

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

Type of Grant Request:

Operating Capital

Legal Name of Requesting Organization or Individual: Db: N/A

Work Now Hawaii

Amount of State Funds Requested: \$ 249,468

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

WNH will spearhead the Hawaii Office of Employment First (HOEF), establishing a physical office as well as virtual resources, statewide trainings, data collection, and a capable team to improve Employment Support Professionals practices and increase equitable employment in Hawaii for individuals with disabilities. Both the U.S. Department of Labor and Office of Disability Employment Policy have identified this as a strategic goal.

Amount of Other Funds Available:

State: \$ 0

Federal: \$ 0

County: \$ 0

Private/Other: \$ 0

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

\$ 0

Unrestricted Assets:

\$ 0

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:

1050 Queen St #100

City: Honolulu

State: HI

Zip: 96814

Contact Person for Matters Involving this Application

Name: Patrick Gartside

Title: Executive Director

Email: patrick@worknowhawaii.org

Phone: (808) 202-2310

Federal Tax ID#: [REDACTED]

State Tax ID#: [REDACTED]



Authorized Signature

Patrick Gartside, Executive Director

Name and Title

January 18, 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: WORK NOW HAWAII

Issue Date: 01/12/2024

Status: **Compliant**

Hawaii Tax#: [REDACTED]
New Hawaii Tax#: [REDACTED]
FEIN/SSN#: XX-XXX3896
UI#: XXXXXX5344
DCCA FILE#: 281050

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	Exempt
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 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 ([WNH Link](#))
 - b. Personnel salaries and wages ([WNH Link](#))
 - c. Equipment and motor vehicles ([WNH Link](#))
 - d. Capital project details ([WNH Link](#))
 - e. Government contracts, grants, and grants in aid ([WNH Link](#))
- 7) Experience and Capability
- 8) Personnel: Project Organization and Staffing



AUTHORIZED SIGNATURE

Patrick Gartside, Executive Director

PRINT NAME AND TITLE

January 18, 2024

DATE

**DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS PURSUANT TO
CHAPTER 42F, HAWAII REVISD 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.

Work Now Hawaii

(Typed Name of Individual or Organization)



(Signature)

1-18-2024

(Date)

Patrick Gartside

(Typed Name)

Executive Director

(Title)

Application for Grants

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.

*See attached, page 2

2. Declaration Statement

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

*See attached, page 4

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](#).

Work Now Hawaii confirms that the requested grant will be used for a public purpose pursuant to Section 42F-102, Hawaii Revised Statutes.

II. Background and Summary

1. A brief description of the applicant's background;

Established in 2017, Work Now Hawaii (WNH) is a trailblazer dedicated to elevating equitable employment in Hawaii for all people with disabilities through collaboration, systems innovation, and training excellence. WNH's impactful programs offer practical work experience and certifications, addressing employment challenges and embodying a forward-thinking approach called Employment First. Employment First is a national systems-change framework centered on the premise that all individuals, including those individuals with the most significant disabilities, are capable of full participation in Competitive Integrated Employment (CIE) and community life.

2. The goals and objectives related to the request;

WNH will spearhead the Hawaii Office of Employment First (HOEF), establishing the first office with a team dedicated to creating support systems for professionals who

serve people with disabilities. HOEF will increase, expand, and deepen resources for Hawaii so that we can develop **S.P.A.C.E.** for everyone to work. Our objectives are to:

Support: Conduct strategic planning, establish HOEF processes and protocols, recruit, hire, and train key personnel.

Partner: Increase cross-sector partnerships with Employment First stakeholders across the state and country.

Advocate - Increase participation and engagement in discussions with policymakers and state agencies, championing and promoting awareness of critical issues and necessary policy changes and building collaborative relationships within the community. All interactions support stakeholders in having the essential tools to advocate for themselves.

Connect - Develop new resources to empower and enhance professional development, increase capacities to deliver high-quality employment services, and ensure job seekers access vital information and services.

Educate - Develop and increase training and workshops throughout the state to provide valuable knowledge and skills for employers and service providers through a structured learning format.

3. The public purpose and need to be served;

A pathway of employment for individuals with disabilities will profoundly impact the overall community's health. The consequences of an inaccessible job market extend beyond the individual level, permeating multiple community layers with economic and social costs.

Adults with disabilities experience health disparities and are more likely to have depression, obesity, diabetes, and heart disease. According to the CDC, Healthcare costs related to disabilities are about \$3 billion per year, which makes up a significant 31% of the state's healthcare spending. Amazingly, increased access to meaningful work could affect overall well-being. A 2018 study published in the National Library of Medicine concluded that employed people with disabilities reported better general and mental health than their peers with the same disabilities who were not employed.

The need for inclusive employment solutions extends beyond economic implications, reaching the community's core. Both the U.S. Department of Labor and the Office of Disability Employment Policy have identified having an Office of Employment First as a strategic goal. Successful job placement and support are integral to fostering a community that thrives on diversity, breaking down societal stereotypes about the capabilities of individuals with disabilities. Resulting in a more resilient social fabric that aligns with the cultural community values in Hawaii.

State and federal systems lack services to support individuals with disabilities, creating barriers to potential employment opportunities and a more inclusive workforce. People who have secured governmental benefits hesitate to look for employment, fearing becoming ineligible for that support. They remain out of the workforce to avoid risking losing their benefits. As a result, many individuals with disabilities lose out on opportunities. Supporting youth with disabilities is critical in developing self-awareness and self-advocacy skills to help them achieve their career goals. Many federally funded programs and services are designed to help employers accommodate the needs of employees with disabilities. The more people understand these programs, the more opportunities for individuals with disabilities to excel in their professional roles.

