APPENDIX A: TIER II GRANT PROPOSAL (Grants $25,000 to $200,000)
SOLICITATION NO. RGP-DCS-GIA2024

Instructions: The proposal below must be completed in full. Responses must be provided in the fillable boxes provided. Where annotated, the fillable boxes have predetermined maximum limits on character counts. Letters, numbers, punctuation marks, and spaces are included in the character count limits.

SECTION I
SUMMARY

A. Grantee Legal Name:	Our Pasifika
B. Is Grantee a Fiscal Sponsor?	☐ Yes ☒ No
C. Grant Activity Name:	Perpetuating Polynesian Traditional Culture

D. Briefly describe the Grantee's background, history (including year established), and mission. *(400 character count limit)*

Aloha Hula Supply -- a Hula, Tahitian, Maori, Samoan, and Tongan implement, costume, and dance supply store -- created Our Pasifika (OP), a 501c(3), in June 2022. Our Pasifika's mission is to prevent the loss of Polynesian Kupuna rich Traditional Knowledge, skills, practices, and technologies by digitizing them and offering the global community online Polynesian art form workshops and tutorials.

E. Briefly describe the Grant Activity and public need being filled. *(400 character count limit)*

This cultural documentation Grant Activity will help Oahu's Hawaiian, and other Polynesian groups, safeguard their music, performances, art, designs, and other traditional cultural expressions by digitizing them. Our team will inventory and develop a Traditional Knowledge Digital Library for the protection, conservation, development, and use of Traditional and Indigenous Knowledge.

F. Briefly summarize Grant Activity outcomes and measures of success, including number and description of those served. *(400 character count limit)*

The nascent Polynesian Traditional Knowledge Digital Library will be expanded so 30 Polynesian kupuna can have their Traditional Knowledge digitized. Intellectual Property policies, protocols, and technology will manage the digitized cultural documentation in a Polynesian culturally respectful way. The global community will have free access to the Polynesian Traditional Knowledge Digital Library.

G. Council District
Check all districts that will benefit from the Grant Activity. Provide the amount requested per district. Amounts must be in whole numbers only.

☒ District 1 $22,222	☒ District 2 $22,222	☒ District 3 $22,222
☒ District 4 $22,222	☒ District 5 $22,222	☒ District 6 $22,222
☒ District 7 $22,222	☒ District 8 $22,223	☒ District 9 $22,223

Total Amount Requested (must be $25,000 to $200,000)	$200,000.00

H. Type of Grant Activity (pick ONE category that best reflects the Grant Activity):		
1. Public Services: Projects in this category will support qualified public services and programs for the target populations deemed by the CITY to be most vulnerable.		
☐ A. Public Service – Seniors	☐ B. Public Service - Children	☐ C. Public Service - Disabilities
☐ D. Public Service – Homeless	☐ E. Public Service – Domestic Violence	☐ F. Public Service – Substance Abuse
☐ G. Public Service – Mental Health	☐ H. Public Service – Other (describe):	
2. Arts, Culture, Community/Economic Development, and the Environment: Projects in this category will support the sustainable improvement in the well-being and quality of life of local communities, especially low- to moderate income areas.		
☐ A. Arts	☒ B. Culture	☐ C. Community Development
☐ D. Economic Development	☐ E. Environment	

GRANTEE'S CERTIFICATION AND SIGNATURE

The undersigned, subject to personal liability and penalty under applicable law, certifies that he or she: (i) is authorized to sign this Grant Proposal; (ii) personally prepared or reviewed the matters found in this Grant Proposal (including any related documents/attachments); (iii) asserts all statements made in this Grant Proposal (including all attachments) are true, accurate and complete; (iv) has the requisite skills and knowledge to assert the foregoing certification; and (v) has complied and shall continue to comply with all applicable requirements of Chapter 6, Article 29 of the Revised Ordinances of Honolulu 1990, as amended (Link), regarding private organizations receiving grants of public funds from the City and County of Honolulu.

Signature of Grantee (Fiscal Sponsor) Officer
Printed Name and Title: Kelina Handley, President

11/18/22
Date

CERTIFICATE OF THE BOARD OF DIRECTORS NO OBLIGATIONS IN ARREARS

The undersigned of the Board ("Grantee") hereby certifies that the Grantee or any principal of the Grantee or sponsored organization (where the Grantee is a Fiscal Sponsor) is not in arrears on any financial or other obligation owed to the City & County of Honolulu, a municipal corporation of the State of Hawaii.

_____
(Signature)

Joshua Handley
(Print name)

CERTIFICATE OF THE BOARD OF DIRECTORS AUTHORIZATION TO ASSIGN AUTHORITY

The undersigned of the Board ("Grantee") hereby certifies that _____Kelina Handley_____(name), _____President_____(title), has been authorized by the Board of Directors to sign proposals, contracts, and related documents on behalf of the Grantee. Accordingly, I hereby assign the authority by the Board to execute proposals, contracts, and contract amendments on behalf of the Grantee, and further certify that the assigned is given the power and authority to do all things necessary to implement, maintain, amend, or renew such contracts, including but not limited to the delegation of signing authority to another employee of the Grantee.

_____
(Signature)

Joshua Handley
(Print name)

STATE OF HAWAII)
CITY AND COUNTY OF HONOLULU)

On this NOV 17 2022 day of _____, 202__, before me appeared Joshua Handley, personally known to me, who, being by me duly sworn, did say that he/she is the Board Members of Ola Pasifika and that the corporation has no corporate seal, and that said instrument was signed in behalf of said corporation by authority of its Board of Directors, and said he acknowledged said instrument to be the free act and deed of said corporation.

_____
Notary Public, State of Hawaii VICKY CABACONGAN
My commission expires 06/04/2026

My Commission expires: _____

Doc. Date: NOV 17 2022 # Pages 1
Name: Vicky Cabacongan First Circuit
Doc. Description: Cert. of the Board of Directors
_____ NOV 17 2022
Signature Date

NOTARY CERTIFICATION

VICKY CABACONGAN NOTARY 14-156 PUBLIC STATE OF HAWAII

VICKY CABACONGAN NOTARY 14-156 PUBLIC STATE OF HAWAII

SECTION II
GRANT ACTIVITY INFORMATION

A. Describe how the community need, stated problem / issue, and target population are effectively validated. The description must include how the public services target population is vulnerable or how the arts, culture, community/economic development, or environmental activities will especially support low- to moderate income areas.

1. Provide substantive data and other quality information to show the issue is a priority need of the community. *(3,000 character count limit)*

> *"Traditional (Indigenous) Knowledge is a cumulative body of knowledge, know-how, practices, and representations maintained and developed by peoples with extended histories of interaction with the natural environment. These sophisticated sets of understandings, interpretations and meanings are part of a cultural complex that encompasses language, naming and classification systems, resource use practices, ritual, spirituality, and worldviews." (U.N. International Workshop On Traditional Knowledge, Panama City, 21-23 Sep. 2005)*

A major reason for the loss of traditional knowledge in Polynesian communities is a lack of documentation. Modernization is a big challenge. As many younger people are drawn to Western culture, and consider following traditions old-fashioned, they lack interest in following their traditional and cultural practices. To prevent the loss of Polynesian kupuna* (elders) rich traditional knowledge, it is crucial that their skills, practices, and technologies be documented in a detailed and systematic way before they pass away.

Hawaiian activist and historian George S. Kanahele said, *"For Hawaiians, a person's identity is inseparable from place, particularly their ancestral homelands."* To many Hawaiian natives, their identity is their culture. Unfortunately, that rich and vibrant culture – *and those of our Polynesian groups* – are being driven into extinction by various social forces.

> *"In the past 20 years a significant number of Pacific Islanders have moved away from their Pacific Island homelands to the continental U.S. for perceived 'better opportunities'. In that migration, some Native Hawaiian (and Polynesian) cultural traditions were not perpetuated. (Source: https://blogs.uoregon.edu/the-loss-of-native-hawaiian-culture-resulting-from-migration-to-the-pacific-northwest/)*

> *"The Alaskan Native Knowledge Network further elaborates from their own unique perspective: Traditional Knowledge is passed down through the generations through language, stories and songs, rituals and ceremonies, and legends. It includes common understandings of ways of life given to the people in the past so that they can live in harmony with the environment and each other, stories about origins and often prophecies of the future. Spiritual wisdom is inseparable from understandings about the land, the plants and animals and the ways that people live and relate to each other and the land. Traditions of 'keeper of the knowledge' are often identified through sacred artifacts and objects that are passed down to individuals carefully chosen for their spiritual and personal qualities, along with the oral instructions regarding their use and place in community life." (Pepion, 1999; Little Bear, 2009, p.9; www.ankn.uaf.edu)*

> ** "Kupuna" is used throughout this proposal as the general term for "community*

elders" in whatever Polynesian community Our Pasifika (OP) is working with. In actual practice, the OP staff will use the appropriate term in the respective community.

2. Provide a thorough analysis of the community's priority need / problem and its impact on the community. *(3,000 character count limit)*

Prime Minister of the United Kingdom Winston Churchill said: *"Those that fail to learn from history are doomed to repeat it."* History never repeats itself. Every single historical moment is distinct from those in the past. However, we must learn from our past mistakes so that we do not run the risk of repeating them. This is the value of traditional knowledge. If it is not properly documented, analyzed, and disseminated, A traditional knowledge may be lost forever. Knowledge that is gained but unavailable to others is – *in many instances* -- an incalculable waste.

> *"From the arrival of foreigners on the Hawaiian islands up until the present day, the Native Hawaiian culture and population has been largely suppressed and has struggled to survive, nearly becoming extinct. This is due to the integration of Western influences through missionary work, the spread of foreign diseases, the introduction of a capitalist economy, and the annexation of Hawaii in 1898. Because of this, the native Hawaiian language has been almost completely lost, the native population has shrunk and has suffered higher rates of illness, poverty, and homelessness, and Hawaiians have had to constantly fight for the sovereignty of their culture. However, cultural revival is currently underway from a recent resurrection of Hawaii's preservation and celebration of traditional practices." (Source: Struggle for Hawaiian Cultural Survival,* By Emma Kauana Osorio)

> *"We are slowly learning how crucial traditional knowledge and language diversity is in areas such as biological diversity, especially with the rapid decline of rare plant and animal life in unique ecosystems around the world. Their unique properties have long been recorded by indigenous groups through their language—if anyone had ever cared to look and listen. In many places, scientists are finding -- to their surprise – that traditional knowledge is on a par with many scientific discoveries. As many endangered languages die out, so do the unique discoveries their speakers have preserved across generations in their oral histories."* (Source: "What We Lose When We Lose Indigenous Knowledge." https://daily.jstor.org/what-we-lose-when-we-lose-indigenous-knowledge/)

3. Provide a description of the Grant Activity. This description will be used as the scope of services in the contract. *(1,000 character count limit)*

The purpose of this cultural documentation grant activity is to help Oahu's Hawaiian – and other Polynesian groups -- safeguard their music, performances, art, designs, and other traditional cultural expressions by digitizing them.

Our team will inventory and develop a traditional knowledge digital library for the protection, conservation, development, and use of traditional and indigenous knowledge. We will develop

and use Intellectual Property policies, protocols, and technology-based tools to manage access to the digitized recordings, and other forms of cultural documentation, in a way that corresponds to the respective community's values.

The goal is for our team to use the practical skills and technical knowledge available on Oahu to archive and manage this Intellectual Property and make this cultural heritage available free to a global audience on a central platform.

B. Describe the proposed plan

1. Describe why you chose this Grant Activity and how it will effectively address the community's problem / need. *(2,000 character count limit)*

Traditional Knowledge holders often face a lack of respect and appreciation for such knowledge. There are also few safeguards to protect Traditional Knowledge holders against misuse of their knowledge. In recent years, Hawaii residents have seen many instances where Polynesian Intellectual Property is acquired illegitimately by third parties and is then used for commercial gain in culturally disrespectful ways.

Traditional Knowledge holders typically provide their precious and valuable knowledge free and rarely receive any compensation. Our Pasifika team believes there should be a mechanism in place for a give-and-take between the knowledge provider and knowledge gainer. We want our Polynesian communities to have their own Intellectual Property — in the form of digital photographs, audio-visual material, sound recordings and databases — and subsequently exercise control and make informed decisions on access and use by third parties.

2. Provide measurable outcomes, describe how outcomes are aligned with the purposes and priorities of the Grants in Aid Fund, and describe how outcomes directly benefit the target population. *(3,000 character count limit)*

Public Services should begin with a statement of the number of individuals that the Grant Activity will directly benefit during the Grant Term.

Arts, Culture, Community/Economic Development or Environment should begin with a statement as to how the Grant Activity supports the sustainable improvement in the well-being and quality of life of local communities, especially low to moderate income areas.

OUTCOMES:
1. 24 Polynesian kupuna will have Traditional Knowledge digitized.
2, Polynesian Traditional Knowledge Digital Library will be developed.
3. Intellectual Property policies, protocols, and technology manage digitized cultural documentation in Polynesian culturally respectful way.
4. Global community will have free access to Polynesian Traditional Knowledge Digital Library.

This Arts and Culture Grant Activity supports the sustainable improvement in the well-being and quality of life of Oahu's local communities especially low-to-moderate income areas. It is in the multigenerational homes in these communities – e.g., Native Hawaiian, Samoan, Tongan, Micronesian, etc. -- that many kupuna "keepers of the Indigenous Knowledge" reside. Through the project, Our Pasifika will have kupuna share their oral histories and/or skills. They will also be mentors and Indigenous Knowledge instructors. The Our Pasifika website will become a

resource where members of these Oahu communities – *and around the globe* – share this Indigenous Knowledge with other interested individuals.

Across the United States, growing movements – *like Our Pasifika* -- focused on equitable development and community-centered arts and culture – are uniting to strengthen the equity impact of their work. Arts and culture are essential for: building community; supporting development; nurturing health and well-being; and contributing to economic opportunity. Arts and culture also contribute to: strengthening cultural identity; healing trauma; and fostering shared vision for community. It is in this context, that Our Pasifika's Grant Activity is involved.

University of Pennsylvania researchers found arts and culture resources are not equally distributed across New York City. They are clustered in wealthier neighborhoods, following patterns of *"social class, racial and ethnic inequality."* The same thing happens on this island. Although Oahu has an astounding array of cultural resources -- *that can be very educationally and culturally beneficial* – but a significant opportunity gap still leaves low-income individuals and communities less likely to have access to them than their wealthier peers.

Part of the outcomes this Grant Activity will address is making many more cultural resources available to Oahu's low to moderate communities online.

> *The two-year study by School of Social Policy & Practice at the University of Pennsylvania researchers found low-income New York City residents with more access to cultural resources experience better education, security, and health outcomes. Including: 14% decrease in child abuse and neglect cases; 18% decrease in serious crime rate; and an 18% increase in number of students scoring the highest level on standardized math and English tests compared to low-income communities with fewer cultural resources.* (Source: *"Access to arts and culture may improve outcomes in low-income communities."* Michigan Radio | By Paulette Parker. April 7, 2017.)

3. Provide an action plan to achieve the stated measureable outcomes. If the Grant Activity involves a partnership, provide a description of each partner's role. Must include measurable milestones, specific events, or other performance measures appropriate to achieving the outcomes. *(3,000 character count limit)*

Our Pasifika's team understand that when it comes to documenting Traditional Indigenous Knowledge systems, it is important to consider associated cultural and ethical considerations related to its access and use. In our case, it is crucial to look outside the traditional westernized system of unrestricted access and collaborate with Polynesian communities to integrate Indigenous curatorial models and ways of sharing knowledge. Polynesian nations have the right to maintain control of their knowledge and cultural materials based on their communities' cultural protocols, when adding their expertise and narratives to the public record.

Therefore, one of the most important things Our Pasifika has done is commit to working with and respecting the needs and desires of Polynesian nations. Many currently collecting institutions – museums, for example -- are intimately tied to the colonization process. While many of these institutions are beginning to build meaningful and mutually beneficial relationships, they can still come from a colonial legacy. Our Pasifika's efforts to build stronger relationships with Polynesian communities, and incorporating Indigenous Knowledge appropriately, will create

more robust, respectful, and accurate narratives.

Our Mantra in collaborating with Polynesian Indigenous communities:

- We are respectful when consulting with Polynesian communities and build trust.
- We listen, have an open-mind, and strive to understand Polynesian perspectives and ways of knowing. Polynesian kupuna have a wealth of knowledge and expertise, which should be valued.
- We are equal partners, building meaningful and mutually beneficial relationships where outcomes will benefit Polynesian communities and institutions.
- We will sustain our Polynesian community relationships, so our projects and partnerships can evolve and grow together.

ACTION PLAN:

1. Polynesian Classes School:	1 Kumu or Kupuna will each present one in-person Polynesian workshop at one of six schools with 12 students. Total Kumu or Kupuna – 6. Total student participants: 72
2. Polynesian Classes Shop:	1 Kumu or Kupuna will each present one in-person Polynesian workshop with six participants at the Aloha Hula Supply store. Total Kumu or Kupuna – 6. Total participants: 36
3. Oral Polynesian Stories:	12 Polynesian oral histories will be digitized and uploaded to the OP website.
4. Kumu/Kupuna:	12 Kumu or Kupuna will conduct Polynesian workshops sharing their Traditional Indigenous Knowledge.
5. Videos:	24 Polynesian Cultural Videos will be digitized and uploaded to the OP website.

4. Provide a budget narrative that explains how the budget in Section III will achieve the desired outcomes. (*3,000 character count limit)*

The proposed project budget covers Our Pasifika's Perpetuating Polynesian Traditional Culture (PPTC). PPTC help Oahu's Hawaiian, and other Polynesian groups, safeguard their music, performances, art, designs, and other traditional cultural expressions by digitizing them. Our team will inventory and develop a Traditional Knowledge Digital Library for the protection, conservation, development, and use of Traditional and Indigenous Knowledge. The $200,000 request would support activities for Fiscal Year 2023.
Our Pasifika staff will lead implementation on the grant activities to completion.
Requested Funds:
- $45,000 will support 1.0 % of the full-time Editor's position.
- $25,000 for 1.0 % of the full-time Program Assistant.
- Fringe Benefits covering both the position is $5,355.
- $10,000 for .40% of the full-time position and will support the administrative position of Executive Director.
- Fringe benefits covering all the position amount to $765.00.
- $24,000 grant management which includes post-grant compliance reports. Villa Business Consulting, Inc. will fill this position.
- $18,000 for the kumu or kupuna, who will teach the classes and tell the story.
- $12,000 for the Videographer
- $12,000 for the accounting group
- $6,000 will cover 50% of the Office Rent/Buildings Rent and Utilities.
- $5,880 is budgeted for new laptops, printer and office supplies.

- $36,000 is budgeted for program activities supplies, ie Polynesian supplies for the classes.

5. Provide a timeline that is complete, realistic and appropriate to achieve the desired outcomes. This timeline should also be reflected in Section IV. *(3,000 character count limit)*

Today, many Hawaii residents are acutely aware that Indigenous Knowledge Systems are at risk of becoming extinct because of rapidly changing natural environments and fast pacing economic, political, and cultural changes on a global scale. Traditional cultural practices vanish, as they become inappropriate for new challenges or because they adapt too slowly.

However, many practices disappear only because of the intrusion of foreign technologies or development concepts that promise short-term gains or solutions to problems without being capable of sustaining them. The tragedy of the impending disappearance of Indigenous Knowledge is most obvious to those who have developed it and make a living through it. But the implication for others can be detrimental as well, when skills, technologies, artifacts, problem solving strategies and expertise are lost.

Indigenous knowledge is part of the lives of many rural poor communities – including some on Oahu. Their livelihood depends almost entirely on specific skills and knowledge essential for their survival. Conventional approaches imply that development processes always require technology transfers from locations perceived as more advanced. This has led often to overlooking the potential in local experiences and practices.

For these – and many other similar reasons – Our Pasifika wants to capture as much of Polynesian Indigenous Knowledge as possible while the "keepers of the Knowledge" are still among us.

Our Pasifika Grant Activity Timeline:
Oct/23: Poly Class 1; 1 Oral History; 1 Kumu Workshop; 2 Videos produced and uploaded.
Nov/23: Poly Class 2; 1 Oral History; 1 Kumu Workshop; 2 Videos produced and uploaded.
Dec/23: Poly Class 3; 1 Oral History; 1 Kumu Workshop; 2 Videos produced and uploaded.
Jan/24: Poly Class 4; 1 Oral History; 1 Kumu Workshop; 2 Videos produced and uploaded.
Feb/24: Poly Class 5; 1 Oral History; 1 Kumu Workshop; 2 Videos produced and uploaded.
Mar/24: Poly Class 6; 1 Oral History; 1 Kumu Workshop; 2 Videos produced and uploaded.
Apr/24: Poly Class 7; 1 Oral History; 1 Kumu Workshop; 2 Videos produced and uploaded.
May/24: Poly Class 8; 1 Oral History; 1 Kumu Workshop; 2 Videos produced and uploaded.
Jun/24: Poly Class 9; 1 Oral History; 1 Kumu Workshop; 2 Videos produced and uploaded.
Jul/24: Poly Class 10; 1 Oral History; 1 Kumu Workshop; 2 Videos produced and uploaded.
Aug/24: Poly Class 11; 1 Oral History; 1 Kumu Workshop; 2 Videos produced and uploaded.
Sep/24: Poly Class 12; 1 Oral History; 1 Kumu Workshop; 2 Videos produced and uploaded.

C. Provide evidence of the agency's ability to perform the proposed grant activity through past performance, current capacity and/or plan to acquire the capacity to perform.

1. Provide data that demonstrates proven success in offering the same, similar, or related activities to achieve the proposed outcomes. *(3,000 character count limit)*

Traditional knowledge is a living body of knowledge developed, sustained, and passed on from generation to generation within a community. It is not easily protected by the current Intellectual Property system, which typically grants protection for a limited period to inventions and original works by named individuals or companies. Its living nature also means that "Traditional" Knowledge is not easy to define.

Recognizing traditional forms of creativity and innovation as protectable Intellectual Property would be an historic shift enabling indigenous and local communities to control who has can use their Traditional Knowledge. Then it would be possible to protect traditional remedies and indigenous art and music against misappropriation and enable communities to control/benefit from their commercial exploitation. The Our Pasifika team believes the industry will function that way eventually and wants to prepare its Polynesian cultural database management system now.

This Our Pasifika non-profit resulted from the Aloha Hula Supply's (AHS) pivot during the COVID-19 pandemic. The AHS team discussed how they could continue engaging their Polynesian community when flights stopped, orders slowed, and workers were laid off. Though the store's business dropped off dramatically, many Oahu residents had more discretionary time at home, so AHS customers continued calling the store seeking information on a wide range of Polynesian cultural subjects – e.g., how to: tie a pareo; make a Tahitian skirt; or use an ipu, etc. So, the AHS staff reasoned they should create videos to teach these types of subjects.

The concept was designed as a paid subscription to supplement store sales. AHS staff reached out to friends, cultural area specialists, and longtime customers requesting assistance with the project. is new project and many graciously agreed. With the help and foresight of a videographer, editor, and an IT team, this website was created. We started filming in late 2019 and launched the website in the summer of 2020 with six videos to start. The initial website's name was: www.alohahulasupply.com.

Once things started to normalize in a post-COVID way, AHS staff was too busy to continue the online video project. They realized the project's impact could be far greater if the entity was a non-profit and sought funding to support itself. The cultural documentation concept could then switch from a subscription base to a free global service. Then all of the wonderful content would be available for free to all who want to learn, share, teach and grow the cultures of Polynesia.

As a result, AHS created the Our Pasifika non-profit in mid-2022 and switched the website's name. The new Our Pasifika board hired a local graphic artist to design our logo so that we could build our own separate identity. Today we have over 40 videos featuring: cultural workshops; How-to videos; business highlights; talk story segments; cooking demonstrations; musical lessons; etc.

2. Describe the applicant's capacity to successfully achieve the proposed outcomes.
OR
Provide a plan to acquire the capacity to successfully achieve the proposed outcomes (including how the applicant has acquired similar capacity in the past).

Responses should include organizational knowledge, staffing, fiscal resources, facilities and other resources, stakeholders and relationships, and other relevant resources. *(3,000 character count limit)*

Since Indigenous Knowledge is transmitted orally, it is extremely vulnerable to rapid change -- especially when people are displaced, or young people acquire values and lifestyles different from their ancestors. It comes as no surprise to many Oahu residents that more and more knowledge is being lost as a result of the disruption of traditional channels of oral communication.

Neither children nor adults spend as much time in their homes or communities any more. For example, many Oahu residents – *regardless of where they live on the island* -- must travel to town most week days to go to work or school. Many young people are no longer interested in, or do not have the opportunity for, learning traditional Polynesian cultural practices. A slew of technological changes have made it harder for older generations to transmit their acquired knowledge to younger people.

This is the crux of the issue the Our Pasifika board and staff are addressing in this Grant Activity by accomplishing these outcomes:

1. 30 Polynesian kupuna will have Indigenous Traditional Knowledge digitized.
2, Polynesian Traditional Knowledge Digital Library will be developed.
3. Intellectual Property policies, protocols, and technology manage digitized cultural documentation in Polynesian culturally respectful way.
4. Global community will have free access to Polynesian Indigenous Traditional Knowledge Digital Library.

Our Pasifika team currently has the resources below. Our website already has over 40 high quality Polynesian Indigenous Knowledge videos. This Grant Activity will allow our Indigenous Traditional Knowledge project – and its reach – to expand substantially globally.

<u>Staffing</u>:
- Kelina Eldredge Handley, President
- Casey Elia, Video Production Team Director, Video Editor, and OP Website Manager
- To Be Hired: Social Media Manager. Currently: AHS Social Media Consultant manages Our Pasifika's Facebook, Instagram, and YouTube posts.

<u>Fiscal Resources</u>: $25,000 from Aloha Hula Supply; $12,000 from private donors; will also apply for $250,000 state grant

<u>Facility</u>: Office space is rented from AHS.

<u>Stakeholders and Relationships</u>:
- Board of Directors:
  Kelina Handley, President
  Duane PK Eldredge, Vice President
  Joshua Handley, Treasurer
  Terry Memea, Secretary

Other Relevant Resources:

- Our Pasifika has access to Aloha Hula Supply's global Polynesian community network of community cultural leaders, artisans, kumu/teachers, etc.
- Aloha Hula Supply contracted Centerline Photography for Our Pasifika's website quality photos and raw footage of interviews, workshops, and other video shoots.
- Our Pasifika partnered with local businesses to highlight their community services in the areas of: cultural perpetuation; cultural services; cultural entertainment; cultural food preparation; and more.

D. Describe the applicant's sustainability and/or additional long-term benefit to the community

1. Provide a plan for sustaining and / or expanding activities beyond the applicable grant period. *(2,000 character count limit)*

With support from the Aloha Hula Supply, Our Pasifika was able to hire a fundraising consultant who is working with our board of directors to develop and implement a strategic fundraising plan that will incorporate an expanded annual giving program. Building a larger individual donor base will complement Our Pasifika's successful grant seeking program and help ensure our financial future. Our Pasifika currently has two grant proposals – one state and one federal -- pending.

Based on their extensive local, national, and international Polynesian cultural community experience, Our Pasifika's Board of Directors anticipates the Polynesian Traditional Knowledge Digital Library will evolve into a corporate-sponsored series. In time – once COVID-19 restrictions are fully lifted – the series could become ticketed events that include pop-up events of food, arts, fashion, etc.

The Our Pasifika Board is currently assessing the best live stream technology and digital platforms (i.e., Facebook, YouTube, and Twitch). These events are digital assets that can be repurposed. The more eyes that view the live streams the more corporate sponsors – e.g., Hawaii Visitors' Bureau, Maui Visitors' Bureau, Hawaiian Airlines, Maui hotels, etc. -- will be interested in helping fund the online workshops and in-person teachings.

2. Describe the applicant's capacity and resources to carry out the above plan (staffing, funding, etc.) beyond the grant period. *(2,000 character count limit)*

Based on their extensive local, national, and international Polynesian cultural community experience, Our Pasifika's Board anticipates the Polynesian Traditional Knowledge Digital Library will evolve into a corporate-sponsored series. The series could result in ticketed events including: food, arts, and fashion pop-up events.
Our Board is currently assessing the best live stream technology and digital platforms (e.g., Facebook, YouTube, Twitch). Our digital assets can be repurposed. The more eyes view the live streams the more corporate sponsors – e.g., Hawaii Visitors' Bureau, Neighbor Island Visitors' Bureaus, Hawaiian Airlines, Oahu, and Neighbor Island hotels, etc. -- will be interested in helping fund the workshops and in-person teachings. As the organization's projects, fiscal resources and stakeholders grow, we will add the necessary staff and other resources.

Current Staffing:

- Kelina Eldredge Handley, President
- Casey Elia, Video Production Team Director, Video Editor, and OP Website Manager
- To Be Hired: Social Media Manager. Currently: AHS Social Media Consultant manages Our Pasifika's Facebook, Instagram, and YouTube posts.

Fiscal Resources: $25,000 from Aloha Hula Supply; $12,000 from private donors; will also apply for $250,000 state grant

Facilities: Office space is rented from AHS.

Stakeholders and Relationships:
- Board of Directors:
  Kelina Handley, President
  Duane PK Eldredge, Vice President
  Joshua Handley, Treasurer
  Terry Memea, Secretary

Other Relevant Resources:
- Our Pasifika will access Aloha Hula Supply's expanded global Polynesian community network of cultural leaders, artisans, kumu/teachers, etc.
- Our Pasifika will contract Centerline Photography for the website's quality photos, and interview, workshop, and other video shoot raw footage.
- Our Pasifika will have grown its local businesses' network and continue highlighting their: cultural perpetuation; cultural services; cultural entertainment; cultural food preparation community services.

E. No CITY funds or assistance. The highest consideration will be given to applicants that do not receive other funding or any form of assistance from the CITY. While applicants that receive other funding or assistance from the CITY may apply for Grants in Aid funding, the extent of funding or assistance already received in relation to services provided must be considered prior to awarding Grants in Aid funds. A percentage of the sub-total criteria points will be awarded to Grantees based on the criteria below and the information about past funding / assistance from the CITY that follows.	
The applicant has received no award from the CITY within the last 3 years.	**10%**
The applicant has received 1-2 awards from the CITY within the last 3 years.	**7%**
The applicant has received 3-5 awards from the CITY within the last 3 years.	**5%**
The applicant has received between 6-9 awards from the CITY within the last 3 years.	**3%**
The applicant has received 10 or more awards from the CITY within the last 3 years.	**0%**

GRANTEE RECEIPT OF CITY GRANTS

Identify all CITY grants received by Grantee (or Fiscal Sponsor) in the last three (3) years. Information will be verified by the CITY.

1. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

2. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

3. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

4. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____

F. Age Friendly Honolulu

Consideration is to be given to applicants that incorporate the vision and goals of the Age-Friendly Honolulu Program (as codified in ROH Chapter 2, Article 22), including but not limited to (1) enabling residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active; and (2) removing barriers to inclusion for and providing support services to vulnerable residents and/or have physical limitations.

To be eligible for the bonus points as an Age-Friendly Honolulu Project an organization must demonstrate the proposal aligns with Age-Friendly Honolulu's priorities by completing the following TWO steps:

1) Go the following website https://www.hiphi.org/age-friendly-honolulu/ to access an Age-Friendly Honolulu training video. The video should be watched by at least one (1) person from the non-profit organization in a leadership position (Executive Director, Administrator, or equivalent). This video will define an "age-friendly city" and explain what types of projects align with the Age-Friendly Honolulu Vision.

2) Complete the section below by selecting which Age-Friendly Honolulu category best fits the activities of your organization and providing a brief description of how your proposal is an Age-Friendly Honolulu project.

☐ Enabling Residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active, particularly at the oldest ages

☒ **Providing Kupuna with meaningful roles in the community, including mentors, volunteers, or through intergenerational programming**

☐ Removing barriers to support community inclusion and accessibility for persons of all abilities.

3) How is your proposal an Age-Friendly Honolulu Project and explain how your organization can meet the additional reporting requirements if awarded? *(2,000 character count limit)*

A major reason for the loss of Polynesian Traditional Knowledge is a lack of documentation. Capacity building programs for kupuna – *like this Grant Activity* -- are necessary to enhance their confidence and transfer traditional skills. The participation of kupuna in leadership roles in planning and decision making will enable the protection of their traditional skills and mainstream culturally specific Traditional Knowledge in development processes.

Recognizing and rewarding individual kupuna or kupuna groups for contributing to the sustainable management of the environment and biodiversity conservation through Traditional Knowledge is another way to support kupuna and traditional knowledge, as would encouraging and supporting kupuna-run initiatives. Programs on traditional knowledge, and skills transfer to the younger generation, will also help prevent the loss of traditional knowledge.

Our Pasifika is keenly aware that media is an important means to engage with social movements, cultural changes, and the maintenance of endangered languages. From a cultural policy perspective, indigenous media: records and preserves traditions; enhances and facilitates cultural forms such as music and crafts; and can also build

connections to the wider world. Quality media productions – like Our Pasifika's -- can positively represent indigenous people and raise cultural visibility.

In our Grant Activity, kupuna will: be featured in one oral history each month; participate in in-person workshops or community services projects; and will be featured in various cultural "how to" videos -- e.g., craft, hula, implement making, etc. (craft, Hula, implement making, etc)

APPENDIX A: TIER II GRANT PROPOSAL (Grants $25,000 to $200,000)
SOLICITATION NO. RGP-DCS-GIA2024

Instructions: The proposal below must be completed in full. Responses must be provided in the fillable boxes provided. Where annotated, the fillable boxes have predetermined maximum limits on character counts. Letters, numbers, punctuation marks, and spaces are included in the character count limits.

SECTION I
SUMMARY

A. Grantee Legal Name:	Pacific & Asian Affairs Council
B. Is Grantee a Fiscal Sponsor?	☐ Yes ☒ No
C. Grant Activity Name:	High School Global Education Program

D. Briefly describe the Grantee's background, history (including year established), and mission. *(400 character count limit)*

Established in 1954, the Pacific & Asian Affairs Council (PAAC) is a locally based education nonprofit organization that serves Hawaii's high school students statewide. PAAC develops greater awareness and understanding of critical global issues impacting Hawaii. PAAC has served over 100,000 students since its inception, many of whom attend Title I schools.

E. Briefly describe the Grant Activity and public need being filled. *(400 character count limit)*

Through its High School Global Education Program (HSGEP), PAAC will coordinate the following activities for high school students on Oahu: afterschool global studies classes at select public schools, an academic competition, interschool conferences, and a leadership program. All activities strive to prepare Hawaii's future leaders to navigate an increasingly complex, globalized world.

F. Briefly summarize Grant Activity outcomes and measures of success, including number and description of those served. *(400 character count limit)*

The activities proposed will serve an estimated 400 Oahu high school students (includes duplicates). Through the activities, students will address timely issues in their global and local contexts, collaborate with peers from around the island, improve intercultural understanding, and build leadership and critical thinking skills.

G. Council District
Check all districts that will benefit from the Grant Activity. Provide the amount requested per district. Amounts must be in whole numbers only.

☒ District 1 $17,500	☒ District 2 $20,000	☒ District 3 $17,500
☒ District 4 $20,000	☒ District 5 $17,500	☒ District 6 $17,500
☒ District 7 $30,000	☒ District 8 $30,000	☒ District 9 $30,000
Total Amount Requested (must be $25,000 to $200,000)	$200,000	

H. Type of Grant Activity (pick ONE category that best reflects the Grant Activity):		
1. Public Services: Projects in this category will support qualified public services and programs for the target populations deemed by the CITY to be most vulnerable.		
☐ A. Public Service – Seniors	☒ B. Public Service - Children	☐ C. Public Service - Disabilities
☐ D. Public Service – Homeless	☐ E. Public Service – Domestic Violence	☐ F. Public Service – Substance Abuse
☐ G. Public Service – Mental Health	☐ H. Public Service – Other (describe):	
2. Arts, Culture, Community/Economic Development, and the Environment: Projects in this category will support the sustainable improvement in the well-being and quality of life of local communities, especially low- to moderate income areas.		
☐ A. Arts	☐ B. Culture	☐ C. Community Development
☐ D. Economic Development	☐ E. Environment	

GRANTEE'S CERTIFICATION AND SIGNATURE

The undersigned, subject to personal liability and penalty under applicable law, certifies that he or she: (i) is authorized to sign this Grant Proposal; (ii) personally prepared or reviewed the matters found in this Grant Proposal (including any related documents/attachments); (iii) asserts all statements made in this Grant Proposal (including all attachments) are true, accurate and complete; (iv) has the requisite skills and knowledge to assert the foregoing certification; and (v) has complied and shall continue to comply with all applicable requirements of Chapter 6, Article 29 of the Revised Ordinances of Honolulu 1990, as amended (Link), regarding private organizations receiving grants of public funds from the City and County of Honolulu.

