

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) Hawaii Compliance Express Certificate (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

Andrea Pettiford, CEO

PRINT NAME AND TITLE

1/19/24

DATE

THE THIRTIETH LEGISLATURE
APPLICATION FOR GRANTS
CHAPTER 42F, HAWAII REVISED STATUTES

Type of Grant Request:



Operating



Capital

Legal Name of Requesting Organization or Individual: Easterseals Hawaii Dba:

Easterseals Hawaii

Amount of State Funds Requested: \$ 1,810,000

Brief Description of Request (Please attach word document to back of page if extra space is needed):

The Samuel Mahelona Hospital has expressed interest in acquiring our existing center. The Samuel Mahelona Memorial Hospital and the Department of Health have expansion plans to utilize our existing center for a long-term inpatient facility and short-term dialysis center. In their plans for expansion, they have offered our adult day health program an alternative location on the campus of the hospital. We are eager to explore a partnership with the hospital to facilitate this transition and seek your assistance in financially supporting this significant capital effort. (See attached

Amount of Other Funds Available:

State: \$ 0

Federal: 0

County: \$ 0

Private/Other: \$ \$200,000 with board approvals

Total amount of State Grants Received in the Past 5 Fiscal Years:

\$ 0

Unrestricted Assets:

\$ 23,500,000

New Service (Presently Does Not Exist):

Existing Service (Presently in Operation):

Type of Business Entity:



501(C)(3) Non Profit Corporation



Other Non Profit



Other

Mailing Address:

710 Green Street

City:

State:

Zip:

Honolulu

HI

96813

Contact Person for Matters Involving this Application

Name:

Andrea Pettiford

Title:

CEO

Email:

apettiford@eshawaii.org

Phone:

808-536-1015

Federal Tax ID#:

██████████

State Tax ID#



Authorized Signature

Andrea Pettiford

Name and Title

1/19/2024

Date Signed



STATE OF HAWAII
STATE PROCUREMENT OFFICE

CERTIFICATE OF VENDOR COMPLIANCE

This document presents the compliance status of the vendor identified below on the issue date with respect to certificates required from the Hawaii Department of Taxation (DOTAX), the Internal Revenue Service, the Hawaii Department of Labor and Industrial Relations (DLIR), and the Hawaii Department of Commerce and Consumer Affairs (DCCA).

Vendor Name: EASTER SEALS HAWAII*

Issue Date: 01/16/2024

Status: **Compliant**

Hawaii Tax#: [REDACTED]
New Hawaii Tax#: [REDACTED]
FEIN/SSN#: XX-XXX5235
UI#: XXXXXX0463
DCCA FILE#: 3811

Status of Compliance for this Vendor on issue date:

Form	Department(s)	Status
A-6	Hawaii Department of Taxation	Compliant
8821	Internal Revenue Service	Compliant
COGS	Hawaii Department of Commerce & Consumer Affairs	Compliant
LIR27	Hawaii Department of Labor & Industrial Relations	Compliant

Status Legend:

Status	Description
Exempt	The entity is exempt from this requirement
Compliant	The entity is compliant with this requirement or the entity is in agreement with agency and actively working towards compliance
Pending	A status determination has not yet been made
Submitted	The entity has applied for the certificate but it is awaiting approval
Not Compliant	The entity is not in compliance with the requirement and should contact the issuing agency for more information

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. Hawaii Compliance Express Certificate (If the Applicant is an Organization)

If the applicant is an organization, the applicant shall submit one (1) copy of a Hawaii Compliance Express Certificate from the Comptroller of the Department of Accounting and General Services that is dated no earlier than December 1, 2023.

Please see attached Hawaii Compliance Express Certificate for Easterseals Hawaii hereafter referred to as (ESH).

2. Declaration Statement

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

Easterseals Hawaii (hereinafter, "ESH") affirms the organization is in compliance with Section 42F-103, Hawaii Revised Statutes. Please see the attached Declaration Statement.

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.