Hawaii has the opportunity to transform the lives of individuals with disabilities and build a more robust, inclusive, and prosperous community. The pathway to employment is a holistic solution that alleviates economic disparities while cultivating a healthier, more diverse, culturally rich environment. With this program, Hawaii can pave the way for a future where the entire community benefits from including and empowering individuals with disabilities, reinforcing the commitment to equity and unity.

4. Describe the target population to be served;

Hawaii urgently needs to ensure immediate and equitable access to employment opportunities for individuals with disabilities. Assistance in securing work beyond mere disability-based support is a necessity. According to a 2022 ALICE study, approximately 158,166 people in Hawaii reported having cognitive, hearing, vision, and ambulatory disabilities or challenges with self-care and independent living.

Individuals with disabilities continue to face significant barriers to accessing essential resources. Legislative efforts prohibiting discrimination have not proven sufficient in remedying these barriers. Those below the ALICE Threshold likely lack stable housing, quality child care, early education, private health insurance, and home internet access. This is significant, as individuals below the ALICE Threshold often occupy positions with lower median annual incomes, earning \$25,939 annually, well below the state's average household income of \$83,102 in 2019. Moreover, 78% of individuals with disabilities working as food preparation workers and 85% as childcare workers experience a notable income disparity.

The urgency becomes apparent as individuals over the age of 16 with disabilities who are entirely out of the workforce are more than three times as likely to be unemployed as those without disabilities (55% vs. 16%). Hawaii, ranking 49th out of 50, shows low participation of people with disabilities in integrated employment services. Many are classified as discouraged workers due to a perceived lack of job opportunities or insufficient education and training.

Creating programs to bridge youth with disabilities to future work opportunities is crucial. Children aged 5-17 with disabilities in Hawaii have increased from 3.7% in 2017 to 4.1% in 2021. This increase in need is particularly concerning as 19.5% of adults aged 20 to

64 with any disability live below the poverty level, and 62% of children with disabilities live in households unable to afford the basics, limiting their access to resources for professional skill development.

Individuals with disabilities face housing instability, discriminatory practices, and limited affordable housing. Amplified outreach, equitable employment opportunities, and specialized programs for youth are necessary to address these issues comprehensively. In Hawaii, there is an absence of a universal hub that provides employment and direct support professionals a platform to better connect with individuals with disabilities and trends in best practices. As such, if Hawaii is to meet the needs that governmental entities and community stakeholders have identified, an Employment First Office is necessary to create a space and accessible resources for Support Professionals as well as individuals with disabilities to navigate available services and opportunities, manage benefits, improve equitable employment practices, and work toward financial independence.

5. Describe the geographic coverage.

This project commences its groundbreaking journey in Honolulu, strategically chosen for its central location and significance. The pilot program will be the testing ground, enabling us to refine and optimize our approach before embarking on the expansive journey to other islands. Employment First Workshops will be conducted on the outer islands (Maui, Kauai, and Hawaii) to ensure comprehensive outreach and community involvement. These workshops act as a catalyst for knowledge dissemination, fostering a sense of local ownership and understanding. Our work will culminate in a summit designed to serve both the state and the Pacific Rim region. This summit will be the epicenter where collaborative efforts and innovative ideas converge, sparking a ripple effect of positive change throughout the region. Our goal is to expand our geographic coverage to ensure a holistic and impactful approach.

III. Service Summary and Outcomes

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

To increase equitable employment opportunities for individuals with disabilities, WNH will implement this three-phased plan to launch the HOEF.

Phase 1: Collaborative Foundation Building

In the initial phase, WNH will finalize the initial strategic plan with key partners, including the Colorado Office of Employment First (COEF), the Statewide Independent Living Council (SILC) of Hawaii, the Hawaii Association of People Supporting Employment First (APSE), and the Hawaii Employment First Task Force. COEF will provide close guidance and technical assistance, sharing their experience of establishing a similar office in Colorado. Support outcomes for this phase include developing capacity for Human Resources, Sustainability Planning, and initiating technical resources like our fully accessible website design and hotline.

- COEF will provide support guidance in establishing the HOEF Processes, Protocols, and Personnel Structure. Specific services may include supporting the HOEF strategic plan, revisiting mission, vision, and value statements, standard operating procedures, identifying key positions, supporting the interview, onboarding process, developing accessible job descriptions, cultivating a diverse team, targeted role training, professional development, and planning for goal setting, data collection, and analysis.

Phase 2: Implementation and Outreach

In the second phase, we will implement initiatives outlined in the strategic plan that were solidified in phase one. With the COEF, we will also collect and leverage valuable data insights. SILC, Hawaii APSE, and the Hawaii Employment First Task Force will provide additional support to organize Hawaii's Employment First Summit in its third consecutive year, bringing together stakeholders to foster partnerships and advocacy.

Quarterly virtual and in-person training sessions across Oahu, Maui, Kauai, and Hawaii island will educate employment support professionals, aligning with best practices shared by these collaborative partners. Simultaneously, outreach efforts will increase the number of Community of Practice members and locations.

COEF will support ongoing data collection and analysis. We will utilize the best data collection and management practices to gather quantitative and qualitative feedback. This continuous support model will provide critical feedback to assess our community assets and needs and plan for sustainability.

We will collaborate with web developers in designing a user-friendly, accessible, and interactive web-based informational platform. The goal is to populate relevant and localized content to assist stakeholders in making informed employment decisions. To ensure accessibility standards are met, we will have a usability testing Pilot focused on supporting individuals with disabilities (and their support professionals). A robust marketing strategy will be implemented to promote the website across various channels. The strategy will emphasize the inclusivity and effectiveness of the Employment First principles advocated by our collaborative partners.

