

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



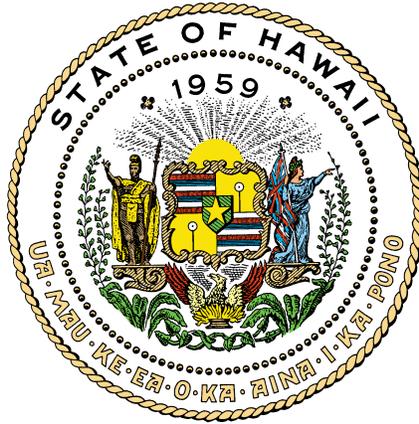
AUTHORIZED SIGNATURE

Lily Van, PharmD (HPhA President)

PRINT NAME AND TITLE

1/14/2025

DATE



Department of Commerce and Consumer Affairs

CERTIFICATE OF GOOD STANDING

I, the undersigned Director of Commerce and Consumer Affairs of the State of Hawaii, do hereby certify that

THE HAWAII PHARMACISTS ASSOCIATION

was incorporated under the laws of Hawaii on 07/16/1962 ;
that it is an existing nonprofit corporation; and that,
as far as the records of this Department reveal, has complied
with all of the provisions of the Hawaii Nonprofit Corporations
Act, regulating domestic nonprofit corporations.



IN WITNESS WHEREOF, I have hereunto set
my hand and affixed the seal of the
Department of Commerce and Consumer
Affairs, at Honolulu, Hawaii.

Dated: January 10, 2025

Director of Commerce and Consumer Affairs

Application for Grants

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

I. Certification – Please attach immediately after cover page

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

If the applicant is an organization, the applicant shall submit one (1) copy of a certificate of good standing from the Director of Commerce and Consumer Affairs that is dated no earlier than December 1, 2024.

2. Declaration Statement

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

The Hawaii Pharmacists Association affirms that it complies with the elements contained in 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](#).

The Hawaii Pharmacists Association affirms that the grant will be used for a public purpose pursuant to Section 42F-103, Hawaii Revised Statutes.

II. Background and Summary

1. A brief description of the applicant’s background:

Mission Statement: The Hawaii Pharmacists Association strives to advance and support the practice of pharmacy by improving the quality of care throughout the healthcare continuum in collaboration with our patients and members of the healthcare team.

The Hawaii Pharmacists Association (HPhA) is Hawaii’s only 501(c)(6) volunteer pharmacy organization representing the profession of pharmacy practice. The members represent more than 300 pharmacists and pharmacy technicians from various practice settings across all islands in the settings of retail, hospital and industry. In addition to proudly representing the State of Hawaii’s professional pharmacy personnel, the organization proudly provides several training programs

to advance the knowledge, recruitment and sustainment of healthcare providers in our state.

As part of the organization's efforts to promote scholarship and retention of our state's healthcare professionals, including our doctorate pharmacy residents, the organization hosts programming specifically targeted at our post-doctoral trainee members. In the past, these events have included research presentations, leadership training programs, etc.

2. The goals and objectives related to the request:

Pharmacists are considered to be one of the most accessible healthcare providers in the community. In a state where a majority of communities are considered to have inadequate healthcare access and we continue to struggle with a healthcare provider shortage, training and retaining post-doctoral clinical pharmacists is vital to the health and wellbeing of our state.

The Hawaii Pharmacists Association is requesting support for their pharmacy residency research program initiatives. As the primary professional organization representing pharmacists, the state association's mission is to support and retain post-doctoral pharmacy residents in Hawaii.

As part of a national accreditation standards in a pharmacy resident's training, these post-doctoral residents are required per American Society of Health-System Pharmacists (ASHP) accreditation requirements to complete educational research that would benefit their community.

If awarded by this request, the Hawaii Pharmacists Association's goal is to supplement funding through resident programs, in an effort to encourage further training and research initiatives by the post-doctoral pharmacy residents. Not only would this directly provide opportunity for these residents to travel to conferences to showcase their education and training, but it would also promote the retention of these healthcare workers after the completion of their residency training programs.

3-5. Include the public purpose and need to be served; describe the target population to be served; describe the geographic coverage:

The intended use of these funds shall be to provide professional development & collaboration opportunities to pharmacy residents. Residents across the state will be given the opportunity to apply for assistance with their residency projects through this GIA-funded HPhA budget. Funding will be allocated to assist residency research conference associated costs, including conference fees and flight costs.

Given the current healthcare practitioner shortage in the State of Hawaii, sustaining and expanding residency training program initiatives within our State is integral in maintaining community access to healthcare.

The goal of expanding HPhA's support of residency programs in our state is to aid our healthcare community in growing its workforce with advanced post-doctoral graduate opportunities.

