and more. EFH will sustain a part time program coordinator to facilitate training and programs.

Along with presentations given to community organizations on seizure recognition and first aid, the Epilepsy Foundation's educators also focus on educating school personnel through presentations such as "Seizure Training for School Personnel," "Take Charge of the Storm," for students and "Epilepsy 101".

The Epilepsy Foundation of Hawaii actively partners with epilepsy industry leaders to highlight epilepsy warriors and advocates, host social events like the Purple Pineapple Painting Party, and present informational webinars like, "FDA Approved Devices for Epilepsy", "Clinical Epilepsy Trials in Hawaii", "Advocacy in Epilepsy Educational Program", "Mental Wellness and Epilepsy", transitioning from pediatric to adult epilepsy care and more. All webinars are recorded and available on our EFH YouTube channel for on-demand viewing and sharing.

The Epilepsy Foundation of Hawaii also uses broad platforms to educate the general public about epilepsy and current issues surrounding the disorder. Each November, EFH hosts an epilepsy consumer conference. Prior to the pandemic this consumer conference was held at Queen's Medical Center and then the Aloha Tower Marketplace. This free, day-long seminar focuses on epilepsy and its treatments from both medical and patient perspectives. It also offers breakout sessions that covered topics such as epilepsy basics, new treatments and coping with epilepsy. The conference was held virtually through the pandemic through Zoom and the Whova platform. The 2022 Hawaii Epilepsy Education Conference was held completely in person. The goal for the 2023 is to integrate the conference into a hybrid platform for increased accessibility. It will continue to be geared toward providing individuals with epilepsy, their families, and the general community with the latest information about epilepsy.

A diagnosis of epilepsy can be shocking and can flood a family with emotions of uncertainty and fear. Epilepsy materials and information packages are provided by the Epilepsy Foundation of Hawaii (EFH) to the public, neurology offices, and epilepsy centers. They consist of accurate educational information, local resources, and support which positively impacts individuals and families facing a new diagnosis of epilepsy or seek further understanding of this condition. These information packages also fosters a connection, knowledge, and a sense of hope.

By engaging more community and healthcare organizations, growing conference attendance, reaching underserved communities, increasing outreach to businesses and corporate offices, and developing EFH's workforce capacity, EFH will broaden the breadth of awareness of epilepsy resulting in a safer and better quality of life for those living with the epilepsies.

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

Q1 – Train Seizure Recognition and First Aid trainers.

Q1 – Order and package education materials for information packages.

Q1 – Attend annual national Epilepsy Foundation Leadership Conference.

Q1 – Q4 - 12 months of continued delivery of free, public seizure recognition and first aid training, certifying over 300 individuals in seizure recognition and first aid.

Q2 – Host Hawaii Epilepsy Education Conference during National Epilepsy Awareness Month.

Q2 – Q4 – Disseminate information materials and packages

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

Program quality assurance standards have been established in the development and implementation of the Epilepsy Foundation branded Seizure Recognition and First Aid certification training and Seizure Training for School Personnel as it was developed with funding from the CDC and in partnership with the CDC, key epilepsy industry leaders, and the Epilepsy Foundation of America's Professional Advisory Board. Program evaluation and success is achieved when participants are certified; passing a pre/post assessment by 80% or better. Attendance sheets and satisfaction surveys are also a means to monitor objectives met and determine if any improvements are warranted.

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.

The quality assurance and improvement system described above will ensure that quality and effectiveness will be reported. The service outcomes to be reported are:

- Minimum of 3 additional trainers trained to facilitate Seizure Recognition and First Aid Certification training.
 - List of certified trainers
 - Certificate of Completion will be provided
- Minimum 300 adults representing four counties will be certified in seizure recognition and first aid.
 - Age
 - County in which participant resides
 - Attendance list
 - Pre/Post results
 - Satisfaction survey
- Attendance at the annual Epilepsy Foundation Leadership Conference
 - Receipts and Program Agenda will be provided
- Increase participation in Hawaii Epilepsy Education (consumer) Conference
 - Attendance list
 - Age
 - County in which participants reside
 - Pre/Post results
 - Satisfaction survey

IV. Financial

Budget

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

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

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
12,945	12,945	12,945	12,945	51,780

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

HMSA Foundation, Kaiser Foundation, Hawaii Hotel & Lodging Association Charity Walk, Friends of Hawaii Charities, Aloha United Way, individual donations, epilepsy industry sponsorships/grants, and EFH fundraising events.

4. The applicant shall provide a listing of all state and federal tax credits it has been granted within the prior three years. Additionally, the applicant shall provide a listing of all state and federal tax credits they have applied for or anticipate applying for pertaining to any capital project, if applicable.

Not applicable.