Phase 3: Strengthening Support Networks and Promotion

In the final phase, our collaboration will continue to strengthen support networks and actively promote the expansion of Employment First principles throughout the region. The data analysis and evaluation conducted by the joint HOEF & COEF efforts will inform our outreach initiatives. This data analysis will gauge the state's development, resources, and equitable employment needs, which will shape our outreach strategy. This phase is a culmination of collaborative efforts by the collective expertise of partners to provide crucial support for individuals with disabilities across the Hawaiian islands.

2. Provide a projected annual timeline

Q1	Oct-24	Organizational Development: Open HOEF - secure lease, hire staff, initial outreach	Sustainability Planning Partner Meeting - WNH, COEF, Taskforce, ASPE, SILC		Outreach: Youth & Family Event	Engage policy makers (also for sustainability)	Development of the Website	Hotline: Strategy		
	Nov-24			Community of Practice: Event				Hotline: Implementation		
	Dec-24		COEF Meeting (Data MGMT)		Outreach: Youth & Family Event					ESP Workshop
Q2	Jan-25			Community of Practice: Event						
	Feb-25		COEF Meeting (Data MGMT)		Outreach: Youth & Family Event		Planning Website Focus Group	ESP Workshop: Hawaii Island		
	Mar-25						Hotline: Evaluation	Summit Event!		
Q3	Apr-25		COEF Meeting (Data MGMT)		Outreach: Youth & Family Event		Pilot Website with Focus Group	ESP Workshop		
	May-25		Sustainability Planning Partner Meeting - WNH, COEF, Taskforce, ASPE, SILC	Community of Practice: Event						
	Jun-25		COEF Meeting (Data MGMT & Analysis)		Outreach: Youth & Family Event		Website Evaluation: Focus Group	ESP Workshop: Maui		
Q4	Jul-25			Community of Practice: Event						
	Aug-25		COEF Meeting (Report & Dissemination of Data)		Outreach: Youth & Family Event	Engage policy makers (also for sustainability)	Website: Editing and Mastering	ESP Workshop: Kauai		
	Sep-25		Strategic Analysis Partner Meeting - WNH, COEF, Taskforce, ASPE, SILC	Community of Practice: Event						

Color Code Key: SPACE Framework					
Support	Partner	Advocate	Connect	Educate	Combination of all SPACE

3. Describe its quality assurance and evaluation plans for the request.

WNH will monitor, evaluate, and enhance the results of the HOEF project through a multifaceted approach. We will utilize a mixed methodology (including quantitative & qualitative) data-driven evaluation strategy to collaborate with the COEF during our data collection and management efforts. Our regular analysis will focus on priority outcomes identified in the strategic plan. The insights derived from this data will guide evidence-based decision-making, enabling necessary adjustments for state-wide expansion.

The periodic collaborative analysis will involve the HOEF’s key partners, including SILC, Hawaii APSE, the Hawaii Employment First Task Force, and the COEF. The collaborative engagement in the evaluation process will leverage collective insights and

expertise. Joint analysis sessions will be integral to a platform to assess progress, identify areas for improvement, and extract valuable perspectives for refining strategies.

Incorporating stakeholder feedback is a cornerstone of the evaluation plan. Feedback will be actively sought from diverse stakeholders, including job seekers, educators, state agencies, and service providers. This input will be gathered through culturally appropriate and fully accessible focus groups, surveys, panels, and interviews.

WNH is committed to engaging with stakeholders across the entire state by physically traveling to these locations to meet them "where they are at." Embracing a continuous improvement approach, WNH integrates a dynamic cycle into its operations, utilizing insights from data analysis and stakeholder feedback to inform iterative adjustments to strategies and interventions. The organization consistently reviews and refines organizational development activities, including essential processes, personnel structure, and sustainability planning, guided by performance indicators. This proactive and adaptive stance ensures that the project remains responsive to emerging challenges while seizing opportunities for continuous improvement.

Outcome reporting and dissemination efforts will be enhanced to ensure transparent and open-source communication, transcending the data collection process from awareness to advocacy. Success stories and best practices will be actively shared with stakeholders through formal reports, presentations, and dissemination initiatives. This fosters a continuous learning and improvement culture for cross-sector engagement throughout the state.

4. List the measure(s) of effectiveness

Deliverable Activities per month	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Total
1. Summit for Employment First (# of ppl.)						120							120
2. Training & Workshops (# of ppl.)			15				15		15			15	60
3. Community of Practice (# of ppl.)		12		15				20		24		28	99
4. Outreach: Youth & Family (# of events)	1		1		1		1		2		2		8
5. Website (10 ppl. in our focus group)									10				10
6. Hotline/Call Center			15	15	15	15	15	15	15	15	15	15	150

IV. Financial

Budget

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

2. Anticipated quarterly funding requests for the fiscal year 2025.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$61,617	\$61,617	\$61,617	\$61,617	\$249,468

- 3. List of all other sources of funding that they are seeking for fiscal year 2025.**
 - UCEDD National Training Initiative - ranging from \$100,000 to \$1 million (application due by 4/4/24)
 - Catalyze Challenge Grant - from \$100,000 to \$250,000 (application due 9/22/24)

4. Listing of all state and federal tax credits within the prior 3 years: N/A

5. 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:

See attachment 10 - GOVERNMENT CONTRACTS, GRANTS, AND / OR GIA.

