

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

Sergio Alcubilla, Executive Director
PRINT NAME AND TITLE

1/17/2025
DATE



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: HAWAII WORKERS CENTER

Issue Date: 01/17/2025

Status: Compliant

Hawaii Tax#: 18049827-84

New Hawaii Tax#:

FEIN/SSN#: XX-XXX7131

UI#: No record

DCCA FILE#: 313994

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

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

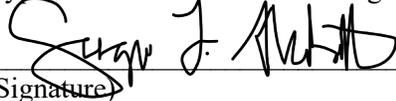
The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant is awarded;
 - b) Complies with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
 - c) Agrees not to use state funds for entertainment or lobbying activities; and
 - d) Allows the state agency to which funds for the grant were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and ensuring the proper expenditure of the grant.
- 2) If the applicant is an organization, the applicant meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is incorporated under the laws of the State; and
 - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant is awarded shall be conducted or provided; and
- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
 - b) Has a governing board whose members have no material conflict of interest and serve without compensation.
- 4) The use of grant-in-aid funding complies with all provisions of the Constitution of the State of Hawaii (for example, pursuant to Article X, section 1, of the Constitution, the State cannot provide "... public funds ... for the support or benefit of any sectarian or nonsectarian private educational institution...").

Pursuant to Section 42F-103, Hawaii Revised Statutes, for grants used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant was awarded and disposes of the land in fee simple or by lease, the organization shall negotiate with the expending agency for a lump sum or installment repayment to the State of the amount of the grant used for the acquisition of the land.

Further, the undersigned authorized representative certifies that this statement is true and correct to the best of the applicant's knowledge.

(Typed Name of Individual or Organization)


(Signature)

(Date)

(Typed Name)

(Title)

Application for Grants

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

I. Certification – Please attach immediately after cover page

1. 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, 2024.

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;

The Hawaii Workers Center (HWC), established in 2020, is a 501c3 non-profit organization that envisions a Hawaii in which all workers are empowered to exercise their right to organize for their own social, economic, and political well-being. The Hawaii Workers Center focuses on workers' rights for low wage workers and is a resource for information, education, training, and organizing. Since its inception, HWC continues to play a leading role in serving working class communities and advancing workers' rights and well-being.

2. The goals and objectives related to the request;

The primary purpose of this project is to ensure that low-wage workers keep their hard earned money by combatting wage theft and other workplace abuses.

Lost and unpaid wages, workplace exploitation, and unsafe work environments all have a substantial negative impact on the well-being and quality of life for our working class communities, especially those from low to moderate income areas. A

worker who is not paid wages for hours worked risks being unable to pay rent for the month. These examples are even more glaring for those who speak English as a second language or require language access. Yet, this is the reality for many low wage, non-union workers, who oftentimes are recent immigrants or migrants to Hawaii.

HWC will offer regular Wage Theft Clinics and Know Your Workers' Rights (KYWR) training to low-wage workers, with a focus on serving vulnerable immigrant and migrant workers, who are more likely to experience wage theft and other violations of workers' rights. KYWR training will cover topics such as workplace safety and health, abuse and harassment, and labor trafficking. HWC will hold a minimum of 12 KYWR trainings and outreach while ensuring language access through the development of materials in various languages and providing training in language.

3. The public purpose and need to be served;

According to the Economic Policy Institute, it is estimated that wage theft costs American workers at least \$50 billion per year and 76% of low wage workers who work overtime are not paid the overtime rate. According to Raise Up Hawaii, there are over 88,000 minimum wage workers in Hawaii, making up 14 percent of our total workforce. The workers and families that the Hawaii Workers Center (HWC) serves, normally work two or three jobs to survive and often live in crowded multigenerational housing. Additionally, many are recent immigrants or migrants who may have limited English proficiency.

Such workers are less likely to know their rights and may not be aware or misunderstand employer's rules. As a result, more are likely to be taken advantage of, including not being paid fully for work done or being misclassified as an independent contractor when their circumstances are clearly that of an employee, and are thus eligible for benefits and protections such as workers compensation if injured on the job.

In another study done by the Economic Policy Institute, 2.4 million workers in the United States - or approximately 17% of low-wage workers - lose \$8 million dollars a year in unpaid wages (See "Employers steal billions from workers' paychecks each year" by David Cooper and Teresa Kroger available at <https://www.epi.org/publication/employers-steal-billions-from-workers-paychecks-each-year/>). Wage theft takes many forms; including but not limited to minimum wage violations, overtime violations, off-the-clock violations, meal break violations, and employee miscalculation violations.