Niki Shishido

Signature of Grantee (Fiscal Sponsor) Officer
Printed Name and Title: Niki Shishido, Executive Director

11/22/2022
Date

CERTIFICATE OF THE BOARD OF DIRECTORS NO OBLIGATIONS IN ARREARS

The undersigned of the Board ("Grantee") hereby certifies that the Grantee or any principal of the Grantee or sponsored organization (where the Grantee is a Fiscal Sponsor) is not in arrears on any financial or other obligation owed to the City & County of Honolulu, a municipal corporation of the State of Hawaii.

(Signature)

Bryan Luke
(Print name)

CERTIFICATE OF THE BOARD OF DIRECTORS AUTHORIZATION TO ASSIGN AUTHORITY

The undersigned of the Board of hereby certifies that Niki Shishido (name), Executive Director (title), has been authorized by the Board of Directors to sign proposals, contracts, and related documents on behalf of the Grantee. Accordingly, I hereby assign the authority by the Board to execute proposals, contracts, and contract amendments on behalf of the Grantee, and further certify that the assigned is given the power and authority to do all things necessary to implement, maintain, amend, or renew such contracts, including but not limited to the delegation of signing authority to another employee of the Grantee.

(Signature)

Bryan Luke
(Print name)

STATE OF HAWAII)
CITY AND COUNTY OF HONOLULU)

On this 18th day of November, 2022, before me appeared Bryan Luke, personally known to me, who, being by me duly sworn, did say that he/she is the Vice President, Board of Governors of the Pacific & Asian Affairs Council and that the corporation has no corporate seal, and that said instrument was signed in behalf of said corporation by authority of its Board of Directors, and said Bryan Luke acknowledged said instrument to be the free act and deed of said corporation.

Liberty R. Castillo
Notary Public, State of Hawaii LIBERTY R. CASTILLO
Commission Expires: Jan 30, 2023

My Commission expires:

NOV 18 2022
Doc. Date: # Pages
Name: Liberty R. Castillo FIRST Circuit
Doc. Description: Certificate, Board of Directors Grants in Aid Appendix A Tier II: Grant Proposal
Liberty R. Castillo 11/18/2022
Signature Date
NOTARY CERTIFICATION

LIBERTY R. CASTILLO NOTARY 11-8 PUBLIC STATE OF HAWAII

SECTION II
GRANT ACTIVITY INFORMATION

A. Describe how the community need, stated problem / issue, and target population are effectively validated. The description must include how the public services target population is vulnerable or how the arts, culture, community/economic development, or environmental activities will especially support low- to moderate income areas.

1. Provide substantive data and other quality information to show the issue is a priority need of the community. *(3,000 character count limit)*

In 2017, Aloha United Way (AUW) conducted a groundbreaking study that gathered data about Hawaii's "Asset, Limited, Income Constrained, Employed (ALICE)" population. The study found that 37% of total households statewide qualified as ALICE, with 48% of all households, which span all ethnic groups, demographics, islands, and counties, were "ALICE" and below. This means that, in 2017, approximately half of all households in the State of Hawaii struggled to afford rent, food, clothing, and childcare (Source: ALICE in Hawaii: A Financial Hardship Study (2020), Aloha United Way). In 2019, AUW estimated that this included 139,492 children. In 2022, this continues to be the case, as the State struggles to recover from COVID-19 and educational, social, and economic loss dating back to March 2020 (Source: ALICE in Focus: Children Research Brief (2022), Aloha United Way). Exacerbating this are the forces caused by ongoing inflation, a volatile global economy, and unprecedented high costs of living currently impacting all communities.

More than ever, Hawaii and communities worldwide find themselves in a perilous situation, grappling with unprecedented economic, social, political, environmental, health, and educational challenges. To address these complex issues, our youth - Hawaii's future leaders - must understand the local and global forces responsible for these circumstances. Educational opportunities dedicated to this type of learning must be made available and accessible. As of Nov. 2022, such opportunities in international education and global studies remain out of reach for many families. This is problematic as mastery of 21st century skills - such as critical thinking and leadership - and awareness of global issues impacting Hawaii remain critical prerequisites to gainful employment (Source: Hawaii P-20, 2012) and our communities' successfully navigating Hawaii's unique challenges. Simply put, to remain relevant in a rapidly transforming world, Hawaii's youth need to have the knowledge and skills that will allow them to participate in global systems, and complete with their peers worldwide.

Oahu residents observed in the weeks following Hawaii's first confirmed COVID-19 cases, when public schools closed and scrambled to transition lessons to virtual platforms, that education services are critical to the daily development and enrichment of our youth. Unfortunately, many fell behind during the pandemic, and the gap in educational loss is still felt today. AUW observed that "The most immediate way to compensate for disrupted K–12 schooling is to attend summer academic programs," highlighting the importance of academic activities that take place outside of traditional school hours (Source: ibid, AUW 2022). These youth have experienced a setback in their educational careers, and it is critical that they be given every opportunity to grow while they are still part of Hawaii's K-12 school system.

2. Provide a thorough analysis of the community's priority need / problem and its impact on the community. *(3,000 character count limit)*

We at the Pacific & Asian Affairs Council (PAAC) are dedicated to developing Hawaii's youth so that they are empowered and equipped with the knowledge and skills to lead Hawaii in an increasingly complex and interconnected world.

In the 21st century, media disinformation campaigns, a worldwide pandemic, and rising sea levels and warming oceans are just some of the global phenomena impacting Hawaii by endangering families and pushing our existing infrastructure to the limit. We have observed that our State is not immune to events occurring halfway across the planet. Unfortunately, subjects such as these are not adequately introduced to students in the existing State of Hawaii Department of Education (DOE) curriculum that approximately 80% of Hawaii youth pass through. Consequently, when many of our future leaders graduate, they are unfamiliar with the complex problems that negatively impact their families and communities, and do not have the knowledge or skills needed to even begin to address it. This lack of awareness endangers communities in the short and long-term: without awareness or understanding, it is difficult to address and solve problems.

Calls for transformative, whole-of-society levels of change were demanded at the COVID-19 pandemic's onset in March 2020 to address some of these ills. Such demands will be tremendously difficult to implement for numerous reasons, one being the lack the resources, knowledge, and skills among our future leaders to design and pursue solutions. We must address the root of the problem.

In their 2018 study, an internationally-renowned organizations spearheading research about the positive, lasting impact of global education cited "global competence" as a major precursor for 21st century success for youth worldwide (Source: Organisation for Economic Cooperation and Development; Asia Society, 2018). Characteristics of "global competence" include, among others, leadership and socioemotional skills, active listening, civic learning, critical thinking, and tolerance for cultural diversity and differing views. These exact skills are those also highly desired by employers (Source: Hawaii P-20, 2012).

At present, PAAC is the only organization on Oahu to offer year-round activities in global education to high school students. The majority of our activities take place outside of traditional school hours, allowing many students to participate. PAAC enriches teens' lives through transformative experiences that teach them about global issues impacting them on a local level while developing "global competence" and life skills that prepare them for the reality of the 21st century.

3. Provide a description of the Grant Activity. This description will be used as the scope of services in the contract. *(1,000 character count limit)*

PAAC requests $200,000 in funding to implement its High School Global Education Program (HSGEP) on Oahu for the grant period of Oct. 1, 2023-Sept. 30, 2024. The activities that the Grants in Aid program will fund are:

1) Afterschool Global Studies Classes at public school sites on Oahu attended by approximately 60 students (includes duplicate participants) over the course of the grant period;

2) Interschool conferences ("Global Vision Summits") and smaller-scale versions of these conferences ("mini Global Vision Summits"), each exploring a critical global issue, and attended by approximately 220 Oahu students (includes duplicate participants) over the course of the grant period;

3) An interschool quiz-style competition ("Academic WorldQuest Competition") attended by approximately 100 Oahu students (includes duplicate participants) during the grant period;

4) An eight (8)-month long leadership program ("Global Leadership Program") which will serve 20 Oahu participants (includes duplicate participants) during the grant period.

B. Describe the proposed plan

1. Describe why you chose this Grant Activity and how it will effectively address the community's problem / need. *(2,000 character count limit)*

PAAC's focus since its inception has been the elevation of Hawaii's youth - and therefore Hawaii's communities - through education. Through its HSGEP, PAAC strives to empower high school students by building their "global competence" and pushing them to achieve what they previously thought impossible. PAAC does this by opening doors, exposing teens to topics, careers, and speakers that pique their interest and are relevant to Hawaii.

The proposed grant activities address community need by providing teens from all backgrounds with quality education opportunities:

1) Afterschool Global Studies Classes provide a safe, productive environment for students during afterschool hours, enhancing knowledge and skills through globally-themed curriculum. Classes are offered at select DOE schools and students earn 0.5 DOE class credits upon successful completion.

2) Global Vision Summits and mini-Summits introduce students to current global issues (i.e. climate change, trade wars) through activities designed to encourage inter-student collaboration. This is a rare, much-needed activity where public, charter, private, and home school students can work together in a non-competitive environment to design solutions. Additionally, students meet working professionals to learn about various careers.

3) The Academic WorldQuest Competition is a quiz tournament attended annually by public, charter, private, and home school students. Students answer multiple choice questions about various international affairs topics, and the team with the highest score earns a trip to Washington, D.C. to represent Hawaii in a national competition.

4) The Global Leadership Program develops students' leadership, communication, public speaking, goal setting, accountability, and conflict resolution skills through workshops that examine global topics relevant to Hawaii.

2. Provide measurable outcomes, describe how outcomes are aligned with the purposes and priorities of the Grants in Aid Fund, and describe how outcomes directly benefit the target population. *(3,000 character count limit)*

Public Services should begin with a statement of the number of individuals that the Grant Activity will directly benefit during the Grant Term.

Arts, Culture, Community/Economic Development or Environment should begin with a statement as to how the Grant Activity supports the sustainable improvement in the well-being and quality of life of local communities, especially low to moderate income areas.

PAAC will directly benefit 400 students through the activities proposed in this grant request. This number includes duplicates as some students participate in more than one activity.

The following are outcomes expected of the proposed grant activities:

1) Students will have increased knowledge and understanding of global issues as a result of their participation in any of the proposed activities;

2) Students will have increased intercultural understanding as a result of their participation by interacting and collaborating with their peers from different schools and walks of life in any of the proposed activities;

3) Students participating in afterschool classes will successfully pass the class to obtain credit that counts toward DOE graduation requirements;

4) Students participating in the Global Leadership Program will improve their leadership, negotiation, decision-making, communication, critical thinking, and conflict resolution skills.

PAAC strives to make these opportunities as accessible as possible, conducting outreach to public, private, and charter high schools statewide. Our work and this request are consistent with the City GIA Fund's mandate to "provide services to economically and/or socially disadvantaged populations": because of their limited capacity to determine their educational circumstances or access educational resources, we believe that youth are at a greater "social disadvantage" than adults.

We know that a significant number of our students (particularly those from our Title I schools who are among the 48% of Hawaii families that are "ALICE and below") demonstrated "economic disadvantage" prior to the arrival of the COVID-19 pandemic in Hawaii. We know that hardship persists for many of these families and will likely continue to linger into the grant period proposed.

PAAC ensures quality delivery of educational services by conducting program evaluations for each activity, including all of those proposed in this grant. Staff are constantly making revisions based on participant feedback. The success of our activities is measured quantitatively (numbers of persons attending) and qualitatively (depth of experience for individual attendees).

3. Provide an action plan to achieve the stated measureable outcomes. If the Grant Activity involves a partnership, provide a description of each partner's role. Must include measurable milestones, specific events, or other performance measures appropriate to achieving the outcomes. *(3,000 character count limit)*

Afterschool Global Studies Classes:
Actions: Develop curriculum, recruit students, hire and train teachers, maintain close communication with teachers throughout each semester, conduct and analyze pre and post-class tests.
Partnerships: The DOE provides the physical classrooms. Teachers recruit students, conduct the class, and chaperone students to PAAC events such as Global Vision Summits.
Outcomes: 60 Oahu students will enroll at DOE school sites during the grant period.

Global Vision Summits:

Actions: Select topic, design program format and activities, reserve venue, and secure event facilitators, career guests, and speakers. Research Summit topic and prepare activity materials. Conduct event registration, order buses and food. Following the event, distribute student evaluation surveys and analyze results.
Partnerships: Experts in locally-based nonprofits, civil and private sectors, the military, and other sectors serve as volunteers. They help to develop Summit content, facilitate activities, and present as speakers or as career guests. PAAC works with schools, principals, and teachers to recruit and secure chaperones for the event.
Outcomes: 220 Oahu students from public, charter and private schools will participate in Global Vision Summits and mini-Summits during the grant period.

Academic WorldQuest Competition:
Actions: Prior to the event, staff select Competition topics, assemble question writing committee and create quiz questions, manage event registration, procure Competition prizes, recruit event volunteers, emcee, and judges. Following the event, staff distribute student evaluation surveys and analyze results.
Partnerships: PAAC Board of Governors and community VIPs are invited to attend the event and participate as judges. Companies are sometimes solicited to donate prizes for the winning student teams. Teachers and students are largely responsible for organizing teams, with teachers often helping their students to prepare for the competition and chaperoning at the event.
Outcomes: 100 Oahu students will participate in the competition.

Global Leadership Program:
Actions: Prior to the Program starting, PAAC markets the program, conducts outreach at schools and among teachers, and processes program applications. As the Program lasts eight (8) months, activity planning is ongoing, with staff continuously canvassing the community for activity experts, conducting and analyzing student evaluations, and planning activity logistics.
Partnerships: Experts in locally based nonprofits, civil and private sectors, the military, and other sectors help to develop content, facilitate activities, and present as speakers or career guests.
Outcomes: 20 Oahu-based student participants attend the Program during the grant period.

4. Provide a budget narrative that explains how the budget in Section III will achieve the desired outcomes. *(3,000 character count limit)*

The majority of the proposed budget covers Direct Salaries/Wages Fringe Benefits: $117,888. The development, implementation, quality assurance, and improvement of our programs rely on PAAC staff and teachers' success. Staff and teachers are highly qualified, passionate, and dedicated to providing quality service to students. Salary percentages are as follows: one High School Global Education Program Director (75%); one Study Tour Director (25%); one Afterschool Class Curriculum Writer (43%); one High School Program Assistant (40%); and three (3) Afterschool Class teachers (15% each).

Administrative Salaries/Wages and Fringe Benefits are $49,916 of the proposal. This accounts for partial salaries for PAAC's Executive Director (35%) and Marketing Officer (35%). The Executive Director is responsible for supervisory and administrative tasks to support the operation of all PAAC grant activities including guiding the direction of programs, evaluating their impact and efficacy, and working with the Board of Governors and other community members to continually improve programs. The Marketing Officer is responsible for coordinating promotion of activities to news media and the community.

The eight (8)-month Global Leadership Program is allocated $17,500. The funds allow PAAC to operate the program which includes expenses for activities (i.e. leadership camp), speaker honorariums, supplies, ground transportation, meals, and venue costs.

Global Vision Summits are allocated $12,000 to pay for event venue, meals, participant gifts, supplies, etc.

Afterschool Global Studies Classes are designated $900 to pay for supplies, ground transportation for field trips, and snacks. This is important so that teachers do not end up paying for items out of their own pocket.

Academic WorldQuest Competition is allocated $1,796 for event venue, ground transportation, refreshments, prizes, and supplies.

5. Provide a timeline that is complete, realistic and appropriate to achieve the desired outcomes. This timeline should also be reflected in Section IV. *(3,000 character count limit)*

Oct. 2023: Staff develop Global Vision Summit and Academic WorldQuest activities for the grant period, implement the ongoing afterschool classes and Global Leadership Program activities, and conduct general program outreach. Global Leadership Program commences this month with Leadership Camp.

Nov. 2023: Outreach to schools continues for upcoming events. Invite PAAC Board of Governors and community VIPs to attend Fall Global Vision Summit. One-day workshop for Global Leadership Program occurs.

Dec. 2023: Fall Global Vision Summit is held. Conduct afterschool class post-test and evaluations. Send thank you letters to partners and sponsors. Finalize Afterschool Class curriculum for upcoming spring semester.

Jan. 2024: Complete evaluation analysis of fall activities for grant reports. Train Afterschool Class teachers for spring semester. Plan Spring Global Vision Summit. Global Leadership Program holds one day workshop.

Feb. 2024: Begin spring semester Afterschool Classes. Conduct student pre-tests. Invite PAAC Board of Governors and community VIPs to attend Spring Global Vision Summit and Academic WorldQuest Competition. Global Leadership Program holds one day workshop.

March 2024: Spring Global Vision Summit and Academic WorldQuest Competition are held.

April 2024: Compile and analyze evaluation data from the Spring Global Vision Summit and Academic WorldQuest Competition. Global Leadership Program participants attend last workshop and complete their independent projects. Spring semester Afterschool Classes continue.

May 2024: Afterschool classes end. Teachers conduct afterschool class post-test and evaluation.

June 2024: Complete evaluation analysis of spring Afterschool Classes and Global Leadership Program.

July 2024: Develop calendar for upcoming school year (2024-2025), including major event dates, Afterschool Class curriculum and Global Leadership Program workshops.

Aug. 2024: Train Afterschool Class teachers for 2024-2025 school year. Conceptualize and plan for upcoming Fall Global Vision Summit. Secure Summit venue. Market Global Leadership Program for 2024-2025 cohort.

Sept. 2023: Begin fall Afterschool Classes, conduct student pre-tests. Conduct outreach at schools to promote activities. Contact community partners to secure facilitators, guest speakers, volunteers, and prize sponsors for events. Global Leadership Program interviews commence and participants confirmed.

C. Provide evidence of the agency's ability to perform the proposed grant activity through past performance, current capacity and/or plan to acquire the capacity to perform.

1. Provide data that demonstrates proven success in offering the same, similar, or related activities to achieve the proposed outcomes. *(3,000 character count limit)*

The activities for which we request funding began in the following years, have been implemented every year since (with the exception of the Global Leadership Program in 2021-2022 due to the COVID-19 pandemic), and have been successfully coordinated for thousands of Oahu-based students to date:

Afterschool Global Studies Classes: began implementation in 2001. Serves approximately 60 Oahu-based students in a typical semester (held twice yearly).

Global Vision Summits: began implementation in 1958. Serves approximately 100-120 Oahu-based students per Summit in a typical year.

Academic WorldQuest Competition: began implementation in 2000. Serves approximately 100 Oahu-based students in a typical year.

Global Leadership Program: began implementation in 2015. Serves 15 (unique, non-duplicated number) Oahu-based students in a typical year.

Since its inception in 1954, PAAC has brought global education to more than 100,000 high school students statewide. PAAC annually served approximately 2,000 students statewide in the years leading up to COVID-19. On Oahu alone, approximately 1,500 participants at 28 public, charter, and private high schools were engaged during the 2020-2021 and 2021-2022 school years combined.

Below are the Oahu schools served during 2020-2021. 14 of these schools were public schools, of which five (5) were Title I-designated (indicated with an asterisk). We expect most of the schools listed above to participate in the activities proposed in this grant.

*Aiea High School
Assets High School
James Campbell High School
Farrington High School
Hawaii Baptist Academy
Hawaii Technology Academy

Homeschool
Iolani
*Kaimuki High School
Kaiser High School
Kalani High School
Kamehameha Schools
Le Jardin Academy
Leilehua High School
Maryknoll High School
*McKinley High School
Mid Pacific Institute
Mililani High School
Myron B. Thompson Academy
Punahou School
Radford High School
Roosevelt High School
Sacred Hearts Academy
St. Andrew's Priory
University Laboratory School
Waialua High School
*Waianae High School
*Waipahu High School

2. Describe the applicant's capacity to successfully achieve the proposed outcomes.
OR
Provide a plan to acquire the capacity to successfully achieve the proposed outcomes (including how the applicant has acquired similar capacity in the past).

Responses should include organizational knowledge, staffing, fiscal resources, facilities and other resources, stakeholders and relationships, and other relevant resources. *(3,000 character count limit)*

PAAC has worked closely with the DOE, individual schools, teachers, school administrators, students, volunteers, and community organizations and businesses since it and its High School Global Education Program's inception in 1954. We work closely with these stakeholders and Hawaii's education community to ensure continuous, effective evaluation and refinement of our program. Every year, we collaborate with dozens of unique organizations to coordinate and implement successful programming.

The DOE provides us with the facilities to operate PAAC's afterschool classes at participating schools' campuses. The schools help us recruit teachers and students for HSGEP activities. DOE teachers participate in our programs by teaching the afterschool classes, chaperoning students to PAAC activities, helping PAAC staff with our outreach visits, and communicating upcoming PAAC events with their students.

In a typical year when PAAC events are held in-person, over 50 volunteers consisting of current and retired teachers, PAAC students and alumni, college students, PAAC board members, and individuals from the community contribute their time and/or expertise to our programs in diverse capacities.

The East-West Center has provided our organization with in-kind office space for over a decade.

Leading our team is Ms. Niki Shishido, Executive Director. Ms. Shishido has over 14 years of experience in business administration and global education. Ms. Karen Chun, PAAC's Afterschool Class Curriculum Writer, worked for the DOE for over 20 years as a social studies teacher. Her relationship with schools, teachers, and community partners contributes to the sustainability of our programs. PAAC's High School Global Education Program Director and Study Tour Director have extensive experience working in Hawaii's education sectors. All staff work closely to ensure the planning and delivery of quality programming.

D. Describe the applicant's sustainability and/or additional long-term benefit to the community

1. Provide a plan for sustaining and / or expanding activities beyond the applicable grant period. *(2,000 character count limit)*

PAAC's High School Global Education Program will be sustained beyond the grant period indicated in this request in the following ways:

PAAC will continue to hold its annual fundraisers, which include our "A Global Affair" dinner and our "International Golf Classic" tournament. Additional and/or alternative fundraisers may be held, if necessary (i.e. if COVID-19 restrictions continue). Fundraisers provide approximately 13% of organization funding.

PAAC intends to resume its fee-for-service study tours, which were paused during the COVID-19 pandemic. In past years, the study tours have contributed to approximately 8% of organization funding. Program registration fees also contribute to organization sustainability.

PAAC will continue to cultivate corporate and individual memberships to sustain funding. More effort has been put into developing corporate partnerships with companies that have like-minded visions of preparing our youth for a global world. Corporate pitches and use of promotional advertisement through media grants will be implemented to attract partnerships with local companies.

Long-time supporters and donors continue to sustain PAAC, providing approximately 6% of our organizational funding. PAAC recognizes the need for constant outreach to attract additional supporters, particularly new individuals.

Each of the activities in this grant request are at least partially sustained by other grant awards. PAAC will continue to seek funding from grant-awarding organizations both familiar and new. Grants provide approximately 60% of organization funding.

PAAC's Executive Committee and Resource Development Committee guide the direction of long-term sustainable funding and continually explore ways to diversify our funding. Both are constantly considering new ways to improve the organization's financial sustainability.

2. Describe the applicant's capacity and resources to carry out the above plan (staffing, funding, etc.) beyond the grant period. *(2,000 character count limit)*

PAAC has 68 years of experience implementing its High School Global Education Program, the only program on Oahu (and the State) that provides year-round quality opportunities and transformative experiences in global education. What began as a program focused primarily on interschool

conferences and school clubs has expanded over the decades into an ambitious, multi-activity Program. We have long demonstrated our capacity and ability to deliver reliable, consistent, and quality activities, most recently adapting our activities for successful virtual implementation amidst the COVID-19 pandemic.

PAAC's Board of Governors link our organization to vital financial resources and in-kind support. They also ensure that we achieve our annual measurable outcomes and maintain a sound, long-term financial plan.

PAAC staff are highly qualified to manage, coordinate, and implement our unique Program activities. PAAC's Executive Director is directly responsible for expanding and improving fundraising opportunities, maintaining existing and acquiring new partners, and for pursuing grant opportunities and in-kind donations. Our High School Global Education Program Director, Global Engagement & Study Tour Director, and Afterschool Class Curriculum Writer all work closely with the DOE, schools, teachers, and students.

PAAC's community partners are critical to our success. As mentioned previously, the DOE continues to provide us with in-kind space at school sites for our afterschool classes. Our teacher supporters recruit, teach, guide, and chaperone students attending our activities. The East-West Center continues to provide us with office space. Dozens of organizations and experts from a variety of sectors volunteer their time as activity moderators, hosts, and guest speakers.

E. No CITY funds or assistance. The highest consideration will be given to applicants that do not receive other funding or any form of assistance from the CITY. While applicants that receive other funding or assistance from the CITY may apply for Grants in Aid funding, the extent of funding or assistance already received in relation to services provided must be considered prior to awarding Grants in Aid funds. A percentage of the sub-total criteria points will be awarded to Grantees based on the criteria below and the information about past funding / assistance from the CITY that follows.	
The applicant has received no award from the CITY within the last 3 years.	**10%**
The applicant has received 1-2 awards from the CITY within the last 3 years.	**7%**
The applicant has received 3-5 awards from the CITY within the last 3 years.	**5%**
The applicant has received between 6-9 awards from the CITY within the last 3 years.	**3%**
The applicant has received 10 or more awards from the CITY within the last 3 years.	**0%**

GRANTEE RECEIPT OF CITY GRANTS

Identify all CITY grants received by Grantee (or Fiscal Sponsor) in the last three (3) years. Information will be verified by the CITY.

1. Grant Activity Name & Contract #: PAAC High School Global Education Program, CT-DCS-2200048
   Grant Period: August 1, 2022-July 31, 2023 Grant Amount: $190,000
   Grant Purpose: _____
   Grant Activity Status: ☒ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

2. Grant Activity Name & Contract #: PAAC High School Global Education Program, CT-DCS-2100065
   Grant Period: August 1, 2021-July 31, 2022 Grant Amount: $125,000
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☒ Completed ☐ Canceled
   Administrating Division: _____

3. Grant Activity Name & Contract #: PAAC High School Global Education Program, CT-DCS-2000067
   Grant Period: August 1, 2020-July 31, 2021 Grant Amount: $125,000
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☒ Completed ☐ Canceled
   Administrating Division: _____

4. Grant Activity Name & Contract #: _____

Grant Period: _____ Grant Amount: _____
Grant Purpose: _____
Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
Administrating Division: _____

5. Grant Activity Name & Contract #: _____
Grant Period: _____ Grant Amount: _____
Grant Purpose: _____
Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
Administrating Division: _____

6. Grant Activity Name & Contract #: _____
Grant Period: _____ Grant Amount: _____
Grant Purpose: _____
Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
Administrating Division: _____

7. Grant Activity Name & Contract #: _____
Grant Period: _____ Grant Amount: _____
Grant Purpose: _____
Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
Administrating Division: _____

8. Grant Activity Name & Contract #: _____
Grant Period: _____ Grant Amount: _____
Grant Purpose: _____
Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
Administrating Division: _____

9. Grant Activity Name & Contract #: _____
Grant Period: _____ Grant Amount: _____
Grant Purpose: _____
Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
Administrating Division: _____

10. Grant Activity Name & Contract #: _____
Grant Period: _____ Grant Amount: _____
Grant Purpose: _____
Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
Administrating Division: _____

APPENDIX A: TIER II GRANT PROPOSAL (Grants $25,000 to $200,000)
SOLICITATION NO. RGP-DCS-GIA2024

Instructions: The proposal below must be completed in full. Responses must be provided in the fillable boxes provided. Where annotated, the fillable boxes have predetermined maximum limits on character counts. Letters, numbers, punctuation marks, and spaces are included in the character count limits.

SECTION I
SUMMARY

A. Grantee Legal Name:	Pacific Gateway Center
B. Is Grantee a Fiscal Sponsor?	☐ Yes ☒ No
C. Grant Activity Name:	Incubating Small Farmers

D. Briefly describe the Grantee's background, history (including year established), and mission. *(400 character count limit)*

Pacific Gateway Center has operated as a coalition since 1973 and established as a 501(c)3 in 1999. Our mission is to empower low-income residents, immigrants, refugees and other vulnerable populations to achieve self-sufficiency through skill-building and access to opportunities while respecting cultural heritages. Founded to serve migrants from Southeast Asia, PGC has expanded, providing business development services for over 20 years.

E. Briefly describe the Grant Activity and public need being filled. *(400 character count limit)*

Pacific Gateway Center is proposing to assist farmers with starting or expanding their businesses. Business supports include building revenue and expense documents, coaching in marketing and taxes, and other needs. Unique to PGC is our ability to place farmers on available farmland. Agriculture is one of the few sectors that can be scaled to diversify the economy. Making agricultural land more productive will provide jobs, food security, and a more diverse tax base.

F. Briefly summarize Grant Activity outcomes and measures of success, including number and description of those served. *(400 character count limit)*

The final outcome of our project is to get farmers on the land producing more food. This is a multi-year project and the term of this grant is limited. Therefore, the measures of success specific to this grant are to assess the population of farmers, research lands for placement, hold outreach events, and assist in doing crop matching for the parcels in question. Our target population is disadvantaged and/or beginning farmers, and we will outreach to 100 in the grant period.

G. Council District
Check all districts that will benefit from the Grant Activity. Provide the amount requested per district. Amounts must be in whole numbers only.

☐ District 1 $	☒ District 2 $ 151,114	☐ District 3 $
☐ District 4 $	☐ District 5 $	☐ District 6 $

☐ District 7 $	☐ District 8 $	☐ District 9 $
Total Amount Requested (must be $25,000 to $200,000)	$ 151,114	

H. Type of Grant Activity (pick ONE category that best reflects the Grant Activity):		
1. Public Services: Projects in this category will support qualified public services and programs for the target populations deemed by the CITY to be most vulnerable.		
☐ A. Public Service – Seniors	☐ B. Public Service - Children	☐ C. Public Service - Disabilities
☐ D. Public Service – Homeless	☐ E. Public Service – Domestic Violence	☐ F. Public Service – Substance Abuse
☐ G. Public Service – Mental Health	☐ H. Public Service – Other (describe):	
2. Arts, Culture, Community/Economic Development, and the Environment: Projects in this category will support the sustainable improvement in the well-being and quality of life of local communities, especially low- to moderate income areas.		
☐ A. Arts	☐ B. Culture	☐ C. Community Development
☒ D. Economic Development	☐ E. Environment	

GRANTEE'S CERTIFICATION AND SIGNATURE

The undersigned, subject to personal liability and penalty under applicable law, certifies that he or she: (i) is authorized to sign this Grant Proposal; (ii) personally prepared or reviewed the matters found in this Grant Proposal (including any related documents/attachments); (iii) asserts all statements made in this Grant Proposal (including all attachments) are true, accurate and complete; (iv) has the requisite skills and knowledge to assert the foregoing certification; and (v) has complied and shall continue to comply with all applicable requirements of Chapter 6, Article 29 of the Revised Ordinances of Honolulu 1990, as amended (Link), regarding private organizations receiving grants of public funds from the City and County of Honolulu.

Signature of Grantee (Fiscal Sponsor) Officer — Date: 11/22/22

Printed Name and Title:

CERTIFICATE OF THE BOARD OF DIRECTORS NO OBLIGATIONS IN ARREARS

The undersigned of the Board ("Grantee") hereby certifies that the Grantee or any principal of the Grantee or sponsored organization (where the Grantee is a Fiscal Sponsor) is not in arrears on any financial or other obligation owed to the City & County of Honolulu, a municipal corporation of the State of Hawaii.

(Signature)

Gregory Pai, Ph.D. Board President
(Print name)

CERTIFICATE OF THE BOARD OF DIRECTORS AUTHORIZATION TO ASSIGN AUTHORITY

The undersigned of the Board ("Grantee") hereby certifies that En Young,(name), Executive Director of Pacific Gateway Center (title), has been authorized by the Board of Directors to sign proposals, contracts, and related documents on behalf of the Grantee. Accordingly, I hereby assign the authority by the Board to execute proposals, contracts, and contract amendments on behalf of the Grantee, and further certify that the assigned is given the power and authority to do all things necessary to implement, maintain, amend, or renew such contracts, including but not limited to the delegation of signing authority to another employee of the Grantee.

(Signature)

Gregory Pai. Ph.D., Board President

(Print name)

STATE OF HAWAII)
CITY AND COUNTY OF HONOLULU)

On this 22nd day of NOVEMBER, 2022, before me appeared GREGORY PAI, personally known to me, who, being by me duly sworn, did say that he/she is the BOARD PRESIDENT of PACIFIC GATEWAY CENTER and that the corporation has no corporate seal, and that said instrument was signed in behalf of said corporation by authority of its Board of Directors, and said he acknowledged said instrument to be the free act and deed of said corporation.

CARMENCITA P. CENTENO NOTARY PUBLIC Comm. No. 04-416 STATE OF HAWAII

Notary Public, State of Hawaii

My Commission expires: 07-25-2021

Doc. Date: 11-22-22 # Pages 22
Name: CARMENCITA P. CENTENO 1st Circuit
Doc. Description: SUPPORTING THE DEVELOPMENT OF FARM BUSINESSES IN DISTRICT 2

Signature Date

NOTARY CERTIFICATION

CARMENCITA P. CENTENO NOTARY PUBLIC Comm. No. 04-416 STATE OF HAWAII

SECTION II
GRANT ACTIVITY INFORMATION

A. Describe how the community need, stated problem / issue, and target population are effectively validated. The description must include how the public services target population is vulnerable or how the arts, culture, community/economic development, or environmental activities will especially support low- to moderate income areas.

1. Provide substantive data and other quality information to show the issue is a priority need of the community. *(3,000 character count limit)*

The City and County of Honolulu boasts one of the highest costs of living in the nation with housing, utilties, and groceries at the top of the items contributing. The population continues to decline in the face of these challenges as people look to opportunity elsewhere. For our residents to thrive we need opportunities here at home. The Agricultural economy provides a solution which can create jobs at a number of levels, from tech-infused production such as modern automated hydro- and aquaponics, as well as entry-level positions for those with extended absences from the workforce, such as mothers and persons re-entering society from incarceration. 27% of land, our greatest resource, is designated as agricultural. PGC has been monitoring and responding to the needs of Hawai‘i’s agricultural sector for decades.

Hawai‘i largely outsources its food production, with 85-90% of food sourced from the continental U.S. or overseas. Loke and Leung’s paper Economic Impacts of Increasing Hawai‘i’s Food Self- Sufficiency (UH-Mānoa CTAHR, CES, Economic Issues, 2008) makes it clear that there is an excellent opportunity to strengthen Hawai‘i’s rural economy by supporting and promoting local food production and consumption. Replacing just 10% of the imported food consumed in the state could result in approximately “*$313 million or $94 million at the farm gate, assuming a 30% farm share. Taking into account the multiplier effects, this . . . would generate an estimated economy-wide impact of $188 million in sales, $47 million in earnings, $6 million in tax revenues, and more than 2,300 jobs.”* Moreover, the economic destabilization witnessed in Hawai‘i during the pandemic, as the state’s hospitality and tourism sector shuttered, emphasizes the importance of diversifying our island’s economies–specifically in agriculture and our local food markets. This involves increasing the amount of land in production, ensuring that producers have the knowledge and resources to operate viable, family-supporting businesses, growing diverse local markets that feed Hawai‘i’s residents with prices they can afford.