ESH affirms that the grant will be used for a public purpose; specifically, to establish a new center location for our home and community-based services (HCBS) adult day health program in Kapaa on the island of Kauai. The program's purpose is to empower participants to fully integrate into their communities, fostering interaction and engagement opportunities in their community. Adults with intellectual and developmental disabilities, our target population for the program, often face isolation, less community participation, fewer social relationships, and lower leisure and employment participation. However, when provided with the opportunity and appropriate support, participants in enrolled programs such as ours have the capacity to participate in a range of social and community activities. Having access to daily activities, social groups, community resources and partners in their communities provides program participants the chance to explore and increase their independence through development of life skills. We have witnessed the effects of such engagement to be life-changing for our target population and their families. Being part of the master plan for the Samuel Mahelona Memorial Hospital and its expansion efforts to enhance healthcare quality is thrilling for our ESH community. It serves as a fantastic demonstration of our unity as one 'ohana.

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:

Purpose: At ESH, we're creating a more equitable world so people with developmental disabilities can choose their path. We do this by reimagining how care and support can be better connected to fill gaps in human services across an individual's lifespan.

Organization Overview and History:

ESH has served children, youth and adults with intellectual or developmental disabilities since 1946 (77 years). We provide more than 200,000 hours of direct service annually to individuals and families across the state. All funds raised by ESH remain in Hawaii and help us carry on our tradition of creating solutions and changing lives in our local communities.

To ensure quality delivery of service, ESH received accreditation from the Commission on Accreditation of Rehabilitation Facilities (CARF) in 2016 and has maintained this "gold standard" through its recent renewal in 2022. This accreditation must be renewed every three years and will be updated in 2025. Maintaining this accreditation assures that ESH stays informed of emerging trends and best practices, not just in program management, but in all aspects of administration, finance, human resources, development (including fundraising) and board governance for running a nonprofit organization. In addition, ESH's Applied Behavioral Analysis (ABA) program received the Behavioral Health Center of Excellence designation in 2019.

Our goal in serving people with disabilities, both visible and non-visible, is to remove obstacles so people with disabilities have every opportunity to live meaningful and productive lives—on their own terms. We are here to provide the best services and opportunities for people with disabilities in our community, which are delivered through our core programs:

- **Early Intervention** – ESH serves families and their children 0-3 years old who are exhibiting developmental delays or at risk for delay with early intervention (EI) services. These services include physical therapy, occupational therapy, speech therapy and special education. We deliver EI services under contracts that are administered through the State of Hawaii, Department of Health (DOH), Early Intervention Section (EIS) within six (6)

geographical districts, including Central Honolulu, Central Oahu, Kailua and Kapolei on Oahu, Hilo on Hawaii Island, and on the island of Kauai. ESH's EI program, the state's largest, has served communities in Hawaii since 1979 and maintained care for clients and families during the COVID-19 pandemic. Monthly, ESH serves 770 children and their families, with a projected annual growth in 2024 to 6,795. In terms of hours of services delivered, ESH reached 27,000 service hours in 2023, and expects to expand to 29,000 service hours in 2024.

- **Autism Services** – ESH's autism services program provides in-person and telehealth care across the following modalities:
 - Applied behavior analysis (ABA) is a common treatment option for individuals with autism spectrum disorder (ASD). ABA has consistently been shown to increase skill sets and decrease challenging behavior associated with ASD. Specifically, there is compelling evidence supporting ABA's ability to increase communication and social skills and decrease challenging behaviors. To support our families, we offer two different approaches to ABA: parent-led ABA and 2-tier ABA. For both models of ABA, we offer a variety of flexible treatment options, including parent-led ABA via telehealth, center-based 1:1 service, home-based 2-tier ABA to communities near our Honolulu and Kapolei locations, as well as social skills groups.
 - Parent-Led ABA puts parents in the driver's seat of their loved one's care and their family's schedule. With the support of a comprehensive care team, we train caregivers to support the client with tried and tested ABA disciplines. Under the guidance, supervision, and training of a Board-Certified Behavior Analyst® (BCBA®), caregivers learn how to apply these skills at the time and place that integrates critical approaches into everyday life, making teachable moments more relevant and fun.
 - 2-tier ABA, or paraprofessional-delivered ABA, is a common treatment method for clients with ASD that focuses on increasing communication skills, social abilities, and decreasing difficult behaviors. At ESH, this model of ABA is provided by a Registered Behavior Technician® (RBT®) who works directly with the client under the supervision and guidance of a BCBA®.
 - ESH served 120 clients in 2023, doubling its client service over 2021. We anticipate growth to 150 clients in 2024, with an expected increase in service hours going from 15,000 in 2023 to 24,000 in 2024. Telehealth, parent-led ABA, and social skills groups continue to expand.
- **Home and Community-Based Services (HCBS)**, including Adult Day Health (ADH) – In multiple locations across Hawaii, ESH provides HCBS services. Locations include the Green Street campus in Punchbowl, two modified homes in Ewa, and a large multipurpose service center in Kapolei