While it is a minority of employers who intentionally commit abuses of labor law protections and exploit workers, it is nonetheless a growing and serious problem. Locally, there have been many high profile cases in recent years, one at a high-end hotel and one at a substance abuse rehabilitation center that misclassified many among their workforce thus avoiding tax payments, payment of correct wages, and overtime.

Recently, HWC worked with the Federal Department of Labor to help 23 workers at Max's Restaurant win back over \$307,000 in owed back wages and damages. The workers were misclassified as exempt and were regularly working 60-70 hour weeks without overtime pay. One of the workers, a Philippine national, went over 14 years without seeing his family or returning to his home in the Philippines.

HWC is in the process of assisting additional workers in other industries receive their hard-earned wages. These workers were continuously given the runaround by the employer and their stories share a common theme of the employer purposely not paying wages to employees less likely to complain. If not for the urging of HWC, these employees likely would not have attempted to hold this employer accountable.

In organizing and providing services to lower wage and primarily immigrant/migrant workers, HWC has encountered the prevalence of wage theft in other forms such as unpaid overtime and payments in cash leading to miscalculation violations. In HWC's experience, Immigrant/migrant workers experiencing workplace issues were more likely to work for employers who may not always understand complex state and federal labor laws. Thus, HWC will also offer information and appropriate resources to employers who want to know more or who seek to take corrective action.

With Hawaii's high cost of living and ALICE (Asset Limited, Income Constrained, Employed) families struggling to make ends meet or leaving Hawaii altogether for much cheaper states, it is imperative that low wage workers and their families are given every opportunity to succeed here in Hawaii, which includes combating wage-theft.

4. Describe the target population to be served; and

While HWC serves a base of primarily lower wage workers regardless of national origin, it does focus its limited resources on serving immigrant or migrant workers, particularly residents that are part of the Pacific Island nations belonging to the Compact of Free Association (COFA) and recent immigrants from the Philippines. In HWC's field research, residents from these groups were more likely to experience exploitation and abuse in the workplace.

Nearly 19,000 COFA residents call Hawaii home, accounting for 1.3 percent of the state's total population. In comparison to the general population, COFA residents in Hawaii are more likely to live below the poverty line. (https://files.hawaii.gov/dbedt/economic/reports/COFA_Migrants_in_Hawaii_Final.pdf)

While Filipinos in Hawaii make up about a quarter of the population, more recent immigrants from the Philippines are similarly vulnerable to workplace abuse and exploitation (https://files.hawaii.gov/dbedt/economic/reports/SelectedRacesCharacteristics_HawaiiReport.pdf).

Additionally, with youth able to enter the workforce as early as 14 years old to help their household financially, this project will develop a youth focused component as part of HWC's Youth Imua Leadership program towards developing a Youth Workers Association.

5. Describe the geographic coverage.

Due to limited resources, the bulk of HWC's work is focused on Oahu with limited staff on Maui and volunteers serving on Kauai. However, if granted this funding request, HWC can expand its KYWR presentations and wage theft program to other islands, particularly Hawaii Island.

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;

HWC will conduct Wage Theft Clinics and Know Your Workers' Rights (KYWR) training for lower wage workers, high school students, and other working class community groups. The program aims to develop community navigators able to issue spot wage theft violations and other workplace abuses and refer community members to HWC and other appropriate resources.

The program is focused on assisting low-wage workers, primarily focused on targeting the Micronesian/COFA and Filipino communities. Nevertheless, all genders and adults and youth eligible for employment will be served, without discrimination to national origin, race, or other protected class. HWC proposes 1 joint wage theft clinic and KYWR training per month over a 12-month period. HWC will also provide two sessions available remotely to better accommodate workers' schedules and ensure accessibility. HWC will also utilize social media, ethnic based radio and newspapers, and public service announcements to reach immigrant and migrant communities.

HWC anticipates to train a minimum of 15-20 workers per Wage Theft Clinic and KYWR training session and will accommodate larger numbers if needed. In total, HWC expects to provide training to at least 180-240 workers. In addition, HWC will hire a part time volunteer coordinator, train volunteers, and contract with translators and interpreters to ensure language access.

Once trained, these community navigators will also receive follow up consultations and mentoring from HWC staff. HWC anticipates at least 10 will remain navigators/trainers and all who have been trained will be able to spot issues and concerns and refer workers to HWC or the appropriate Department of Labor agency for assistance.