A recent University of Hawai‘i study identified small-scale food production as the sector of Hawai‘i’s agriculture industry with the greatest future growth potential. Despite this local producers, and in particular underserved minority farmers, struggle to enter and succeed in agriculture due to the perceived inaccessibility of labor, capital, and markets, and low levels of agricultural and agribusiness education. PGC has observed increasing demand for production and agribusiness training, with collaborator staff receiving *two to three new client inquiries per week*, with numbers increasing since the onset of the pandemic. Voids from plantations are increasingly filled by successful producers, many of which are being assisted by TA providers dedicated to increasing the viability of farms and ranches. Additionally, partnerships between nonprofits, government, Universities, and others have helped producers enter into and better succeed in agriculture. Ultimately, **relationships, including partnerships,** have been a key condition to the success of Hawai‘i’s new diversified agricultural economy.

The design of this program pairs the needs of large landowners and produce buyers with those of producers, resulting in a matchmaking service that meets the needs of all while creating better alignment with long-term goals and, as a result, increased long-term viability.

2. Provide a thorough analysis of the community's priority need / problem and its impact on the community. *(3,000 character count limit)*

Of the approximately 4 million acres available in Hawaiʻi, 2.97 million acres are owned by the top ten landowners, meaning ownership of lands for agriculture is tightly concentrated. Hawaiʻi's archipelago and isolation means food transport is multi-modal, heavily increasing costs to meet demand. Like other jurisdictions with temperate weather, Hawaiʻi agricultural land also contends with development pressure, increasing the perceived value of real estate whether Agriculturally zoned or not. Land prices are extremely high due to competing uses for tourism and housing. Lease opportunities are limited. Zoning restrictions curb the option to live on farms, creating additional housing expenses. Energy and water infrastructure to support small-scale parcels are limited, and input and labor costs are amongst the highest in the nation.

Additionally, Hawaiʻi's finance sector has a history that was born out of the plantations and remains fairly conservative in its approach to diversified farms, with many conventional banks unwilling to finance operations. These components create extreme hardship and barriers to entry for those pursuing agriculture.

Agriculture has deep roots in Hawai`i, with many Native Hawaiians, Immigrants, and local residents very capable of growing their own food. Further, Agriculture can effect the local cost of living. Rising inflation and cost of imports are making local food more competitive, with groceries being one of the primary components of cost of living, and agricultural land available for housing when lawfully utilized. Building the Agricultural sector will provide multiplier effects that go beyond just the production of food, which is contributor to food self-sufficiency and resilience.

Consequently, a robust landscape of concessionary finance providers has emerged to support sector businesses, including the state Department of Agriculture, USDA-FSA, the largest ag lender in the state, and American AgCredit, formerly Farm Credit Services. More recently several additional programs have emerged to provide friendlier capital, including Feed the Hunger Fund, Slow Money Hawaiʻi, and Kiva programs at Pacific Gateway Center and The Kohala Center, the Kiva Hub for Hawaiʻi.

To further support producers, growth and collaboration is needed on new initiatives such as: a) coordinated outreach and education to Hawaiʻi producers on available loan products and other financing options; and b) a robust and inclusive lending pathway and landscape for agricultural businesses, ensuring the availability of products with favorable terms to minority and underserved borrowers.

To facilitate capital access PGC will work with underserved producers, access to finance and grant funds via various strategies. For example, concessionary financing will be provided to clients via **Pacific Gateway Center's** business incubator for small food-based businesses, where we administer a small microloan program utilizing the Kiva microlending program that provides up to $10,000 in matching funds for cash flow or other small start-up costs.

3. Provide a description of the Grant Activity. This description will be used as the scope of services in the contract. *(1,000 character count limit)*

While PGC is implementing a number of strategies to assist small farm businesses, the limited funding in this grant-in-aid will be used solely for outreach and recruitment of farmers. Specifically, PGC agrees to:

1) Design outreach and marketing material explaining the program features and commitments and have them available in the languages of the target population, as necessary;
2) Conduct outreach sessions with farmers in various districts in the County, with a focus on Central O`ahu and the North Shore; Outreach Sessions will include:
    a. Needs Assessment Survey for farmers including:
        i. Total Acreage targeted
        ii. Types of Crops to be grown
        iii. Location of preferred land
        iv. Additional Business Supports Requested
    b. Information on Capitalization through the Kiva Loan platform
    c. Information on Referral partners
3) Conduct Land assessments for targeted landowners, to include:
    a. Soil Type
    b. Access to Water, potable and irrigation
    c. Access to Electricity
    d. Total amount of Arable Land
4) Produce a report summarizing session findings

B. Describe the proposed plan

1. Describe why you chose this Grant Activity and how it will effectively address the community's problem / need. *(2,000 character count limit)*

Pacific Gateway Center has already begun interfacing with farmers to assess land needs. Questions for farmers include ideal acreage and crop, as well as current experience. PGC will continue these efforts and add outreach with agencies such as GoFarm Hawai'i to provide their graduates with an avenue to start their small businesses. Pacific Gateway Center will leverage our network of immigrant farmers to do outreach to limited English proficient farmers.

For land acquisition activities, Pacific Gateway Center intends to use staff experience in developing farming models to create viable plans at the landscape level for large landowners seeking to make their land productive. While landowners want to support tenants, they often do not keep on-staff expertise to vet potential farmers or provide ongoing technical assistance to help farms succeed. PGC will tour and assess landowners property for soil condition, water access, and crop viability. Meanwhile, PGC will outreach through community events and leveraging our immigrant and refugee as well as technical assistance networks to assess farmer preferences, acting as a broker and matchmaker between the landowner and the prospective farmer.

PGC will negotiate prices with landowners that accounts for their reduced transaction costs of inspections, marketing the land, vetting, negotiation, and client turnover, and extend incubator pricing which allows farmers to start at a fraction of the full rent and work their way up to market over a specified period.

Primary challenges include the availability of land for lease. The timing for this intervention is advantageous, as many leases that were locked in decades ago are beginning to end, with landowners gauging political will for more local food and options that sustain the local community. However, being primarily a landlord of large, self-sufficient businesses, the landowners have not built staff capacity to support tenants other than infrastructure repair and maintenance. With our program, we will be removing barriers more comprehensively than any other agency within the City, the friction between landowners, capital, and small businesses in the food system. PGC has chosen this intervention because this will take several years to accomplish, and outreach and needs assessments are the first steps in effective program design.

2. Provide measurable outcomes, describe how outcomes are aligned with the purposes and priorities of the Grants in Aid Fund, and describe how outcomes directly benefit the target population. *(3,000 character count limit)*

Pacific Gateway Center proposes the following Outcomes:

1) Farmers are more educated about land and capital options to further their businesses
2) Landowners are aware of potential tenant pool
3) A report is generated as a matchmaking tool between potential farmers and landowners

The Grant-in-Aid instructions indicate that "*Funds in this category must be used to support the sustainable improvement in the well-being and quality of life of local communities, especially low- to moderate-income areas. Projects could include, but are not limited to, the creation, development and empowerment of community-based organizations, providing planning, organizational support, and technical assistance to organizations, supporting financial literacy programs and services, supporting micro-enterprise and business training, and supporting programs that promote cultural or environmental enhancement, protection, or awareness."*

Developing a more robust farming industry controlled by local business entities will directly benefit the small business proprietors and their hires, as well as indirectly benefit surrounding communities with increases in fresh produce. With our program centered around lands in the Hale`iwa and Kunia region, the program will service farmers in the low-income communities of Wahiawa and Hale`iwa, as well as the surrounding country areas.

This program supports micro-enterprise and business training and the development and empowerment of community-based organizations. Eventually, after the outreach phase, PGC and the partnerships we have built will bring to bear the partnerships and network we have built with agencies like UH-CTAHR, GoFarm Hawaii, Hawaii Good Food Alliance, Feed the Hunger Foundation, and others to provide technical assistance to farmers on topics specific to their businesses. Further, PGC will assist in crop and business planning, as well as organizational support with assistance in filing business compliance documents and tax structure.

Finally, over the decades providing business supports to small operations, it has become evident that small proprietors often have their personal and business finances comingled, creating issues for write-offs and determining true business income. Thus, personal financial literacy must be a component of our programs moving forward. PGC has started the process of becoming an affiliate of Credit Builders Alliance, an organization that supports organizations like PGC with curricula and resources.

Each outcome benefits the target population by reducing major barriers to business, namely the sourcing and negotiation of lands and access to sufficient capital that understands their business models. Small business owners are often spending time growing their food or working their land, and many times do not know where or how to access land. When they do identify parcels, they may not understand lease provisions or covenants associated. Similarly, when accessing capital, they may not be able to translate their business needs into a loan structure that will allow them to repay principal when they make money. PGC's outreach program will inform them of options and relieve pressure on their businesses.

Viable small farm businesses means money staying in the community, the creation of jobs, and the multiplier effects of circular economics and health.

3. Provide an action plan to achieve the stated measureable outcomes. If the Grant Activity involves a partnership, provide a description of each partner's role. Must include measurable milestones, specific events, or other performance measures appropriate to achieving the outcomes. *(3,000 character count limit)*

For each Outcome stated above, Pacific Gateway Center proposed the following actions:

Farmers are more educated about land and capital options to further their businesses
While Pacific Gateway Center has internally developed protocols for businesses in the program, it has been some time since the program was marketed. As such, the actions will begin with updating internal talking points and services provided.

Once talking points are updated, collateral will be created to inform farmers about land and capital options and translated into the language of our target populations.

During the rest of the outreach period, staff will set up group meetings with prospective farmers, securing venues in District #2, as well as online options for those with travel difficulties. Interpretation will be included, as necessary. Meetings may also be set on a one-to-one basis with farmers, as appropriate. Needs Assessments will also be conducted, depending on the stage of farmer readiness. These assessments will take into account required acreage, product to be grown, and equipment, necessary start-up capital among other business items.

Staff will coordinate with our partner agencies to attend group meetings as additional resources for farmers, and Pacific Gateway Center will work with partners to provide additional information at partner events.

Pacific Gateway Center will also integrate this information in our existing technical assistance meetings which occur once a month at a minimum.

Landowners are aware of potential tenant pool
Staff will coordinate with landowners who are interested in leasing out agricultural land to prospective farmers. Ensuring a tenant is appropriate for their land requires the land have the appropriate infrastructure, is the right acreage, and has the right conditions for the product. Thus, the landowners will undergo needs assessment as well. This requires staff to walk the land in question and inspect each property for these parameters.

Next, pricing must be discussed with landowners to see if their range can allow us to give advantageous rates for the farmers, or if PGC doing tenant improvements can possibly drive down the cost of the master lease. Also, parameters on how the land may be subdivided, if any, must be discussed.

After this process, farmers who are looking to grow specific products on specfic acreages appropriate to the potential of the landowners' property will be identified to the landowner.

A report is generated as a matchmaking tool between potential farmers and landowners
After the needs assessments are done for both sides of the equation, a matrix will be generated with the names of the farmers, the potential land, and the associated challenges with accessing the land. For example, a farmer may not have updated their business entity, making land owned by the State inaccessible. Similarly, a farmer may not have appropriate

start-up capital, making down payments out of reach on a certain parcel.

Each parameter then becomes a clear plan on what each farmer needs to do to succeed, and a technical assistance opportunity for Pacific Gateway Center and our partners.

While the activity funded by this Grant-in-Aid is outreach, the ultimate product is a roadmap to assisting a minimum of 50 farm businesses in being successful.

4. Provide a budget narrative that explains how the budget in Section III will achieve the desired outcomes. (*3,000 character count limit)*

Pacific Gateway Center proposes a simple and easy to understand budget that minimizes overhead costs to the required 5%, while still assigning the appropriate staff to carry out the program.

The budget is composed of three primary cost categories, direct salary costs with fringe, outreach costs, and indirect costs. Indirect costs are capped at 5% of the proposed grant per instructions.

With regard to direct salary costs, we are proposing 4 staff members at various levels to contribute to this program. First is the primary staff, our Farm Manager at 1FTE. Currently, we have three (3) part time staff, or 1.5 FTE providing this function. However, we will consolidate these positions to a single FTE to create more continuity and a single point of contact. The Farm Manager will be the primary outreach coordinator for the period July 1, 2023 to June 30, 2024 and will then assume the operational role at the farm once land leases are finalized.

During the outreach period funded by this grant, the Farm Manager will be conducting needs assessments with farmers as outlined above, as well as logistics around securing meeting venues, invites, coordination with partners, and meetings with landowners who may want to participate in the program. The Farm Manager will also be responsible for collecting this data and organizing it into spreadsheets to ensure Pacific Gateway Center can make appropriate matches to the right parcels of land for each business.

Assisting the Farm Manager will be our Social Enterprise Program(SEP) Specialist and Director at .25FTE and .10FTE, respectively. The SEP program is the arm of PGC that handles business supports, including building financial statements, compliance with regulations, market matching, and other business activities. The Specialist will accompany the Farm Manager on larger outreach events to educate farmers and landowners of the technical assistance PGC typically provides. Likewise, the Program Director builds the suite of services appropriate for the farmers, such as the modeling, etc, and drafts the narrative reports required for compliance with the City and County departments.

On the financial side, our Senior Accountant will prepare spending reports for reimbursement by the City to show expenditures on salary, etc as well as outreach activities planned by our team. She will also provide final financial reporting as well as be the chief point of contact on financial matters on behalf of Pacific Gateway Center.

Finally, Outreach costs are estimated at $25,000. These include venue costs, development of materials, collateral design costs, printing, social and conventional media advertising, meeting supplies, translation of documents and mileage reimbursements for staff. Each expenditure will be itemized and accounted for with receipts.

5. Provide a timeline that is complete, realistic, and appropriate to achieve the desired outcomes. This timeline should also be reflected in Section IV. *(3,000 character count limit)*

The primary barrier to success of our outreach program is the securing of the venues, and having enough lead time to produce the appopriate collateral, get it translated, and solicit farmers to come to the events.

Land is highly sought after by existing and expanding farmers, and Pacific Gateway Center expects that these meetings will be well attended.

If awards are given out by June 1, 2023 and we are allowed to incur costs such as printing and design prior to the contract start, Pacific Gateway Center anticipates the timeline shown on the attached sheet is reasonable and realistic. In short, the timeline would be as follows:

Pre-Contract(June, July, August)
Prepare collateral materials, survey farmers and different ethnic communities to determine target languages, create templates for each outreach session and translate, print final copies in anticipation of October 1 Start.

Organize initial venues and events, with PGC only at first

October
Conduct initial outreach with a group of no less than five (5) farmers, PGC Only
Conduct 5 1:1 sessions with farmers over the phone or at PGC facilities
November
Conduct two outreach sessions, one PGC only with five farmers, and a joint session with partners for ten farmers
Conduct 5 1:1 sessions with farmers over the phone or at PGC facilities
Conduct at least one landowner tour and inspection
December
Conduct outreach with a group of no less than five (5) farmers, PGC Only
Conduct 5 1:1 sessions with farmers over the phone or at PGC facilities
January
Conduct initial outreach with a group of no less than five (5) farmers, PGC Only
Conduct 5 1:1 sessions with farmers over the phone or at PGC facilities
Conduct at least one landowner tour and inspection
Submit first quarterly report
February
Conduct two outreach sessions, one PGC only with five farmers, and a joint session with partners for ten farmers
Conduct 5 1:1 sessions with farmers over the phone or at PGC facilities
March
Conduct initial outreach with a group of no less than five (5) farmers, PGC Only
Conduct 5 1:1 sessions with farmers over the phone or at PGC facilities
Conduct at least one landowner tour and inspection
April
Conduct outreach with a group of no less than five (5) farmers, PGC Only
Conduct 5 1:1 sessions with farmers over the phone or at PGC facilities
Submit second quarterly report
May
Conduct two outreach sessions, one PGC only with ten farmers, and a joint session with partners for fifteen farmers

Conduct 5 1:1 sessions with farmers over the phone or at PGC facilities
June
Conduct initial outreach with a group of no less than ten farmers, PGC Only
Conduct 5 1:1 sessions with farmers over the phone or at PGC facilities
July
Conduct initial outreach with a group of no less than ten farmers, PGC Only
Conduct 5 1:1 sessions with farmers over the phone or at PGC facilities
Conduct at least one landowner tour and inspection
Submit q3 report
August
Conduct two outreach sessions, one PGC only with ten farmers, and a joint session with partners for fifteen farmers
Conduct 5 1:1 sessions with farmers over the phone or at PGC facilities
September
Conduct initial outreach with a group of no less than five (5) farmers, PGC Only
Conduct 5 1:1 sessions with farmers over the phone or at PGC facilities
Complete final reports

C. Provide evidence of the agency's ability to perform the proposed grant activity through past performance, current capacity and/or plan to acquire the capacity to perform.

1. Provide data that demonstrates proven success in offering the same, similar, or related activities to achieve the proposed outcomes. *(3,000 character count limit)*

Pacific Gateway Center has, for over 20 years, successfully incubated small businesses in the food space. PGC has done this with two primary incubator programs, our Culinary Business Incubator in Kalihi, and our 176-acre farm in Kunia. Our model uses joint, shared infrastructure to decrease the cost of entry to food-based businesses, be it commercial kitchens or land, and allows prospective small businesses to try out their business and improve their operations before making large and often crippling investments.

Beyond just infrastructure, PGC assists business with their specific needs. Farmers, for example, may come with generations of knowledge about growing a specific crop, however may not understand the complexities of tax structure, lease negotiations, labor law, and other idiosyncrasies of business that act as barriers to their farms' success. PGC has three dedicated specialists who work individually with farmers, caterers, bakers, and value-added producers with their specific business needs. This service includes building Profit and Loss statements, understanding their market(s), and remains flexible and available during the duration they use PGC infrastructure services.

Over the last twenty years, PGC has put over 800 restaurant and food businesses through the doors of our culinary business incubator, with notable successes like Istanbul restaurant in Kaka`ako, Thai Village, now with six locations, and Dagon and Rangoon Burmese restaurants. We also support a number of local food trucks who operate island-wide.

Similarly, PGC has supported over 70 farmers in the last 9 years on our incubator property with direct business services and technical assistance. For farm placements, PGC has assisted well over 100 farmers, with a number of them being victims of labor trafficking as categorized by the Federal Government.

In terms of outreach activities, PGC has conducted outreach for each of our own programs, as well as partnered with agencies like AlohaCare, Kaiser Permanente, and our local Federally-Qualified Health Centers (FQHC's) to disseminate COVID-19 Vaccine information among the Limited English Proficient, as well as with organizations like Aloha Harvest and Hawaii Health and Harm Reduction (H3RC) to promote and conduct food distributions during this time.

With regard to inspecting and negotiating with landowners, PGC owns several properties, each with their own conditions and facilities which give us a wide array of experience in evaluating both land and the facilities and improvements to each parcel.

2. Describe the applicant's capacity to successfully achieve the proposed outcomes.
OR
Provide a plan to acquire the capacity to successfully achieve the proposed outcomes (including how the applicant has acquired similar capacity in the past).

Responses should include organizational knowledge, staffing, fiscal resources, facilities and other resources, stakeholders and relationships, and other relevant resources. *(3,000 character count limit)*

Pacific Gateway Center has existing capacity to provide this program for our beneficiaries as we run a very similar program now. As stated above, Pacific Gateway Center has been providing business incubation and support services for twenty years. Our relevant facilities include our 176-acre farm, and additional farmland where leases have not been finalized as of this grant submission. Additional facilities and equipment include four portable commercial kitchens for food preparation, as well as two portable 40-foot refrigerated containers for fresh produce.

Staffing proposed includes three personnel already on staff and experienced, and one new Farm Manager position, which may be a promotion from within of current farm personnel, or a new hire. All organizational knowledge already resides in-house, however a new person may have to be trained on program elements. Pacific Gateway Center has attached resumes of key project personnel associated.

While PGC will coordinate all of the outreach activities under this grant, key partnerships and leverage in organizational knowledge as well as facilities and resourcing also supporting participants include:

GOFARM HAWAII (GFH) and AG TRAINING AND TECHNICAL ASSISTANCE HUI.
GoFarm Hawai'i (GFH) is an extension program of the University of Hawai'i College of Tropical Agriculture and Human Resources (UH CTAHR). The mission of the GFH program is to enhance Hawai'i's food security and economy by increasing the number of sustainable, local farmers. The GFH AgBusiness Team has extensive experience educating on financial literacy and business planning topics and actively manages the AgTraining and Technical Assistance Hui.

FEED THE HUNGER FUND. Feed The Hunger Fund (FTHF), a Community Development Financial Institution (CDFI), focuses on food security by providing food system entrepreneurs with financial products and support services. In 2022, FTHF has distributed funds and support to Native Hawaiians (35%), White (35%), Asian (9%), Middle Eastern (9%), Hispanic (9%),

Native American (3%). Since 2010, FTHF has deployed $6MM to finance 111 Hawai‘i businesses, provided thousands of hours of technical assistance, and created over 330 jobs.

HAWAI‘I GOOD FOOD ALLIANCE. The Hawai‘i Good Food Alliance incubates several statewide initiatives that are addressing barriers to food access, including the Hawai‘i Good Food Fund (HGFF) and the Hawai‘i Food Hub Hui (HFHH).

O‘AHU AGRICULTURE AND CONSERVATION ASSOCIATION. Established in 2018, the Oahu Agriculture and Conservation Association (OACA) manages partnership-based initiatives to advance the agricultural sector. OACA’s mission is to mobilize resources for Hawai‘i’s producers and agricultural ecosystem, contributing to collective efforts to address agriculture’s economic, social and environmental challenges.

D. Describe the applicant’s sustainability and/or additional long-term benefit to the community

1. Provide a plan for sustaining and / or expanding activities beyond the applicable grant period. *(2,000 character count limit)*

Pacific Gateway Center has built programs that follow social entrepreneurship models. This both connects us to the success of our clients, and alleviates the constant pressure to fundraise for the full expenses of each program.

Our sustainability plan is simple. Pacific Gateway Center understands the value of our service, and it is this brokering we offer for a price to the landowners. Landowners incur costs in marketing and recruitment, as well as retention and transactional costs of document execution and regular inspections. Pacific Gateway Center eliminates these costs for the landowner in return for advantageous lease rents of large tracts.

Pacific Gateway Center then subleases these tracts to farmers, having already done analysis on potential crops and infrastructure and negotiated standard terms. Therefore, the difference between revenue from lease costs and rents from our tenants sustain the program.

The current request is to fund the startup phase prior to getting to revenue, which we believe will occur by July 1, 2024. Once the revenue has started, this will pay for staffing costs. In return, the farmers receive technical assistance which would have been difficult to provide for a single farmer, but is easier for the technical assistance team to carry out when farmers are all in one place.

By saving money in upfront costs through grants, we can then offer cheaper rents to the farmers, allowing them months or years of inexpensive rent, depending on their product, then slowly increasing them to market level, which is the true measure of business success.

This model is easily replicable and can be applied to any landowner. PGC is currently in talks with several landowners to make the placements a reality, and the outreach component for this grant period will help us to cultivate the proper tenants according to the landowners preferred covenants.

2. Describe the applicant’s capacity and resources to carry out the above plan (staffing, funding, etc.) beyond the grant period. *(2,000 character count limit)*

As stated prior, Pacific Gateway Center expects this program to be financially sustainable after the start-up period. While PGC is referring to this program as a “start-up,” it is, in fact, an extension of the lessons we have learned while running our 176-acre farm incubator in

Kunia over the last decade. Our lease at the 176-acre farm in Kunia expires in 2025, with the landowner seeking to further develop the land, possibly out of agriculture.

With this being said, PGC has learned critical lessons in how to manage farm tenants, we have built in-house capacity to support basic needs, and relationships with a network of other service providers who have specialized experience we cannot provide.

As mentioned earlier, PGC has run a similar model for nearly a decade, and we have a strong grasp on the revenue and expense structures associated with running such a program. These include irrigation costs, fencing, road maintenance, toilet facilities, training facilities, water costs, and many other expenses that only experience can teach.

This knowledge, gleaned over many growing seasons, storms, floods, and droughts, help us know that our expenses and staffing are appropriate for the growth of this unique program on another property, and exactly the kind of resources and support it will need to flourish.

E. No CITY funds or assistance. The highest consideration will be given to applicants that do not receive other funding or any form of assistance from the CITY. While applicants that receive other funding or assistance from the CITY may apply for Grants in Aid funding, the extent of funding or assistance already received in relation to services provided must be considered prior to awarding Grants in Aid funds. A percentage of the sub-total criteria points will be awarded to Grantees based on the criteria below and the information about past funding / assistance from the CITY that follows.	
The applicant has received no award from the CITY within the last 3 years.	**10%**
The applicant has received 1-2 awards from the CITY within the last 3 years.	**7%**
The applicant has received 3-5 awards from the CITY within the last 3 years.	**5%**
The applicant has received between 6-9 awards from the CITY within the last 3 years.	**3%**
The applicant has received 10 or more awards from the CITY within the last 3 years.	**0%**

GRANTEE RECEIPT OF CITY GRANTS

Identify all CITY grants received by Grantee (or Fiscal Sponsor) in the last three (3) years. Information will be verified by the CITY.

Pacific Gateway Center has not directly received any funding from the City in the last three (3) years. While PGC has received no contracts with the City, PGC did receive $10,000 in COVID relief funding from the previous administration outside of any formal agreement.

F. Age Friendly Honolulu

Consideration is to be given to applicants that incorporate the vision and goals of the Age-Friendly Honolulu Program (as codified in ROH Chapter 2, Article 22), including but not limited to (1) enabling residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active; and (2) removing barriers to inclusion for and providing support services to vulnerable residents and/or have physical limitations.

To be eligible for the bonus points as an Age-Friendly Honolulu Project an organization must demonstrate the proposal aligns with Age-Friendly Honolulu's priorities by completing the following TWO steps:

1) Go the following website https://www.hiphi.org/age-friendly-honolulu/ to access an Age-Friendly Honolulu training video. The video should be watched by at least one (1) person from the non-profit organization in a leadership position (Executive Director, Administrator, or equivalent). This video will define an "age-friendly city" and explain what types of projects align with the Age-Friendly Honolulu Vision.

2) Complete the section below by selecting which Age-Friendly Honolulu category best fits the activities of your organization and providing a brief description of how your proposal is an Age-Friendly Honolulu project.

Enabling Residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active, particularly at the oldest ages

Providing Kupuna with meaningful roles in the community, including mentors, volunteers, or through intergenerational programming

Removing barriers to support community inclusion and accessibility for persons of all abilities.

3) How is your proposal an Age-Friendly Honolulu Project and explain how your organization can meet the additional reporting requirements if awarded? *(2,000 character count limit)*

APPENDIX A: TIER II GRANT PROPOSAL (Grants $25,000 to $200,000)
SOLICITATION NO. RGP-DCS-GIA2024

Instructions: The proposal below must be completed in full. Responses must be provided in the fillable boxes provided. Where annotated, the fillable boxes have predetermined maximum limits on character counts. Letters, numbers, punctuation marks, and spaces are included in the character count limits.

SECTION I
SUMMARY

A. Grantee Legal Name:	Pacific Survivor Center
B. Is Grantee a Fiscal Sponsor?	☐ Yes ☒ No
C. Grant Activity Name:	Immigrant Women's Domestic Violence Program

D. Briefly describe the Grantee's background, history (including year established), and mission. *(400 character count limit)*

Established in 2007, Pacific Survivor Center is a Honolulu-based nonprofit whose mission is to "advance Health and Human Rights in the Hawai'i-Pacific region"by providing trauma-informed healthcare services, community education, and professional training on issues of labor trafficking, sex trafficking, immigrant domestic violence and torture.

E. Briefly describe the Grant Activity and public need being filled. *(400 character count limit)*

Grant will be used for direct medical and mental health care services for immigrant woman who are victims of domestic violence and in the process of applying for asylum or Violence Against Women Act (VAWA) Visas. As these women are ineligible for publicly funded health care services during their visa processing period, grant funds pay for their medical and mental health care costs.

F. Briefly summarize Grant Activity outcomes and measures of success, including number and description of those served. *(400 character count limit)*

A $50,000 GIA grant support PSC's Immigrant Women's Domestic Violence Program by supporting direct care patient costs, coordinating care, and expanding medical and community partnerships. PSC has secured reduced rates for patients, so grant funds will support 200+ healthcare visits. Success is defined by assisting a victim to beome a survivor by ensuring she receives care.

G. Council District
Check all districts that will benefit from the Grant Activity. Provide the amount requested per district. Amounts must be in whole numbers only.

☒ District 1 $7500	☐ District 2 $5000	☐ District 3 $5000
☐ District 4 $5000	☐ District 5 $5000	☐ District 6 $7500
☐ District 7 $5000	☐ District 8 $5000	☐ District 9 $5000

Total Amount Requested (must be $25,000 to $200,000)	$50,000

H. Type of Grant Activity (pick ONE category that best reflects the Grant Activity):		
1. Public Services: Projects in this category will support qualified public services and programs for the target populations deemed by the CITY to be most vulnerable.		
☐ A. Public Service – Seniors	☐ B. Public Service - Children	☐ C. Public Service - Disabilities
☐ D. Public Service – Homeless	☒ E. Public Service – Domestic Violence	☐ F. Public Service – Substance Abuse
☐ G. Public Service – Mental Health	☐ H. Public Service – Other (describe):	
2. Arts, Culture, Community/Economic Development, and the Environment: Projects in this category will support the sustainable improvement in the well-being and quality of life of local communities, especially low- to moderate income areas.		
☐ A. Arts	☐ B. Culture	☐ C. Community Development
☐ D. Economic Development	☐ E. Environment	

GRANTEE'S CERTIFICATION AND SIGNATURE

The undersigned, subject to personal liability and penalty under applicable law, certifies that he or she: (i) is authorized to sign this Grant Proposal; (ii) personally prepared or reviewed the matters found in this Grant Proposal (including any related documents/attachments); (iii) asserts all statements made in this Grant Proposal (including all attachments) are true, accurate and complete; (iv) has the requisite skills and knowledge to assert the foregoing certification; and (v) has complied and shall continue to comply with all applicable requirements of Chapter 6, Article 29 of the Revised Ordinances of Honolulu 1990, as amended (Link), regarding private organizations receiving grants of public funds from the City and County of Honolulu.

Lowell Chun Hoon — November 21, 2022

Signature of Grantee (Fiscal Sponsor) Officer — Date

Printed Name and Title: Lowell Chun Hoon

CERTIFICATE OF THE BOARD OF DIRECTORS NO OBLIGATIONS IN ARREARS

The undersigned of the Board ("Grantee") hereby certifies that the Grantee or any principal of the Grantee or sponsored organization (where the Grantee is a Fiscal Sponsor) is not in arrears on any financial or other obligation owed to the City & County of Honolulu, a municipal corporation of the State of Hawaii.

Lowell Chun-Hoon
(Signature)

Lowell Chun-Hoon
(Print name)

CERTIFICATE OF THE BOARD OF DIRECTORS AUTHORIZATION TO ASSIGN AUTHORITY

The undersigned of the Board ("Grantee") hereby certifies that Gwenyth Claughton (name), Executive Director (title), has been authorized by the Board of Directors to sign proposals, contracts, and related documents on behalf of the Grantee. Accordingly, I hereby assign the authority by the Board to execute proposals, contracts, and contract amendments on behalf of the Grantee, and further certify that the assigned is given the power and authority to do all things necessary to implement, maintain, amend, or renew such contracts, including but not limited to the delegation of signing authority to another employee of the Grantee.

Lowell Chun-Hoon
(Signature)

Lowell Chun-Hoon
(Print name)

STATE OF HAWAII)
CITY AND COUNTY OF HONOLULU)

On this 21st day of November, 2022, before me appeared Lowell Chun-Hoon, personally known to me, who, being by me duly sworn, did say that ~~he~~/she is the Treasurer of Pacific Survivor Center and that the corporation has no corporate seal, and that said instrument was signed in behalf of said corporation by authority of its Board of Directors, and said he acknowledged said instrument to be the free act and deed of said corporation.

BEHIRA L. LEASIOLAGI
NOTARY PUBLIC
No. 17-175
STATE OF HAWAII

Notary Public, State of Hawaii

My Commission expires: 01/02/2025

Doc. Date: 11/21/22 # Pages 23
Name: Behira L Leasiolagi 1st Circuit
Doc. Description: Certificate of the Board of Directors No Obligation in Arrears
11/22/22
Signature Date
NOTARY CERTIFICATION

SECTION II
GRANT ACTIVITY INFORMATION

A. Describe how the community need, stated problem / issue, and target population are effectively validated. The description must include how the public services target population is vulnerable or how the arts, culture, community/economic development, or environmental activities will especially support low- to moderate income areas.

1. Provide substantive data and other quality information to show the issue is a priority need of the community. *(3,000 character count limit)*

Domestic Violence (DV) is a global humanitarian crisis that reaches across economic, social and cultural lines. This crisis has been exacerbated by the Covid-19 pandemic creating unprecedented economic and family hardships for women in what the United Nations calls the "Silent Pandemic." DV is a crime that goes underreported as victims are afraid or unwilling to report due to social stigma, familial, and economic repercussions, with immigrant women facing additional challenges as non-citizens. A national Robert Johnson Wood Foundation study estimates 1/3 of US women have experienced physical, sexual or emotional abuse by a male partner. Reported cases in Hawaii show that 15.8% of adult females in have experienced but experts concur the real number is underreported. The National Coalition to End Domestic Violence asserts that 40-60% of Asian and Pacific Islander women experience DV. As a recent Pew study showed, Asian Americans and Pacific Islanders are the fastest growing immigrant communities in the USA, and the largest immigrant populations in Hawaii. Poverty, lack of access to resources, and lack of knowledge about rights and resources,lack of a family or social network in their new community and forced cohabitation with her abuser (particularly during the recent Covid-19 pandemic) mean that immigrant DV women suffer disproportionately. Nationally 16.9% of immigrants/refugees and their U.S.-born children under age 18 live in poverty and 33.8% lack access to healthcare. These socioeconomic disparities make initiatives to address DV in immigrant/refugee communities even more compelling and urgent. It is vital that communities provide immigrant women with accurate information and resources. The critical importance of the need for services to support victims of gender based violence was underscored by Reauthorization of the Violence Against Women Act by the US government in early 2022.

2. Provide a thorough analysis of the community's priority need / problem and its impact on the community. *(3,000 character count limit)*

The economic ravages of the pandemic on Hawaii's economy severely impacted lower income immigrant families increasing tension and risks for intimate partner violence. At the same time, the economic impact of the pandemic resulted in a decline in available resources statewide for DV service providers. Immigrant DV survivors in Hawaii face even great challenges due to their marginal socioeconomic and legal status. Non-citizen immigrant women face a number of unique challenges including: limited English language skills, availability of resources and service providers who speak their language, alienation, fear and misinformation about legal repercussions or deportation if they report the DV, control of legal documents and money by their abuser, fear or threats about their loss of children. All these factors mean they are less likely to report the DV or seek assistance and even when they do. Futher compounding their problems is non-citizen women without green cards only access emergency healthcare services due to their immigration status. If a woman leaves her abusive spouse she loses access to health care that was tied to his legal status. Without work permits these women can not access their own employer sponsored healthcare and most go without medical and mental health care. Violence Against Women Act (VAWA) legislation permits DV survivors to apply for VAWA visas if their abuse was perpetrated by a US Citizen or a lawful immigrant spouse and the crime occurred in the USA. However, VAWA visa

processing is lengthy (24+ months) and prohibits access to publicly funded healthcare services (ie.Medicaid) during the visa processing period and for and additional 5 years after the visa is granted. Access to insurance in the Marketplace is also limited for non-citizens. National studies show that 46% of noncitizen low-income immigrant women ages 15-44 are uninsured and unable to access vital medical care. PSC is Hawai'i's only organization primarily dedicated to meeting the healthcare needs of victims of immigrant victims of human rights abuses and gender based violence. Through collaborations with local immigrant service agencies we provide the vital healthcare component of the wraparound services victims require. PSC provides primary medical care, forensic evaluations, and coordination of subspecialty healthcare services. Our primary partner organizations include: Hawaii Immigration Justice Center at Legal Aid,(HIJC) Kokua Kalihi Valley Comprehensive Services (KKV) Sex Abuse Treatment Center (SATC), Susannah Wesley Community Center(SWCC), and the Domestic Violence Action Center (DVAC).