5. The applicant shall provide a listing of all federal, state, and county government contracts, grants, and grants in aid it has been granted within the prior three years and will be receiving for fiscal year 2024 for program funding.

\$47,580 in grants in aid has been approved by not yet received.

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

The balance of unrestricted current assets as of December 31, 2022 is \$209,119.

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.

The Epilepsy Foundation of Hawaii has been in operation in Hawaii since 1972. EFH has been the only social service organization in Hawaii that continues to offer free programs, advocacy, and educational services to people with epilepsy, their families, and the communities in which they live. These services connect and fill the gaps in accessibility to epilepsy specialists, appropriate care, and support services and EFH has been successfully doing this for the past 50 years.

The Epilepsy Foundation of America, in partnership with and with funding from the CDC, developed multiple community epilepsy training presentations and materials to be delivered to and shared with the general public (Seizure Recognition and First Aid Certification Training) and targeted groups (Seizure Training for School Personnel).

EFH has executed two contracts in the past three years with the Epilepsy Foundation of America as part of their Programs and Services – Minority Outreach Initiative, Minority Mini-Grantee Program.

1. Implementing Signature (Epilepsy) Programs in Rural, Neglected, and/or Underserved Communities (2018/2019)

EFH focused on increasing epilepsy awareness, distributing epilepsy education materials, and implementing the Epilepsy Foundation Signature Program, Seizure Training for School Personnel to five schools on Hawaii Island and a minimum of 100 individuals employed or affiliated with those schools.

2. Seizure First Aid Education for Pacific Island People (2020)

EFH expanded the capacity of the Epilepsy Foundation's Seizure First Aid poster by translating it in to five Pacific Island Languages – Hawaiian, Samoan, Ilocano, Chuukese, and Marshallese. These five translations were added to the list of other seizure first aid posters translated into other various languages to increase accessibility of potentially lifesaving steps in response to someone experiencing a seizure.

These materials and another newly developed epilepsy public education pamphlet were delivered and distributed to rural and federally-recognized areas where residents have barriers to healthy options and sufficient healthcare.

In addition, as part of Asian American Native Hawaiian and Pacific Islander Heritage Month, the Epilepsy Foundation of Hawaii staff lead a nationwide Seizure Recognition and First Aid Certification training in collaboration with the Epilepsy Foundation of America. In addition, the training included a short discussion on Asian Americans and epilepsy and the common cultural perspectives in regards to epilepsy. There is currently not any data or information compiled of Native Hawaiian or Pacific Island perspectives of epilepsy. Qualitative research data is clearly needed in this area and this information would only enhance the work that EFH offers to our community.

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 Epilepsy Foundation of Hawaii holds office space at 200 N. Vineyard Blvd. Suite B259, Honolulu, HI 96817 and is a tenant of Aloha United Way. The space can accommodate EFH staff and one-on-one participant meetings. If we are hosting larger events, the Aloha United Way conference rooms are available for reservation. Our office and meeting locations are fully ADA accessible for people of various abilities. All personnel and confidential files are kept in a secured and locked cabinet.

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 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 Epilepsy Foundation of Hawaii has one full time paid employee, the Executive Director (ED). The ED is responsible for operational and programmatic oversight of EFH. The ED manages an active volunteer base and supervises year-round interns/practicum students from the University of Hawaii School of Social Work and Public Health.

Naomi Manuel, Executive Director – Naomi Manuel was born and raised in Hawai'i and has been an education specialist with a passion for public health awareness, outreach, education and advocacy. She is a graduate of the University of Hawai'i at Manoa and comes from a diverse background within the non-profit sector; contributing to various curricula and community programming specific to Hawaii youth and families. Her primary experience has been with small organizations and companies that rely heavily on collaborative efforts and productive relationships. She has been in non-profit management for the past six years and is the Executive Director of the Epilepsy Foundation of Hawaii, overseeing all of the Foundation's operations, public health and education, advocacy, programs, and services.

EFH will have a part time program coordinator to execute on proposed deliverables.

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.

The Epilepsy Foundation of Hawaii has one paid employee, the Executive Director. The ED is held accountable by the foundation's 11-person Board of Directors. Please see attached list of the EFH's Board of Directors as well as EFH's Professional Advisory Board.

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.

Executive Director - \$55,000 - \$75,000

Part-time Program Coordinator - \$14,000 - \$25,000

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.

Not applicable.

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.

Not applicable.

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
- (b) Not received by the applicant thereafter.

The Epilepsy Foundation of Hawaii has relied almost entirely on individual donations for many years. EFH is always working towards increasing the number of sources of income to fund its long-standing and on-going programs and services. In recent years, through an internal needs-assessment and an evaluation of fundraising efforts, EFH has strategically diversified the type of fundraising it was accustomed to. For example, for nearly 20 years EFH hosted two fun runs a year. One in January and the other in July. In order to diversify our fundraising target population, we eliminated the run in January due its downward participation and time of the year and replaced it with a virtual golf tournament at a local driving range with new-age technology. We are solid in our mission and programs, yet always fluid and open to shift to new opportunities.