HWC chose this approach because it believes in community empowerment and providing the tools necessary for community members to build up their own capacity

and knowledge to be able to help one another. The community navigator/train-the-trainer approach is used successfully in other settings to build on Hawaii's unique cultural diversity. In many groups, a community navigator is seen as an elder, leader, or someone with a unique skillset or knowledge that others will go to for assistance.

HWC seeks to expand its current work and training program by training these individuals to provide the information to their own communities. Further, on the other end of the generational spectrum, HWC will provide training to youth through its Imua Youth Leadership Program. The youth from many immigrant/migrant communities often serve as de facto navigators for their families, navigating barriers to language access and other much needed resources.

HWC staff dedicated to this project include: Executive Director, Director of Organizing, Community Organizer, and Support Staff. HWC will conduct outreach to different groups including churches, community organizations, and regional and ethnic organizations to engage new workers who may be at risk of wage theft or that could benefit from KYWR training.

HWC will leverage its connections with local churches and other faith communities, of which our Board members and stakeholders are members of. HWC will also utilize local ethnic media connections such as the Filipino Chronicle, which HWC writes a monthly column in, to share about wage theft, KYWR training, and spread the word about upcoming training sessions.

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

HWC plans to have the Wage Theft Clinic and KYWR sessions be both in-person and virtual in order to reach and instruct trainers throughout Hawaii. For the content, HWC will create materials in plain language and brochures translated in at least six key languages to go along with the training. To ensure language access is a priority, language interpretations will also be offered. HWC will continue to work closely with the U.S. Department of Labor and the Hawaii State Department of Labor and Industrial Relations to provide additional content, guest speakers, and other helpful resources.

The program will commence in July 2025, and "Know Your Workers' Rights" training will run from July 2025 – June 2026. Monthly trainings will include topics such as:

- Understanding your pay stub
- Employer expectations
- Communicating effectively with your employer
- Filing a wage claim
- Documenting & tracking work hours
- Health & safety rules

In July 2025, HWC will recruit and train volunteers. Volunteers will be important

for outreach, assistance in translation of materials, and facilitating training. HWC has recruited volunteers from the Filipino Law Students Association at William S. Richardson Law School and plans to continue this partnership. Additionally, HWC will utilize our Defend and Respect Hawaii's Workers Coalition to amplify both the call for volunteers and wage theft and KYWR materials. During this time, HWC will also recruit kupuna to work as community navigators, as many workers are more likely to seek assistance from an elder that they trust, with a shared cultural background.

By September 2025, we will develop written materials in languages such as Tagalog, Ilokano, Marshallese, Pohnpeian, and Chuukese. Materials will include the outreach materials/fliers, KYWR brochures, and the training slideshow with full information about wage theft and KYWR. Besides written translations, the project will also provide interpreters during trainings as this was an important ask by members of HWC's COFA Workers Association.

From September 2025 to June 2026, we will conduct 1 joint Wage Theft Clinic + KYWR training per month. During this time, we will continue our outreach, bringing in new workers to each month's clinic/training. All outreach will be done with the goal of not just mobilizing workers to attend the clinic/training and providing them with direct services, but to encourage workers to be engaged in HWC's Workers Associations. This approach will ensure that HWC's long term goal of improving the economic conditions of workers in Hawaii will continue to develop in the long term.

In utilizing social media, ethnic radio and newspapers, and public service announcements to reach immigrant and migrant communities. HWC proposes at least: four social media posts a month, two public service announcements translated in six major languages, six postings in ethnic newspapers, and two radio station appearances. HWC will also encourage participants to urge colleagues to attend these trainings and share upcoming opportunities.

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

In conducting at least 12 sessions throughout the program, HWC anticipates having 15-20 individuals per training, with a goal to educate between 180-240 workers by the end of the grant period in 2026. Sessions will average 1.5-2 hours with private consultation offered afterward.

HWC anticipates that participants who complete the "Know Your Workers' Rights" Training will be more confident in addressing workplace concerns. To measure how much information is acquired, HWC will give pre- and post-assessments surveys to all participants. HWC has established strong working relationships with community groups focused on collecting accurate community data and HWC will seek to partner again with such groups.