3. Provide a description of the Grant Activity. This description will be used as the scope of services in the contract. *(1,000 character count limit)*

PSC requests a grant of $50,000 to support direct patient health care costs, patient care coordination, interagency collaboration, and outreach to medical providers to create a trauma-informed network of compassionate providers.

Funds will also support administrative costs of managing the Immigrant Women's Domestic Violence Fund (IWDVF) by retaining a .5FTE Program Coordinator to liaise with community partners, coordinate care for DV patients, secure reduced cost and pro-bono services and build community and medical partnerships

Grant funds will also cover direct service costs for medical, mental health and allied services for immigrant DV survivors who are awaiting processing of their VAWA Visas and who are referred to PSC by partner agencies. Services may include: primary and subspecialty medical, mental health, dental, imaging, physical therapy, optical and other care costs. $30,000 of the grant funds will be earmarked for direct service costs enabling an estimated 200+ patient care visits. Each case is unique depending on the needs of the patient but PSC averages $3,000 in care costs per patients over the course of their care during their visa processing period. A minimum of 10 women will be served through the term of the grant.

B. Describe the proposed plan

1. Describe why you chose this Grant Activity and how it will effectively address the community's problem / need. *(2,000 character count limit)*

PSC's mission to advance health and human rights in the Hawai'i-Pacific region tasks us with building partnerships and ensuring comprehensive victim services. Over the past decade, PSC has provided medical, dental, and mental health care to more than 50 immigrant non-citizen women who have been victimized by US citizen or legal immigrant spouses in Hawaii. These patients are typically high-needs and require long-term medical and mental health care, dental care, subspecialty care, language interpretation, transportation, and support with social and legal issues that impact their health.

PSC is Hawai'i's only organization singularly focused on providing comprehensive, trauma-informed healthcare to victims of human rights abuses including immigrant women and girls PSC brings its unique focus and experience to Honolulu's DV services. PSC 's niche is to ensure trauma- informed medical care, forensic evaluations, and coordination of subspecialty services through our partnerships with Hawaii Immigration Justice Center at Legal Aid, Kokua

Kalihi Valley Comprehensive Services, Sex Abuse Treatment Center, Susannah Wesley Community Center, and the Domestic Violence Action Center.

PSC works with these partners on federal grants and programs serving victims of human trafficking by ensuring medical and mental health services. Unfortunately there are currently no federal programs or grants that provide funds for medical services to immigrant DV victims. Consequently PSC must secure alternative grant funding to support the care needs of VAWA applicants withou reimbursement from federal funds. For a small organization using unrestricted funds to cover subspecialist services has proved burdensome expense and limited our ability to expand services. Raising funds to build the IWDVF and continue to provide services has become a key organizational priority.

2. Provide measurable outcomes, describe how outcomes are aligned with the purposes and priorities of the Grants in Aid Fund, and describe how outcomes directly benefit the target population. *(3,000 character count limit)*

Public Services should begin with a statement of the number of individuals that the Grant Activity will directly benefit during the Grant Term.

Arts, Culture, Community/Economic Development or Environment should begin with a statement as to how the Grant Activity supports the sustainable improvement in the well-being and quality of life of local communities, especially low to moderate income areas.

Pacific Survivor Center will provide free trauma-informed medical, mental health, dental and allied medical care to a minimum of 10 non-citizen immigrant domestic violence survivors who are awaiting approval of their Violence Against Women Act (VAWA) visas or asylum applictions during the term of this grant.
The IWDVP will directly benefit DV survivors by ensuring that more women are able to access pro-bono services that will help them heal and thrive. It will also benefit community agencies who serve this population by building outreach initiatives, helping them connect with compassionate, trauma-informed healthcare providers who can provide vital specialized services to their clients. Healthcare providers serving these clients will also gain a better understanding of the community needs and available services to better inform their own practices. To ensure we are tracking measurable outcomes, we will:
-Track client #s and services provided
-Track qualitative and quantitative feedback from partner physicians and allied professionals including financial tracking of services provided (including pro bono and discounted costs) and qualitative information about partner engagement and patient recovery
-Tracking inquires about the program and services will indicate increased knowledge and engagement about these issues in our community

3. Provide an action plan to achieve the stated measureable outcomes. If the Grant Activity involves a partnership, provide a description of each partner's role. Must include measurable milestones, specific events, or other performance measures appropriate to achieving the outcomes. *(3,000 character count limit)*

Success is measured by: 1. Monitoring patient wellness progress among women we have treated and received support through this program and 2. Engagement with physicians, allied professionals, and community partners who share our commitment to assisting immigrant DV survivors. We track both qualitative and quantitative information including: number and demographics of patients assisted, the type of care they receive, use of funds and engagement of community partners. Patient tracking enables us to measure cost effective use of available funds, feedback from community partners informs program delivery and planning, and qualitative feedback from patients and clients served helps us ensure that we

are meeting the needs of these survivors. We will measure the success of the IWDVF twofold:
1. By monitoring patient progress among women we have treated and received support through this program. Quantitative and qualitative data for patients and providers will inform success
2. By engaging physicians and allied professionals and building a network of trauma informed providers across a broad spectrum of services who can treat our patients and share our commitment to healing. We will monitor feedback that will include information about: number of patients assisted, the type of care they receive, and the number partners who provide care. Patient tracking will enable us to measure the outcomes of this program.

3. By continuing to work with and expand community partnerships with allied agencies across Honolulu and O'ahu to build awareness of services available to clients of partner agencies. Interagency collaboration will also prevent duplication services and streamline available resources. buFeedback from community partners will inform program delivery and planning.

4. Provide a budget narrative that explains how the budget in Section III will achieve the desired outcomes. *(3,000 character count limit)*

PROGRAM COORDINATOR - .25FTE ($15,611 salary, taxes, fringe)
- Program Coordinator will liaise with partner agencies, schedule medical services for patients, recruit and retain partner providers willing to provide pro-bono or reduced cost care, prepare reports

DIRECT CARE COSTS - $30,000
-Funds will cover medical, mental health and allied subspeciality service costs needed by DV patients as determined by PSC's Medical Director. Treatment costs vary but on average each patient receives $3,000 of reduced cost services negotiated by PSC during the course of her care

Program Activity Supplies = $1,200
program information materials and promotional information, translation and interpretation services

Communications- $780
-Zoom, Consumer Cellular Phone Service

Indirect Costs-$2,400
- PSC administrative costs (insurance, bookkeeping,payroll administration costs)

5. Provide a timeline that is complete, realistic and appropriate to achieve the desired outcomes. This timeline should also be reflected in Section IV. *(3,000 character count limit)*

September 2023- August 2024 Ongoing monthly. Program Coordinator meets with partner agencies to develop a strategy to coordinate services and create public information resource. Partner agencies will meet/communicate monthly to ensure patients/clients are receiving wraparound services and to online new patients/clients

September 2023- August 2024 - Program Coordinator will reach out to medical providers to secure a new subspeciality service provider each month 2022-Feb 2023- PSC has informational resources translated to languages most often used by

September 2023 to August 2024- Coordination of care for DV clients as required, monitoring of budget and expenses to ensure availability of funds

Ongoing gathering qualitative and quantitative information from both patients and providers to ensure quality of service and service remediation as needed.

August 2024- Final Report prepared for City of Honolulu with results shared with partner agencies to inform future community initiatives and services

C. Provide evidence of the agency's ability to perform the proposed grant activity through past performance, current capacity and/or plan to acquire the capacity to perform.

1. Provide data that demonstrates proven success in offering the same, similar, or related activities to achieve the proposed outcomes. *(3,000 character count limit)*

For over ten years, PSC has provided professional, confidential, compassionate, trauma-informed healthcare and social services to hundreds of victims of human trafficking, immigrant domestic violence, and torture. As the majority of our patients are either uninsured, or underinsured, most would have gone without vital medical, dental and mental health care without us. Even for those with health insurance, finding trauma-informed providers who can provide continuity of care is incredibly challenging.

PSC has provided a lifeline for 100+ immigrant women who are victims of crime. We have provided forensic evaluations, testimony during legal proceedings, and physician reports and affidavits to aid them in their asylum and visa applications. This level of service is something most other health providers cannot, and will not, do. We have provided primary medical care and coordinated and paid for specialized treatment as they wait for their visas with no insurance, no ability to legally work, and very limited access to medical services. Without PSC, their medical and mental health issues would have gone unaddressed and untreated, exacerbating their conditions and eventually costing the healthcare and social service systems even more. Although visa and asylum applicants (and undocumented individuals) can access some services through Federally Qualified Health Centers, FQHC services are limited and often sliding-scale fee based. If PSC did not exist, the most vulnerable and exploited in our community would be left without the services, advocacy, and compassion that they require to become survivors.

PSC also provides a unique service by offering focusing on caring for victims of human rights abuses. Medical, legal, educational, and governmental partners benefit from our trainings and trauma-informed medical care. We partner regularly with governmental agencies, NGO, and social and community service providers to ensure access to healthcare for all. PSC also receives referrals from immigration attorneys, physicians, academics and other professionals to provide professional trainings, client services

2. Describe the applicant's capacity to successfully achieve the proposed outcomes.
OR
Provide a plan to acquire the capacity to successfully achieve the proposed outcomes (including how the applicant has acquired similar capacity in the past).

Responses should include organizational knowledge, staffing, fiscal resources, facilities and other resources, stakeholders and relationships, and other relevant resources. *(3,000 character count limit)*

PSC is led by a volunteer Board of Directors with extensive experience in medical, legal, and victim services. Board Chair, Dr. Nicole Littenberg, is the PSC founder and a nationally recognized expert on health and human rights. Her leadership, vision, and connections are vital to PSC's strategic initiatives. Vice Chair and Treasurer, Lowell Chun Hoon brings extensive legal and immigrant service experience to PSC initiatives. PSC's Board and Community Advisory Board are comprised of human trafficking survivors, advocates, philanthropic leaders, healthcare field experts, community leaders with human rights, medical and legal backgrounds. Advisory Board members support program development and delivery, fundraising and organizational capacity building. PSC regular staff includes a 1.0 FTE Executive Director who is responsible for fundraising and administration. She has 25+ years of experience in development and non-profit management. PSC has a .5FTE Program Coordinator with a background in medical case management and patient care coordination. PSC retains field experts to undertake content development, research, program delivery, and evaluation. PSC retains contractors on a contractual basis to ensure sufficient funds are available for program delivery and operational activities and to mitigate against deficit spending.

PSC has extensive experience ensuring medical care to immigrant victims of human rights abuses that we bring into our community work. PSC was contracted to treat victims of the Global Horizons- Aloun Farms labor trafficking case over a decade ago and continues and since then has ensured care for hundreds of victims. PSC has been providing trauma informed As Hawai'i's only organization singularly focused on providing comprehensive, trauma-informed healthcare to immigrant women and girls who are victims of human rights abuses including trafficking and domestic violence. We bring our unique skills and experience into collaborative services with our partners. By providing primary medical care, forensic evaluations, and coordination of subspecialty services we can ensure victims receive the wraparound multi-agency care they require for healing. Over the past decade, PSC's Medical Director has served 100+ immigrant DV survivors providing primary and referral subspecialty care. We know these women require specialized healthcare services to address their physical and mental traumas and torture, and we havfe the professional capacity to ensure trauma informed primary care and referral care to our network of trauma informed professionals.

D. Describe the applicant's sustainability and/or additional long-term benefit to the community

1. Provide a plan for sustaining and / or expanding activities beyond the applicable grant period. *(2,000 character count limit)*

The Immigrant Women's Domestic Violence Fund (IWDVF) is a key institutional priority for Pacific Survivor Center, and as such, a central focus of our development and community outreach initiatives. The program aligns with another key institutional priority, the Human Rights Provider Network (HRPN) which is a network of healthcare professionals committed to ensuring trauma-informed care to survivors of human rights abuses. HRPN partner physicians and allied professionals will be approached to provide pro-bono or reduced cost services to IDV patients to maximize use of the funds, and give patients sensitive, trauma informed care. The HRPN is currently funded through a State of Hawaii Grant in Aid and building partnerships for the program remains a key institutional focus for PSC. As we continue to expand the HRPN we will continue to build awareness about immigrant DV and engage more community partners in working with us and expanding services. In these challenging days of Covid-19, fundraising to ensure a continuity of services to survivors is vital. PSC's Development Director is working closely with its Board of Directors to broaden our scope of

support from both individual as well as private foundations. Maintaining services is a key institutional priority.

2. Describe the applicant's capacity and resources to carry out the above plan (staffing, funding, etc.) beyond the grant period. *(2,000 character count limit)*

PSC is a small 501c3 whose modest annual budget (less than $150K/annum) is augmented by significant pro-bono support (3000+ hours) from professional volunteers who provide medical, legal, administrative services. Office space and clinical space are donated. PSC has 1.5 .5FTE Program Coordinator and a 1.0 FTE Executive Director. Contract staff undertake program development and delivery. Organizational funding is met through federal, state, local governmental grants as well as restricted and unrestricted support from private and community foundations. Individual gifts constitute a very small portion of annual revenue.

In the past 3 years PSC has secured over $800,000 in both restricted and unrestricted funding to support our programs and activities. With limited overhead and operational costs, PSC can ensure the bulk of the annual budget goes directly into program delivery and patient care. This organizational flexibility ensures that PSC is able to undertake projects that address an immediate need in the community and have the most significant impact on the health and well-being of victims and survivors. Ensuring free patient care is fundamental to PSC's mission and as such is a key priority for fundraising and partnership activities and will remain so beyond the terms of this grant period.

E. No CITY funds or assistance. The highest consideration will be given to applicants that do not receive other funding or any form of assistance from the CITY. While applicants that receive other funding or assistance from the CITY may apply for Grants in Aid funding, the extent of funding or assistance already received in relation to services provided must be considered prior to awarding Grants in Aid funds. A percentage of the sub-total criteria points will be awarded to Grantees based on the criteria below and the information about past funding / assistance from the CITY that follows.	
The applicant has received no award from the CITY within the last 3 years.	**10%**
The applicant has received 1-2 awards from the CITY within the last 3 years.	**7%**
The applicant has received 3-5 awards from the CITY within the last 3 years.	**5%**
The applicant has received between 6-9 awards from the CITY within the last 3 years.	**3%**
The applicant has received 10 or more awards from the CITY within the last 3 years.	**0%**

GRANTEE RECEIPT OF CITY GRANTS

Identify all CITY grants received by Grantee (or Fiscal Sponsor) in the last three (3) years. Information will be verified by the CITY.

1. Grant Activity Name & Contract #: Sex Trafficking Outreach and Prevention Program- CT-DCS-2300043
   Grant Period: 10/22- 09/23 Grant Amount: $50,000
   Grant Purpose: Educational Training for Middle and High Schools
   Grant Activity Status: ☒ Underway ☐ Completed ☐ Canceled
   Administrating Division: Community Services

2. Grant Activity Name & Contract #: Tricked It Looked Like Love- Contract CT-DCS-2100066
   Grant Period: 11/20 Grant Amount: 10/22
   Grant Purpose: Edit educational film with LGBTQ+ Content
   Grant Activity Status: ☐ Underway ☒ Completed ☐ Canceled
   Administrating Division: _____

3. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

4. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____

Grant Purpose: _____
Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
Administrating Division: _____

5. Grant Activity Name & Contract #: _____
Grant Period: _____ Grant Amount: _____
Grant Purpose: _____
Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
Administrating Division: _____

6. Grant Activity Name & Contract #: _____
Grant Period: _____ Grant Amount: _____
Grant Purpose: _____
Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
Administrating Division: _____

7. Grant Activity Name & Contract #: _____
Grant Period: _____ Grant Amount: _____
Grant Purpose: _____
Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
Administrating Division: _____

8. Grant Activity Name & Contract #: _____
Grant Period: _____ Grant Amount: _____
Grant Purpose: _____
Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
Administrating Division: _____

9. Grant Activity Name & Contract #: _____
Grant Period: _____ Grant Amount: _____
Grant Purpose: _____
Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
Administrating Division: _____

10. Grant Activity Name & Contract #: _____
Grant Period: _____ Grant Amount: _____
Grant Purpose: _____
Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
Administrating Division: _____

F. Age Friendly Honolulu

Consideration is to be given to applicants that incorporate the vision and goals of the Age-Friendly Honolulu Program (as codified in ROH Chapter 2, Article 22), including but not limited to (1) enabling residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active; and (2) removing barriers to inclusion for and providing support services to vulnerable residents and/or have physical limitations.

To be eligible for the bonus points as an Age-Friendly Honolulu Project an organization must demonstrate the proposal aligns with Age-Friendly Honolulu's priorities by completing the following TWO steps:

1) Go the following website https://www.hiphi.org/age-friendly-honolulu/ to access an Age-Friendly Honolulu training video. The video should be watched by at least one (1) person from the non-profit organization in a leadership position (Executive Director, Administrator, or equivalent). This video will define an "age-friendly city" and explain what types of projects align with the Age-Friendly Honolulu Vision.

2) Complete the section below by selecting which Age-Friendly Honolulu category best fits the activities of your organization and providing a brief description of how your proposal is an Age-Friendly Honolulu project.

☐ Enabling Residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active, particularly at the oldest ages

☐ Providing Kupuna with meaningful roles in the community, including mentors, volunteers, or through intergenerational programming

☐ Removing barriers to support community inclusion and accessibility for persons of all abilities.

3) How is your proposal an Age-Friendly Honolulu Project and explain how your organization can meet the additional reporting requirements if awarded? *(2,000 character count limit)*

APPENDIX A: TIER II GRANT PROPOSAL (Grants $25,000 to $200,000)
SOLICITATION NO. RGP-DCS-GIA2024

Instructions: The proposal below must be completed in full. Responses must be provided in the fillable boxes provided. Where annotated, the fillable boxes have predetermined maximum limits on character counts. Letters, numbers, punctuation marks, and spaces are included in the character count limits.

SECTION I
SUMMARY

A. Grantee Legal Name:	Pacific Survivor Center
B. Is Grantee a Fiscal Sponsor?	☐ Yes ☒ No
C. Grant Activity Name:	Sex Trafficking Outreach and Prevention Program

D. Briefly describe the Grantee's background, history (including year established), and mission. *(400 character count limit)*

Established in 2007, Pacific Survivor Center is a Honolulu-based nonprofit whose mission is to "advance Health and Human Rights in the Hawai'i-Pacific region" by providing trauma-informed healthcare services, community education, and professional training on issues of labor trafficking, sex trafficking, immigrant domestic violence and torture.

E. Briefly describe the Grant Activity and public need being filled. *(400 character count limit)*

Grant funds will ensable PSC to deliver free sessions of our signature prevention program- the Sex Trafficking Outreach and Prevention Program (STOPP) to students, educators, parents and youth serving organiations. STOPP intends to educate, empower and prevent the commercial sexual exploitation of youth. STOPP trainings are led by subject matter experts to support youth, schools and families.

F. Briefly summarize Grant Activity outcomes and measures of success, including number and description of those served. *(400 character count limit)*

PSC will provide 100 virtual and in-person trainings to middle and high school youth and educators in Honolulu City and County. Trainings teach what CSEC is, traffickers work in Hawai'i, mandated reporting procedures for educators, how youths can access services if they are experiencing trauma or are at risk of victimization. Success is measured if we stop a youth from exploitation.

G. Council District
Check all districts that will benefit from the Grant Activity. Provide the amount requested per district. Amounts must be in whole numbers only.

☒ District 1 $10,000	☐ District 2 $7,500	☐ District 3 $7500
☐ District 4 $7500	☐ District 5 $7500	☐ District 6 $10000
☐ District 7 $7500	☐ District 8 $10,000	☐ District 9 $7500

Total Amount Requested (must be $25,000 to $200,000)	$75,000

H. Type of Grant Activity (pick ONE category that best reflects the Grant Activity):		
1. Public Services: Projects in this category will support qualified public services and programs for the target populations deemed by the CITY to be most vulnerable.		
☐ A. Public Service – Seniors	☒ B. Public Service - Children	☐ C. Public Service - Disabilities
☐ D. Public Service – Homeless	☐ E. Public Service – Domestic Violence	☐ F. Public Service – Substance Abuse
☐ G. Public Service – Mental Health	☐ H. Public Service – Other (describe):	
2. Arts, Culture, Community/Economic Development, and the Environment: Projects in this category will support the sustainable improvement in the well-being and quality of life of local communities, especially low- to moderate income areas.		
☐ A. Arts	☐ B. Culture	☐ C. Community Development
☐ D. Economic Development	☐ E. Environment	

GRANTEE'S CERTIFICATION AND SIGNATURE

The undersigned, subject to personal liability and penalty under applicable law, certifies that he or she: (i) is authorized to sign this Grant Proposal; (ii) personally prepared or reviewed the matters found in this Grant Proposal (including any related documents/attachments); (iii) asserts all statements made in this Grant Proposal (including all attachments) are true, accurate and complete; (iv) has the requisite skills and knowledge to assert the foregoing certification; and (v) has complied and shall continue to comply with all applicable requirements of Chapter 6, Article 29 of the Revised Ordinances of Honolulu 1990, as amended (Link), regarding private organizations receiving grants of public funds from the City and County of Honolulu.

Lowell Chun Hoon — November 21, 2022

Signature of Grantee (Fiscal Sponsor) Officer — Date

Printed Name and Title: Lowell Chun Hoon

CERTIFICATE OF THE BOARD OF DIRECTORS NO OBLIGATIONS IN ARREARS

The undersigned of the Board ("Grantee") hereby certifies that the Grantee or any principal of the Grantee or sponsored organization (where the Grantee is a Fiscal Sponsor) is not in arrears on any financial or other obligation owed to the City & County of Honolulu, a municipal corporation of the State of Hawaii.

Lowell Chun-Hoon
(Signature)
Lowell Chun-Hoon
(Print name)

CERTIFICATE OF THE BOARD OF DIRECTORS AUTHORIZATION TO ASSIGN AUTHORITY

The undersigned of the Board ("Grantee") hereby certifies that Gwenyth Claughton (name), Executive Director (title), has been authorized by the Board of Directors to sign proposals, contracts, and related documents on behalf of the Grantee. Accordingly, I hereby assign the authority by the Board to execute proposals, contracts, and contract amendments on behalf of the Grantee, and further certify that the assigned is given the power and authority to do all things necessary to implement, maintain, amend, or renew such contracts, including but not limited to the delegation of signing authority to another employee of the Grantee.

Lowell Chun-Hoon
(Signature)
Lowell Chun-Hoon
(Print name)

STATE OF HAWAII)
CITY AND COUNTY OF HONOLULU)

On this 21st day of November, 2022, before me appeared Lowell Chun-Hoon, personally known to me, who, being by me duly sworn, did say that he/she is the Treasurer of Pacific Survivor Center and that the corporation has no corporate seal, and that said instrument was signed in behalf of said corporation by authority of its Board of Directors, and said he acknowledged said instrument to be the free act and deed of said corporation.

BEHIRA L. LEASIOLAGI NOTARY PUBLIC No. 17-175 STATE OF HAWAII

Notary Public, State of Hawaii
My Commission expires: 07/02/2025

Doc. Date: 11/21/22 # Pages 26
Name: Behira L Leasiolagi 1st Circuit
Doc. Description: Certificate of the Board of Directors No Obligations in Arrears
Signature 11/21/22 Date
NOTARY CERTIFICATION

SECTION II
GRANT ACTIVITY INFORMATION

A. Describe how the community need, stated problem / issue, and target population are effectively validated. The description must include how the public services target population is vulnerable or how the arts, culture, community/economic development, or environmental activities will especially support low- to moderate income areas.

1. Provide substantive data and other quality information to show the issue is a priority need of the community. *(3,000 character count limit)*

The Commercial Sexual Exploitation of Children (CSEC) also known as sex trafficking, is an international humanitarian crisis, to which Hawai'i is not immune. CSEC is a crime defined as "activities involving the sexual abuse or exploitation of a minor for the financial benefit of any person or in exchange for anything of value including monetary and non-monetary benefits." In Hawai'i, juvenile sex trafficking is a highly lucrative illegal business whose victims are most often vulnerable local youth who have been deceived and recruited through a calculated grooming process. Victims include females, males, non-binary and LGBTQI+ youth. Victims in Hawaii have come from a variety of regions, ethnicities, and socioeconomic backgrounds, but share a commonality of childhood traumas and adverse childhood experiences including violence and abuse in the home, homelessness, rejection by family (particularly sexual minority youth), and substance abuse. Their vulnerabilities are exploited by traffickers. It is impossible to know the actual number of youth who are trafficked in Hawai'i annually. Social stigma, invisibility of the crime, and fear youth have in disclosing CSEC mean it goes underreported- particularly for juvenile males and LGBTQ+ youth. Runaways, abandoned, sexual minority, and homeless youth are at particularly high risk of being trafficked Between 2019 and 2021, Hawaii's Child Welfare Services received 205 reports of children being trafficked, of which 67 of cases were confirmed as CSEC. Susannah Wesley Community Center, the agency contracted by Child Welfare Services for trafficking victim assistance served 248 individuals between 2019/20. Based on PSC's extensive experience providing medical care, forensic evaluations and legal evidence, we estimate that there are hundreds of youth being groomed or trafficked on Oahu at any given time. The social, economic, and legal challenges CSEC creates for Hawai'i are also significant strains on our community. Prevention of CSEC before it happens is therefore critical to our community. We created the Sex Trafficking Outreach and Prevention Program (STOPP) as an educational resource to educate, empower and prevent trafficking before it happens.

2. Provide a thorough analysis of the community's priority need / problem and its impact on the community. *(3,000 character count limit)*

PSC's primary goal in developing and distributing the Sex Trafficking Outreach and Prevention Program (STOPP) is to ensure that middle and high school youth, educators, families, and youth serving organizations have accurate and locally relevant information about what CSEC/sex trafficking is, seeking support for STOPP is to ensure that middle and high school students across O'ahu learn about what sex trafficking is, how traffickers work in Hawai'i, and, most importantly, how they can access services to help themselves or their peers if they are experiencing trauma or are at risk of victimization. We know that schools are locations where recruiters prey on the most vulnerable, but we also know that schools can be places of prevention and intervention and our hope is that through STOPP we can build their capacity to be the latter. Schools may be the only place where youth are taught about CSEC so we need to build the capacity of educators and youth serving adults to assist and prevent exploitation. The STOPP curriculum is continually modified and customized to ensure

relevance for youth and educators. Our curriculum specialists and highly experience trainers work regularly in the field of CSEC. They know where trafficking is occurring on Oahu, what the latest social media and other online recruitment tools traffickers are using, and how to teach prevention to youth in a manner that is engaging and relevant to them. CSEC did not stop when schools closed during the pandemic, it shifted to more online activity. As we come out of the pandemic we are modifying STOPP to offer more virtual resources as part of our adult trainings (including live real time -synchronous and pre-recorded asynchronous) to ensure educators can access these vital prevention resources. More than ever, after the isolation of the pandemic, youth need access to information to ensure their physical and mental well-being. The negative impacts of the pandemic on their mental health, socialization, access to social media misinformation, online exploitation and abuse mean that youth need affirming resources to build resiliency and resourcefulness. Prevention programs like STOPP are vital tools to educate and empower them. At present, PSC provides only in-person STOPP trainings to middle and high school youth to ensure support if a student is traumatized or discloses abuse. STOPP trainings and resources can help ensure youth have the knowledge and support they need to avoid victimization at the hands of traffickers.

PSC provides STOPP trainings free of charge to schools. Trainings are prioritized based on experience and evidence of where youth are deemed highest risk. PSC is a core member of the Department of Education Sexual Violence Prevention Working Group and The City and County of Honolulu Human Trafficking Task Force. Information from these partners informs our strategies and priorities for STOPP is delivery.

3. Provide a description of the Grant Activity. This description will be used as the scope of services in the contract. *(1,000 character count limit)*

Grant funds will enable PSC to coordinate and deliver 100 free in-person and virtual Sex Trafficking Outreach and Prevention Program (STOPP) trainings to middle and high schools, youth serving organizations and agencies throughout Honolulu City and County. STOPP trainings are 60 or 90 minutes long. Trainings are provided by highly experienced CSEC experts and crisis counselors. Each training is 60 or 90 minutes long incorporating a screening of Tricked (a 10- minute Honolulu-made animated film that blends stories and voices of CSEC victims (girls, boys and transgender youth who were trafficked locally) with a Hawai'i-developed curriculum to facilitate age-appropriate discussions. Two paid highly experienced field professionals work in tandem to train, monitor, and support participants.Youth STOPP trainings are only offered in-person small group sessions to ensure access to immediate support if a child is triggered or discloses. Adult and educator trainings are offered both in-person and virtually either live synchonous or pre-recorded asynchronous trainings are available. PSC's experience and subject matter expertise in treating survivors of human trafficking ensures that STOPP is a fact-based, trauma-informed and locally relevant resource. Through STOPP trainings, students will learn how to reach out to if triggered, confidentially report sexual trafficking of themselves or others, and/or find assistance for vulnerabilities they may be experiencing. The Educator's Curriculum designed for teachers and other school staff, includes a screening of Tricked followed by training on the identification, communication, mandated reporting requirements and procedures and reintegration of their students who may be victims of CSEC and other trauma. This program empowers educators in community schools to recognize, approach, and talk to students who are or have experienced trauma. It will assist them with connecting students with appropriate community resources including the Sex Abuse Treatment Center, and Susannah Wesley Community Center, and work with school staff and community programs to develop and

strengthen programs to support at-risk students. Teachers are also provided with information resource cards with general information on CSEC, mandatory reporting procedures, and resources for sexual minority youth. Each STOPP training is customized to the attending school or community to ensure content is timely and locally relevant. We focus our efforts on reaching communities and schools know to be at high risk for CSEC as informed by our community partners.

B. Describe the proposed plan

1. Describe why you chose this Grant Activity and how it will effectively address the community's problem / need. *(2,000 character count limit)*

PSC's goal for delivering STOPP is to build awareness about the realities of CSEC/sex trafficking in Hawa'i'. We know that schools are locations where recruiters prey on the most vulnerable. We also know that schools can be places of prevention and intervention. Our goal with STOPP is to build their capacity to be the latter. Recognizing that for some youth, teachers and school staff may be the only positive role models and trustworthy adults in their lives, we aspire to build their confidence and capacity in their capacity and roles as mantatory reporters. STOPP was developed as a result of years of treating the physical and psychological ailments suffered by sex trafficking survivors. The recurring patterns of abuse and trauma that these patients endured were key factors in their victimization. We designed STOPP to educate and empower students, and also as a resource for teachers, administrators and school staff to build their knowledge and capacity to serve at-risk youth by training them to identify student behaviors and school activities that may indicate sex trafficking. Students learn to recognize their own vulnerabilities, how to protect themselves and their friends, and how to access support for trauma they might be experiencing. Educators and parents gain a greater understanding of the realities of trafficking in Hawai'i as well as the resources to identify, respond to, report, and re-integrate a child who has been previously victimized. STOPP trainings are led by experienced professional crisis counselors who can provide assistance immediately if someone is triggered or discloses abuse. They also provide confidential information on accessing victim services. This critical resource supports youth, schools, and youth serving organizations across O'ahu to and builds their capacity ot educate, empower and prevent victimization.

2. Provide measurable outcomes, describe how outcomes are aligned with the purposes and priorities of the Grants in Aid Fund, and describe how outcomes directly benefit the target population. *(3,000 character count limit)*

Public Services should begin with a statement of the number of individuals that the Grant Activity will directly benefit during the Grant Term.

Arts, Culture, Community/Economic Development or Environment should begin with a statement as to how the Grant Activity supports the sustainable improvement in the well-being and quality of life of local communities, especially low to moderate income areas.

Measurable Outcomes of STOPP Funding:

The primary objective of this grant activity is to provide 100 live or virtual STOPP trainings to middle and high school youth, teachers and administrators, or youth serving organizations on Oahu to build knowledge and increase capacity of schools to prevent the commercial sexual exploitation of children (CSEC)/sex trafficking in Oahu schools.

Grant funds will enable PSC to:

Outcome # I.
PSC will meet regularly with DOE, Honolulu City and County Human Trafficking Task Force, Sex Abuse Treatment Center and other and community partners to identify priority needs in schools and communities and connect with educators.
PSC will build new partnerships while nurturing existing partnerships with educators and schools served under previous grants
Outcome: Bi-monthly or quarterly meetings will assist partners in determining where needs are highest. PSC will respond with outreach to offer trainings/resources
Measure of Effectiveness:
-Requests for first time trainings by DOE schools, communities or agencies
-Requests for trainings for partner schools with whom PSC has a relationship
-Timely response to schools/communities facing urgent need for training as determined by reports to DOE and victim service specialists

II. PSC will provide educator trainings to middle and high school teachers/educators and staff that emphasizes identifying CSEC in their students or on campuses, training about being mandated reporters, and building their capacity to effectively respond to suspected CSEC.
Measure of effectiveness:
- 100% of adult participants will receive information about available services and resources in Hawai'i.
-80% of participants will complete a post-training evaluation to determine a gain in knowledge from the presentation.
-School Counselors and victim service agency partners may see an increase in service requests as a result of STOPP training.

III. STOPP Trainings will be provided for youth to help students identify their vulnerabilities, risks, and protective factors and offer diversionary lessons to teach them consequences of CSEC. STOPP participants will gain knowledge and access to resources about where to seek help if they, or a peer, are victimized or traumatized. Youth will become educated and empowered and active agents in their own health and safety.
Measure of Effectiveness:
-100% of STOPP training student participants will receive a resource card or follow-up information about available resources in the event of suspected or confirmed CSEC. All youth who seek support/information will be provided with access to private, confidential services from a mental health provider.

3. Provide an action plan to achieve the stated measureable outcomes. If the Grant Activity involves a partnership, provide a description of each partner's role. Must include measurable milestones, specific events, or other performance measures appropriate to achieving the outcomes. *(3,000 character count limit)*

Outcome # I
1a. STOPP Coordinator will serve on DOE's Sexual Violence Prevention Working Group and meet with CSEC experts and DOE partners at least quarterly to review and discuss reports/evidence of exploitation and CSEC activity in O'ahu public schools
1b. Outcomes from these meetings will set priorities for outreach to highest needs schools and communities and contact teachers/administrators to offer STOPP trainings.
-Meetings will take place at least bi-monthly
-STOPP Coordinator will also participate in City and County of Honolulu Sex Trafficking Task Force Meetings and will bring any new information to
Outcome # II

2a. STOPP Coordinator will liaise with school leadership to set up teacher/administrator/staff trainings to build awareness and capacity about issues of CSEC on their campus. In person and virtual trainings will be scheduled along with teachers and schools based on the needs and timing of teachers
2b. STOPP Trainers will provide free in-person and virtual trainings for the school. Multisession trainings will be provided based on interest and need to ensure comprehensive staff trainings.
2c. Post-training evaluations will be undertaken to ensure knowledge gain and ongoing support as needed by teacher or school staff
Outcome #3
3a. STOPP Coordinator will schedule in-class student trainings with middle and high school students. 2 Trainers will be conduct each in-class student training exclusively (no virtual trainings for minors)
3b. All participating students will be provided with resource cards and information about accessing support for suspected or confirmed CSEC
3c. Students will receive post training evaluations to assess knowledge learned
3d. STOPP Coordinator will conduct follow up will teachers/schools to see if additional support resources are required.

4. Provide a budget narrative that explains how the budget in Section III will achieve the desired outcomes. *(3,000 character count limit)*

A $75,000 Grant in Aid will enable Pacific Survivor Center to deliver 100 in-class or virtual STOPP trainings to high risk middle and high schools and youth serving organizations on Oahu. Trainings will be provided either in-person or virtually to teachers/administrators/staff or in-person to students.