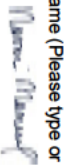
Exploring various grant opportunities is a practical avenue to new funding streams for the organization. Throughout the pandemic EFH has seen lower annual giving donations and has experienced the difficulty in planning fundraisers during a pandemic where local mandates and community gathering perspectives are unpredictable.

EFH's board is also very active in fundraising as well as providing invaluable insight in diversifying and protecting EFH assets and investments.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2023 to June 30, 2024

Applicant: Epilepsy Foundation of Hawaii

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
A. PERSONNEL COST				
1. Salaries	29,921			
2. Payroll Taxes & Assessments	2,289			
3. Fringe Benefits	1,310			
TOTAL PERSONNEL COST	33,520			
B. OTHER CURRENT EXPENSES				
1. Airfare, Interisland	1,200			
2. Transportation, Auto rental, parking fees, &	700			
3. Travel expenses (airport parking & luggage)	300			
4. Contractual Services - Accountant	3,141			
5. Insurance	1,197			
6. Supplies	700			
7. Lease Rental of Space	3,073			
8. Equipment Rental for Hawaii Epilepsy Edu	200			
9. Food - Hawaii Epilepsy Education Confere	700			
10. Postage, Freight and Delivery	500			
11. Publication, Printing, and Advertising	4,000			
12. Subsistence, Staff Training - Airfare	1,800			
13. Subsistence, Staff Training - Hotel	750			
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	18,260			
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	51,780			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	51,780	Naomi Manuel		
(b) Total Federal Funds Requested		Name (Please type or print) 808-528-3058 Phone		
(c) Total County Funds Requested		 1/19/23 Date		
(d) Total Private/Other Funds Requested		Signature of Authorized Official		
		Executive Director		
		Name and Title (Please type or print)		
TOTAL BUDGET	51,780			

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2023 to June 30, 2024

Applicant: Epilepsy Foundation of Hawaii

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Exeuctive Director	1	\$63,525.12	25.00%	\$ 15,881.28
Program Coordinator		\$14,040.00	100.00%	\$ 14,040.00
				\$ -
				\$ -
				\$ -
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				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				29,921.28
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2023 to June 30, 2024

Applicant: Epilepsy Foundation of Hawaii

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

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
N/A			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				
N/A				

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2023 to June 30, 2024

Applicant: Epilepsy Foundation of Hawaii

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OTHER SOURCES OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2021-2022	FY: 2022-2023	FY:2023-2024	FY:2023-2024	FY:2024-2025	FY:2025-2026
PLANS	N/A	N/A	N/A	N/A	N/A	N/A
LAND ACQUISITION	N/A	N/A	N/A	N/A	N/A	N/A
DESIGN	N/A	N/A	N/A	N/A	N/A	N/A
CONSTRUCTION	N/A	N/A	N/A	N/A	N/A	N/A
EQUIPMENT	N/A	N/A	N/A	N/A	N/A	N/A
TOTAL:						
JUSTIFICATION/COMMENTS:						
N/A						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Epilepsy Foundation of Hawaii

Contracts Total: 47,580

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	Approved for Hawaii Grant In Aid for GY 2023, but have not been funded yet.				47,580
2					
3					
4					
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30					



200 N.VINEYARD BOULEVARD, SUITE B259
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Alyssa Simbahon, Esq.

Attorney, Rush Moore LLP

Victoria Wong, MD

Epileptologist and Medical Director, Epilepsy and Neurophysiology, Queen's Neuroscience Institute

*New Board President and Board Secretary voted in their new roles at EFH Board meeting on 8/17/22

The mission of the Epilepsy Foundation of Hawaii is: To lead the fight to overcome the challenges of living with epilepsy and to accelerate therapies, to stop seizures, find cures, and save lives.

The Epilepsy Foundation of Hawaii is an affiliate of the Epilepsy Foundation of America. It is a Hawaii nonprofit organization and a 501 (c)(3) organization. Federal ID: 23-7216782.



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Professional Advisory Board

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Dr. Gregory Yim, MD

Pediatric Neurologist, Hawai‘i Pacific Health

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Epileptologist, Queen’s Comprehensive Epilepsy Center

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Epileptologist, Queen’s Comprehensive Epilepsy Center

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Epileptologist, Queen’s Comprehensive Epilepsy Center

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Cannabis Nurse

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COVID Navigator, Chaminade University

Christina Takara, RN

Public Health Nurse, Hawaii Department of Health

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