HWC anticipates that 75% of participants will show an increase in their knowledge regarding basic worker's rights. HWC will also manage active cases to ensure resolution of problems. In working together with the state's Department of Labor, HWC will

track cases reported and anticipate at least 80% will be successfully resolved resulting in payment of back wages, proposed solutions and or resolution of unsafe conditions, conflicts and other misunderstandings at work.

3. 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.

List of Deliverables to Measure Effectiveness	Substantiating documentation to be submitted
Conduct Community Outreach Promoting the Program	Document where and when community outreaches are held and number of people connected
Schedule and conduct Know Your Workers Rights Training	Sign in sheets for attendance, include fliers and pictures
Number of participants attending	Sign in sheets for attendance
Wage theft clinic held	Include advertisements and sign in sheets
Pre and Post survey regarding knowledge of workers rights	Surveys and interviews with attendees
Success rate of wage theft or workplace issues resolved.	Tracking cases and reporting outcomes

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 2026.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
37,500	37,500	37,500	37,500	150,000

3. **The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2026.**

Foundation Grants (Hill-Snowdon, Ben & Jerry’s Foundation, Four Freedoms Fund, Hawaii People’s Fund, Stupski Foundation): \$575,000
 Individual Donors/Monthly Sustainers: \$27,000
 Donors (Union/Faith/Business): \$15,000
 Contracts (One Fair Wage, Honolulu City & County GIA): \$85,000

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.**

None

- 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 2026 for program funding.**

Purpose: Collaborate with Chronic Disease Prevention and Health Promotion Division to engage with healthcare and hospitality workers in northwest Honolulu.

Date: June 15, 2023 - August 30, 2023

Grantor: Primary Prevention Branch, State of Hawaii

Amount: \$6,940

- 6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2024.**

\$602,644.89

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.

HWC has a strong track record of providing “Know Your Workers Rights” training, beginning with its first training in 2020 on wage theft. Since then, HWC has held KYWR training on a monthly or bi-monthly basis to members of its COFA Workers Association, student groups, and other community based organizations. To date, HWC has provided 35 KYWR trainings reaching approximately 300 residents.

HWC has partnered with the State of Hawaii Department of Labor and Industrial Relations’ Wage & Hour Division, the U.S. Department of Labor Wage & Hour Division, U.S. Equal Employment Opportunity Commission to provide subject matter expertise on these trainings.

As a result of these training, low wage workers are empowered to seek redress for unpaid wages due to them and other employer related violations. In 2024, HWC provided training and organized kitchen workers at Max’s Restaurant who were due unpaid wages resulting in recovering \$307,000 in back wages and damages for 23 workers. HWC currently has active wage theft cases at other workplaces in partnership with both state and federal agencies.

HWC launched in 2020 at the heart of the global pandemic. Since then, HWC has

emerged as a leading and respected community organization on workers issues impacting low-income and vulnerable communities. In 2021, HWC launched the “Defend and Respect Hawaii Workers Coalition” which now includes over 40 labor unions, community organizations, and advocacy groups. The coalition meets regularly and HWC staff are key in organizing low-wage workers, allies, and members of the coalition.

In addition to HWC’s successes, its staff and trained volunteers have experience in developing and offering this training. HWC’s Executive Director is a licensed attorney who provided “Know Your Legal Rights” training and outreach to the public in addition to running a similar wage theft program prior to his current role at HWC. HWC’s Director of Organizing, who organizes the Filipino community and oversees all of HWC’s Organizers, has been successful in providing this training in Ilocano, a major Filipino dialect spoken here in Hawaii. Finally, HWC’s Board of Directors are actively engaged in volunteering with the organization and include former union organizers, community activists, and current community leaders.

With HWC’s strong reputation in the community as a valuable resource for low-wage workers, its relationships with various stakeholders are key in ensuring success of this program. Its working partnerships with the state and federal agencies, especially the Wage & Hour Division, remain crucial.

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.

HWC’s main office is currently based at the Towers of Kuhio Park in Kalihi, Oahu. The community is a working class community and residents include those from COFA nations to large immigrant families. To reach COFA workers, HWC’s COFA Organizer will conduct outreach to workers at the Towers and engage them to join the trainings. HWC also works with other community partners in the development of its Imua Youth Leadership Academy, and will utilize these partnerships to reach workers and their families. This outreach will begin in July 2025 and continue throughout the duration of the grant period.

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.