(Napuakea), all on Oahu, in Hilo on Hawaii Island, in Kapaa and Waimea on Kauai, and in Kahului on Maui. ESH's HCBS program served over 207 participants in 2023, providing 20,000 service hours monthly. ESH projects growth to 225 participants in 2024 with 261,000 annual service hours focusing on enhancing skills and independence.

- The program aims to empower participants to seamlessly integrate into their communities, creating opportunities for interaction and engagement. The target population for our program comprises adult individuals with intellectual and developmental disabilities, who often encounter isolation, limited community participation, fewer social relationships, and reduced involvement in leisure and employment activities. Yet, when given the opportunity and proper support, participants in programs like ours demonstrate the ability to engage in various social and community activities. Access to daily activities, social groups, community resources, and local partnerships offers program participants the chance to explore and enhance their independence by developing life skills. The impact of such engagement has proven to be transformative for our target population and their families.
- **Employment Services** – ESH’s employment services program provides individualized services that support community integration through competitive employment. We believe that all people, regardless of their diagnosis, should have the opportunity to offer their talents to work in the community if they want. Our services include:
 - Training for high school age children and young adults with disabilities or special needs to help them develop skills to succeed at job interview.
 - Matching individuals with gainful employment where their abilities and interests fit with the requirements of the job.
 - Follow-up job coaching to support long-term success.
- **Community Events and Fundraising** – ESH has achieved favorable recognition and forged strong bonds in the community, including with leaders in government, businesses and foundations, as well as through sponsoring high profile, high-quality activities and fundraising events. Many in the community are familiar with previous events organized by ESH, such as the Easterseals Telethon, the Taste of Honolulu, the Gingerbread Festival, The Bunny Breakfast, and Chef’s du Jour (led by former ESH board member Chef Alan Wong). We are thrilled to share that in 2024 we will host our largest event post-pandemic, aiming to actively involve our community. The State of Hawaii and the City and County of Honolulu, along with many local foundations and corporations, have also supported ESH, reflecting the relationships between our board members and management with leaders of these organizations.

2. The goals and objectives related to the request:

The Samuel Mahelona Hospital has expressed interest in acquiring our existing center. The Samuel Mahelona Memorial Hospital and the Department of Health have expansion plans to utilize our existing center for a long-term inpatient facility and short-term dialysis center. In their plans for expansion, they have offered our adult day health program an alternative location on the campus of the hospital. We are eager to explore a partnership with the hospital to facilitate this transition and seek your assistance in financially supporting this significant capital effort. (See attached Final Masterplan)

ESH is requesting \$1,810,000 to relocate our home and community-based services (HBCS) adult day health (ADH) program in Kapaa to a new facility on the Samuel Mahelona Hospital campus, which is undergoing a significant transformation itself. ESH is the only provider of adult day health services in Kapaa. The space we are currently operating out of, and leasing is owned by the Department of Health, which they have expressed interest in ending our lease at this location. Our existing center at 4800 Kawaihau Road, Suite F in Kapaa houses our adult day health program where we serve 30 participants and offers far more space than what we utilize or foresee needing in the future. It is crucial to emphasize that ESH has explored feasible alternatives for relocation, and securing complete funding through Grants In Aid will enable us to proceed with the transition.

We welcome their suggested location, as it would be advantageous to our program. The new location will increase visibility of our adult day health program center, providing an opportunity for direct community engagement and activities. It will also increase accessibility via public transportation for current and future participants. To make this collaboration possible, we will need to relocate our program from our current center and incur moving, construction and furnishing expenses, which will require external support.