PERSONNEL ADMINSTRATION AND PROGRAM DELIVERY COSTS = $68,741:

STOPP PROGRAM COORDINATOR: 0.50 FTE = $30,923 (salary, taxes, fringe)
-Liaise with DOE and Partner Organizations to assess program need attend monthly or quarterly meetings
-Coordinate and schedule virtual and in-person trainings with schools and community organizations
-Oversees trainers ensures supplies and training needs met
-Conduct program satisfaction surveys and evaluations

PSC EXECUTIVE DIRECTOR: 0.15FTE =$10,818 (salary, taxes)
-Ensure STOPP meeting goals of GIA grant
-Provide all qualitative and quantitative reporting requirements to funder
-Secure ongoing funding for program viability beyond lifetime of GIA grant

STOPP TRAINERS (Contract Services) = $22,000
100 Trainings x 2 Trainers x $100 per trainer =
Professional mental health and crisis counselors are contracted by PSC to provide STOPP trainings and support services for participants. Two Trainers are contacted for each presentation to team deliver content, assess audience and provide support
-Trainers are paid a flat fee of $100/1.5 hour training.
-($2,000 for contractor fees for attending monthly virtual training meetings)

STOPP EVALUATOR (Contract Services)= $5,000
-Develops, modifies and evaluates post training surveys for both adult and youth participants
-Creates paper surveys for in-person trainings and SurveyMonkey surveys for virtual trainings

OTHER COSTS= $6,259

-$1,200 Program Activity Supplies- Paper, Printing of Teacher Handouts and Resource Materials
-$139 Consumable Office Supplies
-$120-Postage- Mailing costs for paper evaluations
-$900 SurveyMonkey Online Survey Platform Online program evaluation
-$300 ZOOM Webinar Hosting (half annual fee)

$3,600 Indirect Costs- Insurance, telephone, bookkeeping and admin costs

TOTAL PROJECT COST $75,000

5. Provide a timeline that is complete, realistic and appropriate to achieve the desired outcomes. This timeline should also be reflected in Section IV. *(3,000 character count limit)*

September 2023- STOPP Coordinator/PSC Executive Director and STOPP Lead Trainer will meet with DOE Sexual Violence Prevention Working Group and other community partners to determine training needs and opportunities for academic year. based on assess CSEC issues and need for STOPP trainings in Academic year 2023/24

October 2023- STOPP Coordinator reaches out to identified schools on O'ahu to begin preliminary discussions about scheduling trainings. Based on school receptivity, initial meetings/consultations underway with prospective new school partners.

October 2023-December 2024- Schedule and deliver STOPP trainings to students and teachers as requested prior to end of school term.

December 2023/January 2024- Review post training evaluations and assess for required remediation. Meet with DOE and community partners to review outcomes from 2023 trainings and plan for Spring 2024 trainings.
Meet with Community partner organizations to determine community outreach initiatives for 2024

January 2024-May 2024- Deliver in-class STOPP student and educator trainings as requested by schools.

May-August 2024- Continue to deliver educator/adult trainings as requested either in-person or virtually.

August 2024- Undertake review of the student and teacher evaluations and prepare final report for City and recommendations for ongoing and future initiatives for DOE, community partners and schools.

Activities that will occur concurrently through the year include:

-Fundraising and community partnership building by PSC Development Director to ensure program continuity and viability
-Engagement with community partners on human trafficking and CSEC initiatives by STOPP Coordinator
-Support for students/teachers as required by CSEC Expert contracted by PSC

C. Provide evidence of the agency's ability to perform the proposed grant activity through past performance, current capacity and/or plan to acquire the capacity to perform.

1. Provide data that demonstrates proven success in offering the same, similar, or related activities to achieve the proposed outcomes. *(3,000 character count limit)*

PSC is Hawai'i's only organization focused on primarily on ensuring comprehensive, trauma-informed healthcare to victims of human rights abuses. We partner closely with Hawai'i Immigrant Justice Center at Legal Aid, Kokua Kalihi Valley Comprehensive Family Services, Sex Abuse Treatment Center, and Susannah Wesley Community Center to ensure that victims referred to us receive primary care, subspecialty referrals, forensic evaluations, and coordination of care vital to their recovery. For the past decade, PSC has ensured trauma-informed primary medical care to hundreds of victims of CSEC and sex trafficking. Victims are referred to us by SWCC through its Trafficking Victim Assistance Program (TVAP). We also provide forensic examinations through our partnership with the Sex Abuse Treatment Center Since 2012, PSC has been Hawaii's only subcontracted partner of the US Department of Justice Office for Victims of Crime Human Trafficking Services to secure medical, mental health and dental care to human trafficking victims. We have provided for comprehensive acute and chronic healthcare services to 190+ trafficking survivors (2500+ patient visits and services). The mental traumas human rights victims have experienced may be even more prevalent and dangerous to their health than their more obvious physical injuries. Mental traumas left undiagnosed or untreated will exacerbate both their physical and existing mental health problems and prevent them from healing. Based on this experience, we created STOPP as a diversionary program to educate and empower at risk youth with the goal of preventing future exploitation, or providing support and intervetion for youth who may already be victimized.

STOPP is an ongoing program for Pacific Survivor Center and a key institutional focus. and priority. As such, STOPP is a critical focus of our development and administrative activities. Since STOPP was launched in 2018 we have established a number of critical partnerships to ensure the programs reach within schools in Oahu. PSC is a Core Team Member of the Department of Education's Sexual Violence Prevention Working Group and meets regularly with DOE staff to assess, respond to, and build a robust programmatic response to CSEC and other forms of sexual victimization in schools. A multi-year partnership with KKV on a federal Victims of Crime Act grant allowed us to create STOPP Kalihi ensuring that youth in 3 middle and 1 high school in one of the highest risk communities in Honolulu received intensive and customized CSEC training. During the Covid-19 pandemic all in-person trainings were suspended and we focused on developing resources for parents and teachers including an online safety resource card, LGBTQ+ resource materials and virtual trainings.

2. Describe the applicant's capacity to successfully achieve the proposed outcomes.
OR
Provide a plan to acquire the capacity to successfully achieve the proposed outcomes (including how the applicant has acquired similar capacity in the past).

Responses should include organizational knowledge, staffing, fiscal resources, facilities and other resources, stakeholders and relationships, and other relevant resources. *(3,000 character count limit)*

For the past 13 years, Pacific Survivor Center (PSC) has provided trauma-informed healthcare to survivors of sex and labor trafficking, immigrant domestic violence and torture. PSC also provides trainings to professionals and the community about identifying and appropriately treating victims.PSC has established partnerships with Hawai'i's leading agencies including: Susannah Wesley Community Center, the Sex Abuse Treatment Center, the Hawai'i Immigrant Justice Center at Legal Aid Society of Hawai'i, Kokua Kalihi Valley Comprehensive Family Services, Aloha Medical Mission, Domestic Violence Action Center, and the University of Hawai'i. PSC is a core member of the Honolulu County Human Trafficking Task Force, a member of the Hawai'i Anti-Trafficking Task Force, the Department of Education Sexual Violence Prevention Working Group. Since 2012 PSC is the State of Hawai'i contracted provider for healthcare services to human trafficking survivors. PSC accepts referrals from participating agencies including SWCC, HIJC, the Honolulu Police Department, The Federal Bureau of Investigation, Department of Human Services, as well as attorneys, community organizations and schools. PSC's President, Dr. Nicole Littenberg, is a founding member of HEAL Trafficking and is the clinical director of the High-Risk Victim Clinic at the Sex Abuse Treatment Center. PSC partners with the University of Hawai'i at Mānoa Office of Public Health Studies (OPHS) engaging graduate students, faculty on issues of human trafficking in Hawai'i.

The Sex Trafficking Outreach and Prevention Program is a result of this experience and community connectivity. PSC drew upon its considerable experience and community affiliations built over the past decade. A 2017-20 Victims of Crime Act Grant enabled PSC to develop and deliver an intensive STOPP Kalihi program reaching some of the highest risk schools/youth on O'ahu. Outcomes informed program development and modification. In 2020, PSC received a Life Story grant from the NoVo Foundation (1 of 15 national awards) to serve Hawaii's highest-risk teen girls. In 2020 PSC received City of Honolulu Grant in Aid to edit Tricked and make STOPP more LGBTQ+ inclusive. A 2022 City GIA is enabling us to relaunch in person trainings and offer more online adult trainings as Covid-19 regulations ease. With other grant funds we are developing an asynchronous training module with input from subject matter experts to expand our training options.

D. Describe the applicant's sustainability and/or additional long-term benefit to the community

1. Provide a plan for sustaining and / or expanding activities beyond the applicable grant period. *(2,000 character count limit)*

STOPP is a core program of PSC and as such is an essential part of fundraising and organizational attention. Since STOPP was first launched in 2019, we have focused on expanding this free resource for O'ahu's highest needs public schools. We have secured $200,000+ in 3 years to develop and deliver STOPP trainings. The Covid 19 pandemic significantly impacted our ability to deliver the program, but we used that time to refine and expand resources and enhance our virtual teacher training. The challenges we faced during the pandemic ensured we streamlined the program and improved accessibility. In order to maintain program progress we must continually secure resources to cover program costs. Participant evaluations ensure we must continulally modify the program relevancy and timeliness which hope wil help leverage continued financial support. As STOPP is a core PSC program, PSC's ED/Development Director continually applies for community, government and

private foundation funding. STOPP trainings are scheduled per funding availablity to ensure PSC has the resources to meet the need. STOPP is a unique crime prevention resource for Hawai'i and that offers a long term benefit to our commmunity: 1) STOPP's uniquely local focus and evidence based modules offers best practices information from local and nationally recognized expertsfrom our local and national partners; 2) Continuous evaluation and program remediation ensures STOPP is timely, relevant and responsive to local needs; 3) STOPP focuses on supporting ALL youth including cisgender female, cisgender male, transgender, non-binary, and LGBTQI+ youth who are often ignored in discussions around sex trafficking. For these reasons we believe this unique resource is a sustainable and fundable model whose support will provide long term benefit to our community.

2. Describe the applicant's capacity and resources to carry out the above plan (staffing, funding, etc.) beyond the grant period. *(2,000 character count limit)*

PSC operates institutionally as a flexible professional network of medical, legal, and social service providers.PSC is a small 501c3 whose modest annual budget (less than $150K/annum) is augmented by significant pro-bono support from professional volunteers who provide medical, legal, administrative services. Office space and clinical space are donated. PSC has 1.50 FTE employees (.5FTE Program Coordinator and a 1.0FTE Development/Executive Director). Contract professionals are retained on project/program specific contracts to fulfill PSC services and activities.

In the past 3 years PSC has secured over $800,000 in both restricted and unrestricted funding to support our programs and activities. With limited overhead and operational costs, PSC can ensure the bulk of the annual budget goes directly into program delivery and patient care. This organizational flexibility ensures that PSC is able to undertake projects that address an immediate need in the community and have the most significant impact on the health and well-being of victims and survivors. Because STOPP is such an integral program for PSC, it is a key priority for fundraising and partnership activities and will remain so beyond the terms of this grant period. PSC is committed to keeping STOPP as a free community service for high need youth and schools and scales trainings and activities to ensure available resources.

E. No CITY funds or assistance. The highest consideration will be given to applicants that do not receive other funding or any form of assistance from the CITY. While applicants that receive other funding or assistance from the CITY may apply for Grants in Aid funding, the extent of funding or assistance already received in relation to services provided must be considered prior to awarding Grants in Aid funds. A percentage of the sub-total criteria points will be awarded to Grantees based on the criteria below and the information about past funding / assistance from the CITY that follows.	
The applicant has received no award from the CITY within the last 3 years.	**10%**
The applicant has received 1-2 awards from the CITY within the last 3 years.	**7%**
The applicant has received 3-5 awards from the CITY within the last 3 years.	**5%**
The applicant has received between 6-9 awards from the CITY within the last 3 years.	**3%**
The applicant has received 10 or more awards from the CITY within the last 3 years.	**0%**

GRANTEE RECEIPT OF CITY GRANTS

Identify all CITY grants received by Grantee (or Fiscal Sponsor) in the last three (3) years. Information will be verified by the CITY.

1. Grant Activity Name & Contract #: Sex Trafficking Outreach and Prevention Program- CT-DCS-2300043
   Grant Period: 10/22- 09/23 Grant Amount: $50,000
   Grant Purpose: Educational Training for Middle and High Schools
   Grant Activity Status: ☒ Underway ☐ Completed ☐ Canceled
   Administrating Division: Community Services

2. Grant Activity Name & Contract #: Tricked It Looked Like Love- Contract CT-DCS-2100066
   Grant Period: 11/20-10/22 Grant Amount: $10,000
   Grant Purpose: Edit educational film with LGBTQ+ Content
   Grant Activity Status: ☐ Underway ☒ Completed ☐ Canceled
   Administrating Division: _____

3. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

4. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____

F. Age Friendly Honolulu

Consideration is to be given to applicants that incorporate the vision and goals of the Age-Friendly Honolulu Program (as codified in ROH Chapter 2, Article 22), including but not limited to (1) enabling residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active; and (2) removing barriers to inclusion for and providing support services to vulnerable residents and/or have physical limitations.

To be eligible for the bonus points as an Age-Friendly Honolulu Project an organization must demonstrate the proposal aligns with Age-Friendly Honolulu's priorities by completing the following TWO steps:

1) Go the following website https://www.hiphi.org/age-friendly-honolulu/ to access an Age-Friendly Honolulu training video. The video should be watched by at least one (1) person from the non-profit organization in a leadership position (Executive Director, Administrator, or equivalent). This video will define an "age-friendly city" and explain what types of projects align with the Age-Friendly Honolulu Vision.

2) Complete the section below by selecting which Age-Friendly Honolulu category best fits the activities of your organization and providing a brief description of how your proposal is an Age-Friendly Honolulu project.

☐ Enabling Residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active, particularly at the oldest ages

☐ Providing Kupuna with meaningful roles in the community, including mentors, volunteers, or through intergenerational programming

☐ Removing barriers to support community inclusion and accessibility for persons of all abilities.

3) How is your proposal an Age-Friendly Honolulu Project and explain how your organization can meet the additional reporting requirements if awarded? *(2,000 character count limit)*

APPENDIX A: TIER II GRANT PROPOSAL (Grants $25,000 to $200,000)
SOLICITATION NO. RGP-DCS-GIA2024

Instructions: The proposal below must be completed in full. Responses must be provided in the fillable boxes provided. Where annotated, the fillable boxes have predetermined maximum limits on character counts. Letters, numbers, punctuation marks, and spaces are included in the character count limits.

SECTION I
SUMMARY

A. Grantee Legal Name:	Pali Momi Foundation
B. Is Grantee a Fiscal Sponsor?	☐ Yes ☒ No
C. Grant Activity Name:	Clinical Training for Teens

D. Briefly describe the Grantee's background, history (including year established), and mission. *(400 character count limit)*

Founded in 1989, Pali Momi Medical Center serves Central and West O'ahu, respondng to more than 6,000 patients, 35,000 emergency visits, and 400 traumas every year. Pali Momi Foundation is the philanthropic arm of Pali Momi Medical Center. Our mission is to create a healthier Hawai'i.

E. Briefly describe the Grant Activity and public need being filled. *(400 character count limit)*

Hawai'i Pacific Health is partnering with O'ahu public high schools to prepare young people for exciting careers in the medical field, while developing a training pipeline to meet the growing demand for healthcare workers. This project responds to the need to fill nearly 3,900 healthcare positions statewide, which is 17% of positions in the industry.

F. Briefly summarize Grant Activity outcomes and measures of success, including number and description of those served. *(400 character count limit)*

Clinical Training for Teens will train 300 students in nine public high schools for careers in healthcare. Students will complete courses and achieve national certification for high-demand positions; 100% of graduates will be guaranteed a job interview with Hawai'i Pacific Health. Staff members will engage students through ten outreach events.

G. Council District
Check all districts that will benefit from the Grant Activity. Provide the amount requested per district. Amounts must be in whole numbers only.

☒ District 1 $22,000	☐ District 2 $0	☒ District 3 $22,000
☒ District 4 $22,000	☒ District 5 $22,666	☒ District 6 $44,666
☒ District 7 $22,668	☒ District 8 $22,000	☒ District 9 $22,000
Total Amount Requested (must be $25,000 to $200,000)	$200,000	

H. Type of Grant Activity (pick ONE category that best reflects the Grant Activity):		
1. Public Services: Projects in this category will support qualified public services and programs for the target populations deemed by the CITY to be most vulnerable.		
☐ A. Public Service – Seniors	☒ B. Public Service - Children	☐ C. Public Service - Disabilities
☐ D. Public Service – Homeless	☐ E. Public Service – Domestic Violence	☐ F. Public Service – Substance Abuse
☐ G. Public Service – Mental Health	☐ H. Public Service – Other (describe):	
2. Arts, Culture, Community/Economic Development, and the Environment: Projects in this category will support the sustainable improvement in the well-being and quality of life of local communities, especially low- to moderate income areas.		
☐ A. Arts	☐ B. Culture	☐ C. Community Development
☐ D. Economic Development	☐ E. Environment	

GRANTEE'S CERTIFICATION AND SIGNATURE

The undersigned, subject to personal liability and penalty under applicable law, certifies that he or she: (i) is authorized to sign this Grant Proposal; (ii) personally prepared or reviewed the matters found in this Grant Proposal (including any related documents/attachments); (iii) asserts all statements made in this Grant Proposal (including all attachments) are true, accurate and complete; (iv) has the requisite skills and knowledge to assert the foregoing certification; and (v) has complied and shall continue to comply with all applicable requirements of Chapter 6, Article 29 of the Revised Ordinances of Honolulu 1990, as amended (Link), regarding private organizations receiving grants of public funds from the City and County of Honolulu.

Signature of Grantee (Fiscal Sponsor) Officer

10/28/2022
Date

Printed Name and Title:

Dawn M. Dunbar, Senior V.P., Philanthropy

CERTIFICATE OF THE BOARD OF DIRECTORS NO OBLIGATIONS IN ARREARS

The undersigned of the Board ("Grantee") hereby certifies that the Grantee or any principal of the Grantee or sponsored organization (where the Grantee is a Fiscal Sponsor) is not in arrears on any financial or other obligation owed to the City & County of Honolulu, a municipal corporation of the State of Hawaii.

Michele Otake
(Signature)

Michele Otake, Chair
(Print name)

CERTIFICATE OF THE BOARD OF DIRECTORS AUTHORIZATION TO ASSIGN AUTHORITY

The undersigned of the Board of Pali Momi Foundation ("Grantee") hereby certifies that Dawn Dunbar (name), Senior Vice President, Philanthropy (title), has been authorized by the Board of Directors to sign proposals, contracts, and related documents on behalf of the Grantee. Accordingly, I hereby assign the authority by the Board to execute proposals, contracts, and contract amendments on behalf of the Grantee, and further certify that the assigned is given the power and authority to do all things necessary to implement, maintain, amend, or renew such contracts, including but not limited to the delegation of signing authority to another employee of the Grantee.

Michele Otake
(Signature)

Michele Otake, Chair
(Print name)

STATE OF HAWAII)
CITY AND COUNTY OF HONOLULU)

On this 10th day of November, 20~~4~~22 before me appeared Michele Otake, personally known to me, who, being by me duly sworn, did say that he/she is the Chair of Pali Momi Foundation and that the corporation has no corporate seal, and that said instrument was signed in behalf of said corporation by authority of its Board of Directors, and said she acknowledged said instrument to be the free act and deed of said corporation.

Rhonda Biffle
Notary Public, State of Hawaii

My Commission expires: Aug. 3, 2024

RHONDA BIFFLE NOTARY PUBLIC No. 08-271 STATE OF HAWAII

Doc. Date: none # Pages 1
Name: Rhonda Biffle First Circuit
Doc. Description: Certificate of the Board of Directors
Rhonda Biffle 11/10/22
Signature Date

NOTARY CERTIFICATION

RHONDA BIFFLE NOTARY PUBLIC No. 08-271 STATE OF HAWAII

SECTION II
GRANT ACTIVITY INFORMATION

A. Describe how the community need, stated problem / issue, and target population are effectively validated. The description must include how the public services target population is vulnerable or how the arts, culture, community/economic development, or environmental activities will especially support low- to moderate income areas.

1. Provide substantive data and other quality information to show the issue is a priority need of the community. *(3,000 character count limit)*

Hawai'i Pacific Health (HPH) is partnering with O'ahu public high schools and community partners to prepare young people for exciting careers in the medical field, while developing a training pipeline to meet the growing demand for healthcare workers in Hawai'i.

Healthcare organizations across Hawai'i are struggling to fill positions at all levels of skill, education, and experience. The barriers to building a strong healthcare workforce include lack of awareness of career options, limited opportunities for training and education, and the high cost of living and comparatively low wages.

The Healthcare Association of Hawai'i (HAH) released a report in November 2022 detailing the statewide healthcare workforce shortage. There are 3,873 non-physician healthcare positions unfilled, which is a 76% increase over the 2,200 positions reported in 2019. O'ahu has the largest number of openings (2,592), representing 15% of all positions on the island. (Hawai'i Healthcare Workforce Initiative, 2022 Report. Healthcare Association of Hawai'i.)

This challenge also presents an exciting opportunity. Healthcare leaders are exploring ways to compete for talent, provide training and education, and recruit young people to pursue careers across more than 200 different professions in the healthcare field. By engaging with high school juniors and seniors directly through school partnerships, HPH is creating a training pipeline to meet the need for qualified workers in this community.

Clinical training programs offered in partnership by providers and high schools is noted as a key strategy to address the healthcare worker shortage in the HAH report. In addition to meeting the demand for healthcare workers, Clinical Training for Teens offers viable career tracks, setting up young people to pursue meaningful, rewarding, and lucrative careers. The benefits of medical training, as identified in the 2022 HAH Report, include job security and competitive salaries; a sense of purpose with one's work; variety and options of careers; and the ability to work right away, as students are able to complete healthcare training in their senior year and join the workforce immediately after graduation.

The public schools identified for this project report indicators of need. Chronic absenteeism continues to be a challenge, as students recover from COVID-19 school closures. On average, 33% of students across the nine target schools were absent fifteen days or more last year. (The state average is 32% chronically absent.)

- All nine schools offer Career and Technical Education (CTE). On average, 68% of graduates complete CTE prior to graduation.

- The on-time graduation rate varies across these nine schools, from 69% to 97%.

- Only 56% of graduates, on average, are enrolled in post-secondary institutions.
(Strive HI Reports, 2022. HIDOE.)

2. Provide a thorough analysis of the community's priority need / problem and its impact on the community. *(3,000 character count limit)*

While COVID-19 did not cause the healthcare worker shortage, the pandemic exacerbated this challenge in Hawai'i. Our state brought in more than 650 healthcare workers to handle the demands of COVID-19. Even as conditions of the pandemic improved, people continued to leave the healthcare industry, citing stress and workload. From 2019 to mid-2021, almost 5,000 nurses left the field, according to the state Department of Commerce and Consumer Affairs.

Statewide, about seventeen percent of the jobs for these positions are currently unfilled, up from ten percent in 2019. On average, open positions take between six to twelve months to fill, which puts a significant burden on healthcare employers

As part of the statewide Healthcare Workforce Initiative, HPH identified five positions that are conducive to clinical training in high school. Four out of five of these positions are among the top priority needed in the state. All four were rated as "moderatly difficult" positions to fill in the 2022 report.

These positions are:

- Medical Assistant, which assist with patient care and procedures, administer medications, document routine office laboratory and diagnostic tests, and perform administrative duties such as coding and billing. In Hawai'i, the number of open positions increased 162% from 2019 to 2022. The median pay was $37,190 in 2022, with growth projected at nineteen percent.

- Certified Nursing Assistant (Certified Nurse Aide), which help patients with activities of daily living and other healthcare needs under the direct supervision of a Registered Nurse or Licensed Practical Nurse. In Hawai'i, the number of open positions increased 78% from 2019 to 2022. The median pay was $30,830 in 2020, with growth projected at eight percent.

- Surgical Instrument Processing Technician, which prepare, sterilize, install, or clean laboratory or surgical equipment. These positions perform routine laboratory tasks and operate or inspect equipment. The median pay was $41,070 in 2020.

- Phlebotomist, which draw blood for tests, transfusions, research, or blood donations. The median pay was $37,380 in 2022. This course is offered in partnership with Clinical Labs of Hawai'i, so the company directly trains prospective employees.

- Patient Service Representitive, which serve as the liaison between patients of all ages and the professional staff. These frontline customer-service agents perform administrative functions, maintain patient charts, verify insurance coverage, and support overall patient satisfaction. The median pay was $36,320 in 2020.

Source: https://www.bls.gov/ooh/healthcare/

3. Provide a description of the Grant Activity. This description will be used as the scope of services in the contract. *(1,000 character count limit)*

Clinical Training for Teens will provide 300 students in nine public high schools training and professional development opportunities to enter careers immediately after graduation. Training programs will prepare students for five positions: Medical Assistant, Certified Nursing Assistant, Surgical Instrument Processing Technician, Phlebotomist, and Patient Service Representative. Upon completion of the in-school training course and certification, 100% of graduates will be guaranteed an interview with Hawai'i Pacific Health.

The project includes ten outreach events to engage young people in healthcare careers at all levels. Through speaking opportunities, career fairs, and college expos, HPH professionals will engage with students, opening their eyes to more than 200 professions in healthcare.

B. Describe the proposed plan

1. Describe why you chose this Grant Activity and how it will effectively address the community's problem / need. *(2,000 character count limit)*

Hawai'i Pacific Health chose this activity because Clinical Training for Teens meets a documented need, aligns with the priorities of local high schools, and has potential for scaling and expansion. The organization is partnering with nine schools this year. This investment is timely, as young people are more keen to the relevance and importance of healthcare careers due to the pandemic. For many young people in Hawai'i, a career in healthcare is appealing due to its longevity and durability, compared to food service, retail, or hospitality industries.

Most of the high school partners operate College and Career Academies with a healthcare services track. The HIDOE Academic Plans for these schools align with the priorities of this initiative. Notable themes across the 2022-23 Academic Plans are: 1) engaging industry partners in college and career readiness; 2) providing vocational education to prepare students for future employment; and 3) developing employability skills that young people can use in various career disciplines.

Participants may pursue a variety of outcomes, such as entering the workforce immediately after high school, pursuing a professional degree, or working in the medical field while they attend college. Young people who start with a certification immediately out of high school are able to establish a stable foundation and thereafter may pursue ample opportunities to grow.

As Clinical Training for Teens expands in future years, additional training tracks and options will be developed. Additional positions may be added, such as: Ultrasonography, Home Health Aide, Acute Care Pharmacy Technician, and Laboratory Technician. Another opportunity for expansion may be to develop virtual programs with supplemental hands-on training. Pali Momi constructed the Simulation Learning Center in 2018 and works with educational partners to coordinate virtual learning with simulated training.

2. Provide measurable outcomes, describe how outcomes are aligned with the purposes and priorities of the Grants in Aid Fund, and describe how outcomes directly benefit the target population. *(3,000 character count limit)*

Public Services should begin with a statement of the number of individuals that the Grant Activity will directly benefit during the Grant Term.

Arts, Culture, Community/Economic Development or Environment should begin with a statement as to how the Grant Activity supports the sustainable improvement in the well-being and quality of life of local communities, especially low to moderate income areas.

This project will increase access to clinical education training for 300 high school students in nine public high schools. The project aligns with the priorities of the City Grants-in-Aid fund because Clinical Training for Teens will serve high percentages of low-income students and meet the demonstrated need for career and workforce development in this community.

The measurable outcomes are:

1. 300 public high school students will access clinical education training and professional development in support of college and career readiness.

Clinical Training for Teens programs will be offered to high school juniors and seniors with no tuition costs. The programs consist of one or two semesters of coursework with up to 400 hours of clinical externship. Coursework can include anatomy and physiology, medical terminology, administrative medical assisting, and clinical medical assisting. Upon completion of the program and achievement of national certification, students in Medical Assistant, Phlebotomy, and Surgical Instrument Processing Technician are guaranteed an interview with Hawai'i Pacific Health.

2. Nine public high schools engaged as partners for clinical education training, career fairs, and guest speaking opportunities.

The following schools are targeted for partnerships for this project: 'Aiea High School, James B. Castle High School, James Campbell High School, Kapolei High School, President Theodore Roosevelt High School, President William McKinley High School, Waipahu High School, W.R. Farrington High School, and Kalani High School.

This is a preliminary list which may change prior to the contracting period. Ideally, the program partners with schools that operate in the academy structure with a specific healthcare academy. Students may attend courses at a different school in order to participate in a career track that is not offered at their own high school.

3. Ten outreach events. Guest speakers will visit schools and attend career events, talking with students about careers in healthcare.

In addition to certification courses, Clinical Training for Teens will engage with young people through a variety of outreach efforts, such as:

- Health Career Pathway Seminars – These are half-day seminars inviting students to the hospital, including four guest speakers who explore various career pathways in the industry, outline education and training for different careers, and discuss lifestyle considerations.

- Career Fairs – Organized by schools, HPH brings informational booths to educate students about career opportunities and educational requirements.

- School Presentations – HPH representatives attend school events and present on topics such as Opportunities in Healthcare, Interviewing Skills, Professional Behaviors, Resume Writing, and How to Be a Successful Intern.

3. Provide an action plan to achieve the stated measureable outcomes. If the Grant Activity involves a partnership, provide a description of each partner's role. Must include measurable milestones, specific events, or other performance measures appropriate to achieving the outcomes. *(3,000 character count limit)*

Clinical Training for Teens will bring education, training, and job opportunities to 300 high school students on O'ahu. This project is part of an industry-wide initiative addressing the shortage of workers in Hawai'i, which involves providers, educators, University of Hawai'i and Chamber of Commerce Hawai'i in the effort to increase the number of qualified healthcare workers in the state.

To achieve the outcome of 300 high school participants, staff members will sustain relationships and continue programs in local high schools. Training programs will be offered for five positions: Medical Assistant, Certified Nursing Assistant, Phlebotomist, Surgical Instrument Processing Technician, and Patient Service Representative.

Health Services is a key career pathway identified for academy training by HIDOE; thus, programs are offered by the school as credited courses that occur during school hours. The Medical Assistant course is offered at all partner schools and includes hands-on clinical training. HPH recently attained national accreditation for this course, which means students can transfer high school credits to colleges and universities.

School partners will provide classroom space and support outreach, recruitment, enrollment, and certification processes. Courses will be listed in school course schedules and counselors will be informed of the course and opportunities through the program. Each course will be completed in one or two semester(s), including mid-terms, quizzes and final exams. Upon completion, students who successfully complete the certification will be guaranteed an interview with HPH. The majority of graduates have the opportunity to secure employment immediately.

To achieve the outcome of nine public high schools engaged, staff members will visit schools; provide instructors, information and course outlines; and maintain an MOU with the Hawai'i State Department of Education to conduct trainings. For the proposed project period, HPH will engage nine public schools, focusing on schools with demonstrated need. As the program expands in future years, more course offerings will be available at each school and additional schools will be engaged, including private institutions.

To achieve the outcome of ten outreach events, staff members will network with public schools and provide guest speakers to support events. The purpose is to promote healthcare as a desirable career and vocational choice by connecting with students directly through speaking opportunities, training offerings, college expos, and career fairs. Through these relationships, HPH will build awareness of healthcare as a rewarding field, offering employment security, opportunities for advancement, diverse fields, and the satisfaction that comes with providing care to others. Clinical Training for Teens will open up opportunities to learn about career options and gain valuable professional experience, thus helping young people plan for "life after high school."

4. Provide a budget narrative that explains how the budget in Section III will achieve the desired outcomes. *(3,000 character count limit)*

The proposed grant amount is $200,000 for the 12-month grant period. The requested funding will support 300 high school learners for about $667 per student to be served.

The budget includes salary allocations for Community Allied Health Instructor, Workforce Development Advisor, and Workforce Development Coordinator positions. The Community Allied Health Instructor position has an annual salary of $79,000, which is allocated at .75 FTE. The amount allocated to this position is $59,250. This position develops and delivers educational programs for assigned clinical lines. The Instructor provides direct training content to the target population, thereby directly impacting the number of students served for this project.

The Workforce Development Advisor has an annual salary of $83,000, which is allocated at .75 FTE. The amount allocated for this position is $62,250. The Workforce Development Coordinator has an annual salary of $68,000, which is allocated at .77 FTE for an annual amount of $52,580. These positions assist with administration of student activities, programs, and affiliation agreements. These positions directly impact the number of school partners and number of outreach events achieved through this project.

The tax and fringe expense is $25,920 for direct service positions. This includes state and federal taxes and health insurance. (See attached job descriptions for detail on the City-funded positions.)

The organization is contributing the balance of personnel expenses, which is estimated at $64,384 and is listed as secured other funds in the project budget.

5. Provide a timeline that is complete, realistic and appropriate to achieve the desired outcomes. This timeline should also be reflected in Section IV. *(3,000 character count limit)*

For the proposed 12-month grant period starting on or around October 1, 2023, the basic calendar of events will be as follows:

Month 1 (October)
- Program planning and scheduling
- Onboard new hires for project
- 15 high school students served
- 1 high school engaged
- Fall break

Month 2 (November)
- 25 high school students served
- 1 high school engaged
- 1 outreach events attended
- Deliver training module(s)
- Recruit and outreach for next semester

Month 3 (December)
- 35 high school students served
- 2 outreach events attended
- Deliver training module(s)
- Conduct certification exams
- Winter Break

Month 4 (January)
- 30 high school students served

- 4 high schools engaged
- Deliver training module(s)

Month 5 (February)
- 30 high school students served
- 1 outreach event attended
- Deliver training module(s)

Month 6 (March)
- 30 high school students served
- 1 outreach event attended
- Deliver training module(s)
- Spring Break

Month 7 (April)
- 30 high school students served
- 1 outreach event attended
- Deliver training module(s)

Month 8 (May)
- 35 high school students served
- 1 outreach events attended
- Conduct certification exams
- Recruit and outreach for next semester

Month 9-10 (June-July)
- Year-end program evaluation
- Program planning and scheduling
- Summer Break

Month 11 (August)
- 35 high school students served
- 3 high schools engaged
- 1 outreach event attended
- Deliver training module(s)

Month 12 (September)
- 35 high school students served
- 2 outreach events attended
- Deliver training module(s)

C. Provide evidence of the agency's ability to perform the proposed grant activity through past performance, current capacity and/or plan to acquire the capacity to perform.

1. Provide data that demonstrates proven success in offering the same, similar, or related activities to achieve the proposed outcomes. *(3,000 character count limit)*

Clinical Training for Teens started as a pilot in the 2018-19 school year, graduating seventeen students from James Campbell High School, Pearl City High School and Waipahu High School. To date, 314 participants have earned a Certificate of Completion and 84 participants achieved employment. Many program graduates are pursuing additional education.

Over time, HPH expanded access to trainings in coordination with local partners:
- Clinical Labs of Hawai'i provides direct training for the Phlebotomist course.
- Queen Lilioukalani Trust, supports enrollment of at-risk teens in the Nurse Aid course.
- Residential Youth Services & Empowerment supports enrollment of at-risk teens in the Nurse Aid course.

A similar project is the Health Careers Summer Internship Program at Hawai'i Pacific Health. This program offers six-week paid internships to high school seniors and college students interested in healthcare. Interns learn about hospital systems, interact with experienced professionals, and explore different healthcare professions in both clinical and administrative settings. Since its inception in 2004, nearly 1,000 students have participated in the Summer Internship Program.

HPH also supports workforce development with its Bridge to Leadership program. This is a partnership with University of Hawai'i John A. Burns School of Medicine and HIDOE, providing opportunities for current HPH staff members to advance to leadership positions or become physicians.

Pali Momi Foundation is the philanthropic arm of Pali Momi Medical Center, which employs staff members for this project. The Medical Center provides specialty healthcare, emergency services, public health education and outreach, training, and research. Located in 'Aiea, Pali Momi Medical Center is the only facility serving Central and West O'ahu with life-saving specialty care including a stroke center, level III trauma center, and interventional cardiac catheterization unit.