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



\$179,770.51

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2024 to June 30, 2025

App

Work Now 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	118,495	0	\$ 70,245	10,000
2. Payroll Taxes & Assessments				
3. Fringe Benefits	12,975		7,692	300
TOTAL PERSONNEL COST	131,470		77,937	10,300
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island (state), Cont. (County)	1,800		5,250	1,000
2. Insurance	1,200		0	
3. Lease/Rental of Equipment	0		0	
4. Lease/Rental of Space	0		18,000	1,500
5. Staff Training	4,000		15,000	2,500
6. Supplies	4,000		1,000	500
7. Telecommunication	0		1,500	
8. Utilities	0		0	
9. Contracted Services: Website Dev.	50,000		58,000	
10. Contracted Services: Benefit Advisor	0		20,000	
11. Transportation (Milage & Parking)	350		265	
12. Website Software and Hosting	460			500
13. Professional Association Fees	0			250
14. Guest Speakers for Summit	5,000			3,000
15. Contracted Services: Tech. Assistance	51,188			
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	117,998		119,015	9,250
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	249,468		196,952	19,550
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	249,468	<div style="display: flex; justify-content: space-between;"> <div style="text-align: center;">  Name (Please type or print) </div> <div style="text-align: center;"> 808 202 2310 Phone </div> </div>		
(b) Total Federal Funds Requested	0			
(c) Total County Funds Requested	196,952	<div style="display: flex; justify-content: space-between;"> <div style="text-align: center;">  Signature of Authorized Official </div> <div style="text-align: center;"> 1-18-24 Date </div> </div>		
(d) Total Private/Other Funds Requested	19,550			
TOTAL BUDGET	465,970	Patrick Gartside, Executive Director Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES Period: July 1, 2024 to June 30, 2025

Applicant: _____ Work Now Hawaii _____

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Program Director		95000	0.25	\$ 23,750.00
Curriculum Developer and Trainer / Data Specialist		84996	0.25	\$ 21,249.00
Curriculum Developer and Trainer / Benefits Specialist		69996	0.25	\$ 17,499.00
Curriculum Developer and Trainer / Grant & Funding Manager		69996	0.25	\$ 17,499.00
Curriculum Developer and Trainer / Communications & Community Specialist		69996	0.25	\$ 17,499.00
Website Development Coordinator		84996	0.15	\$ 12,749.40
Administrative Coordinator		54996	0.15	\$ 8,249.40
				\$ -
TOTAL:				118,494.80
JUSTIFICATION/COMMENTS:				

Applicant: Work Now 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: _____ Work Now 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	0	0	0	0
LAND ACQUISITION	0	0	0	0	0	0
DESIGN	0	0	0	0	0	0
CONSTRUCTION	0	0	0	0	0	0
EQUIPMENT	0	0	0	0	0	0
TOTAL:	N/A	N/A	N/A	N/A	N/A	N/A
JUSTIFICATION/COMMENTS:						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Work Now Hawaii

Contracts Total: 39,205,791

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	US Army Garrison [Contract W912CN23D0022]	8/31/23 - 3/3/29	US Army Garrison	U.S.	38,102,104
2	Fort Shafter, Region IX [Fort Shafter 70FBR923P00000022]	5/18/2023 - 5/17/2029	FEMA	U.S.	237,084
3	Foreign Trade Zone No 9 [Contract 69964]	1/2021 - 1/2025	DBEDT	State	130,181
4	Hawaii Community Development Agency	4/30/23 - 6/30/24	DBEDT	State	45,600
5	AMP 31 - Kalihi Valley Homes / Puahala Homes	10/16/2023 - 10/15/2024	Hawaii Public Housing	State	49,950
6	AMP 32 / 33 Mayor Write Homes	12/1/2023 - 11/30/2024	Hawaii Public Housing	State	144,600
7	Developmental Disabilities Division, Outcomes and Compliance	10/1/2023 - 9/30/2025	Department of Health	State	474,960
8	Adult Mental Health Division	9/1/2023 - 8/31/2024	Department of Health	State	21,312
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					

V. Experience and Capability

1. Necessary Skills and Experience

WNH is well-positioned to carry out the proposed grant activity, drawing strength from its established track record, current capabilities, and collaborative endeavors. WNH has consistently demonstrated its commitment to fostering employment for individuals with disabilities, having trained over 150 employment support professionals throughout the past five years, garnering positive feedback, and forming a Community of Practice.

Some initiatives include:

- **Transition Age Youth Work Experience Program** - Through a partnership with the Department of Education, WNH provides paid, on-the-job work experience and training to transition-age youth living with disabilities.
- **Ticket To Work Program** - Authorized by the Social Security Administration and through a partnership with the National Disability Institute, WNH is an Employment Network that provides free employment services to individuals who receive Social Security Disability Insurance (SSDI) and/or Supplemental Security Income (SSI) benefits due to a disability.
- **On-The-Job Training Program** - Serving people with disabilities who might not have access to traditional vocational programs, we provide paid, on-the-job training and supported employment opportunities, helping individuals learn what it means to earn a paycheck. This program is funded through a government service contract with the US Army, FEMA, and the State of Hawaii.
- **Professional Development and Mentorship Program** - With a book club as the foundation, WNH serves self-advocates in developing their leadership, communication, and networking skills.
- **The Summit for Employment First** - in collaboration with our key strategic partners, the University of Hawaii Center on Disability Studies and the Hawaii APSE, WNH successfully orchestrated the inaugural Annual Summit for Employment First in 2023, attended by 65 employment support professionals. This summit helped survey and catalyze support for the needs of our community.