HWC's is currently staffed with 5 full time (Executive Director, Director of Organizing, Communications/Fundraising/Administrative Coordinator, Maui/Lahaina Community Organizer, COFA/Oahu Organizer and 1 part time employee (Maui Community Organizer) - 1.5 employees focus on organizing low wage workers and tenants on Maui while 4 are based on Oahu and work from the Towers of Kuhio Park office in Kalihi.

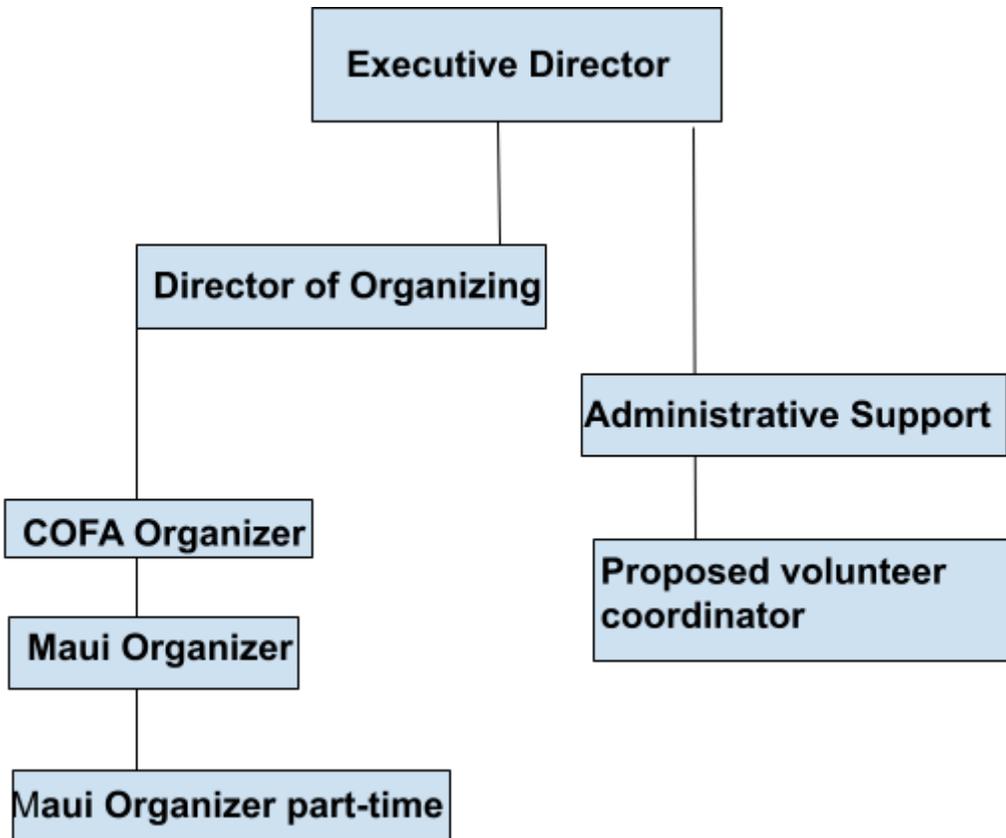
Staff members are component to deliver KYWR presentations and do regular community trainings as part of their responsibilities. Furthermore, in collaboration with the Department of Labor, particularly the Wage Standards Division, HWC Organizers are equipped to carry out the wage theft clinic/KYWR training at a frequency of a minimum of one per month.

As previously noted, in addition to HWC's successes, its staff and trained volunteers have experience in developing and offering this training. HWC's Executive Director is a licensed attorney who provided "Know Your Legal Rights" training and outreach to the public in addition to running a similar wage theft program prior to his current role at HWC. HWC's Director of Organizing, who organizes the Filipino community and oversees all of HWC's Organizers, has been successful in providing this training in Ilocano, a major Filipino dialect spoken here in Hawaii. Finally, HWC's Board of Directors are actively engaged in volunteering with the organization and include former union organizers, community activists, and current community leaders.

With HWC's strong reputation in the community as a valuable resource for low-wage workers, its relationships with various stakeholders are key in ensuring success of this program. Its working partnerships with the state and federal agencies, especially the Wage & Hour Division, remain crucial.

2. Organization Chart

The applicant shall illustrate the position of each staff and line of responsibility/supervision. If the request is part of a large, multi-purpose organization, include an organization chart that illustrates the placement of this request.



The Executive Director, together with the Director of Organizing, will oversee the implementation of the project and schedule the Know Your Workers Rights trainings. If funded, the volunteer coordinator will work under the Executive Director and Administrative Support. The Director of Organizing will work directly with the Community Organizers to recruit attendees and provide the training while the Executive Director will work with community partners to supplement the training materials, provide interpreters, and recruit other presenters as necessary.