Also supporting education and training, Pali Momi Medical Center operates a Simulation Learning Center. This 1,520 square foot facility supports clinical training and continuing education for medical professionals. This is the first and only facility of its kind in Central O'ahu, providing training to more than 1,200 professionals each year. Pali Momi is expanding access to continuing education to the general community of medical professionals, enabling broad access to simulated training in areas such as emergency services, surgical procedures, and pediatric care.

2. Describe the applicant's capacity to successfully achieve the proposed outcomes.
OR
Provide a plan to acquire the capacity to successfully achieve the proposed outcomes (including how the applicant has acquired similar capacity in the past).

Responses should include organizational knowledge, staffing, fiscal resources, facilities and other resources, stakeholders and relationships, and other relevant resources. *(3,000 character count limit)*

Pali Momi Foundation and Pali Momi Medical Center have the organizational knowledge, staffing, fiscal resources, facilities, and relationships to ensure successful fulfillment of this project.

- Organizational Knowledge. Pali Momi Medical Center is a not-for-profit medical center serving Central and West O'ahu. With more than 500 physicians on its medical staff, Pali Momi has delivered many medical firsts, including only interventional cardiac catheterization units in West O'ahu and the largest comprehensive cancer center on the island. Pali Momi admits nearly 6,000 patients, has over 35,000 emergency visits, and handles almost 400 traumas per year.

- Staffing. Carl Hinson, Director, Workforce Development, is the creator of these programs and will serve as the staff leader for this project. He is a founding co-chair of the HAH Healthcare Workforce Initiative, supporting economic development and employment initiatives throughout the state. He served seven years as Chair of the Career and Technical Education Advisory Board for the State of Hawai'i. (Additionally, see attached resumes for key staff on this project.)

- Facilities. The proposed trainings will take place at school sites throughout O'ahu. Using a mobile and versatile educational platform, the instructors are able to reach high schools in every district. Pali Momi also offers the Simulation Learning Center, which is a 1,520 square foot facility supporting clinical training and continuing education.

- Fiscal Resources. Pali Momi is part of Hawai'i Pacific Health, which is the largest health care provider in the state. This is a not-for-profit health care system, which means all of our earnings are reinvested into improving medical equipment and facilities. We also invest in research, education and training as well as charity care for underserved people within our island communities.

- Relationships. This project is part of an industry-wide initiative addressing the shortage of workers in Hawai'i: The Healthcare Workforce Initiative. Spearheaded by HAH in 2018 to address members' needs, the Initiative involves providers, educators, and partnership efforts with University of Hawai'i and Chamber of Commerce Hawai'i. Members convene regularly to share information and ideas; thus it is a coordinated, data-driven effort to increase the number of qualified healthcare workers in the state.

D. Describe the applicant's sustainability and/or additional long-term benefit to the community

1. Provide a plan for sustaining and / or expanding activities beyond the applicable grant period. *(2,000 character count limit)*

Regarding long-term sustainability, Clinical Training for Teens will eventually be part of the operating budget for Hawai'i Pacific Health. The program expenses are not reimbursable through insurance; thus, the organization is seeking external funding to develop this initiative. In addition to this request to City and County of Honolulu, Pali Momi Foundation is pursuing private funding with Atherton Foundation, McInerny Foundation, Hawaiian Electric Industries Charitable Foundation, and other local funders.

Pali Momi anticipates that the benefits of building a qualified workforce will result in improved quality of care and increased efficiency in the healthcare industry. This investment in our next generation of healthcare leaders will enable better access to well-paying jobs, opportunities to advance professionally, and the ability to stay in Hawai'i for education and training. The benefits to this community will ensure longevity and growth of this program.

Pali Momi will explore sustainability options beyond the grant period. There are opportunities for fee-based trainings and partnerships with local employees. As an example, HPH currently partners with Clinical Labs of Hawai'i to train technicians. Other industries expressing need for trained employees include home healthcare, assisted living facilities, and medical clinics. Given the documented need for trained healthcare workers, there are many opportunities for Clinical Training for Teens to develop into a fully sustainable venture.

2. Describe the applicant's capacity and resources to carry out the above plan (staffing, funding, etc.) beyond the grant period. *(2,000 character count limit)*

The long-term vision for Clinical Training for Teens will be carried out through fundraising efforts by the Pali Momi Foundation staff and program/sustainability development by the Clinical Education Team. Pali Momi Foundation is under the strategic direction of a ten-person volunteer Board of Directors.

Pali Momi Foundation has one full-time employee and three shared employees. The full-time position, Pali Momi Development Officer, is responsible for major giving, special events, planned giving, grantmaking, and individual contributions, all of which benefit this community. One hundred percent of restricted contributions are directed to their intended program or need. Recently, Pali Momi employees have pledged $140,000 toward the emergency medical and trauma care for Central and West O'ahu and the Ohana Fund which supports patients in need with financial assistance for medication, medical equipment and transportation.

Pali Momi Foundation also benefits from direction and guidance of Dawn Dunbar, Senior Vice President, Philanthropy, Hawai'i Pacific Health. The Foundations Office oversees philanthropic efforts for four foundations in the HPH network: Pali Momi Foundation, Kapiolani Health Foundation, Straub Foundation, and Wilcox Foundation.

The Clinical Education Team is part of the Workforce Development Team at HPH. This Team is dedicated to developing talented professionals to fill roles at all levels of administration and clinical services. This department will support program marketing and sustainability strategies as the program evolves.

E. No CITY funds or assistance. The highest consideration will be given to applicants that do not receive other funding or any form of assistance from the CITY. While applicants that receive other funding or assistance from the CITY may apply for Grants in Aid funding, the extent of funding or assistance already received in relation to services provided must be considered prior to awarding Grants in Aid funds. A percentage of the sub-total criteria points will be awarded to Grantees based on the criteria below and the information about past funding / assistance from the CITY that follows.	
The applicant has received no award from the CITY within the last 3 years.	**10%**
The applicant has received 1-2 awards from the CITY within the last 3 years.	**7%**
The applicant has received 3-5 awards from the CITY within the last 3 years.	**5%**
The applicant has received between 6-9 awards from the CITY within the last 3 years.	**3%**
The applicant has received 10 or more awards from the CITY within the last 3 years.	**0%**

GRANTEE RECEIPT OF CITY GRANTS

Identify all CITY grants received by Grantee (or Fiscal Sponsor) in the last three (3) years. Information will be verified by the CITY.

1. Grant Activity Name & Contract #: Clinical Training for Teens CT-DCS-2300044
   Grant Period: 10/1/2022 - 9/30/2023 Grant Amount: $200,000
   Grant Purpose: Training for Oahu high school students to enter healthcare fields
   Grant Activity Status: ☒ Underway ☐ Completed ☐ Canceled
   Administrating Division: DCS

2. Grant Activity Name & Contract #: Clinical Training for Teens CT-DCS-2200049
   Grant Period: 10/1/2021 - 9/30/2022 Grant Amount: $125,000
   Grant Purpose: Training for Oahu high school students to enter healthcare fields
   Grant Activity Status: ☐ Underway ☒ Completed ☐ Canceled
   Administrating Division: DCS

3. Grant Activity Name & Contract #: Clinical Training for Teens CT-DCS-2100067
   Grant Period: 10/12/2020 - 9/11/2021 Grant Amount: $125,000
   Grant Purpose: Training for Oahu high school students to enter healthcare fields
   Grant Activity Status: ☐ Underway ☒ Completed ☐ Canceled
   Administrating Division: DCS

4. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled

F. Age Friendly Honolulu

Consideration is to be given to applicants that incorporate the vision and goals of the Age-Friendly Honolulu Program (as codified in ROH Chapter 2, Article 22), including but not limited to (1) enabling residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active; and (2) removing barriers to inclusion for and providing support services to vulnerable residents and/or have physical limitations.

To be eligible for the bonus points as an Age-Friendly Honolulu Project an organization must demonstrate the proposal aligns with Age-Friendly Honolulu's priorities by completing the following TWO steps:

1) Go the following website https://www.hiphi.org/age-friendly-honolulu/ to access an Age-Friendly Honolulu training video. The video should be watched by at least one (1) person from the non-profit organization in a leadership position (Executive Director, Administrator, or equivalent). This video will define an "age-friendly city" and explain what types of projects align with the Age-Friendly Honolulu Vision.

2) Complete the section below by selecting which Age-Friendly Honolulu category best fits the activities of your organization and providing a brief description of how your proposal is an Age-Friendly Honolulu project.

☐ Enabling Residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active, particularly at the oldest ages

☐ Providing Kupuna with meaningful roles in the community, including mentors, volunteers, or through intergenerational programming

☐ Removing barriers to support community inclusion and accessibility for persons of all abilities.

3) How is your proposal an Age-Friendly Honolulu Project and explain how your organization can meet the additional reporting requirements if awarded? *(2,000 character count limit)*

Not applicable.

APPENDIX A: TIER II GRANT PROPOSAL (Grants $25,000 to $200,000)
SOLICITATION NO. RGP-DCS-GIA2024

Instructions: The proposal below must be completed in full. Responses must be provided in the fillable boxes provided. Where annotated, the fillable boxes have predetermined maximum limits on character counts. Letters, numbers, punctuation marks, and spaces are included in the character count limits.

SECTION I
SUMMARY

A. Grantee Legal Name:	Parents And Children Together
B. Is Grantee a Fiscal Sponsor?	☐ Yes ☒ No
C. Grant Activity Name:	Out of School Time Services (OST) for At Promise Youth at Puuwai Momi

D. Briefly describe the Grantee's background, history (including year established), and mission. *(400 character count limit)*

Parents And Children Together has been providing critical services to Hawaii's most vulnerable since 1968. What originated as a single program in Kalihi has grown to 20 programs serving over 11,733 individuals and families in FY22 throughout the state. PACT's mission is "Working together with Hawaii's children, individuals, and families to create safe and promising futures."

E. Briefly describe the Grant Activity and public need being filled. *(400 character count limit)*

PACT will provide OST services for youth in the at-promise Puuwai Momi community, home to 400 children 5-18 yrs. Services are based on the Positive Youth Development model and focus on 5 key areas: academics; recreation/sports; youth development/skill building; cultural activities; & family engagement. PACT is the only provider in this community delivering comprehensive youth services.

F. Briefly summarize Grant Activity outcomes and measures of success, including number and description of those served. *(400 character count limit)*

PACT will serve at least 175 public housing youth, 5-18, who are at risk for educational failure & early participation in risky behaviors. Most are from ethnic groups overrepresented in the Juvenile Justice system. Outcomes include improved school performance; positive changes in skills and behaviors; improved social and life skills; and increased connections to family, school, and community.

G. Council District
Check all districts that will benefit from the Grant Activity. Provide the amount requested per district. Amounts must be in whole numbers only.

☐ District 1 $	☐ District 2 $	☐ District 3 $
☐ District 4 $	☐ District 5 $	☐ District 6 $
☒ District 7 $199,644	☐ District 8 $	☐ District 9 $

Total Amount Requested (must be $25,000 to $200,000)	$199,644

H. Type of Grant Activity (pick ONE category that best reflects the Grant Activity):		
1. Public Services: Projects in this category will support qualified public services and programs for the target populations deemed by the CITY to be most vulnerable.		
☐ A. Public Service – Seniors	☒ B. Public Service - Children	☐ C. Public Service - Disabilities
☐ D. Public Service – Homeless	☐ E. Public Service – Domestic Violence	☐ F. Public Service – Substance Abuse
☐ G. Public Service – Mental Health	☐ H. Public Service – Other (describe):	
2. Arts, Culture, Community/Economic Development, and the Environment: Projects in this category will support the sustainable improvement in the well-being and quality of life of local communities, especially low- to moderate income areas.		
☐ A. Arts	☐ B. Culture	☐ C. Community Development
☐ D. Economic Development	☐ E. Environment	

GRANTEE'S CERTIFICATION AND SIGNATURE

The undersigned, subject to personal liability and penalty under applicable law, certifies that he or she: (i) is authorized to sign this Grant Proposal; (ii) personally prepared or reviewed the matters found in this Grant Proposal (including any related documents/attachments); (iii) asserts all statements made in this Grant Proposal (including all attachments) are true, accurate and complete; (iv) has the requisite skills and knowledge to assert the foregoing certification; and (v) has complied and shall continue to comply with all applicable requirements of Chapter 6, Article 29 of the Revised Ordinances of Honolulu 1990, as amended (Link), regarding private organizations receiving grants of public funds from the City and County of Honolulu.

Signature of Grantee (Fiscal Sponsor) Officer

Printed Name and Title: Ryan Kusumoto, President & CEO

December 1, 2022

Date

CERTIFICATE OF THE BOARD OF DIRECTORS NO OBLIGATIONS IN ARREARS

The undersigned of the Board ("Grantee") hereby certifies that the Grantee or any principal of the Grantee or sponsored organization (where the Grantee is a Fiscal Sponsor) is not in arrears on any financial or other obligation owed to the City & County of Honolulu, a municipal corporation of the State of Hawaii.

(Signature)

Mihoko Ito
(Print name)

CERTIFICATE OF THE BOARD OF DIRECTORS AUTHORIZATION TO ASSIGN AUTHORITY

The undersigned of the Board ("Grantee") hereby certifies that Ryan Kusumoto (name), President & CEO (title), has been authorized by the Board of Directors to sign proposals, contracts, and related documents on behalf of the Grantee. Accordingly, I hereby assign the authority by the Board to execute proposals, contracts, and contract amendments on behalf of the Grantee, and further certify that the assigned is given the power and authority to do all things necessary to implement, maintain, amend, or renew such contracts, including but not limited to the delegation of signing authority to another employee of the Grantee.

(Signature)

Mihoko Ito
(Print name)

STATE OF HAWAII)
CITY AND COUNTY OF HONOLULU)

On this 17th day of November, 2022, before me appeared Mihoko Ito, personally known to me, who, being by me duly sworn, did say that he/she is the Chair of Parents And Children Together and that the corporation has no corporate seal, and that said instrument was signed in behalf of said corporation by authority of its Board of Directors, and said She acknowledged said instrument to be the free act and deed of said corporation.

Notary Public, State of Hawaii

My Commission expires: March 24, 2024

Doc. Date: Undated # Pages: 23
Name: Uilani R. Souza 1st Circuit
Doc. Description: Appendix A: Tier II Grant Proposal (Grants $25,000 to $200,000)

Signature Date NOV 17 2022
NOTARY CERTIFICATION

UILANI R. SOUZA NOTARY 92-187 PUBLIC STATE OF HAWAII

UILANI R. SOUZA NOTARY 92-187 PUBLIC STATE OF HAWAII

SECTION II
GRANT ACTIVITY INFORMATION

A. Describe how the community need, stated problem / issue, and target population are effectively validated. The description must include how the public services target population is vulnerable or how the arts, culture, community/economic development, or environmental activities will especially support low- to moderate income areas.

1. Provide substantive data and other quality information to show the issue is a priority need of the community. *(3,000 character count limit)*

Puuwai Momi is a State public housing complex with 296 occupied housing units and a population of more than 1,000 low-income tenants in Aiea, Oahu. The complex is bordered by Aloha Stadium, Kamehameha Highway, and the H-1 freeway. Other low-income apartment buildings surround Puuwai Momi. The location is not pedestrian friendly and public schools (Aiea Elementary, Middle, and High School) are not within easy walking distance.

Puuwai Momi resident statistics mirror those of its census tract (75.04 – Aloha Stadium), part of the larger 96701 community. About 22% of the residents in the tract are foreign born (American Community Survey 2018). The average family household size is larger than the county average (4.52 persons v. 3.63). There are 6.2 times more female-headed households (27.2%) than the county (4.4%) and more children per household. This area has more high school graduates (47.1% c.f. 26.2% county), but less bachelor's or higher degree graduates (15.1%) than the county (34.3%).

Unemployment in the census tract is 6.0%, much higher than the entire 96701 area (3.3%). The median family income is significantly lower and there are significantly higher rates of households receiving SSI (8.4% v. 3.1%), cash public assistance (7.9% v. 2.3%), and SNAP benefits (33.6% v. 7.4%). More families with children under 18 live below the poverty level (19.1%) than in 96701 (5.0%) and the county (8.3%). The number of female-headed households with children under 18 living below poverty is significant at 42.1% (18.2% in 96701 & 24.4% in the county).

Children at Puuwai Momi attend Aiea Elementary which has a diverse, multi-cultural population with many students who migrated from the Outer Pacific Islands and learn English as a second language. The most prevalent ethnicities are Micronesian (32%), Native Hawaiian (20%), Samoan (17%), and Filipino (15%)—all of which are over-represented in the State Juvenile Justice system. In the 2018-19 school year, the total enrollment was 326 and because of the high poverty rate in the school community, the school qualified for the Community Eligibility Provision (CEP) where all students received free lunches. Ten percent of students were enrolled in Special Education and 25% had limited English proficiency. Reading and Math proficiency scores in grade 3 were significantly lower compared to the State average at 22% c.f. 52% (reading) and 29% c.f. 55% (math), respectively.

The demographics for this community point clearly to the high need for afterschool programming and supportive services for youth. The absence of nearby educational institutions and supervised recreational facilities further challenges positive development for Puuwai Momi youth. PACT has the capability and infrastructure in place to provide these positive opportunities for youth which is a priority need in the Puuwai Momi community.

2. Provide a thorough analysis of the community's priority need / problem and its impact on the community. *(3,000 character count limit)*

There is little or no adult supervision for many of the school-aged children in Puuwai Momi and there is not an appropriate, supervised area, outside of PACT's Community Teen Program, where kids can do their homework, play, and take part in safe positive activities. The community is impacted when youth are not positively engaged during afterschool hours and are likely to become involved in risky behaviors—loitering, graffiti, vandalism, theft, drugs, etc. This leads to school absenteeism and academic failure while research shows that high quality afterschool programs improve students' educational outcomes and social-emotional learning. Consistent participation in afterschool programs has shown lower dropout rates and closure of achievement gaps for low-income students (National Conference of State Legislatures).

Puuwai Momi's youth are isolated at the housing project after school—and this isolation has been exacerbated by the COVID19 crisis. Although Makalapa Park is adjacent to the housing, there are no organized activities there and the park is unsafe due to the homeless and loiterers at the park. Adults often drink and get into arguments at the park. PACT staff must occasionally lock down the center and call police when park arguments become physically violent.

Currently, an 8-10 foot high "prison-like" fence surrounds Makalapa Park, making it difficult for Puuwai Momi residents to access and use the park. This current reality is in contrast to what long-time residents of Puuwai Momi recall. The park once housed a train for keiki to play on, tables and benches for a place to gather, and barbeque pits for gatherings and cookouts but now only has dilapidated courts and playground; a field that has to be swept for rubbish and glass before it can be used.

The AUW 211 community resources database indicates that there are no youth services & activities within a five-mile radius from the housing, except for the Honolulu Community Action Program (HCAP) STEM program and PACT's Community Teen Program on the property. Other programs within that radius (4-H in Pearl City, Adult Friends for Youth near the airport, and the Kalihi-based agencies of Kalihi YMCA, Susannah Wesley Community Center, and Kokua Kalihi Valley) are not accessible to Puuwai Momi youth. The Stadium Mall has a fee-only ice-skating rink, but few families can afford to go regularly.

The mix of factors at Puuwai Momi; isolation, a dearth of youth activities, the distance from schools and prohibitive lack of transportation, and the reality that most resident families live in poverty—creates a vulnerable, children/youth population at risk for involvement in behaviors such as early sexual activity/abuse, drinking, exposure to illicit substances, and gang activity that will cost taxpayers in remediation.

3. Provide a description of the Grant Activity. This description will be used as the scope of services in the contract. *(1,000 character count limit)*

The proposed grant activity will provide comprehensive youth services for the at-promise Puuwai Momi community during out-of-school time hours (OST) Monday-Friday with additional hours provided during school intersessions with the addition of a new Age-Friendly project.

Activities for youth/families fall into 4 components: 1) Educational Support (daily study hall/homework help, computer lab, enrichment activities; 2) Sports, Fitness & Recreation (daily activities—music, games, sports, arts & crafts, computer lab, & daily health/fitness activities nutrition/cooking, & gardening: 3) Youth Development & Skill Building (social emotional learning, life skills, leadership, career exploration; & 4) Family & Community Engagement (Parent Hui meetings, family relationship activities). The Age-Friendly project will be integrated into program services and include activities to engage & build important relationships with kupuna (holiday celebrations, technology and other classes, cultural sharing).

B. Describe the proposed plan

1. Describe why you chose this Grant Activity and how it will effectively address the community's problem / need. *(2,000 character count limit)*

Selection of Grant Activity: Research shows that out-of-school time (OST) hours are high risk periods for youth when juvenile violent crime peaks, participation in risky behaviors increases, & youth are more likely to be victimized. OST programming successfully reduces the risk for this population. Time spent in OST programs with adult supervision results in better school performance and improved attitudes & behavioral outcomes for youth. PACT has selected OST services that will address the identified needs of the Puuwai Momi community.

Effectively Addressing Community Needs: PACT's services will focus much-needed attention on youth experiencing challenges. Program participation is designed to boost academic performance, reduce risky behaviors, promote physical health, and provide a safe, structured environment for unsupervised children & youth. PACT will provide critical elements of OST programming: 1) quality staff; 2) enriching experiences & positive social interaction; 3) academic skills development; 4) social emotional learning; 5) family engagement; 6) safe, structured environment close to home; 7) partnerships with other organizations that benefit youth; &, 8) clear goals and effective program management.

PACT Teen Program services are based on the best-practice model of Positive Youth Development with services designed to diminish the effects of identified risk factors for youth (e.g., exposure to drugs/alcohol, academic failure, family conflict, low parent involvement, high rates of crime) while enhancing identified protective factors (e.g., commitment to school, healthy relationships & positive beliefs/values). Teen Program services encourage youth to develop the skills, attitudes, abilities, & behaviors to "complete the business of growing up" and successfully transition to adulthood. Funding through this GIA will enable PACT to maintain staffing levels and keep the center open 5 days a week, thus, meeting the needs of the youth and the community.

2. Provide measurable outcomes, describe how outcomes are aligned with the purposes and priorities of the Grants in Aid Fund, and describe how outcomes directly benefit the target population. *(3,000 character count limit)*

Public Services should begin with a statement of the number of individuals that the Grant Activity will directly benefit during the Grant Term.

Arts, Culture, Community/Economic Development or Environment should begin with a statement as to how the Grant Activity supports the sustainable improvement in the well-being and quality of life of local communities, especially low to moderate income areas.

Pact will serve 175 unique youth participants from 5-18 years of age who are at risk for educational failure & early participation in risky behaviors (drugs, crime, unsafe sexual

behavior, etc). Most are from ethnic groups overrepresented in the Juvenile Justice System. Long term outcomes include improved school performance; positive change in skills & behaviors; improved social & life skills, & increased connection to family/community.

Proposed deliverables establish the minimum number of activities in each component that will be conducted during contract period:

1. Academic Enrichment/Education Support - 165 activities
2. Enrichment/Recreation - 192 activities
3. Youth Development/Skill Building - 120 activities
4. Intergenerational Activities - 12

Alignment with GIA Purposes & Priorities. GIA purposes & priorities state that funding is to be used for target populations deemed to be most vulnerable and disadvantaged. Youth who live in Puuwai Momi meet these criteria. This community has many needs and multiple risk factors which include large numbers of children and families living in poverty, large numbers of immigrant and single-parent families, low educational attainment, high rates of crime, & youth participation in risky behaviors (gangs, drugs, etc.).

Benefit to Target Population. Youth will directly benefit from participating in a continuum of OST activities which will contribute to their overall well-being & that of the community by keeping youth engaged in positive activities, learning necessary skills, and helping them stay out of trouble. Youth will develop positive relationships with peers & adults, experience increased self- esteem and confidence, be involved in healthy physical activities and develop healthy behaviors, increase pro-social behaviors skills, improve school performance, and increase community pride. The following activities and services will contribute to the achievement of proposed outcomes:

Academic Enrichment & Support: School success is a clear indicator of future success for youth. Activities include daily study hall & homework help, computer lab, math/reading fundamentals; and academic enrichment activities during school intersessions and summer break.

Sports, Fitness & Recreation: Activities in this component are designed to build necessary skills, promote pro-social relationships with peers & adults, & foster increased fitness & healthy living.

Youth Development & Skill Building: Youth leadership skills and improved social & life skills will be acquired through structured group activities and informal teaching opportunities that occur throughout the day.

Intergenerational Activities: Youth, families and kupuna will strengthen their sense of belonging to one another by learning about their shared cultures, participating in celebrations and events together and engaging in educational programming together.

3. Provide an action plan to achieve the stated measureable outcomes. If the Grant Activity involves a partnership, provide a description of each partner's role. Must include measurable milestones, specific events, or other performance measures appropriate to achieving the outcomes. *(3,000 character count limit)*

Partnerships/Roles. PACT has a long history of working with partners to enhance program activities. For this grant, PACT will continue to partner with other youth serving agencies (Kalihi YMCA, Susannah Wesley, Aiea Middle School, HCAP, Trees for Honolulu, Community of Christ Church, etc.) to provide long standing activities that involve PACT participants,

including Puuwai Momi youth (i.e., Late Night Basketball, STEM, Day Camp, etc.). PACT Teen Program and HCAP work closely to provide Academic Support Services, STEM, and bring in dynamic guest presenters. Another primary partner will be the City Parks & Rec. Dept. for development and implementation of Hanai Makalapa. Potential partners include other organizations along the Halawa ahupuaa to maintain community connection (Na Kakoo o Halawa, Kaonohi Farms, Aiea Elementary School, Paaiu Fishpond, Hanakehau Learning Farm). Activities will include regular community service & beautification projects at Makalapa Park and at other sites when possible.

Measurable Milestones. Measurable outcomes are described in Section II B.2 above and a preliminary schedule of deliverables is included in Section IV. The schedule outlines monthly milestones for attaining the proposed outcomes in the areas of academics, sports/fitness/recreation, skill building, & culture-based activities. PACT's Teen Program has an established & successful data management process to track program participation and ensure targets and milestones and reporting requirements are met.

Specific Activities/Events to Achieve Outcomes. PACT uses a logic model to reach our outcomes by identifying (1) the goal to be achieved, (2) youth behaviors that we want to impact, & (3) the activities through which this will be accomplished. PACT currently has in place the appropriate staff, facilities, policies & procedures, and infrastructure necessary to safely implement proposed services & achieve proposed outcomes. Specific activities that will be conducted to plan and implement GIA activities and services include:

September-October 2023

1. Hire, train, and orient staff.
2. Contact Parks & Rec. Dept. and cultural organization partners.
3. Develop/refine recruitment plan to recruit new participants.
4. Ensure data collection plan is in place to track program participation & achievement of outcomes.
5. Review budget.

October-December 2023 Quarter 1 planning & implementation

a. Develop calendar of activities to be offered.
b. Develop/refine group lesson plans
c. Recruit participants
d. Implement groups & activities
e. Collect & analyze required data to track participation and achievement of outcomes
f. Prepare & submit monthly funder reports
g. Track budget expenditures using monthly variance reports to ensure program expenses are on track & determine if a budget revision is needed

These steps will be repeated for the remaining quarters of the FY23 program year:
Quarter 2 January-March 2024
Quarter 3 April-June 2024
Quarter 4 July-September 2024

4. Provide a budget narrative that explains how the budget in Section III will achieve the desired outcomes. (*3,000 character count limit)*

The proposed budget of $199,644 is based on a cost reimbursement pricing structure and estimates the actual cost of delivering the daily services and activities described. Costs are based on PACT's more than 30 years of experience providing services to at-risk youth and families.

The majority of GIA funding will support 2 supervisory staff, 4 adult direct services staff and a part-time youth intern. A young person from the Puuwai Momi community will be hired as the Youth Intern, providing a quality first job experience for youth. This young person makes a unique contribution to program development, providing insight to the needs of the youth in this community.

Our program staff are well-qualified to provide the proposed services; and are passionate about working with youth & providing opportunities for growth along with impetus for change. Staff are vital in developing and implementing the quality services at our Center—not only planning and implementing activities, but also acting as mentors, coaches, protectors, mediators, supporters, guides, teachers, etc. Staff take on multiple roles that fill needs and gaps in the lives of our youth. The influence of a positive adult role model is critical for each of our participants to learn and feel safe.

Personnel salaries and benefits are reviewed annually for market, industry (social services) and internal equity via local and national surveys. PACT is committed to paying at mid-market range for all staff and strives to retain our committed and quality work force. Taxes and fringe expenses include state and federal taxes, health insurance, retirement plan contributions and life insurance.

Direct program expenses include consumable office and activity supplies. We will purchase and track the use of supplies needed to implement planned activities and services (crafts, books, games, food items for nutrition class, recreational equipment, gardening supplies, and other curriculum items). We use beneficiary costs for incentives (i.e., field trips) to ensure maximum participation of youth in planned activities.

Other program costs are based on existing leases and contracts, current market rates, and historical costs. To ensure best purchasing practices, the agency's procurement policies require that purchases are analyzed to determine need, reasonableness and possible alternatives.

Shared costs are allocated per the agency's "Allocation Methodology of Joint Costs" and since PACT does not have a federal indirect cost rate, the cost of agency-wide administrative support is charged directly to the contact per the agency's "Allocation Methodology for Administration Cost. These costs will stay within the 5% threshold established for the Grants-in-Aid.

5. Provide a timeline that is complete, realistic and appropriate to achieve the desired outcomes. This timeline should also be reflected in Section IV. *(3,000 character count limit)*

The Preliminary Schedule of Deliverable Costs and Activities included in Section IV indicates the total number of youth (unduplicated counts) we anticipate will participate in GIA services during the program year, broken down into monthly participation rates. The following assumptions are based on past experience.

The bulk of new program participants will enroll at the beginning of the program year. While maintaining the participation of these youth, new participants will be enrolled in each subsequent month.

Projected monthly numbers are based on previous experience with these types of activities offered in this community. Some months will show an uptick related to the time of year, seasonal activities, or the cycle of certain activities. For example:

More youth come to study hall at the beginning of the school year and at the beginning of summer when we are gearing up for an academic-focused summer program.

Because skill building and culture-based activities run on a quarterly schedule, more youth will join the group during the first month of the quarters these activities are offered. Enrollment at the beginning of these groups is encouraged because youth will get the maximum benefits by starting at the beginning of the quarter and participating for the duration of the group.

The following program implementation activities have been identified as key to achieving the proposed outcomes:
Prior to the beginning of each quarter, staff will:

1. Develop an overall quarterly plan and schedule specific activities in all categories: Academic Enrichment (e.g., computer and academic skill development, etc.) Enrichment & Recreation (e.g., athletic/fitness skills, cooking and nutrition, etc.) Youth Development and Skill Building (e.g., curriculum groups, youth leadership, etc.) Intergenerational Activities (community game nights, cultural activities, etc.)

2. Develop a plan for each group/activity to be implemented that outlines learning goals, lesson plans, teaching strategies, partners, and materials to be used.

3. Develop a recruitment plan to engage youth participation.

During the quarter, staff will:

4. Implement that quarter's groups/activities
5. Assess youths' skill levels using a pre-assessment for each of the planned activities
6. Track youth participation in groups and sessions
7. Informally assess progress on an ongoing basis via staff observation and discussion, and adjust activities accordingly
8. Conduct a post-assessment to assess gains in youth knowledge/skills.

When groups are completed, staff will:

9. Evaluate the data to determine changes that may be needed for future activities
10. Begin planning activities for the following quarter.

This cycle will continue for the duration of the contract.

C. Provide evidence of the agency's ability to perform the proposed grant activity through past performance, current capacity and/or plan to acquire the capacity to perform.

1. Provide data that demonstrates proven success in offering the same, similar, or related activities to achieve the proposed outcomes. *(3,000 character count limit)*

PACT's Community Teen Program has been providing quality youth services since 1990 in the Kuhio Park Terrace community in Kalihi and in the Puuwai Momi community since August 2005. In the past 30 plus years, nearly 8,000 youth have received our comprehensive continuum of quality youth services that were developed to meet the unique needs of our communities.

Program activities & services are based on the best practice principles of Positive Youth Development (PYD) and all staff are trained in the PYD framework. Services are designed to reduce or enhance identified risk & protective factors and to provide opportunities for youth to develop the skills, attitudes, abilities, and behaviors to become active, vital members of their community and successfully transition to adulthood. Along with a deep understanding of the Puuwai Momi community, program staff have relevant experience developing and coordinating youth activities and applying best practice models like PYD. Staff have identified core program elements and develop activities that address those elements, including the activities proposed herein (academic support, sports/fitness & recreation, youth development & skill building, and cultural activities).

Due to COVID restrictions the PM PACT's Teen Program was not able to use the HCAP building until September of 2021. Even with this hardship we provided programs inline with our stated goals from a small mobile center (van) and programs in the park. From start of 2021 to summer of 2022 we continued to successfully meet contractual outputs and outcomes. In this time period the Puuwai Momi Teen Center site provided:

- 1,104 Academic Support/Study Hall activities
- 1,332 Sports, Fitness & Recreation activities
- 456 Youth Development & Skill Building activities
- 18 Family & Community Engagement activities
- Over 350 unduplicated (157 in CY2021 and up to 200 by summer of CY2022) youth at Puuwai Momi participated in these activities

2. Describe the applicant's capacity to successfully achieve the proposed outcomes.
OR
Provide a plan to acquire the capacity to successfully achieve the proposed outcomes (including how the applicant has acquired similar capacity in the past).

Responses should include organizational knowledge, staffing, fiscal resources, facilities and other resources, stakeholders and relationships, and other relevant resources. *(3,000 character count limit)*

Organizational Knowledge: PACT has 54 years of relationship-building and social services delivery, and its Community Teen Program has over 30 years' experience providing comprehensive youth services in high-risk communities.

Staffing: Teen Program Director JoYi Rhyss has over 19 years of experience in youth services.

Program Supervisor Jordan Ragasa has worked at our Puuwai Momi site for more than 5 years. With a BA in Asian Studies and experience in a youth program as a VISTA volunteer, Jordan's strengths are in developing culture-based activities, STEM, and parent engagement.

Kaydee Greene, Youth Development Specialist, is new to the Teen Program ohana. She has a BA in Mass Communications and international experience teaching English as a second language.

Jayleen Jud Pharmin, Youth Specialist, is a long-time Puuwai Momi resident and grew up in the Teen Program. In 2008, she was hired as a youth intern while still in high school. She earned a BSW in social work from the UH. Jayleen's programming strengths are in youth

leadership development and implementing prevention activities. She brings valuable lived experience to this program.

ES Ludwig has been with the Teen Center since January 2020 and recently promoted to the position of Family Community Coordinator. He has over 8 years of experience working with youth. He has worked for Guahan Academy Charter School, Hawaii DOE, Language Service Hawaii for which he interprets for Driver's Education, Public Health, and various DOE schools.

A second Youth Specialist position is currently vacant and our Youth Intern position is also currently vacant. This position is designated for a high school student from the Puuwai Momi community.

Fiscal Resources: PACT manages over 100 government and private grants on the Abila Micro Information Product fund accounting system that accounts for all grants separately. Our accounting system is set up to identify, assemble, analyze, classify and report transactions and maintain accountability for the related assets and liabilities.

D. Describe the applicant's sustainability and/or additional long-term benefit to the community

1. Provide a plan for sustaining and / or expanding activities beyond the applicable grant period. *(2,000 character count limit)*

It is vital for PACT to maintain its presence at Puuwai Momi to avoid the "coming & going" of services that makes the youth & community wary of participating in services they fear may be transient & short-lived. Because funding for youth development and prevention programs has shrunk significantly over the past decade, it is vital to find ways to sustain this important community asset. Our work greatly decreases the long-term impacts of leaving children & youth unattended in risky situations afterschool and reduces the cost of expensive intervention that will be required in the future if problems continue unabated. For every dollar spent on programs like PACT's Teen Program, our city could save $9-$13 in remediating costs down the road.

To continue to operate this important program, PACT actively seeks government & private funding. PACT also employs other fund development strategies, including an annual evening fundraiser, the Keiki Day newspaper sale, online giving, & a social media presence—all of which raise unrestricted funds to supplement programs & operations that have funding gaps.