A fundamental component of this project will be the collaboration and mentorship of the COEF, which has already agreed to help WNH establish the HOEF. This is a key partnership as the COEF is recognized as the national leader in Employment First. Since the initiation of the COEF, the Office has helped Colorado achieve truly impactful results, such as training over 14,704 participants.

The Hawaii Employment First Task Force will also play a central role in establishing the HOEF as the strategic pillar of the project. The task force comprises a dedicated and experienced team representing key state agencies:

- Department of Health, Governor's Council on Developmental Disabilities
- Department of Health, Child and Adolescent Mental Health Division
- Department of Health, Developmental Disabilities Division
- Department of Human Services, Division of Vocational Rehabilitation
- Department of Labor and Industrial Relations, Workforce Development Division
- Department of Education, Special Education Section
- University of Hawaii, Center on Disability Studies

Furthermore, in recognition of his expertise, WNH Founder and Executive Director Patrick Gartside serves as a Subject Matter Expert for the US Department of Labor, Office on Disability Employment Policy (ODEP), National Expansion of Employment Opportunities Network (NEON).

2. Facilities:

WNH occupies four dedicated office spaces at the Hub Coworking Hawaii in Kaka'ako, Honolulu. We will establish the Office of Employment First at the Hub with a new dedicated space of approximately 112 square feet. This Coworking space manages three locations for events, training, and workshops that can hold up to 120 people.

VI. Personnel: Project Organization and Staffing

1. Proposed Staffing, Staff Qualifications, Supervision, and Training

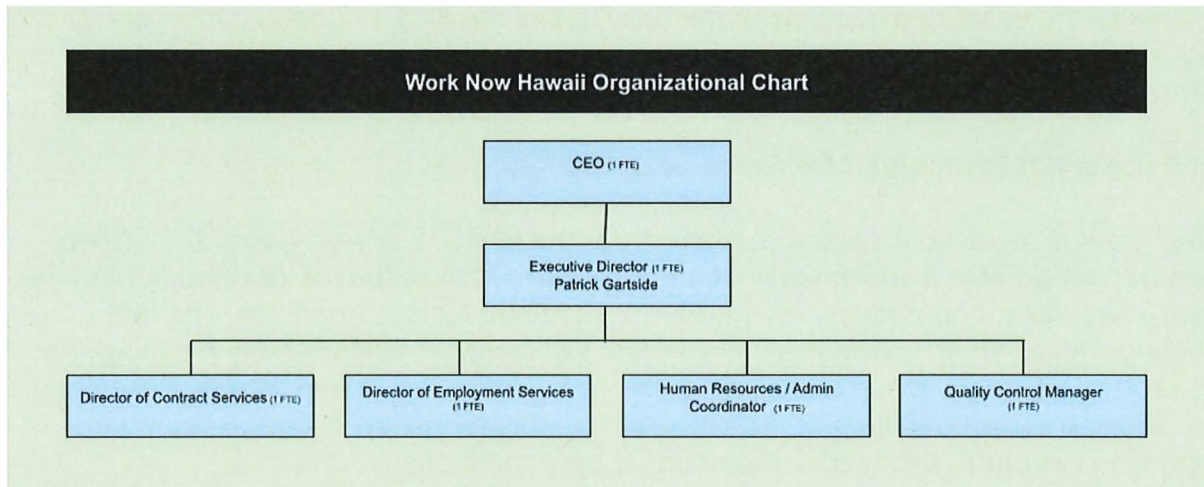
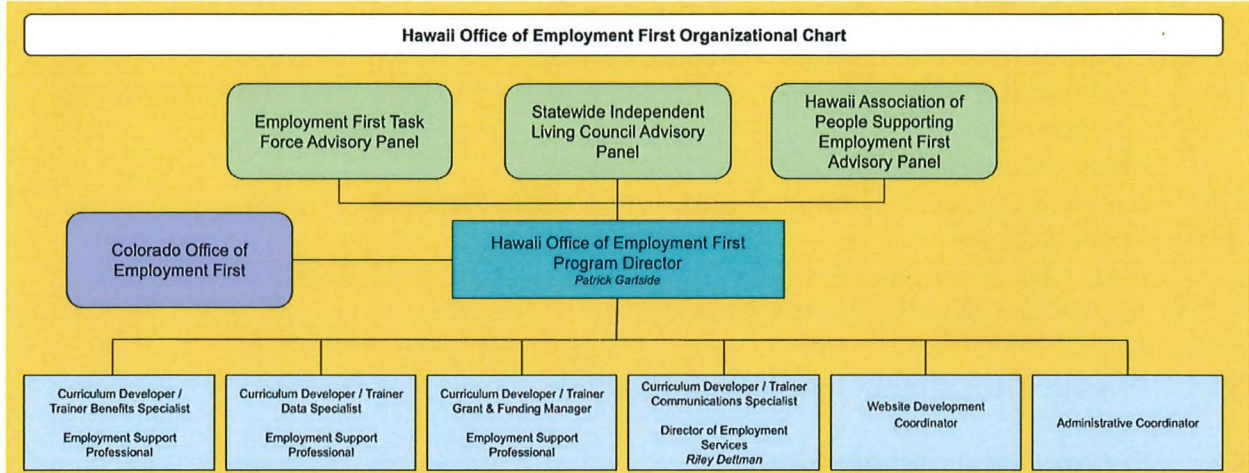
WNH is committed to supporting and guiding the HOEF team, potentially expanding its workforce with new team members specializing in employment curriculum and training across diverse areas, including Supported Employment, Customized Employment, Benefits Counseling, Individual Placement and Support, Person-Centered Thinking, Data Collection and Evaluation, and Communications.