This scholarship opportunity offers the training for a post-doctoral pharmacist to:

- Provide opportunities to contribute to our current body of medical knowledge;
- Facilitate interrelationships between, and within, the healthcare systems in our community to deliver high quality, culturally appropriate care;
- Promote health services in rural populations of Hawaii, with a specific intent to ensure provision of adequate healthcare to our indigent populations

The targeted recipients are all trained in the State of Hawaii through residency programs of their respective health systems, and all will be advancing healthcare related research in our communities. HPhA supports the training opportunities of residents at all major healthcare systems in our state.

These projects and new research initiatives have historically been presented annually at the Western States Conference in San Diego, CA. At this conference, pharmacy residents from across the west coast share ideas and collaborate to bring best practices to their communities. Examples of previous Hawaii-based research presentations have included:

- Evaluating trust and medication beliefs in Native Hawaiians and Pacific Islanders
- Evaluating risk factors for 30-day hospital readmissions in patients with chronic obstructive pulmonary disorder (COPD)

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.

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

In the current state, all pharmacy residency events/initiatives hosted by the Hawaii Pharmacists Association are funded by the individual programs at each

health-system. If awarded with GIA grant funding, the association will continue to host and sponsor these events but shall ease the financial barriers and burdens from the individual health systems.

2. Provide a projected annual timeline for accomplishing the results or outcomes of the service:
 - a. September 2026 – Applications open for candidates to seek scholarship support toward their residency projects
 - b. October 2026 – Begin recipient selection process; recipients notified of awards
 - c. November 2026 – Funding to be dispersed to recipients
 - d. May 2027 – Final research projects (ie, manuscripts) submitted to HPhA as evidence of scholarship use

3. Describe its quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate, and improve their results:
 - a. Administrative leadership from the Hawaii Pharmacists Association Board of Directors will conduct formal assessments at minimal quarterly interval. This may include requests for updates on the resident's project (ie, IRB application status, etc).
 - b. All participating residents and their respective program representatives from their health-systems will receive a survey at the end of the resident year. This survey will seek feedback in order to make improvements to the scholarship program.
 - a. Results of this survey will be presented to the HPhA Board of Directors.

4. List the measure(s) of effectiveness that will be reported to the State agency through which grant funds are appropriated (the expending agency). The measure(s) will provide a standard and objective way for the State to assess the program's achievement or accomplishment. Please note that if the level of appropriation differs from the amount included in this application that the measure(s) of effectiveness will need to be updated and transmitted to the expending agency:
 - a. The measures for the program's achievement/accomplishment assessment shall be inferred by the residents' fulfillment of their research requirements for graduation. Per ASHP accreditation requirements, each resident is required to complete a manuscript-ready research project prior to the end of their residency year.

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 (Attached)
 - b. Personnel salaries and wages (Not applicable)
 - c. Equipment and motor vehicles (Not applicable)
 - d. Capital project details (Not applicable)
 - e. Government contracts, grants, and grants in aid (Not applicable)

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
\$9,000	\$9,000	\$3,500	\$3,500	\$25,000

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

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.
 - a. N/A

5. The applicant shall provide a listing of all federal, state, and county government contracts, grants, and grants in aid it has been granted within the prior three years and will be receiving for fiscal year 2026 for program funding.
 - a. N/A

5. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2024.
 - a. Unrestricted net assets to December 31, 2024: \$121,354.17

V. Experience and Capability

1. Necessary Skills and Experience

Lily Van, PharmD, BCACP, CDCES will lead the administrative responsibilities of the scholarship program initiatives as the interim president of the Hawaii Pharmacists Association. Dr. Van is a board-certified ambulatory care pharmacist with a pharmacy

teaching certificate from The University of Mississippi School of Pharmacy. She developed the PGY-1 Community Based Pharmacy Residency Program at the Queen's Health System and has precepted pharmacy students and pharmacy residents from The University of Mississippi School of Pharmacy, The University of Washington School of Pharmacy, and The University of Hawaii Daniel K Inouye College of Pharmacy.

Corrie Sanders, PharmD, BCACP, CGPx will continue to serve in an advisory role at the Hawaii Pharmacists Association as the Executive Director. Dr. Sanders as previously served as the Hawaii Pharmacists Association President, where she coordinated numerous events supporting the development and advancement of pharmacy residents across the state.

2. Facilities

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the request. If facilities are not presently available, describe plans to secure facilities.

The Pharmacy Residents shall utilize existing facilities at their respective health systems. No new facilities are needed.

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.