With a combination of grant funding and ESH funds and leadership, we plan to do the following:

The relocation from our existing center at 4800 Kawaihau Road, Suite F in Kapaa to the new location offered by the Samuel Mahelona Memorial Hospital on its hospital campus will require a significant capital outlay. The available space on the hospital's campus is a former physician's residence, which would need extensive renovation and/or rebuilding to meet the needs of our adult day health program. We see the most cost-effective approach to transforming the former physician's residence to the new facility for our adult day health program involving the demolition of the existing structure and the construction of a new structure. We are committed to preserving as many historical or culturally significant elements as feasible and possible in this process. The estimated cost for the construction effort, determined by our board chair Danielle Yafuso, an architect by background, is

\$1,470,000. Danielle Yafuso, Josh Stinson, both have broad experience working in commercial construction, and our board of directors' real estate committee will provide advisory support to Easterseals Hawaii on this project.

It is important to note that since we lease the space we would be moving out of, we will not financially benefit from selling a property, making the funding for the construction a net new financial need. ESH seeks additional funding of \$340,000 through this grant application to cover the other expenses related to the relocation into the new facility, which include the purchase of furniture, furnishings and other program and team member supplies needed to establish operations in the new space, as well as funds for marketing and communications to attract participants and engage the community in our efforts.

ESH will make financial, labor and leadership contributions in various ways: Undoubtedly, the grant request of \$1,810,000 will fund the significant majority of this capital investment. However, ESH is prepared to contribute up to \$100,000, to support this important initiative. This additional contribution by ESH is contingent upon approval by its board of directors. Furthermore, Catalight Foundation, the parent company of ESH, is poised to seek board approval for matching the \$100,000 contribution, thereby assisting in funding more than 10% of the project. In addition to this match ESH will make use of its affiliate relationship with Catalight for training, technology deployment, technical support, human resources functions, accounting and finance assistance, advisory support, facilities management, and tools. Lastly, ESH will contribute its internal leadership and expertise, including that of our board, to the process to fill in gaps that might otherwise require external support.

3. The public purpose and need to be served;

ESH's adult day health program is the only program of its type in Kapaa on the island of Kauai and is intended to serve adults diagnosed with an intellectual or development disability.

Program Focus Areas include:

- Enhancing independence
- Person-centered planning
- Social skills and enrichment
- Community integration and access
- Employment skills
- Personal skills and daily living skills

4. Describe the target population to be served; and

The adult day health program actively involves and empowers adult individuals diagnosed with intellectual and developmental disabilities, facilitating their full integration into communities. This program fosters meaningful interaction with both peers and staff, promoting the acquisition of crucial life skills. Engagement opportunities include community-building events, social play with peers and community members, and exploration in outdoor activities. This comprehensive support program enables participants to actively experience the community and determine their desired level of engagement.

Active involvement in different activities and community interactions is crucial for participants and caregivers to gauge their preferred engagement levels. Emphasizing the significance of offering diverse experiences, research suggests that our target population frequently faces isolation, restricted community participation, a scarcity of social connections, and diminished involvement in leisure and employment pursuits. Nevertheless, when provided with suitable opportunities and support, participants participate in various social and community activities, and in certain cases, explore employment opportunities.

Granting access to daily activities, involvement in social groups, utilization of community resources, and partnering with local organizations allow participants the opportunity to discover and improve their independence through the development of essential life skills. This kind of engagement has demonstrated its transformative impact on our target population and their families, who are frequently vulnerable or neglected. The ESH adult day health program plays a vital role in providing essential support to foster the dignity, growth, independence, and social connectedness of our community.

5. Describe the geographic coverage

Our goal is to support the greater community of Kapaa with a comprehensive center-based adult day health program in a new facility that is centrally located for ease of access, visibility and community engagement.

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.