In close collaboration with the COEF, WNH will enhance its capacity for fostering equitable employment practices. Leveraging COEF's expertise, WNH aims to benefit from its proven track record in training excellence, systems innovation, and cross-disability support.

Patrick Gartside, the Founder and Executive Director of WNH, is a distinguished leader with many qualifications. He is a Certified Employment Support Professional (CESP) from the National APSE and a certified Benefits and Work Incentive Practitioner from Cornell University's Yan Tan Institute on Disability. Gartside is uniquely positioned with specialized certification in Customized Employment from the Association of Community Rehabilitation Educators at the Virginia Commonwealth University Rehabilitation Research and Training Center. His commitment to advancing Employment First principles is evident as he serves as the Hawaii Chapter President of the Hawaii APSE and is a Founding Member of National Leaders in Employment First cohort, actively leading and collaborating with trailblazers in the Employment First community. Further showcasing his dedication to professional development, Gartside actively participates in

APSE's Emerging Leaders in Employment Services and guides Communities of Practice for professionals in Hawaii. With this comprehensive suite of credentials, Gartside brings unparalleled expertise to guide WNH and support the HOEF, ensuring a robust approach to supervision, training, and administrative direction for the success of the request.

2. Organization Chart:



3. Compensation:

CEO - \$250,000
 Executive Director - \$160,000
 Director of Employment Services - \$130,000

VII. Other

1. Litigation: N/A

2. Licensure or Accreditation

The Work Now Hawaii and HOEF team have a variety of relevant certifications, accreditations, and degrees, including but not limited to:

- Certified Employment Support Professional accredited by the National APSE
- Benefits and Work Incentive Practitioner certified by Cornell University
- Ph.D. in General Psychology
- Master's degree in Educational Psychology
- Certified Person-Centered Thinking Trainer
- Certified Rehabilitation Counselor with a focus on Supported and Customized Employment
- Master's degree in Rehabilitation Counseling
- Certified in Autism Resource and Employment Services
- MSW, LCSW
- Ph.D., RN, Professor Emerita Department of Pediatrics, Content Expert on Autism and Developmental Disabilities

3. Private Educational Institutions: N/A

4. Future Sustainability Plan:

To ensure the sustained success of the activities of the HOEF funded by the grant beyond the fiscal year 2024-25, we propose a comprehensive plan that combines elements from the funding strategy outlined and insights from our partner, the COEF.

(a) If the grant is received for fiscal year 2024-25:

If the grant is received for fiscal year 2024-25, the HOEF will be initiating the project from the get-go with a sustainability-centric focus to ensure that all development of the team, resources, and network will be able to continue for the long-term. The first meeting with all HOEF collaborating partners will focus on sustainability planning. As the project will begin towards the end of the year, the HOEF team will take advantage of the calendar by coordinating outreach efforts to engage policymakers, focusing on approving long-term policy and state budget appropriations.

Another aspect of our sustainability is strategically planning to utilize the funds to enhance its team's capacity through professional development and training. The focus on key content areas such as Employment First principles, supported employment frameworks, customized employment strategies, and benefits counseling training will ensure flexibility to adapt to emerging or shifting needs of the community. The grant will also facilitate technology integration, particularly through a fully accessible website and technical support integrations akin to the COEF Learning Management System, to streamline the training experience and generate program income.

Moreover, the grant will be pivotal in strengthening partnerships with community stakeholders to provide new opportunities. Notably, WNH envisions SILC taking the

lead in supporting the HOEF in the future, further embedding the office and its services into the community. This collaborative approach ensures a sustained impact, diverse financial support, and the capacity to scale, positioning the HOEF as a valuable resource for the community and contributing to advancing equitable employment and related initiatives in Hawaii for years to come.

(b) If the grant is not received thereafter:

If the grant is not received thereafter, the HOEF is working on developing a comprehensive sustainability plan. The organization will prioritize maximizing its website by incorporating a HOEF Learning Management System, akin to COEF's, to generate program income. This income will be reinvested to sustain training initiatives, cover operational costs, and ensure continued access to valuable resources.

The HOEF will also leverage the participation of our key partners, SILC, the Hawaii State Council on Developmental Disabilities, the Hawaii Department of Health, the Hawaii Department of Human Services, and the Department of Labor, to secure interagency agreement opportunities. Other opportunities include exploring grants, partnerships, government contracts for direct services, and other avenues to diversify funding streams and enhance financial resilience.

Team empowerment remains a key pillar, maintaining a collaborative and innovative spirit among HOEF team members through ongoing support, professional development opportunities, and acknowledgment of achievements. Recognizing the importance of a strong, cohesive team for sustainability.

Additionally, the organization will implement a robust performance evaluation system, incorporating feedback from the HOEF Director, team members, and community partners, including the technical assistance team at COEF. Regular assessment of goals, feedback integration, and performance adjustments will ensure adaptability and continuous improvement. By combining these strategies, HOEF aims to establish a sustainable foundation for its initiatives well beyond the fiscal year 2024-25, promoting long-term impact and success.



The Colorado Office of Employment First (COEF) intends to collaborate with Work Now Hawaii to establish an Office of Employment First.

Below are details that explain all the work that will be provided to support the successful development and launch of the Hawaii Office of Employment First.