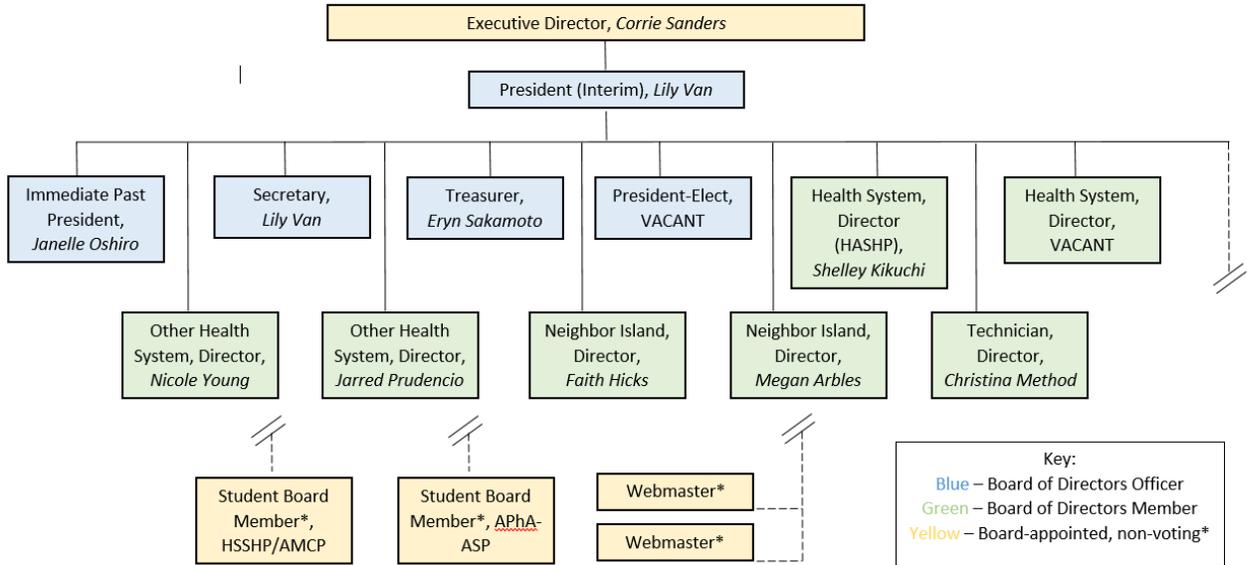
- a. Program development shall be under the discretion of the HPhA Board of Directors. The primary personnel responsible for the development shall be the interim HPhA President.

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.



Hawaii Pharmacists Association Organization Chart
Last Updated January 2025



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.

The Hawaii Pharmacists Association is a volunteer, non-profit organization that does not pay the members of its Board of Directors.

The HPhA Executive Director is contractually paid for only legislative efforts, unrelated to pharmacy residency program related projects and initiatives. This annual salary range is currently between \$20,000-\$50,000.

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.

- a. N/A

2. Licensure or Accreditation

The applicant shall specify any special qualifications, including but not limited to licensure or accreditation that the applicant possesses relevant to this request.

- a. As a professional pharmacy organization, HPhA does not require accreditation. However, we are a member of the National Alliance of State Pharmacy Associations (NASPA)
- b. The participating post-doctoral pharmacy residents are all training in nationally accredited residency training programs. These programs are accredited through the American Society of Health-System Pharmacists (ASHP).

3. Private Educational Institutions

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

- a. N/A; the funding will not be used to support a private educational institution.

4. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 2025-26 the activity funded by the grant if the grant of this application is:

- a. Based on the success of this post-doctoral resident scholarship initiative, efforts to sustain this expansion will be part of year to year operational budgeting of the Hawaii Pharmacists Association.

**DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS PURSUANT TO
CHAPTER 42F, HAWAII REVISIED 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)

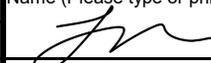
(Typed Name)

(Title)

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2025 to June 30, 2026

App Hawaii Pharmacists Association

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
A. PERSONNEL COST				
1. Salaries				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST	0			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	10,000			
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space	500			
5. Staff Training				
6. Supplies	500			
7. Telecommunication				
8. Utilities				
9. Program development	3,000			
10. Conference fees/support	11,000			
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	25,000			
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	25,000			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	25,000	Lily Van 808-218-8927		
(b) Total Federal Funds Requested	0	Name (Please type or print) Phone		
(c) Total County Funds Requested	0			
(d) Total Private/Other Funds Requested	0	Signature of Authorized Official Date		
TOTAL BUDGET	25,000	Lily Van, PharmD, HPhA President Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2025 to June 30, 2026

Applicant: Hawaii Pharmacists Association _____

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				0.00
JUSTIFICATION/COMMENTS: HPhA is a volunteer professional organization, and no funds are being requested to support any salaries.				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2025 to June 30, 2026

Applicant: Hawaii Pharmacists Association

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				0
JUSTIFICATION/COMMENTS:				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				0
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2025 to June 30, 2026

Applicant: Hawaii Pharmacists Association

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:		0	0	0		
JUSTIFICATION/COMMENTS:						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

App: Hawaii Pharmacists Association Contracts Total: -

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1					-
2					
3					
4					
5					
6					
7					
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