Our scope of work, for which we are seeking funding, includes the following efforts:

- a. Take possession of the former physician's residence on the Samuel Mahelona Memorial Hospital campus that hospital leadership has offered to ESH for its home and community-based services adult day health program.
- b. Complete plans for construction of new facility.
- c. Acquire necessary permits to conduct construction.
- d. Build a new structure.
- e. Equip and furnish property for ESH home and community-based services.
- f. Move out of existing facility and move into new facility.
- g. Open new facility for business.
- h. Conduct marketing and communications to inform and engage community in relocation.
- i. Release interest in existing facility at 4800 Kawaihau Road, Suite F in Kapaa.

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

- We plan to launch the work in June/July 2024 and complete the construction in time for opening the new facility for business in September/October 2025 pending approval to proceed from Samuel Mahelona Memorial Hospital. While construction is expected to require 6-8 months, our timing factors in necessary pre-construction efforts, such as obtaining necessary permits for construction.

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

- We will measure overarching quality assurance by the completion of the construction according to successful adherence to building permits and final inspection and opening the new facility by the target date of September/October 2025.
- Additional measures long-term will include participant and family satisfaction with the new facility and satisfaction among team members working within the facility.
- Further, with a potential increase in recruiting of new team members attracted to ESH in its new space, growth in participants would be expected.

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, the measure(s) of effectiveness will need to be updated and transmitted to the expending agency. Measures of effectiveness that ESH will report to the State expending agency to assess the program’s achievement correspond to significant construction and facility readiness milestones and will include:

- Signed agreement between Samuel Mahelona Memorial Hospital and ESH for ESH to take possession of the former physician residence property (“property”) on the hospital campus.
- Receipt of necessary permits for demolition and subsequent construction of the ESH home and community-based services adult day health program facility on the property.
- Demolition of the structure.
- Provision of payment applications to general contractor.
- Lien releases from general contractor and subcontractors acknowledging complete and final payment.
- Relocation of ESH home and community-based services adult day health program to property.
- Signed agreement between ESH and Samuel Mahelona Memorial Hospital to release ESH’s interest in the property at 4800 Kawaihau Road, Suite F in Kapaa.

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 | See Attached |
| b. Personnel salaries and wages | See Attached |
| c. Equipment and motor vehicles | See Attached |
| d. Capital project details | See Attached |
| e. Government contracts, grants, and grants in aid | See Attached |

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2025.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$90,000	\$490,000	\$490,000	\$740,000	\$1,810,000

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2025.

- Grant and Donor General and Directed Support

- State of Hawaii – Department of Health – Early Intervention Program
- State of Hawaii – Department of Health – Fee-for-service funding for social work services
- State of Hawaii – Department of Disabilities (DDD) – Adult Day Health Program

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.

2021

- State of Hawaii – Department of Health (Fiscal Year July 1, 2021-June 2022) - Early Intervention Program
- Health Resources and Services Administration (HRSA) Provider Relief Funds - Federal
- Employee Retention Credits - Federal

2022

- State of Hawaii – Department of Health (Fiscal Year July 1, 2022-June 2023)- Early Intervention Program
- Health Resources and Services Administration (HRSA) Provider Relief Funds - Federal
- Employee Retention Credits – Federal
- US Department of Education – American Rescue Plan Act – Passthrough from the State of Hawaii
- Kauai Grant – Cares Act – Coronavirus Relief Fund

2023

- City of Honolulu
- State of Hawaii – Department of Health (Fiscal Year July 1, 2023-June 2024) – Early Intervention Program

We have not applied for any federal tax credits that pertain to this capital project.

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 2025 for program funding.

- State of Hawaii – Department of Health – Early Intervention Program
- State of Hawaii – Department of Health – Fee-for-service funding for social work services
- State of Hawaii – Department of Disabilities (DDD) – Adult Day Health Program

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2023.

Unrestricted current assets as of December 31, 2023, for ESH were \$23.5M.

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.

Thirteen (13) local business leaders currently serve on the ESH Board of Directors. CEO, Andrea Pettiford, and her Hawaii-based executive team exhibit responsible governance and strategic leadership in all areas described under reference to CARF above. Additionally, ESH's affiliation with both Catalight and Easterseals Northern California (ESNorCal) presents considerable opportunities for employing best practices in services for persons with disabilities. ESH is also represented in industry work groups and advisory committees that address a broad range of issues impacting those with intellectual and developmental disabilities in 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.