PACT seeks to diversify funding sources & identify new funding streams and partnerships that may not have been tapped before. PACT received funding from Temporary Assistance for Needy Families (TANF), creating integrated services between the Teen Program and PACT's Family & Economic Opportunity Center that will provide improved & coordinated services to youth and families.

2. Describe the applicant's capacity and resources to carry out the above plan (staffing, funding, etc.) beyond the grant period. *(2,000 character count limit)*

PACT has the expertise, space, staff, community partnerships, and relationships with the target population to run a successful program. With a stable presence in the Puuwai Momi community for the past 15 plus years, PACT is committed to ensuring this very important service continues. Through funding ups and downs, we have maintained critical services and the employ of key staff who provide important continuity for youth participants and the community as a whole.

PACT is active in advocacy efforts to promote the value of afterschool enrichment with Hawaii government, education, law enforcement and business leaders. Simultaneously, we are promoting workforce development opportunities and career exploration programs that will benefit youth and business alike. We seek out partnerships to create additional funding mechanisms to support these important pathways for youth.

PACT has been a long-time advocate of Hawaii's most vulnerable populations, including youth at-promise, and has effective partnerships with other service providers in place to develop and continue effective services as well as educate policy makers and funders about the value and importance of placing more funding towards preventive, positive youth development activities, such as our Community Teen Programs. Our fund development staff continue to research local and national funders and initiatives that may be vital sources of support for the continuation of our positive youth development approach.

Finally, PACT is adept at working with this culturally diverse population and we understand youth culture and the challenges and risks youth living in poverty face and know how to address them. These include experiencing trauma through abuse and neglect, witnessing or suffering violence and assault in their home or community, school violence, emotional abuse, and grief through the loss of a loved one, etc.

E. No CITY funds or assistance. The highest consideration will be given to applicants that do not receive other funding or any form of assistance from the CITY. While applicants that receive other funding or assistance from the CITY may apply for Grants in Aid funding, the extent of funding or assistance already received in relation to services provided must be considered prior to awarding Grants in Aid funds. A percentage of the sub-total criteria points will be awarded to Grantees based on the criteria below and the information about past funding / assistance from the CITY that follows.	
The applicant has received no award from the CITY within the last 3 years.	**10%**
The applicant has received 1-2 awards from the CITY within the last 3 years.	**7%**
The applicant has received 3-5 awards from the CITY within the last 3 years.	**5%**
The applicant has received between 6-9 awards from the CITY within the last 3 years.	**3%**
The applicant has received 10 or more awards from the CITY within the last 3 years.	**0%**

GRANTEE RECEIPT OF CITY GRANTS

Identify all CITY grants received by Grantee (or Fiscal Sponsor) in the last three (3) years. Information will be verified by the CITY.

1. Grant Activity Name & Contract #: CT-DCS-2300045
   Grant Period: 10/01/2022-09/30/2023 Grant Amount: $198,697
   Grant Purpose: Out of School time Services for At-Risk Youth at Puuwai Momi
   Grant Activity Status: ☒ Underway ☐ Completed ☐ Canceled
   Administrating Division: Dept. of Community Services - Grant-In-Aid

2. Grant Activity Name & Contract #: CT-DCS-2100123
   Grant Period: 03/27/2020-04/30/2022 Grant Amount: $178,549
   Grant Purpose: Emergency Shelter activities at the Hale Ola Transition House and Ohia DV Shelter
   Grant Activity Status: ☐ Underway ☒ Completed ☐ Canceled
   Administrating Division: Dept. of Community Services – ESG

3. Grant Activity Name & Contract #: CT-DCS-2100068
   Grant Period: 11/01/2020-04/30/2022 Grant Amount: $125,000
   Grant Purpose: Out of School Time Services for At-Risk Youth at Puuwai Momi
   Grant Activity Status: ☐ Underway ☒ Completed ☐ Canceled
   Administrating Division: Dept. of Community Services – Grant-In-Aid

4. Grant Activity Name & Contract #: CT-DCS-2000175
   Grant Period: 07/01/2020-01/31/2021 Grant Amount: $82,801
   Grant Purpose: Emergency Shelter activities at the Ohia DV Shelter

Grant Activity Status: ☐ Underway ☒ Completed ☐ Canceled
Administrating Division: Dept. of Community Services - ESG

5. Grant Activity Name & Contract #: CT-DCS-1900145
Grant Period: 01/31/2019-02/01/2020 Grant Amount: $86,570
Grant Purpose: Family Peace Center Survivor and Children's Services (PS) - Crisis-oriented Case Management, Crisis-response group for Victims of Domestic Violence
Grant Activity Status: ☐ Underway ☒ Completed ☐ Canceled
Administrating Division: Dept. of Community Services - CDBG

6. Grant Activity Name & Contract #: CT-DCS-1800173
Grant Period: 03/16/2018-03/31/2020 Grant Amount: $172,949
Grant Purpose: Emergency Shelter, Homelessness Prevention, and Rapid Re-Housing activities at the Ohia DV Shelter
Grant Activity Status: ☐ Underway ☒ Completed ☐ Canceled
Administrating Division: Dept. of Community Services - ESG

7. Grant Activity Name & Contract #: CT-DCS-1900196
Grant Period: 07/01/2019-06/30/2020 Grant Amount: $198,515
Grant Purpose: Rapid Re-housing, Homeless Prevention, and Emergency Shelter activities at the Ohia DV Shelter
Grant Activity Status: ☐ Underway ☒ Completed ☐ Canceled
Administrating Division: Dept. of Community Services - ESG

8. Grant Activity Name & Contract #: CT-DCS-1900060
Grant Period: 12/01/2018-11/30/2019 Grant Amount: $125,000
Grant Purpose: Serving Youth That have been Sexually Abused Project
Grant Activity Status: ☐ Underway ☒ Completed ☐ Canceled
Administrating Division: Dept. of Community Services - GIA

9. Grant Activity Name & Contract #: CT-DCS-1800199
Grant Period: 12/26/2018-03/31/2020 Grant Amount: $426,000
Grant Purpose: Ohia Domestic Violence Shelter Improvements
Grant Activity Status: ☐ Underway ☒ Completed ☐ Canceled
Administrating Division: Dept. of Community Services - CDBG

10. Grant Activity Name & Contract #: CT-DCS-1900232
Grant Period: 05/24/2019-05/30/2019 Grant Amount: $14,270.88
Grant Purpose: Rapid Re-Housing activities at the Ohia DV Shelter
Grant Activity Status: ☐ Underway ☒ Completed ☐ Canceled
Administrating Division: Dept. of Community Services - ESG

11. Grant Activity Name & Contract #: CT-DCS-1700212
Grant Period: 03/24/2017-04/30/2019 Grant Amount: $231,078.00
Grant Purpose: Family Peace Center Domestic Violence Intervention Services
Grant Activity Status: ☐ Underway ☒ Completed ☐ Canceled
Administrating Division: Dept. of Community Services - CDBG

F. Age Friendly Honolulu

Consideration is to be given to applicants that incorporate the vision and goals of the Age-Friendly Honolulu Program (as codified in ROH Chapter 2, Article 22), including but not limited to (1) enabling residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active; and (2) removing barriers to inclusion for and providing support services to vulnerable residents and/or have physical limitations.

To be eligible for the bonus points as an Age-Friendly Honolulu Project an organization must demonstrate the proposal aligns with Age-Friendly Honolulu's priorities by completing the following TWO steps:

1) Go the following website https://www.hiphi.org/age-friendly-honolulu/ to access an Age-Friendly Honolulu training video. The video should be watched by at least one (1) person from the non-profit organization in a leadership position (Executive Director, Administrator, or equivalent). This video will define an "age-friendly city" and explain what types of projects align with the Age-Friendly Honolulu Vision.

2) Complete the section below by selecting which Age-Friendly Honolulu category best fits the activities of your organization and providing a brief description of how your proposal is an Age-Friendly Honolulu project.

☒ Enabling Residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active, particularly at the oldest ages

☐ Providing Kupuna with meaningful roles in the community, including mentors, volunteers, or through intergenerational programming

☐ Removing barriers to support community inclusion and accessibility for persons of all abilities.

3) How is your proposal an Age-Friendly Honolulu Project and explain how your organization can meet the additional reporting requirements if awarded? *(2,000 character count limit)*

PACT proposes to engage Puuwai Momi residents of all ages through services and activities provided through the City GIA, including:

- Work with partners to identify kupuna at Puuwai Momi (HCAP, We Are Oceania, Project Housing Office, & Kupuna Food Security Coalition);
- Build relationships and identify needs & wants of kupuna; and
- Develop and implement Age-Friendly activities and events. Examples include:
    - Socialization activities - Holiday celebrations or cultural sharing events
    - Educational activities – e.g., Provide opportunities for kupuna & youth to share their expertise; kupuna teaching youth about cooking or language; and youth sharing technical skills with kupuna such emailing or texting and online safety.

APPENDIX A: TIER II GRANT PROPOSAL (Grants $25,000 to $200,000)
SOLICITATION NO. RGP-DCS-GIA2024

Instructions: The proposal below must be completed in full. Responses must be provided in the fillable boxes provided. Where annotated, the fillable boxes have predetermined maximum limits on character counts. Letters, numbers, punctuation marks, and spaces are included in the character count limits.

SECTION I
SUMMARY

A. Grantee Legal Name:	Partners In Care - Oahu Continuum of Care
B. Is Grantee a Fiscal Sponsor?	☐ Yes ☒ No
C. Grant Activity Name:	Oahu Homelessness Outreach Portal
D. Briefly describe the Grantee's background, history (including year established), and mission. *(400 character count limit)*	
Partners In Care (PIC) was incorporated in May of 2011 with the mission to eliminate homelessness on Oahu through coordinated efforts. As the lead agency for homeless service coordination and collaboration among all stakeholders who work on the issue of homelessness and housing solutions, PIC is the data host for the Homeless Management Information System and Coordinated Entry System.	
E. Briefly describe the Grant Activity and public need being filled. *(400 character count limit)*	
PIC is proposing to create a web portal that allows the public to submit outreach requests. Community members, legislators, as well as other providers will be able to submit a request for outreach through this portal that will be sent directly to the lead outrach provider in that region. This will streamline the process to provide services and allows the public a place to refer to when necessary.	
F. Briefly summarize Grant Activity outcomes and measures of success, including number and description of those served. *(400 character count limit)*	
This proposals seeks to provide an online referral system for outreach needs when found in the community. This will be created, designed, and implemented by a Project Coordinator, who will then track the usage of the portal on a regular basis. It is estimated to have the portal complete by Quarter 3, and we estimate fifty entries in Quarter 4, and up to 200 entries in the second grant term.	

G. Council District
Check all districts that will benefit from the Grant Activity. Provide the amount requested per district. Amounts must be in whole numbers only.

☒ District 1 $16666	☒ District 2 $16666	☒ District 3 $16666
☒ District 4 $16666	☒ District 5 $16666	☒ District 6 $16666
☒ District 7 $16666	☒ District 8 $16666	☒ District 9 $16672

Total Amount Requested (must be $25,000 to $200,000)	$150000

H. Type of Grant Activity (pick ONE category that best reflects the Grant Activity):		
1. Public Services: Projects in this category will support qualified public services and programs for the target populations deemed by the CITY to be most vulnerable.		
☐ A. Public Service – Seniors	☐ B. Public Service - Children	☐ C. Public Service - Disabilities
☒ D. Public Service – Homeless	☐ E. Public Service – Domestic Violence	☐ F. Public Service – Substance Abuse
☐ G. Public Service – Mental Health	☐ H. Public Service – Other (describe):	
2. Arts, Culture, Community/Economic Development, and the Environment: Projects in this category will support the sustainable improvement in the well-being and quality of life of local communities, especially low- to moderate income areas.		
☐ A. Arts	☐ B. Culture	☐ C. Community Development
☐ D. Economic Development	☐ E. Environment	

GRANTEE'S CERTIFICATION AND SIGNATURE

The undersigned, subject to personal liability and penalty under applicable law, certifies that he or she: (i) is authorized to sign this Grant Proposal; (ii) personally prepared or reviewed the matters found in this Grant Proposal (including any related documents/attachments); (iii) asserts all statements made in this Grant Proposal (including all attachments) are true, accurate and complete; (iv) has the requisite skills and knowledge to assert the foregoing certification; and (v) has complied and shall continue to comply with all applicable requirements of Chapter 6, Article 29 of the Revised Ordinances of Honolulu 1990, as amended (Link), regarding private organizations receiving grants of public funds from the City and County of Honolulu.

Signature of Grantee (Fiscal Sponsor) Officer
Printed Name and Title: Laura E. Thielen/Executive Director

Date

CERTIFICATE OF THE BOARD OF DIRECTORS NO OBLIGATIONS IN ARREARS

The undersigned of the Board ("Grantee") hereby certifies that the Grantee or any principal of the Grantee or sponsored organization (where the Grantee is a Fiscal Sponsor) is not in arrears on any financial or other obligation owed to the City & County of Honolulu, a municipal corporation of the State of Hawaii.

(Signature)

Marya Grambs
(Print name)

CERTIFICATE OF THE BOARD OF DIRECTORS AUTHORIZATION TO ASSIGN AUTHORITY

The undersigned of the Board ("Grantee") hereby certifies that Laura Thielen (name), Executive Director (title), has been authorized by the Board of Directors to sign proposals, contracts, and related documents on behalf of the Grantee. Accordingly, I hereby assign the authority by the Board to execute proposals, contracts, and contract amendments on behalf of the Grantee, and further certify that the assigned is given the power and authority to do all things necessary to implement, maintain, amend, or renew such contracts, including but not limited to the delegation of signing authority to another employee of the Grantee.

(Signature)

Marya Grambs
(Print name)

STATE OF HAWAII)
CITY AND COUNTY OF HONOLULU)

On this 2 day of December, 2022, before me appeared Marya Grambs, personally known to me, who, being by me duly sworn, did say that he/~~she~~ is the Board Chair of Partners in Care Oahu and that the corporation has no corporate seal, and that said instrument was signed in behalf of said corporation by authority of its Board of Directors, and said she acknowledged said instrument to be the free act and deed of said corporation.

VERONICA PERREIRA NOTARY PUBLIC Comm. No. 10-109 STATE OF HAWAII

Notary Public, State of Hawaii

My Commission expires: 5-22-26

Doc. Date: 12-2-22 # Pages 1
Name: Veronica Perreira First Circuit
Doc. Description: Certificate of the board of directors authorization to assign authority

Signature 12-2-22
Date

NOTARY CERTIFICATION

VERONICA PERREIRA NOTARY PUBLIC Comm. No. 10-109 STATE OF HAWAII

FISCAL SPONSOR

The Fiscal Sponsor is a nonprofit organization that assumes legal, financial and programmatic responsibility for the activities of groups or individuals engaged in work that furthers the fiscal sponsor's mission and their own respective purposes. The Fiscal Sponsor is called the Grantee in this Grant Proposal. The CITY's legal relationship is with the Grantee, and the CITY will disburse Grant funds to the Grantee. The Sponsored Organization is the organization under this Grant Proposal that the Grantee (Fiscal Sponsor) chooses to support to implement the Grant Activity.

Accordingly, if the Grantee is a Fiscal Sponsor, the following should be completed by both the Grantee (Fiscal Sponsor) and the Sponsored Organization. By initialing and signing below, the Grantee (Fiscal Sponsor) and the Sponsored Organization indicate they have reviewed and come to an agreement regarding each of the following items:

Grantee/Fiscal Sponsor Initials	Sponsored Organization Initials	Agreed upon items
		Response herein to Section III Question 1
		Response herein to Section III Question 2
		Response herein to Section III Question 3
		Response herein to Section III Question 4
		Response herein to Section III Question 5
		Response herein to Section III Question 6
		Grant Activity: Budget/Funding (Section III)
		Grant Activity Preliminary Schedule of Activities (Section IV)

In addition to the foregoing, the Fiscal Sponsor and the Sponsored Organization each hold the CITY harmless and will defend and indemnify the CITY and its officers, employees, and agents, individually and in their official capacities, from all claims of liability for damages arising directly or indirectly from each entering into a Fiscal Sponsorship Agreement with the other.

The undersigned also attach hereto required documents regarding Fiscal Sponsorship, as detailed in Section VI.

Laura E. Thielen — 11/21/22

Signature of Grantee (Fiscal Sponsor) Officer — Date

Printed Name and Title: Laura E. Thielen, Executive Director

Signature of Sponsored Organization Officer — Date

Printed Name and Title:

SECTION II
GRANT ACTIVITY INFORMATION

A. Describe how the community need, stated problem / issue, and target population are effectively validated. The description must include how the public services target population is vulnerable or how the arts, culture, community/economic development, or environmental activities will especially support low- to moderate income areas.

1. Provide substantive data and other quality information to show the issue is a priority need of the community. *(3,000 character count limit)*

The 2022 Point In Time Count, which provides a snapshot of all those experiencing homelessness, reflected a total of 3,951 people experiencing homelessness on O'ahu on one given day. Of this total number, 60%, or 2,355, individuals were experiencing unsheltered homelessness and residing on the streets, beaches, cars, or other places not meant for human habitation. While this number reflects one point in time, over the course of a year, more than 11,000 individuals access homelessness services such as shelters, outreach services, mental health resources, substance abuse treatment, and case management.

O'ahu is divided into seven regions with a lead outreach agency representing each one. With the small and ever-changing numbers of outreach workers, time, geography, and services available, it can be difficult to connect and serve everyone in their region who is experiencing homelessness. This project, the Oahu Homeless Outreach Portal (OHOP), aims to create an easier start for someone to access services, making a streamlined process for both the client and outreach team.

2. Provide a thorough analysis of the community's priority need / problem and its impact on the community. *(3,000 character count limit)*

Every day, community members are impacted by the issue is Homelessness and do not know who to turn to. This can spark from a negative encounter with a person experiencing homelessness, such as an individual blocking a walkway or someone yelling at them, or an encounter that raises concerns, such as a mother and child sheltering in a doorway or an elderly gentleman with open wounds. On a regular basis, government offices, service providers across O'ahu, and PIC receive calls and emails with these concerns, which are not always sent to the right entity. Not knowing who exactly to contact increases the chances of missing an opportunity to provide services to someone experiencing homelessness. With the centralization of a web-based portal, anyone will be able to share information on these encounters and provide details, such as location and identifying information, which will then be automatically sent to the appropriate agency. The need for a streamlined process increases every day, and this web-based portal will enable our community to continue to support the goal of ending homelessness.

3. Provide a description of the Grant Activity. This description will be used as the scope of services in the contract. *(1,000 character count limit)*

The creation of the O'ahu Homeless Outreach Portal (OHOP), a web-based system that allows community members to submit outreach requests on those experiencing homelessness who may need access to outreach services, will streamline the process to finding and serving those in need. With this portal, a person can input basic information on a need they see in the community, which will then be sent directly to the appropriate outreach team.
This project with be spearheaded by PIC's Planning Department, with the goal of hiring a qualified Project Coordinator in the first quarter, to research best practices and begin the

development of the system. Following the first quarter, the system will be fully developed, assessed, and evaluated, with the system going live in the fourth quarter of the grant term. To make this happen, the Project Coordinator (PC) will work collaboratively with the Planning, CES, and HMIS departments to develop the streamlined process for collecting information from the community. Following the development of the system, the PC will then advertise and provide trainings on how to use the system with a variety of community entities, including service providers, government agencies, and any other person who is interested. Updates to the system and additional trainings will be provided as needed following the initial release of the O'ahu Homeless Outreach Portal.

B. Describe the proposed plan

1. Describe why you chose this Grant Activity and how it will effectively address the community's problem / need. *(2,000 character count limit)*

In 2022, Partners In Care and the Executive Director for the City & County Office of Housing met with the Los Angeles Homeless Outreach Portal (LA HOP) team to review their web portal enacted in their community for outreach services. Throughout this meeting, the LA HOP team described their goals, development process, problems faced, and how their system has streamlined and strengthened their ability to provide services in their county. From this meeting, the OHOP idea was sparked and planning for the system began, in direct correlation and correspondence with the LA HOP team. With the OHOP, people have a place to turn to at any time of day, every day of the year when they want to share their concerns for their community members experiencing homelessness. For the homeless system, this will reduce the time and increase the access to finding the appropriate service provider and for the community, this portal will streamline the process to assisting someone in need.

2. Provide measurable outcomes, describe how outcomes are aligned with the purposes and priorities of the Grants in Aid Fund, and describe how outcomes directly benefit the target population. *(3,000 character count limit)*

Public Services should begin with a statement of the number of individuals that the Grant Activity will directly benefit during the Grant Term.

Arts, Culture, Community/Economic Development or Environment should begin with a statement as to how the Grant Activity supports the sustainable improvement in the well-being and quality of life of local communities, especially low to moderate income areas.

During the grant term, the main goals will be the development of the system, which won't allow for a high number of individuals benefiting from this system. By the fourth quarter, the portal is set to be live, and will start the initial stages of public utilization. We estimate to receive at least fifty outreach requests in the first three months of the program. Following the first year of development and roll out, we estimate seeing a steep increase in the number of request received, with numbers reaching up to two hundred in one year. The hiring of the Project Coordinator, development and testing of the portal, hosting trainings of the OHOP, and consistently maintaining and updating the system as necessary will allow PIC to track and achieve the goals of this program.
The OHOP will provide support for the vulnerable populations on O'ahu and enable the homeless service system to support and serve them at a more accessible and faster rate. Targeted outreach efforts will result from this portal, allowing the region lead to be the first to receive the outreach request.

3. Provide an action plan to achieve the stated measureable outcomes. If the Grant Activity involves a partnership, provide a description of each partner's role. Must include measurable milestones, specific events, or other performance measures appropriate to achieving the outcomes. *(3,000 character count limit)*

Following the hiring of a Project Coordinator (PC), the research of best practices and collaboration with entities (such as LA HOP) that currently utilize a portal will commence. After conducting the research and initial design, the software will be purchased and developed. After this milestone is achieved, the PC will work hand in hand with the CES and HMIS teams to create the portal and input information and design the web pages. After the initial creation of the portal, PIC staff will be trained on how to use it and will be evaluated for bugs and errors. Following the edits and final touchups, the portal will be released to the public and trainings will be provided for those interested.

4. Provide a budget narrative that explains how the budget in Section III will achieve the desired outcomes. (*3,000 character count limit)*

This grant requests a total of $150,000 for the one-year term. This proposal would take fund 1.0 FTE for a Project Coordinator, .20 FTE of the Operations and Planning Manager's salary over the course of the grant term, along with other expenses that include Fringe Benefits, Rent and CAM, and other operating costs associated with the project. The additional funds will go towards the creation and development of the web-based portal system.

5. Provide a timeline that is complete, realistic and appropriate to achieve the desired outcomes. This timeline should also be reflected in Section IV. *(3,000 character count limit)*

Quarter 1: Hire and onboard a Project Coordinator (PC). The PC will conduct research and review of similar web portals (such as a follow up meeting with the LA HOP team), along with other programs who have enacted this type of system throughout the United States.
Quarter 2: Continue research of best practices and collaborate with other portal providers in the United States. Work cross departmentally at PIC to design and receive feedback from the HMIS and CES teams. Purchase or develop the software for the portal and begin the initial design process.
Quarter 3: Continue and complete the portal design process. Evaluate and provide changes as needed to the portal. Train PIC employees on the system and provide a "train the trainers" to the key staff members that will then educate the public on the system.
Quarter 4: Release the finished product to the public by notifying all of the CoC's community partners via email, the weekly e-newsletter, and website announcements. Schedule and provide virtual trainings available to all on how to use the portal. Update and make changes as needed. At the conclusion of the grant term, the PC will create a comprehensive report on the project, detailing the process, implementation, and outcomes of the portal provided to our community.

C. Provide evidence of the agency's ability to perform the proposed grant activity through past performance, current capacity and/or plan to acquire the capacity to perform.

1. Provide data that demonstrates proven success in offering the same, similar, or related activities to achieve the proposed outcomes. *(3,000 character count limit)*

Partners In Care – the O'ahu Continuum of Care, is a collation of nonprofit homeless service providers, government entities, private companies, healthcare and education systems, and community individuals that work together to ensure a continuum of services is being provided to those experiencing or who are at-risk of homelessness. Partners In Care was designated as the lead agency for the Homeless Management Information System (HMIS) and runs the

Coordinated Entry System (CES). PIC thrives on creating and streamlining services to support the providers and individuals in our community. The HMIS team has expanded its bandwidth and skill, providing training and support to all HMIS users, providing a Help Desk resource every work day, and creating reports on different agency's utilization and creating reports to emphasize specific subpopulations that are experiencing homelessness. As the CES lead, PIC has improved the success of unsheltered individuals moving from homelessness into appropriate housing in our community. The CES team has grown in numbers and quality in just three years, showing the strength and skill the staff has to create and continually improve an integral system for the homeless system. With this responsibility that PIC has been entrusted with, the team is more than confident that the creation and implementation of this outreach portal is feasible and can be designed to fit the needs of the O'ahu community.

2. Describe the applicant's capacity to successfully achieve the proposed outcomes.
OR
Provide a plan to acquire the capacity to successfully achieve the proposed outcomes (including how the applicant has acquired similar capacity in the past).

Responses should include organizational knowledge, staffing, fiscal resources, facilities and other resources, stakeholders and relationships, and other relevant resources. *(3,000 character count limit)*

Partners In Care has grown from an initial three-person staff to a team of twenty-six whose collective goal is to end homelessness. With the quick expansion of personnel in just three years, PIC has a history of acquiring the capacity necessary to expand its services and has proven to be effective in doing so. With the hiring of an OHOP Project Coordinator, the Planning Department will have a full-time employee whose primary focus is to design, develop, and implement this system. This position will be supervised by the Planning Manager and will work alongside the CES and HMIS teams. The funding from this proposal will be able to cover the first grant term to support the hiring and purchase of software. Outside agency collaboration is regularly done at PIC, as the O'ahu CoC is a coalition. The 80+ partners that PIC has will allow the PC to outreach and create relationships with stakeholders that may be able to offer resources to support the development and implementation of the portal.

D. Describe the applicant's sustainability and/or additional long-term benefit to the community

1. Provide a plan for sustaining and / or expanding activities beyond the applicable grant period. *(2,000 character count limit)*

Following the grant term, funding will be sought from various sources to support this position and system. Potential funding sources include the City GIA, philanthropic funders, and HUD grants. Due to the streamlining that this proposal will create, the hope is that the City and the State recognizes the benefit to their departments and an additional source of data for policy makers. Once the system is set in place, updates will be made on an as need basis, and best practices found will always be implemented as seen fit. Following the first grant term, the PC and HMIS would review the information and process collected through this portal to determine how it can be integrated with the HMIS.

2. Describe the applicant's capacity and resources to carry out the above plan (staffing, funding, etc.) beyond the grant period. *(2,000 character count limit)*

After the rapid growth of staffing at Partners In Care, additional programs were implemented increase our capability to provide services and resources to our community. These programs have been

continually funded and supported year after year. This initial funding would provide us with the resources to conduct the OHOP project and from there, additional resources would be utilized to allow the program to thrive beyond the grant period. Having a coordinated response to outreach requests will enable our community to see where gaps in our system are. If there is an increase in unsheltered persons in a certain geographic area, PIC will be able to assist in determining an appropriate course of action. This program will also review all types of outreach that are provided throughout Oahu to ensure that the right type of outreach is provided to an individual or family.

E. No CITY funds or assistance. The highest consideration will be given to applicants that do not receive other funding or any form of assistance from the CITY. While applicants that receive other funding or assistance from the CITY may apply for Grants in Aid funding, the extent of funding or assistance already received in relation to services provided must be considered prior to awarding Grants in Aid funds. A percentage of the sub-total criteria points will be awarded to Grantees based on the criteria below and the information about past funding / assistance from the CITY that follows.	
The applicant has received no award from the CITY within the last 3 years.	**10%**
The applicant has received 1-2 awards from the CITY within the last 3 years.	**7%**
The applicant has received 3-5 awards from the CITY within the last 3 years.	**5%**
The applicant has received between 6-9 awards from the CITY within the last 3 years.	**3%**
The applicant has received 10 or more awards from the CITY within the last 3 years.	**0%**

GRANTEE RECEIPT OF CITY GRANTS

Identify all CITY grants received by Grantee (or Fiscal Sponsor) in the last three (3) years. Information will be verified by the CITY.

1. Grant Activity Name & Contract #: Landlord Engagement Program, #CT-DCS-1900265
   Grant Period: 11/01/2019-04/30/2023 Grant Amount: $849,968.00
   Grant Purpose: _____
   Grant Activity Status: ☒ Underway ☐ Completed ☐ Canceled
   Administrating Division: Department of Community Services

2. Grant Activity Name & Contract #: Oahu Housing Now, #CT-DCS-2100195
   Grant Period: 01/01/2021-06/30/2023 Grant Amount: $1,903,676.00
   Grant Purpose: _____
   Grant Activity Status: ☒ Underway ☐ Completed ☐ Canceled
   Administrating Division: Department of Community Services

3. Grant Activity Name & Contract #: Emergency Solutions Grant, #CT-DCS-2200080
   Grant Period: 05/01/2022-04/30/2023 Grant Amount: $391,542.00
   Grant Purpose: _____
   Grant Activity Status: ☒ Underway ☐ Completed ☐ Canceled
   Administrating Division: Department of Community Services (PHA)

4. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled

F. Age Friendly Honolulu

Consideration is to be given to applicants that incorporate the vision and goals of the Age-Friendly Honolulu Program (as codified in ROH Chapter 2, Article 22), including but not limited to (1) enabling residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active; and (2) removing barriers to inclusion for and providing support services to vulnerable residents and/or have physical limitations.

To be eligible for the bonus points as an Age-Friendly Honolulu Project an organization must demonstrate the proposal aligns with Age-Friendly Honolulu's priorities by completing the following TWO steps:

1) Go the following website https://www.hiphi.org/age-friendly-honolulu/ to access an Age-Friendly Honolulu training video. The video should be watched by at least one (1) person from the non-profit organization in a leadership position (Executive Director, Administrator, or equivalent). This video will define an "age-friendly city" and explain what types of projects align with the Age-Friendly Honolulu Vision.

2) Complete the section below by selecting which Age-Friendly Honolulu category best fits the activities of your organization and providing a brief description of how your proposal is an Age-Friendly Honolulu project.

☐ Enabling Residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active, particularly at the oldest ages

☐ Providing Kupuna with meaningful roles in the community, including mentors, volunteers, or through intergenerational programming

☐ Removing barriers to support community inclusion and accessibility for persons of all abilities.

3) How is your proposal an Age-Friendly Honolulu Project and explain how your organization can meet the additional reporting requirements if awarded? *(2,000 character count limit)*

APPENDIX A: TIER II GRANT PROPOSAL (Grants $25,000 to $200,000)
SOLICITATION NO. RGP-DCS-GIA2024

Instructions: The proposal below must be completed in full. Responses must be provided in the fillable boxes provided. Where annotated, the fillable boxes have predetermined maximum limits on character counts. Letters, numbers, punctuation marks, and spaces are included in the character count limits.

SECTION I
SUMMARY

A. Grantee Legal Name:	Pearl Harbor Aviation Museum
B. Is Grantee a Fiscal Sponsor?	☐ Yes ☒ No
C. Grant Activity Name:	Youth Aviation STEM Program

D. Briefly describe the Grantee's background, history (including year established), and mission. *(400 character count limit)*

Pearl Harbor Aviation Museum, opened in 2006, fulfills its mission to steward America's first aviation battlefield of World War II - sharing artifacts, personal stories, and impact and response to the December 7, 1941 attack - honor those who defended our freedom to educate and inspire future generations through educational exhibits it hosts and programs to engage youth and adults.

E. Briefly describe the Grant Activity and public need being filled. *(400 character count limit)*

Expand focus and delivery of Museum and Aviation Learning Center (ALC) STEM program to 3,000 Oahu students in grades 4-12, prioritizing low- to moderate-income (LMI) youth who are underrepresented in STEM careers and face cost / transportation barriers to participation. Programs - in person and virtual - provide access to content that introduce them to career development opportunities.

F. Briefly summarize Grant Activity outcomes and measures of success, including number and description of those served. *(400 character count limit)*

Museum and ALC programs deliver an integrative STEM curriculum to 3,000 Oahu students, building non-cognitive skills as well as cultivating more equitable access to 21st century careers and a pathway to increased socioeconomic opportunity for LMI families. All participants will be asked to complete: Level 1 satisfaction survey; and Level 2 assessments to measure knowledge and skills utilized.

G. Council District
Check all districts that will benefit from the Grant Activity. Provide the amount requested per district. Amounts must be in whole numbers only.

☒ District 1 $19,823	☒ District 2 $19,823	☒ District 3 $19,822
☒ District 4 $19,822	☒ District 5 $19,822	☒ District 6 $19,822
☒ District 7 $19,822	☒ District 8 $19,822	☒ District 9 $19,822

Total Amount Requested (must be $25,000 to $200,000)	$178,400

H. Type of Grant Activity (pick ONE category that best reflects the Grant Activity):		
1. Public Services: Projects in this category will support qualified public services and programs for the target populations deemed by the CITY to be most vulnerable.		
☐ A. Public Service – Seniors	☐ B. Public Service - Children	☐ C. Public Service - Disabilities
☐ D. Public Service – Homeless	☐ E. Public Service – Domestic Violence	☐ F. Public Service – Substance Abuse
☐ G. Public Service – Mental Health	☐ H. Public Service – Other (describe):	
2. Arts, Culture, Community/Economic Development, and the Environment: Projects in this category will support the sustainable improvement in the well-being and quality of life of local communities, especially low- to moderate income areas.		
☐ A. Arts	☐ B. Culture	☒ C. Community Development
☐ D. Economic Development	☐ E. Environment	

GRANTEE'S CERTIFICATION AND SIGNATURE

The undersigned, subject to personal liability and penalty under applicable law, certifies that he or she: (i) is authorized to sign this Grant Proposal; (ii) personally prepared or reviewed the matters found in this Grant Proposal (including any related documents/attachments); (iii) asserts all statements made in this Grant Proposal (including all attachments) are true, accurate and complete; (iv) has the requisite skills and knowledge to assert the foregoing certification; and (v) has complied and shall continue to comply with all applicable requirements of Chapter 6, Article 29 of the Revised Ordinances of Honolulu 1990, as amended (Link), regarding private organizations receiving grants of public funds from the City and County of Honolulu.

Signature of Grantee (Fiscal Sponsor) Officer
Printed Name and Title: Elissa Lines, Executive Director

11-21-2022
Date

CERTIFICATE OF THE BOARD OF DIRECTORS NO OBLIGATIONS IN ARREARS

The undersigned of the Board ("Grantee") hereby certifies that the Grantee or any principal of the Grantee or sponsored organization (where the Grantee is a Fiscal Sponsor) is not in arrears on any financial or other obligation owed to the City & County of Honolulu, a municipal corporation of the State of Hawaii.

(Signature)

Raymond E. Johns, Jr.
(Print name)

CERTIFICATE OF THE BOARD OF DIRECTORS AUTHORIZATION TO ASSIGN AUTHORITY

The undersigned of the Board ("Grantee") hereby certifies that Elissa Lines (name), Executive Director (title), has been authorized by the Board of Directors to sign proposals, contracts, and related documents on behalf of the Grantee. Accordingly, I hereby assign the authority by the Board to execute proposals, contracts, and contract amendments on behalf of the Grantee, and further certify that the assigned is given the power and authority to do all things necessary to implement, maintain, amend, or renew such contracts, including but not limited to the delegation of signing authority to another employee of the Grantee.

ROBIN S. NAKAGAWA NOTARY PUBLIC No. 2001-18 STATE OF HAWAII

(Signature)

Raymond E. Johns, Jr.
(Print name)

STATE OF HAWAII)
CITY AND COUNTY OF HONOLULU)

On this 17th day of November, 2022, before me appeared Raymond E. Johns, Jr., personally known to me, who, being by me duly sworn, did say that he/she is the Chairman of Pearl Harbor Aviation Museum and that the corporation has no corporate seal, and that said instrument was signed in behalf of said corporation by authority of its Board of Directors, and said CHAIRMAN acknowledged said instrument to be the free act and deed of said corporation.