Deliverables:

1. - To provide 100 hours of Technical Assistance supporting the Development and Launch of the Hawaii Office of Employment First. Support will include the following areas:

- 1.1 Office Process and Protocol Development 15 hours
 - Including but not limited to developing a strategic plan, drafting mission, vision, and value statements, and standard operating procedures.
- 1.2 Personnel Structure 50 hours
 - Including but not limited to support with identifying key positions and supporting the interview and onboarding process, developing accessible job descriptions, cultivating a diverse team, targeted role training, and professional development.
- 1.3 Marketing and Communications 10 hours
 - Including but not limited to developing a brand guide, developing branded content (such as a logo, PowerPoint, letterhead, etc.), support with social media presence, drafting communications templates, accessibility consultation, and marketing and content creation software training.
- 1.4 Sustainability Plan Development 25 hours
 - Including but not limited to developing a sustainability plan, budget and finance consultation, support with statewide collaboration, and as needed contributions to support future grant and contract opportunities.

2. -To provide 125 hours of evaluation services for the impact of the Hawaii Office of Employment First and the growth of Employment First across Hawaii.

- 2.1 Support with Data Planning and Goal Development 10 hours
 - Including but not limited to identifying priority data outcomes important to Hawaii and supporting goal development to attain relevant data and researching existing data compiling a data review.
- 2.2 Support with Data Collection and Analysis 100 hours
 - Including but not limited to identifying data collection points and mechanisms, development, implementation, dissemination of data collection, and support with data analysis.
- 2.3 Support with Report Generation and Dissemination 15 hours
 - Including but not limited to summarizing the data collection process and results into a formal report and support with dissemination efforts.



Budget		
As of 01/10/2024		
Deliverables	Due Date	Fee per deliverable and CU indirect rate charged to funding stream
Deliverable 1: To provide 100 hours of Technical Assistance supporting the Development and Launch of the Hawaii Office of Employment First. Support will include the following areas:		
Deliverable 1.1 - Office Process and Protocol Development	Q1	\$2,625.00
Deliverable 1.2 - Personnel Structure	Q1	\$8,750.00
Deliverable 1.3 - Marketing and Communications	Q2	\$1,750.00
Deliverable 1.4 - Sustainability Plan Development	Q2	\$4,375.00
Deliverable 2: To provide 125 hours of evaluation services for the impact of the Hawaii Office of Employment First and the growth of Employment First across Hawaii.		
Deliverable 2.1: Support with Data Planning and Goal Development	Q1	\$1,750.00
Deliverable 2.2: Support with Data Collection and Analysis	Q1-Q4	\$17,500.00
Deliverable 2.3: Support with Report Generation and Dissemination	Q4	\$2,625.00
Sub Total		\$39,375.00
<i>30% University of Colorado indirect rate</i>		\$11,812.50
Grant Total		\$51,187.50

Additional Products and Services: These additional products and services can be included in the proposal based on your need.

Item:	Cost:
Discounted ACRE Supported Employment Training for the OEF Team	\$300 per person (25% discount)
Individualized Mentorship for the OEF Team – following initial training, being paired up with a member of COEF	\$175 per hour
New Hawaii-Specific Curriculum Development	\$175 per hour up to agreed upon length
Travel for 2 COEF Staff for On-Site Support (3 days/4 nights)	\$5,000
Travel for 2 COEF Staff to PacRim Conference and Employment First Summit for Support/Presenting	\$6,550
Other	\$175 per hour



Budget Justification

Colorado Office of Employment First

The Colorado Office of Employment First is a cross disability organization with a vision and mission of leading Colorado toward equitable employment for all people with disabilities through collaboration, systems innovation, and training excellence. COEF operates under the umbrella of JFK Partners, Colorado's University Center for Excellence in Development Disabilities.

Since its inception, COEF has achieved significant milestones in enhancing competitive integrated employment opportunities throughout Colorado. From November 2019 to June 2022, COEF have provided training to more than 14,704 participants in crucial areas such as Customized Employment, Benefits Counseling, Youth and Families Support, Individual Placement and Support, Employment First, and Supported Employment. Additionally, COEF has developed a specialized Support Employment training curriculum approved by the Association of Community Rehabilitation Educators (ACRE).

COEF is housed within a research-driven university, giving it access and availability to consult and bring on a research assistant for support. Furthermore, COEF has led a comprehensive research effort, culminating in a Rate Setting and Rate Methodology study and the Colorado Day and Employment Services Outcome System pilot, and has led many data tracking and analysis initiatives. Throughout various projects and initiatives, COEF has conducted and utilized various mechanisms for data collection and analysis such as listening sessions, focus groups, surveys, and individual interviews. These accomplishments underscore COEF's commitment to fostering inclusive employment practices and shaping a more accessible workforce landscape.

In the realm of disability services, COEF stands out with a wealth of experience exceeding 90 years, collectively harnessed by its seven committed team members. Their specialized knowledge spans diverse areas including Supported Employment, Customized Employment, Benefits Counseling, Individual Placement and Support, Person-Centered Thinking, Data Collection and Evaluation, and Communications.

Tiffany Cron, PhD, Director

Tiffany is a well-respected leader in the field of disability and has over 17 years of experience working with people with disabilities to live the life they want. Tiffany began her career working with a non-profit Program Approved Agency as a direct support professional and worked her way up to being a residential, day program, and employment manager, coordinator, and director. Tiffany has also been an online educator for 14 years and has primarily taught undergraduate courses in statistical reasoning and research methods. Prior to becoming the director of the Colorado Office of Employment First, Tiffany previously held positions as a curriculum developer, trainer, and communications lead, as well as their



data analyst, grant writer, and programs evaluator. Tiffany has been a certified Person-Thinking Trainer for the last 10 years and infuses the person-centered mindset into all that she does.