We currently provide home and community-based services to Kauai residents with intellectual and developmental disabilities (our participants) at our facility at 4800 Kawaihau Road, Suite F in Kapaa. ESH has provided such services since 2009. Our capital investment funding request of \$1,810,000 will allow our program to relocate to a newly designed and constructed facility on the campus of Samuel Mahelona Memorial Hospital with added benefits, as described earlier in our application. We expect our new facility environment on the hospital campus to be modernized and community-centered, which will elevate the experience for our participants. To ensure a smooth transition for our participants and our team members who provide services, we will continue to operate at our current facility at 4800 Kawaihau Road, Suite F in Kapaa until the new facility is fully ready for home and community-based services.

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.

Overseeing, providing administrative direction and coordinating external and internal efforts and team members for this significant capital project will be Andrea Pettiford, chief executive officer of ESH. Andrea has spent the bulk of her professional life in mission-driven nonprofit organizations with a focus on operations management and technology. Since joining in 2020, and prior to her role as chief executive officer, Andrea has served as a project manager and the VP of Easterseals Operations, where she led a significant and ongoing effort to build self-sustaining programs that make clinical services better and promote an engaged culture of excellence and inclusion.

Michael Williams, Vice President, Real Estate and Facilities, Advisor at Catalight, the parent company of ESH, will be alongside Andrea Pettiford in the management of this project. Michael has 20+ years professional experience in Global Real Estate, Architecture and Construction. He currently leads the team in an advisor role for Real Estate and facilities for Easterseals Northern California and Easterseals Hawaii and is a licensed architect, CA State lic: 29784, NCARB Certified.

ESH proposes to hire a Hawaii-based general contractor and construction company to carry out the construction project. Conducting the efforts associated with the communications and marketing campaign will be our seasoned internal marketing and communications experts. Relocation from our existing facility to the new facility will include a combination of external moving expertise and internal team support. ESH's board of directors will provide leadership guidance along the way.

ESH's local operations are supported in many areas by Catalight, its parent company since 2018. This capital project will benefit from Catalight administrative (e.g., facilities management, human resources, finance and accounting) and information technology support throughout the project's tenure.

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.

Please see attached organization chart.

See Attached

3. Compensation

The applicant shall provide an annual salary range paid by the applicant to the three highest paid officers, directors, or employees of the organization by position title, not employee name.

President & CEO	\$440,025
Vice President Easterseals	\$195,441
Program Director	\$98,394

VII. Other

1. Litigation

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgement. If applicable, please explain.

There is no pending litigation to which Easterseals Hawaii 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.

ESH received accreditation from the Commission on Accreditation of Rehabilitation Facilities (CARF) in 2016 and has maintained this “gold standard” through its recent renewal in 2022. This accreditation must be renewed every three years and will be updated in 2025. Maintaining this accreditation assures that ESH stays informed of emerging trends and best practices, not just in program management, but in all aspects of administration, finance, human resources, development (including fundraising) and board governance for running a nonprofit organization. In addition, ESH’s Applied Behavioral Analysis (ABA) program received a Behavioral Health Center of Excellence designation in 2019.

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 2024-25 the activity funded by the grant if the grant of this application is:


- (a) Received by the applicant for fiscal year 2024-25, but**
- (b) Not received by the applicant thereafter. –**

We anticipate that funding for the fiscal year 2024-25 will cover the costs of our capital project. Our current operational costs linked to the provision of home and community-based services at Kapaa are expected to continue to be covered through reimbursement funding associated with our contract with the State of Hawaii Developmental Disabilities Division to provide services to Kauai residents who benefit from home and community-based programming. Additional funding support for ESH programs at Kapaa comes from foundations, corporate partners, major donors, events, and support through our Easterseals National direct mail program.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2024 to June 30, 2025

