

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2024 to June 30, 2025

True Light Church of Honolulu Recovery Program

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

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
15 Passenger Van	1.00	\$50,000.00	\$ 50,000.00	50000
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>	1		\$ 50,000.00	50,000
<b>JUSTIFICATION/COMMENTS:</b>				

# BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2024 to June 30, 2025

True Light Church Of Honolulu Recovery Progr

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

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

Apple Light Church of Honolulu Recovery Program

Contracts Total: -

	<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	N/A				
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
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28					
29					
30					

## 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.

#### **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;  
He is our Founder and Sr. Pastor of True Light Church of Honolulu. He is a Medical retired U.S. Army Veteran. He has served 25 years of public service as a Champlin/Pastorial services, 3 years – services coordinator for Men's 12 step recovery meeting.
2. The goals and objectives related to the request;  
The first goal is to setup and organize an effective recovery program for High school student's boys & girls grades 9-12<sup>th</sup>. Our second goal would be aligned to our first goal to offer a recovery program that serves adults men and women for ages (18-100yrs). Our mission, TLCOH Recovery project is to create opportunities, to a clean and sober living through The 12-step Recovery program; to Empower all cultures and walks of life.
3. The public purpose and need to be served;

To Teach the 12-step recovery meeting. Repeating steps 1-12 to create a safe and healthy sober living environment. For high school young teens boys and girls. And the public/private sector “adults between (18-100yrs)”.

4. Describe the target population to be served; and  
Our target population includes the whole city & county of Honolulu. The city and county of Honolulu communities are the target we have in mind. There is a great need to help and support these communities.
5. Describe the geographic coverage.  
City and County of Honolulu, HI, and Neighboring Islands of Hawaii.

### **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:

Service Men & Women adults, and High School students grades (9-12<sup>th</sup>).

1. Describe the scope of work, tasks and responsibilities;  
Scope of work, details – The operations, 12-Step recovery meetings (Each step includes a Real-Life Story of a Fellow -Traveler on the road to recovery.)  
Experiences, good-and-bad experiences, will be shared within the group and successes, to encourage and inspire.
2. Provide a projected annual timeline for accomplishing the results or outcomes of the service;  
The results or outcomes of service; will be based off of a short-term, 30-60 Day, or 90 Day time track. Awards and Certificates, Accommodations, assess groups, High School, and Adults. Continued success on goals, treatment, and continued learning Quarterly, and Annually.
3. Describe its quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate, and improve their results; and Quality Assurance, and Evaluation of program. Attendance – Roll Call, dependents of the level of care, 30, 60, or 90 days, Semi-Annual, 6/mo to 1 year Request, by The City and County of Honolulu and Improvement and Evaluation of the 12-step Recovery.
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.

Measuring of effectiveness will be broken down into groups. Our first group will be for Adult Men & Women ages (18-100yrs) old. Second group will be for High School teen boys and girl’s grades (9-12<sup>th</sup>). Both groups will be asked to take a summary survey on our program. From the results of the survey from both groups, we will assess and forward results to the appropriate State.

## **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 2025.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
181,631.25	181,631.25	181,631.25	181,631.25	726,525

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2025.
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. N/A
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. N/A
6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2023.

## **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.

I've been a recovery Men's coordinator for three years for Calvary Church in Anchorage, AL.

## **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 plan on leasing a building to provide services for the Recovery program.

## **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.

Our senior pastor, as the coordinator of the Recovery program (Jeffrey Jones). Executive Director will be the coordinator over the adult women's recovery group (Cynthia Jones). Our Executive Administrator (Dymonek Jones). Young Adult Women/Teen girls Director (Zephennia Jones). Young Adult Men/Teen boys Director (Nehemiah Jones). Hospitality Director (Nefertiti Jones). Co-Coordinator to be Hired. Security Officer (1x) and Janitorial services.

### **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.

True Light Church of Honolulu Recovery Program Director's

▪  
▪  
▪

Executive Director (Paid)  
Senior Pastor (Volunteer)

▪  
▪  
▪

Executive Administrator (Paid)

- 
- 
- 
- Co-Coordinator (Paid)
- Security Guard (Paid)
- Janitor (Paid)

- 
- 
- 
- Young Adult Women Director (Paid)
- Young Adult Men Director (Paid)
- Hospitality Director (Paid)

**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 - \$65,000
- Executive Administrator - \$ 76,800
- Young Adult Women Director - \$60,000