Tiffany is a graduate of the National APSE Emerging Leaders in Employment First professional development program and continues to participate in the Employment First Leaders Community of Practice. She is also the Vice-President of the Colorado chapter of the Association of People Supporting Employment First (APSE). Tiffany holds a PhD in general psychology with an emphasis in cognition and instruction and a master's degree in educational psychology. Tiffany is driven by the belief and value that all people have the right to work, and that support does not come in a one-size-fits-all model.

Brian Dean, MA, CRC, Program Developer/Trainer specializing in Supported and Customized Employment

Brian has 7 years of experience in the field of rehabilitation counseling and is a Certified Rehabilitation Counselor (CRC). Brian obtained his master's degree in Rehabilitation Counseling from the University of Northern Colorado. Brian is the Rehabilitation Counseling Discipline Director for the Leadership Education in Neurodevelopmental and Related Disabilities Program (LEND) through JFK Partners, Department of Developmental and Behavioral Pediatrics at the University of Colorado-Anschutz Medical Campus. Brian is certified in the evidenced-informed practice of customized employment as a practitioner, trainer, and mentor. Brian received both the Colorado Association of Peron's Supporting Employment First (CO-APSE) Wendy M. Wood Emerging Leader Award and the DVR Shining Stars Award in 2018. Brian's work focuses on and is committed to expanding competitive integrated employment, real work for real pay, opportunities for all people with disabilities, especially for individuals with significant barriers and experiences related to employment both at the State and National levels.

Melanie Honsbruch, CPWIC, Curriculum Developer/Trainer specializing in Benefits Counseling/Planning

Melanie brings 20 years of experience as a Community Partner Work Incentive Coordinator providing information to service professionals and Coloradans with disabilities and their families about how work and various life choices interact with benefits. She also facilitates Colorado's statewide Benefits Collaborative which is a monthly Community of Practice. Melanie has been with the Colorado Office of Employment First since inception and can provide a wealth of experience and knowledge to the development of an office of employment first as well as experience leading research projects and publications.

Vanessa Lehman, Business Services Senior Professional

Vanessa has over 8 years of experience in the disability field and 6 years in supported and customized employment. Vanessa has her Bachelor of Arts in Sociology and is currently pursuing her Master of Arts in Sociology and Disability Studies graduate certificate. She is certified as an Autism Resource through the IBCCES, has a National ACRE Certificate of Achievement in Employment Services – Professional Level



through the University of Georgia and an ACRE Basic Employment Services Certificate of Achievement with an Emphasis in Customized Employment. Additionally, Vanessa is a graduate of the National APSE Emerging Leaders in Employment First professional development program and continues to participate in the Employment First Leaders Community of Practice. Vanessa started her career as a direct support professional at a non-profit Program Approved Service Agency, where she worked for over 6 years. During her time, she became the Associate Direct Support Manager, Direct Services Supervisor and Independent Contract Program Supervisor. Before joining the Colorado Office of Employment First, she spent time working at the Colorado Department of Health Care Policy & Financing, Colorado's Medicaid agency. Vanessa is driven by the philosophy of Employment First and that all people, regardless of disability, should have equitable access to competitive integrated employment.

Vikki Ortiz, MS, CESP, Curriculum Developer/Trainer specializing in Supported Employment and Communications

Vikki is a certified Employment Support Professional and a graduate of APSE's Emerging Leaders in Employment First professional development program. She also serves as a President of the Colorado Chapter of the Association of People Supporting Employment First (APSE). Her educational background is in Human Development and Family Studies with an M.S. in Family Studies. Vikki has lived experience as a neurodiverse person.

Vikki has a vision for all people with disabilities to fully realize, pursue, and accomplish their employment goals.

Deirdre Sage, MSW, LCSW, Curriculum Developer/Trainer specializing in Individual Placement and Support

Deirdre is a Licensed Clinical Social Worker and holds her master's in social work degree. Deirdre specializes in Individual Placement and Support (IPS), an evidence-based practice for supported employment for people with serious mental illness. She has over 15 years of experience in behavioral health and supported employment, being an Individual Placement and Support (IPS) practitioner and supervisor. While working in community mental health, Deirdre was a generalist and employment specialist in an ICCD certified Clubhouse and supervised a Psychosocial rehabilitation drop-in center. Deirdre is also ACRE-certified in Discovery and Customized Employment. Deirdre is a board member of NAMI Denver and a board member of Colorado APSE. Deirdre trains IPS practitioners, facilitates the IPS Colorado Learning Community, and is an IPS fidelity reviewer. Deirdre has been a member of the Colorado Office of Employment First since inception and is knowledgeable on the practices and processes of a successful office. Her work has also included support with research activities including data collection, analysis, and report generation.

Cordelia Robinson Rosenberg, PhD, RN, Professor Emerita Department of Pediatrics, Senior Advisor



After serving as Director of JFK Partners, CU School of Medicine from 1993 to 2015 Corry partially retired to half time, continuing to do research on autism and began to work in inclusive higher education serving as evaluator for IN! and the three IHE's providing inclusive education opportunities for students with I/DD in Colorado. That work brought her to Employment First Advisory Partnership meetings. Participation as a Subject Matter Expert at EFAP resulted in the creation of COEF in 2019 through an interagency agreement between Division of Vocational Rehabilitation and CU School of Medicine, JFK Partners, Colorado's University Center of Excellence in Developmental Disabilities Education, Research and Service. Corry assumed the responsibility of Interim Director of COEF between November 2022 and June of 2023 and continues to serve as the office's Senior Advisor.

Research Assistant, TBD

A University of Colorado research assistant will be consulted and utilized for data analysis and reporting support.