Applicant: Easter Seals Hawaii (dba Easterseals 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				
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. Marketing & Communications Campaign	\$100,000			
10. Relocation Expense	\$20,000			
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	\$120,000			
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL	\$1,690,000			
TOTAL (A+B+C+D+E)	\$1,810,000			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	\$1,810,000	Name (Please type or print)		
(b) Total Federal Funds Requested				
(c) Total County Funds Requested		Phone		
(d) Total Private/Other Funds Requested		1/19/24		
		Signature of Authorized Official		
		Date		
TOTAL BUDGET	\$1,810,000	Andrea Pettiford, CEO		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2024 to June 30, 2025

Applicant: Easter Seals Hawaii (dba Easterseals Hawaii)

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
N/A				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				\$ -
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2024 to June 30, 2025

Applicant: EASTERSEALS 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:				

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2024 to June 30, 2025

Applicant: EASTERSEALS 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: 2022-2023	FY: 2023-2024	FY: 2024-2025	FY: 2024-2025	FY: 2025-2026	FY: 2026-2027
PLANS	\$0	\$0	\$45,000	\$0	\$0	\$0
LAND ACQUISITION	\$0	\$0	\$0	\$0	\$0	\$0
DESIGN	\$0	\$0	\$135,000	\$0	\$0	\$0
CONSTRUCTION	\$0	\$0	\$1,470,000	\$0	\$0	\$0
EQUIPMENT	\$0	\$0	\$40,000	\$0	\$0	\$0
TOTAL:	\$0	\$0	\$1,690,000	\$0	\$0	\$0
JUSTIFICATION/COMMENTS:						
<p>Costs are associated with the construction and outfitting of a new facility for Easterseals Hawaii's adult day health program on the campus of Samuel Mahelona Memorial Hospital. Full details are built into the application. We welcome any questions you may have related to the budget associated with this grant application.</p>						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

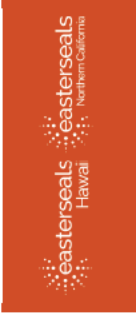
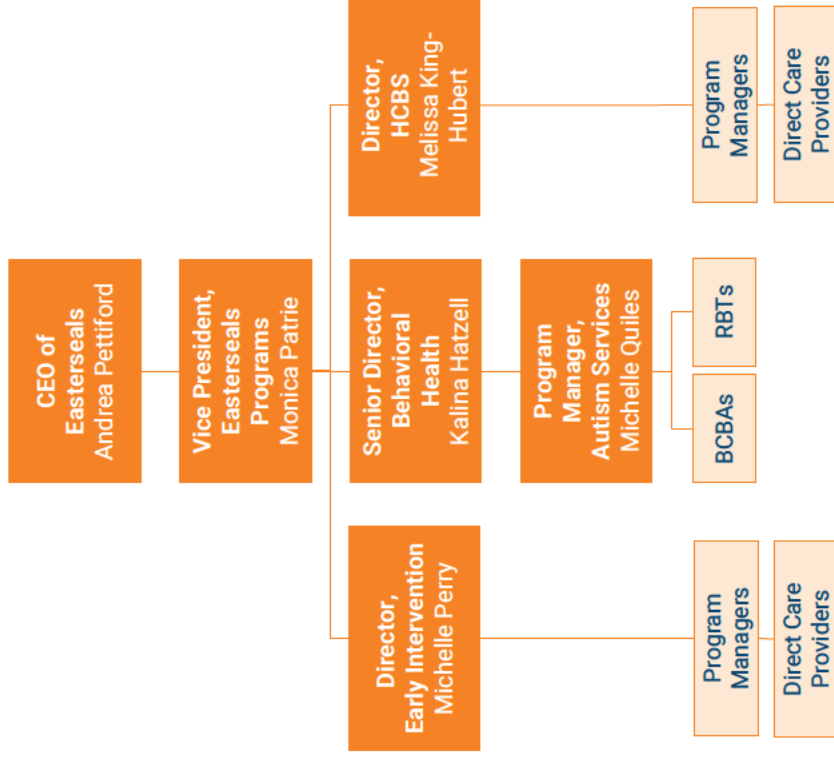
Applicant: EASTERSEALS HAWAII