**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. N/A

**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. N/A

**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. N/A

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

## BUDGET REQUEST BY SOURCE OF FUNDS

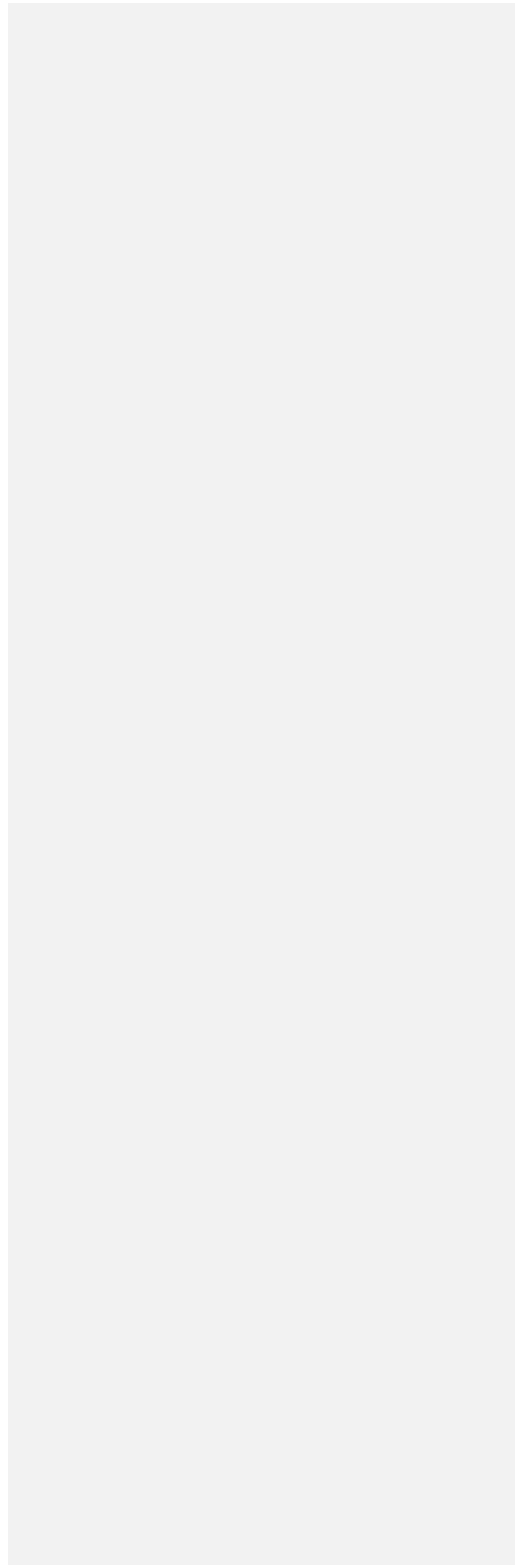
Period: July 1, 2024 to June 30, 2025

App Light Church of Honolulu Recovery Program

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	424,987	0	0	0
2. Payroll Taxes & Assessments	69,538	0	0	0
3. Fringe Benefits	1,800	0	0	0
TOTAL PERSONNEL COST	<b>496,325</b>	<b>0</b>	<b>0</b>	<b>0</b>
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	15,000			
2. Insurance	720			
3. Lease/Rental of Equipment	0			
4. Lease/Rental of Space	120,000			
5. Staff Training	15,000			
6. Supplies	10,000			
7. Telecommunication	7,080			
8. Utilities	18,000			
9. Expert Speakers (Contractors)	14,400	0	0	0
10. Photography & Media	6,000	0	0	0
11. Advertising	12,000	0	0	0
12. Furniture	12,000	0	0	0
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	<b>230,200</b>			
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES	<b>50,000</b>			
E. CAPITAL				
<b>TOTAL (A+B+C+D+E)</b>	<b>776,525</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	776,525	Cynthia Jones (808) 439-7795		
(b) Total Federal Funds Requested		Name (Please type or print) Phone		
(c) Total County Funds Requested		Cynthia Jones January 19th, 2024		
(d) Total Private/Other Funds Requested		Signature of Authorized Official Date		
<b>TOTAL BUDGET</b>	<b>776,525</b>	Cynthia Jones, Executive Director Name and Title (Please type or print)		



| Cynthia Jones Executive Director Recovery  
(Typed Name) (Title)



## BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2024 to June 30, 2025

True Light Church of Honolulu Recovery Program

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Executive Director	1	\$65,000.00	15.00%	\$ 9,750.00
Executive Administrator	1	\$76,800.00	15.00%	\$ 11,520.00
Young Adult Women Director	1	\$60,000.00	15.00%	\$ 9,000.00
Young Adult Men Director	1	\$60,000.00	15.00%	\$ 9,000.00
Hospitality Director	1	\$60,000.00	15.00%	\$ 9,000.00
Security Officer	1	\$42,467.00	10.00%	\$ 4,246.70
Janitorial	1	\$30,720.00	10.00%	\$ 3,072.00
Co-Coordinator	1	\$30,000.00	5.00%	\$ 1,500.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				<b>57,088.70</b>
<b>JUSTIFICATION/COMMENTS:</b>				