The Executive Director will also work with community partners and established relationships in establishing the wage theft clinic to help attendees complete the necessary paperwork with the U.S. Department of Labor and Hawaii Department of Labor and Industrial Relations to file the appropriate wage theft complaints.

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: \$75,000

Director of Organizing: \$68,000

Administrative, Communication, and Fundraising Coordinator: \$54,000.

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.

NA

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.

NA

3. Private Educational Institutions

The applicant shall specify whether the grant will be used to support or benefit a sectarian or nonsectarian private educational institution. Please see [Article X, Section 1, of the State Constitution](#) for the relevance of this question.

NA. The grant will not be used to support or benefit a sectarian or nonsectarian private educational institution.

4. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 2026 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2026, but
- (b) Not received by the applicant thereafter.

HWC's funding from foundations such as the Hill-Snowdon Foundation and Stupski Foundation can be used to continue to support this project. HWC will seek additional funding from foundations to support this vital program beyond the grant period, as it is a key facet of our work.

HWC anticipates that future successes in capturing lost wages for lower income workers will generate positive community attention and support for this program. HWC amplifies our work through various communications channels including but not limited to social media, a twice monthly newsletter, and regular local news coverage. Multiple funders have reached out to HWC directly with funding opportunities after learning about our wins through these channels. HWC's work on the Max's restaurant wage theft case, in particular, garnered interest from workers, community partners, and potential funders alike. Based on this pattern, HWC will continue to amplify our work to the community and potential funders and expects more funding opportunities to arise.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2025 to June 30, 2026

App Hawaii Workers Center_150000_OP

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	65,000	0	26,461	320,500
2. Payroll Taxes & Assessments	15,000		5,504	96,500
3. Fringe Benefits	20,000		11,822	4,200
TOTAL PERSONNEL COST	100,000		43,787	421,200
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	2,500		500	1,000
2. Insurance	500			3,500
3. Lease/Rental of Equipment			1,500	
4. Lease/Rental of Space				15,000
5. Staff Training				2,500
6. Supplies	2,000		2,500	
7. Telecommunication			750	4,200
8. Utilities				1,800
9 Interpreters	25,000		10,000	
10 Translation of Materials	20,000		2,000	5,000
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	50,000		17,250	33,000
C. EQUIPMENT PURCHASES	0			
D. MOTOR VEHICLE PURCHASES	0			
E. CAPITAL	0			
TOTAL (A+B+C+D+E)	150,000		61,037	454,200
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	150,000	Sergio Alcubilla 8,083,714,805		
(b) Total Federal Funds Requested	0	Name (Please type or print) Phone		
(c) Total County Funds Requested	61,037	Signature of Authorized Official 1/17/25		
(d) Total Private/Other Funds Requested	454,200	Date		
TOTAL BUDGET	665,237	Sergio Alcubilla, Executive Director		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2025 to June 30, 2026

Applicant: Hawaii Workers Center_150000_OP

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Volunteer & Education Coordinator	0.5	\$26,000.00	99.99%	\$ 25,997.40
COFA Community Organizer	1	\$50,000.00	65.00%	\$ 32,500.00
Director of Organizing	1	\$68,000.00	40.00%	\$ 27,200.00
Communications, Fund Development, & Admin Coordinator	1	\$54,000.00	14.00%	\$ 7,552.60
Executive Director	1	\$75,000.00	9.00%	\$ 6,750.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				100,000.00
JUSTIFICATION/COMMENTS:				

Applicant: Hawaii Workers Center_150000_OP

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				

JUSTIFICATION/COMMENTS: No funding request for equipment submitted

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
NA			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				

JUSTIFICATION/COMMENTS: No funding request for motor vehicles submitted

Applicant: Hawaii Workers Center_150000_OP

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:2023-2024	FY:2024-2025	FY:2025-2026	FY:2025-2026	FY:2026-2027	FY:2027-2028
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS NA for this grant request						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Hawaii Workers Center 150000 OP

Applicant: _____

Contracts Total: 6,940

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	Collaborate with Chronic Disease Prevention and Health Promotion Division to engage with healthcare and hospitality workers in northwest Honolulu.	June 15, 2023 - August 30, 2023	Primary Prevention Branch	State of Hawaii	6,940
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					