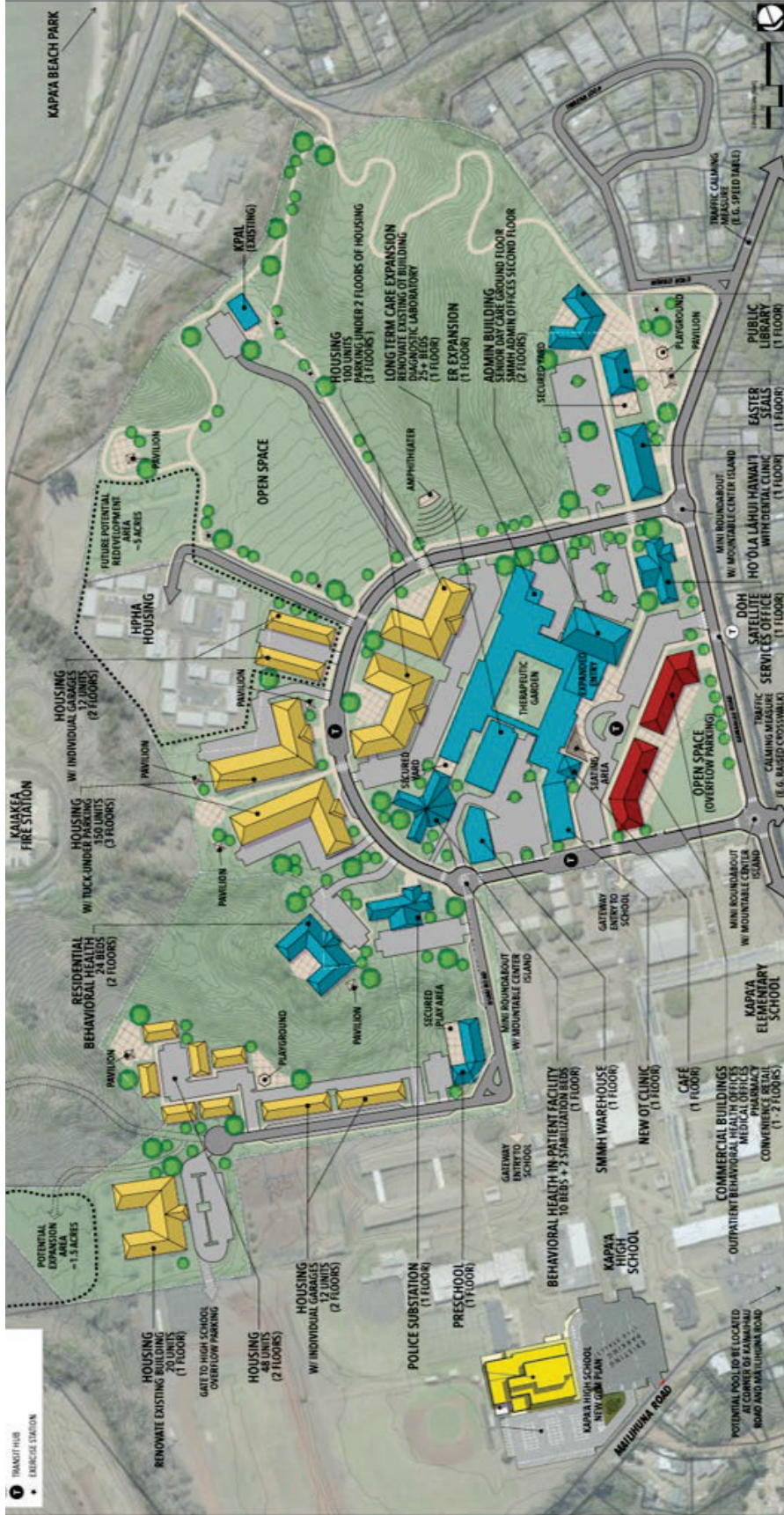
Contracts Total: -

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	Not applicable - no further CIP funding				
2	solicited				
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
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29					
30					

Organizational Structure

Easterseals Hawaii





APRIL 2023
 TRS & ASSOCIATES

SAMUEL MAHELONA MEMORIAL HOSPITAL TOD MASTER PLAN UPDATE
FINAL CONCEPTUAL MASTER PLAN

Notwithstanding to what is shown hereon, the owner shall be responsible for all final design and construction. This plan is for general planning purposes only and not for construction.