Notary Public, State of Hawaii
Robin S. Nakagawa
My Commission expires: 1/21/2025

ROBIN S. NAKAGAWA NOTARY PUBLIC No. 2001-18 STATE OF HAWAII

Doc. Date: 11/17/2022 # Pages 1
Name: Robin S. Nakagawa 1st Circuit
Doc. Description: Certificate of the Board of Directors No Obligations in Arrears
Signature Date
NOTARY CERTIFICATION 11/17/2022
Commission Expires 1/21/2025

SECTION II
GRANT ACTIVITY INFORMATION

A. Describe how the community need, stated problem / issue, and target population are effectively validated. The description must include how the public services target population is vulnerable or how the arts, culture, community/economic development, or environmental activities will especially support low- to moderate income areas.

1. Provide substantive data and other quality information to show the issue is a priority need of the community. *(3,000 character count limit)*

Pearl Harbor Aviation Museum programs and the new Aviation Learning Center (ALC), opened in 2021, offer dynamic interactive learning experiences that use the universal wonder of flight, to engage students in the exploration of science, technology, engineering, and mathematics (STEM) concepts. The ALC in particular facilitates hands-on, STEM learning and supports common-core state standards and next generation science standards to increase 21st century career readiness and essential individual characteristics, those non-cognitive skills that are vital for success in school, work, and life.

Socioeconomic status has the greatest impact on student access to STEM education, particularly as students progress in school. However, low-to-moderate income students participate less in STEM during post-secondary schooling (Cooper 2020); a consequence of socioeconomic inequality during developmental years: only 47% of fourth graders at schools with a poverty rate of 75% or more participate in hands-on science at least once per week as compared to 61% for students at schools with a poverty rate of less than 25% (US DOE 2015).

"In a world that's becoming increasingly complex, it's more important than ever for our youth to be equipped with the knowledge and skills to solve tough problems, gather and evaluate evidence, and make sense of information. These are the types of skills that students learn by studying STEM" (Hawaii News Now 2018).

Education is a pathway to increased opportunity for low-to-moderate income (LMI) families, disrupting intergenerational socioeconomic disadvantage. STEM education and engagement, starting at a young age, opens the door to socioeconomic opportunity, paving the path to more equitable access to fast-growing and high-paying STEM careers. STEM jobs are projected to grow faster, provide greater earning potential, and produce lower rates of unemployment than non-STEM jobs over the next decade (Carnevale 2017). STEM education also imparts useful skills, particularly in numerical and computer literacy, and is broadly marketable across a variety of careers, opening up the door to opportunity by allowing students to pursue a variety of interests (Jury 2017). Perhaps more importantly, STEM readies students with knowledge and skills that are 1) transversal: skills that are relevant across many fields; 2) multidimensional: deeper understanding that encompasses knowledge, skills, and attitudes; and 3) higher order skills and behaviors: skills that enable people to navigate complex problems and unpredictable situations (Voogt 2012).

GIA funding will support 3,000 students in grades 2-12 from Oahu public schools and other youth-serving organizations, facilitating access to Museum and ALC programs, in person and virtual, that provide engaging STEM education, advancing knowledge and skill mastery needed for youth, especially beneficial for LMI youth, to compete in an increasingly complex and global economy.

2. Provide a thorough analysis of the community's priority need / problem and its impact on the community. *(3,000 character count limit)*

Low-barrier, STEM programs positively benefit youth as well as communities (Avendano 2018) and are crucial for low-to-moderate income (LMI) youth who are underrepresented in STEM careers and face cost and transportation barriers to participate in STEM programs (Small 2021). Hands-on STEM education cultivates interest in STEM careers as well as skills and behaviors that are, as noted above, relevant across many fields, encompassing deep knowledge, skills, and attitudes, and enable navigation of complex problems and unpredictable situations (Voogt 2012).

Museum and ALC STEM programs are built on the QuEST model, emphasizing Quality, Engagement, Skills, and Transfer. Public-private partnerships that cultivate K-12 STEM programming support youth educational access, opportunities, and resources and can be a critical pipeline to STEM careers (Rocha 2021). ALC robust partnering organizations include HiDOE schools and community and youth-serving organizations, such as Civil Air Patrol, Junior Reserve Officers' Training Corps (JROTC), and Boy Scouts, among others.

CAREER READINESS
In 2016, Hawaii ranked 47th for science and engineering degrees, according to Hawaii Community Foundation (HCF). Despite increased awareness of the need for, and efforts to provide, high-quality STEM programs, both across the United States and in Hawaii, "the Hawaii STEM pipeline loses young people at every level of the education system" (Nakama 2018). This is particularly significant given that between 2017 and 2027, Hawaii STEM jobs are anticipated to grow 8%, double that of non-STEM jobs. (HCF). Within Hawaii's aviation industry, there is record opportunity for applicants with flight and mechanics competencies.The ALC is the only program in Hawaii to address these options.

As high-paying careers are increasingly associated with innovative, technical, real-world skills, schools retain a conventional approach, rooted in a long-ago established industrial society. STEM education imparts essential understanding, cultivating creative- and critical-thinking and facilitating self-regulation and adaptability (Griffin 2015) as well as collaborative and complex team problem-solving skills critical in 21st century careers (Harding 2017).

ESSENTIAL INDIVIDUAL CHARACTERISTICS
Essential Individual Characteristics are those non-cognitive skills and individual traits that are vital for success in any school, work, or other lifetime situation. Non-cognitive skills include self-efficacy, interest and curiosity, and positive-outcome expectation, among other measurables, across a variety of challenges that contribute to ease with which an individual navigates life's challenges, whether school, work, or otherwise.

Socioeconomic success in the 21st century is predicated on adults with critical thinking, problem-solving, communication, creativity and collaboration skills; difficult to measure but invaluable at providing keiki the foundation to thrive as adults in our modern society.

3. Provide a description of the Grant Activity. This description will be used as the scope of services in the contract. *(1,000 character count limit)*

PHAM's education programs delivers an aviation science curriculum that immerses students in STEM concepts that are foundational to flight while also introducing them to aviation history and the history of the battlefield as defined by Museum exhibits. PHAM will reach 3,000 Oahu

students in grades 2-12 from public schools and youth-serving organizations, prioritizing recruitment of low- to moderate-income (LMI) youth.

The ALC program expands on a nationally-endorsed, age-appropriate STEM curriculum that builds non-cognitive skills such as self-efficacy and positive-outcome expectation, and prepares youth for 21st century careers. ALC materials derive from aviation concepts presented through an integrated suite of computer technology and innovative hands-on devices. Museum exhibits introduce students to aviation history and the history of the battlefield, supplementing the STEM curricula.

The ALC in particular has strong support from HiDOE Superintendent, Keith Hayashi, who has seen first-hand what the ALC has to offer. PHAM has robust partnerships with several HiDOE schools, including Ewa Makai Middle School and Ilima Intermediate School, and community and youth-serving organizations such as Civil Air Patrol and others, while transportation will be provided as a matching expenditure to leverage City & County GIA2024 funds. Letters of Support from these partners have been enclosed in this application.

B. Describe the proposed plan

1. Describe why you chose this Grant Activity and how it will effectively address the community's problem / need. *(2,000 character count limit)*

ALC/Museum programs address the need to cultivate expanded access to low-barrier, STEM programming for Oahu keiki; a pathway to increased opportunity for low- to moderate-income (LMI) families that disrupts intergenerational socioeconomic disadvantage and benefits communities (Avendano 2018). Elementary and secondary STEM education creates more equitable access to fast-growing and high-paying 21st century STEM careers (NSF 2021) as well as building non-cognitive skills such as self-efficacy, interest and curiosity, and positive-outcome expectation (Griffin 2015).

The ALC curriculum supports common core state standards and the next generation of science, technology, engineering, math, and innovation rigor as well as nurturing non-cognitive abilities that contribute to the ease with which an individual navigates life's challenges, whether school, work, or otherwise.

Following years of research and curriculum development, the Museum of Flight designed and produced the dynamic ALC learning environment, a new Museum resource, that uses the universal wonder of flight to engage students in the exploration of STEM. This nationally endorsed aviation curriculum introduces students to aviation and aerospace fields, engineering and mechanics, problem-solving and team building, and delivers a strong correlation with career opportunities as they exist today.

Delivered by aviation, aerospace, history, and math experts, the Museum and ALC curriculum enriches classroom learning, enhances critical-thinking, communication, decision-making, and leadership skills and are fully aligned with state and national STEM standards, which will allow teachers to integrate said programs seamlessly into their classroom curricula. The experience paves the way for continued interest in aviation and aerospace opportunities, a growing employment sector in Hawaii.

2. Provide measurable outcomes, describe how outcomes are aligned with the purposes and priorities of the Grants in Aid Fund, and describe how outcomes directly benefit the target population. *(3,000 character count limit)*

Public Services should begin with a statement of the number of individuals that the Grant Activity will directly benefit during the Grant Term.

Arts, Culture, Community/Economic Development or Environment should begin with a statement as to how the Grant Activity supports the sustainable improvement in the well-being and quality of life of local communities, especially low to moderate income areas.

ALC/Museum programs support sustainable improvement of well-being and quality of life of Oahu keiki in grades 2-12 by delivering low-barrier STEM programming, introducing low to moderate income youth to careers in which they have typically been underrepresented - knowledge, awareness and preparation empower young learners. A low-barrier, STEM program cultivates STEM interest and skills, positively benefitting individual youth as well as communities (Avendano 2018).

The ALC features a nationally-endorsed, interactive learning environment, immersing Oahu students in aspects of aviation, a field offering great opportunity, and generally applicable STEM skills. Museum exhibits introduce students to aviation history and the history of the battlefield, supplementing the STEM curricula.

In the ALC, student teams, guided by STEM Educators, navigate investigations and data collection through three (3) ALC learning environments:

1. Learning Lab, a simulated ground school (GS) environment, exploring aeronautical topics and concepts that pilots study in GS, such as flight dynamics, navigation, weight, balance, and weather.
2. The Hangar, where student "pilot / co-pilot crews" learn to chart a course, create a roundtrip flight plan, and perform a pre-flight safety inspection of an actual full scale Cessna 150 aircraft.
3.Simulator Bay, where students fly the route charted in the Hangar in flight simulators.

MEASURABLE OUTCOME 1
Museum programs will reach 3,000 Oahu students, to experiece ALC/Museum curricula, prioritizing recruitment of low-to-moderate income youth.

DIRECT BENEFIT 1
ALC/Museum provides an immersive, engaging environment for youth to deepen their understanding of STEM through professionally-developed materials and interactive technology navigating fun, simulated experiential exercises, cultivating interest in STEM careers as well as skills that are 1) transversal: relevant across fields; 2) multidimensional; and 3) higher-order: navigate complex and unpredictable situations (Voogt 2012).

ALC/Museum attendee evaluation:
- Level 1 survey: overall satisfaction (L1).
- Level 2 assessment: student learning (L2).

MEASURABLE OUTCOME 2
2.1: Student attendees (SA), as well as accompanying teachers and adult leaders(ATAL), indicate 85% satisfaction with students' ALC/Museum experience (L1).

2.2: SA will be asked to identify 1) two science/aviation concepts learned, and 2) and non-cognitive utilized (L2).
2.2a: ATAL rate STEM characteristics as the most important connections between the ALC/Museum visit and student educational attainment (L2).

DIRECT BENEFIT 2
STEM education imparts essential understanding, cultivating creative- and critical-thinking, and facilitating self-regulation and adaptability (Griffin 2015) as well as collaborative team problem-solving critical in 21st century careers. The ALC/Museum experience helps youth understand the connection between their classroom learning and future career pathways.

3. Provide an action plan to achieve the stated measureable outcomes. If the Grant Activity involves a partnership, provide a description of each partner's role. Must include measurable milestones, specific events, or other performance measures appropriate to achieving the outcomes. *(3,000 character count limit)*

In FY24, the ALC/Museum will deliver engaging STEM education to 3,000 Oahu students in grades 2-12 from public school and youth-serving organizations, with a recruitment emphasis on low-tomoderate income (LMI) youth and Title I schools in which at least 47.2% of students come from low-income families. In 2022, ALC/Museum programs reached over 4,000 students both in-person and virtually. Within that number, over 1,700 students have come to experience the ALC since it opened in Jan. 2022.

PARTNERING ORGANIZATIONS' ROLES
HiDOE Superintendent, Keith Hayashi, has committed to supporting recruitment and outreach of Oahu public school students and educators. Principals from schools, including Ewa Makai Middle, strongly support the ALC and its curriculum, and are invested in growing the number of students that come to the ALC to provide educatonal experiences outside of the classroom setting. Letters of support from these organizations are attached to this application.

ACTION PLAN
PHAM staff, with the support of Keith Hayashi's office, will continue to focus on outreach and marketing recruitment campaigns to local educators to provide an understanding of the ALC curriculum and impact. In addition to 'open house' invitations to teachers, other marketing tactics will include: press releases, social media, digital advertising, direct collaboration with partners and supporters, and local marketing buys (for example, television and radio promotion); and will continue throughout the Grant Term.

PHAM Director of Development will provide monthly engagement tracking to ensure recruitment emphasizes LMI and Title I schools island wide.

At the start of the 2023-2024 school year, ALC/Museum programs will reach 3,000 students, achieving MEASURABLE OUTCOME 1 to deliver ALC/Museum to 3,000 Oahu students in grades 2-12, from public schools as well as youth-serving organizations, prioritizing recruitment of LMI youth.

All student attendees, and accompanying teachers and adult leaders, throughout the Grant Term, will be asked to complete two ALC attendee evaluations upon ALC completion, achieving MEASURABLE OUTCOME 2. Level 1 surveys measure and record attendee satisfaction, while Level 2 assessments measure knowledge retained and skills utilized. Evaluations also provide feedback to support continued improvement of PHAM keiki outreach and programming.

During the final month of the proposed project, ALC/Museum project staff will debrief with project partnering organizations, and complete evaluation and collation of ALC surveys, before developing the project's final report for GIA in the last half of September.

4. Provide a budget narrative that explains how the budget in Section III will achieve the desired outcomes. *(3,000 character count limit)*

Requested support for this Grant cycle is $178,400. The funds will be expensed as follows:

Personnel - Payroll - and benefits - $113,020
Project Director - 50% of the time for the Project Director
Educator #1 - 100% for one full-time educator to help expand reach and impact
Educator #2 - 50% for a second full-time educator to support the projected expansion

ALC/Museum programming, in person and virtual, will introduce Hawaii youth to aviation from the perspective of the math, science, engineering concepts that are transferable to multiple learning objectives to the more specific exploration of careers, setting a personal course to achieve a career in this field.

Staff will work together to deliver programs on site and virtually, using all the resources of the museum to advance knowledge, awareness and capabilities.

Administrative and overhead set at 15% or $13,724

Contractual fees - subject matter expert with certification to support advanced exploration into piloting (Certified flight Instructor capable of exploring ground school elements) and aviation mechanics (Airframe and Powerplant training to support programming tied to career exploration - $15,000

Materials and supplies - $22,398 - 50% of the following costs:

Student participation - 3,000 students at $12 per student (ALC/Museum) - $36,000

Advancement of Aviation Curriculum (aviation exploration advancing interest, awareness, career exploration - $4,000

Discovering Flight programming (virtual exploration) - 400 students at $12 per student - $4,800

Other Costs (postage, indirect cost) - $14,258

5. Provide a timeline that is complete, realistic and appropriate to achieve the desired outcomes. This timeline should also be reflected in Section IV. *(3,000 character count limit)*

October - 2023
- Recruit, hire, and train new staff to support expansion

October - December 2023
- Register and welcome the first 10-15 classrooms (groups of 40) to generate awareness and participation
- Review and augment programming to advance impact and expand STEM and career exploration

January - June 2024
- Continue on-going school and youth service organization participation in ALC/Museum programs
- Initiate follow on activities to engage students in the application of learnings, exploring advanced education and training in aviation and aerospace careers
- Create pathways for additional engagement
- Work on sustainability - developing approaches to ensure long-term viability

C. Provide evidence of the agency's ability to perform the proposed grant activity through past performance, current capacity and/or plan to acquire the capacity to perform.

1. Provide data that demonstrates proven success in offering the same, similar, or related activities to achieve the proposed outcomes. *(3,000 character count limit)*

Each year, more than 20,000 Hawaii students access educational programs delivered by Pearl Harbor Aviation Museum (PHAM). Keiki participate in programs delivered on-site at PHAM, through the ALC, Museum Field Trips, summer sessions, and public programming, and also through its Virtual Classroom Visit program. These programs advance academic achievement and promote understanding of a variety of structured curriculum, ranging from the math and science of flight to the historical impact of the attack on Pearl Harbor and its aftermath. In the ALC, the curriculum addresses aviation and aerospace sciences and utilizes hands-on teaching tools to engage students in their own learning. Interactive challenges, including the use of realistic flight simulators, teach not only the sciences, but also the critical life skills of communication, decision-making, and teamwork. Additionally, the inclusion of historical content and the very location of the Museum promotes a deeper understanding of the values and character associated with "Our Greatest Generation," values that grew out of our national response to the attack on Pearl Harbor.

These programs augment the study of STEM fields, within the context of our nation's rich history and the wonder of flight. The competitive marketplace of today and tomorrow necessitates competency in innovative areas that were not required when schools were established for an industrialized society. More importantly, these experiences support the exploration and development of life skills and non-cognitive abilities that are critical to leadership. PHAM is uniquely positioned to draw upon the rich cultural heritage of our state, our education and business sectors, and our military. Our goal is to promote 21st century career preparedness through STEM as well as the development and cultivation of essential life skills, such as self-efficacy and team-building.

As a non-formal education organization, our philosophy is simple: Keiki learn by doing and at PHAM, that "doing" is flying. Established collaborations with schools and educators provide authentic and relevant activities that use the thrill and excitement of flight to facilitate learning in core competencies of math, science, geography, history and communications. PHAM keiki programs augment public school STEM education initiatives, provide students greater access to targeted learning experiences, while also accommodating greater variation of student needs and interests, promote STEM interest, and nurture participants' understanding to better connect classroom work to real-world applications.

Our curriculum incorporates HiDOE STEM goals including: (1) Purposefully integrating STEM to provide all students with engaging, real-world, and rigorous experiences in STEM; (2) Providing students with a solid foundation in the content, practices, and organizing principles of STEM, and (3) Strengthening awareness of career pathways in the STEM fields.

2. Describe the applicant's capacity to successfully achieve the proposed outcomes.
OR
Provide a plan to acquire the capacity to successfully achieve the proposed outcomes (including how the applicant has acquired similar capacity in the past).

Responses should include organizational knowledge, staffing, fiscal resources, facilities and other resources, stakeholders and relationships, and other relevant resources. *(3,000 character count limit)*

ORGANIZATIONAL KNOWLEDGE
Pearl Harbor Aviation Museum (PHAM), opened in 2006, as part of former Senator Daniel Inouye's vision for a rebirth of Ford Island. PHAM hosts a variety of aviation exhibits relating to the attack on Pearl Harbor and World War II and aviation-based educational programming.

STAFFING
PHAM's Executive Director has over 45 years of non-profit organizational development, fundraising, and strategic planning experience, leading a team of typically 70 people. While COVID restrictions necessitated reducing the staff size to approximately 35 in 2020, staffing has increased to 57 employees and will grow to 65 in 2023.

PHAM education staff, including a DOE certified teacher, manage a robust education program engaging students in STEM learning.

PHAM is overseen by a 35-member Board of Directors who ensure a sustainable future by overseeing governance and financial management that is sound, ethical, and legal.

Docents, speakers and other volunteers are dedicated and enthusiastic museum experts who are often former military. Docents engage PHAM visitors to provide impassioned guidance to navigate the Museum's many historical exhibits. Speakers provide insightful presentations to take a deeper dive into a particular topic of relevance.

FISCAL RESOURCES
PHAM has an extensive donor / member network, raising more than $3 million in contributions and grants in 2021. Ticket sale revenue offsets overhead costs, while fundraising supports education and restoration. Though the COVID-19 pandemic proved challenging, we remained financially sound as a result of successful fundraising, managed expenses, and realistic financial planning.

KEIKI PROGRAMMING
For 15 years, PHAM has delivered high-quality aviation-based STEM education to youth that has benefited students throughout Hawaii and from the U.S. continent, as well as international students.

PHAM offers in-person and virtual aviation STEM and aviation history programs to expand its reach to keiki. The ALC is the newest addition to the exisiting portfolio of Educational programming that is offered by the Museum, allowing the Museum to deliver a professionally developed, age-appropriate curriculum based on concepts from general aviation presented through integrated and innovative hands-on devices. Grant funding provided by other community organizations help facilitate on-site learning by providing free bus transportation to schools.

STAKEHOLDERS & RELATIONSHIPS

PHAM has cultivated a variety of collaborative relationships who champion our educational programs. Some of our stakeholders and partners include:
• Hawaii DOE
• Hawaii Workforce Development Council
• U.S.N.A. STEM Outreach Center
• Civil Air Patrol, JROTC, Experimental Aircraft Association, and others

FACILITIES
PHAM is housed in two World War II-era hangars, the Ford Island Control Tower and Building 97, housing the ALC 4,000 sq.ft. dedicated education center.

D. Describe the applicant's sustainability and/or additional long-term benefit to the community

1. Provide a plan for sustaining and / or expanding activities beyond the applicable grant period. *(2,000 character count limit)*

The Aviation Learning Center (ALC) will continue collaborations with schools and other youth-serving organizations. Earned funds through museum admission/sales and fundraising initiatives sustain educational program offerings, expanding as needed to address community demand. The development of the ALC, a $3.2 million philanthropic effort, was in direct response to rising demand - Museum resources were no longer sufficient to meet requests from Oahu schools. Philanthropic efforts, including the establishment of an endowment, have been prioritized to ensure long-term viability of all programs.

In addition to the ALC, PHAM has pursued follow-on programs introducing youth to Museum opportunities like summer camp, volunteer assignments, scholarship offers for continued education and training opportunities, and online resources like our Discover Your Future in Aviation, as well as resources available through aviation organizations like CAP, EAA and AOPA. Combined, youth have access to resource libraries detailing financial aid opportunities, games, media, and internships to help students learn about and pursue a career in the exciting world of aviation. Over the next three years, PHAM will offer a "pathways" option for youth, providing programs and scholarships to advance pilot and aviation mechanics training for Hawaii youth between the ages of 16-21.

Research shows that the U.S., Hawaii in particular, is facing a critical shortage of pilots, technicians and engineers (Boeing, 2021). As the only educational enterprise in the state to offer a full spectrum of aviation educational programs to students in grades 2-12 and beyond through our scholarship programs, PHAM introduces youth to aviation careers and nurtures an interest in STEM and aviation.

2. Describe the applicant's capacity and resources to carry out the above plan (staffing, funding, etc.) beyond the grant period. *(2,000 character count limit)*

The ALC is a 4,000 sq.ft. resource dedicated to youth education. The facility and the educational tools required to deliver a robust educational experience were developed with the support of museum and philanthropic resources. The investment sought through this grant will provide foundational funds to bring the program to the next level, opening participation to all Oahu schools, expanding impact throughout Oahu with emphasis on low-to-moderate income youth, and initiating special experiences such as clubs and school partnerships to engage youth in learning that is transformational. Staffing levels will be expanded to accommodate the growth in participation, with the addition of DOE certified

educators to support delivery of special experiences, using the ALC and other Museum education areas on evenings and weekends for an Aviation Club, internship opportunities, explorations in aviation mechanics and other enhancements that augment the impact of classroom experiences.

As noted, an Educational Endowment Fund has been established at the Museum to encourage the long-term support of scholarship, program development, and participation. Partnerships with Work Force Development, UH, HCC, locally based airlines, Civil Air Patrol, and other entities specializing in the advancement of these educational experiences will be pursued. PHAM has a 16-year history of supporting and sustaining youth education initiatives and has been successful in leveraging government and community support to continue impact.

Partnerships within the Hawaii aviation industry will be pursued to support the continuation of this vision.

E. No CITY funds or assistance. The highest consideration will be given to applicants that do not receive other funding or any form of assistance from the CITY. While applicants that receive other funding or assistance from the CITY may apply for Grants in Aid funding, the extent of funding or assistance already received in relation to services provided must be considered prior to awarding Grants in Aid funds. A percentage of the sub-total criteria points will be awarded to Grantees based on the criteria below and the information about past funding / assistance from the CITY that follows.	
The applicant has received no award from the CITY within the last 3 years.	**10%**
The applicant has received 1-2 awards from the CITY within the last 3 years.	**7%**
The applicant has received 3-5 awards from the CITY within the last 3 years.	**5%**
The applicant has received between 6-9 awards from the CITY within the last 3 years.	**3%**
The applicant has received 10 or more awards from the CITY within the last 3 years.	**0%**

GRANTEE RECEIPT OF CITY GRANTS

Identify all CITY grants received by Grantee (or Fiscal Sponsor) in the last three (3) years. Information will be verified by the CITY.

1. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

2. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

3. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

4. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled

F. Age Friendly Honolulu

Consideration is to be given to applicants that incorporate the vision and goals of the Age-Friendly Honolulu Program (as codified in ROH Chapter 2, Article 22), including but not limited to (1) enabling residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active; and (2) removing barriers to inclusion for and providing support services to vulnerable residents and/or have physical limitations.

To be eligible for the bonus points as an Age-Friendly Honolulu Project an organization must demonstrate the proposal aligns with Age-Friendly Honolulu's priorities by completing the following TWO steps:

1) Go the following website https://www.hiphi.org/age-friendly-honolulu/ to access an Age-Friendly Honolulu training video. The video should be watched by at least one (1) person from the non-profit organization in a leadership position (Executive Director, Administrator, or equivalent). This video will define an "age-friendly city" and explain what types of projects align with the Age-Friendly Honolulu Vision.

2) Complete the section below by selecting which Age-Friendly Honolulu category best fits the activities of your organization and providing a brief description of how your proposal is an Age-Friendly Honolulu project.

☐ Enabling Residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active, particularly at the oldest ages

☐ Providing Kupuna with meaningful roles in the community, including mentors, volunteers, or through intergenerational programming

☒ Removing barriers to support community inclusion and accessibility for persons of all abilities.

3) How is your proposal an Age-Friendly Honolulu Project and explain how your organization can meet the additional reporting requirements if awarded? *(2,000 character count limit)*

Museum/Aviation Learning Center (ALC) cultivates expanded Oahu keiki access to low-barrier, STEM programming; a pathway to increased opportunity for low-to-moderate income (LMI) families that disrupts intergenerational socioeconomic disadvantage (Avendano 2018). Elementary and secondary STEM education creates more equitable access to fast-growing and high-paying 21st century STEM careers (NSF 2021) as well as building non-cognitive skills such as self-efficacy, interest and curiosity, and positive-outcome expectation (Griffin 2015).

Museum programs prioritize recruitment of low-to-moderate income (LMI) youth and collaborations with Title I schools, in which at least 47.2% of students come from low-income families, to deliver world-class, engaging STEM education to 3,000 Oahu students in grades 2-12 from public school and youth-serving organization.

APPENDIX A: TIER II GRANT PROPOSAL (Grants $25,000 to $200,000)
SOLICITATION NO. RGP-DCS-GIA2024

Instructions: The proposal below must be completed in full. Responses must be provided in the fillable boxes provided. Where annotated, the fillable boxes have predetermined maximum limits on character counts. Letters, numbers, punctuation marks, and spaces are included in the character count limits.

SECTION I
SUMMARY

A. Grantee Legal Name:	Planned Parenthood Great Northwest, Hawai'i, Alaska, Indiana, and Kentucky
B. Is Grantee a Fiscal Sponsor?	☐ Yes ☒ No
C. Grant Activity Name:	Vital Healthcare Access

D. Briefly describe the Grantee's background, history (including year established), and mission. *(400 character count limit)*

Planned Parenthood Great Northwest, Hawai'i, Alaska, Indiana, and Kentucky incorporated in Washington State as a not-for-profit in 1948 and opened our doors in Hawai'i in 1966. Mission: Together we advocate, educate, and provide exceptional health care supporting sexual health, wellness, and reproductive freedom- without judgment, without fear, without fail.

E. Briefly describe the Grant Activity and public need being filled. *(400 character count limit)*

Uninsured, low-income Honolulu City & County residents delay or forgo essential medical services due to cost. Planned Parenthood Great Northwest, Hawai'i, Alaska, Indiana, and Kentucky (PPGNHAIK) will use grant funds to provide healthcare at low or no cost to qualifying patients, thereby ensuring that more community members have access to the services they need to avoid negative health outcomes.

F. Briefly summarize Grant Activity outcomes and measures of success, including number and description of those served. *(400 character count limit)*

People who demonstrate Honolulu City or County residence and an inability to afford care will receive patient financial assistance at our Honolulu Health Center. PPGNHAIK will subsidize a minimum of 516 patient encounters -- at least 56 of those encounters will be for teens aged 19 and younger. As a result, hundreds of people will be able to receive services vital to their health and well-being.

G. Council District
Check all districts that will benefit from the Grant Activity. Provide the amount requested per district. Amounts must be in whole numbers only.

☒ District 1 $14000	☒ District 2 $10000	☒ District 3 $10000
☒ District 4 $1000	☒ District 5 $1000	☒ District 6 $76000
☒ District 7 $1000	☒ District 8 $8000	☒ District 9 $4000

Total Amount Requested (must be $25,000 to $200,000)	$125000

H. Type of Grant Activity (pick ONE category that best reflects the Grant Activity):		
1. Public Services: Projects in this category will support qualified public services and programs for the target populations deemed by the CITY to be most vulnerable.		
☐ A. Public Service – Seniors	☐ B. Public Service - Children	☐ C. Public Service - Disabilities
☐ D. Public Service – Homeless	☐ E. Public Service – Domestic Violence	☐ F. Public Service – Substance Abuse
☐ G. Public Service – Mental Health	☒ H. Public Service – Other (describe): Health Care	
2. Arts, Culture, Community/Economic Development, and the Environment: Projects in this category will support the sustainable improvement in the well-being and quality of life of local communities, especially low- to moderate income areas.		
☐ A. Arts	☐ B. Culture	☐ C. Community Development
☐ D. Economic Development	☐ E. Environment	

GRANTEE'S CERTIFICATION AND SIGNATURE

The undersigned, subject to personal liability and penalty under applicable law, certifies that he or she: (i) is authorized to sign this Grant Proposal; (ii) personally prepared or reviewed the matters found in this Grant Proposal (including any related documents/attachments); (iii) asserts all statements made in this Grant Proposal (including all attachments) are true, accurate and complete; (iv) has the requisite skills and knowledge to assert the foregoing certification; and (v) has complied and shall continue to comply with all applicable requirements of Chapter 6, Article 29 of the Revised Ordinances of Honolulu 1990, as amended (Link), regarding private organizations receiving grants of public funds from the City and County of Honolulu.

Signature of Grantee (Fiscal Sponsor) Officer
Printed Name and Title: Sonia Blackiston, Vice President of Education & Global Programs

11-20-2022
Date

CERTIFICATE OF THE BOARD OF DIRECTORS NO OBLIGATIONS IN ARREARS

The undersigned of the Board ("Grantee") hereby certifies that the Grantee or any principal of the Grantee or sponsored organization (where the Grantee is a Fiscal Sponsor) is not in arrears on any financial or other obligation owed to the City & County of Honolulu, a municipal corporation of the State of Hawaii.

(Signature)

Cu Ri Lee
(Print name)

CERTIFICATE OF THE BOARD OF DIRECTORS AUTHORIZATION TO ASSIGN AUTHORITY

The undersigned of the Board ("Grantee") hereby certifies that Sonia Blackiston (name), VP of Education & Global Programs (title), has been authorized by the Board of Directors to sign proposals, contracts, and related documents on behalf of the Grantee. Accordingly, I hereby assign the authority by the Board to execute proposals, contracts, and contract amendments on behalf of the Grantee, and further certify that the assigned is given the power and authority to do all things necessary to implement, maintain, amend, or renew such contracts, including but not limited to the delegation of signing authority to another employee of the Grantee.

(Signature)

Cu Ri Lee
(Print name)

STATE OF HAWAII)
CITY AND COUNTY OF HONOLULU)

On this 18th day of November, 2022, before me appeared Cu Ri Lee, personally known to me, who, being by me duly sworn, did say that he/she is the Director of Planned Parenthood of the Great Northwest and Hawaiian, Alaska, Indiana, Kentucky Board of Directors and that the corporation has no corporate seal, and that said instrument was signed in behalf of said corporation by authority of its Board of Directors, and said she acknowledged said instrument to be the free act and deed of said corporation.

Michelle Della Arcilla
Notary Public, State of Hawaii

My Commission expires: 11/4/2023

Doc. Date: undated at time of notarization # Pages: ~~2~~ 1
Name: Michelle Della Arcilla First Circuit
Doc. Description: Certificate of the Board of Directors No Obligations in Arrears
Michelle Della Arcilla 11/18/22
Signature Date
NOTARY CERTIFICATION

Doc. Date: undated at time of notarization # Pages: 1
Michelle Della Arcilla First Circuit
Doc. Description: Certificate of the Board of Directors No Obligations in Arrears
Michelle Della Arcilla 11/18/22
Notary Signature Date
NOTARY CERTIFICATION

MICHELLE DELLA ARCILLA NOTARY 07-563 PUBLIC STATE OF HAWAII

MICHELLE DELLA ARCILLA NOTARY 07-563 PUBLIC STATE OF HAWAII

FISCAL SPONSOR

The Fiscal Sponsor is a nonprofit organization that assumes legal, financial and programmatic responsibility for the activities of groups or individuals engaged in work that furthers the fiscal sponsor's mission and their own respective purposes. The Fiscal Sponsor is called the Grantee in this Grant Proposal. The CITY's legal relationship is with the Grantee, and the CITY will disburse Grant funds to the Grantee. The Sponsored Organization is the organization under this Grant Proposal that the Grantee (Fiscal Sponsor) chooses to support to implement the Grant Activity.

Accordingly, if the Grantee is a Fiscal Sponsor, the following should be completed by both the Grantee (Fiscal Sponsor) and the Sponsored Organization. By initialing and signing below, the Grantee (Fiscal Sponsor) and the Sponsored Organization indicate they have reviewed and come to an agreement regarding each of the following items:

Grantee/Fiscal Sponsor Initials	Sponsored Organization Initials	Agreed upon items
		Response herein to Section III Question 1
		Response herein to Section III Question 2
		Response herein to Section III Question 3
		Response herein to Section III Question 4
		Response herein to Section III Question 5
		Response herein to Section III Question 6
		Grant Activity: Budget/Funding (Section III)
		Grant Activity Preliminary Schedule of Activities (Section IV)

In addition to the foregoing, the Fiscal Sponsor and the Sponsored Organization each hold the CITY harmless and will defend and indemnify the CITY and its officers, employees, and agents, individually and in their official capacities, from all claims of liability for damages arising directly or indirectly from each entering into a Fiscal Sponsorship Agreement with the other.

The undersigned also attach hereto required documents regarding Fiscal Sponsorship, as detailed in Section VI.

_____ _____

Signature of Grantee (Fiscal Sponsor) Officer — Date

Printed Name and Title:

_____ _____

Signature of Sponsored Organization Officer — Date

Printed Name and Title:

SECTION II
GRANT ACTIVITY INFORMATION

A. Describe how the community need, stated problem / issue, and target population are effectively validated. The description must include how the public services target population is vulnerable or how the arts, culture, community/economic development, or environmental activities will especially support low- to moderate income areas.

1. Provide substantive data and other quality information to show the issue is a priority need of the community. *(3,000 character count limit)*

Uninsured people, people with low-incomes, and people needing confidential services (e.g., victims and survivors of intimate partner violence or youth) are delaying or forging necessary medical care to avoid accumulating bills they cannot afford, putting their health and well-being in jeopardy. The 2021 Update of the Honolulu County Community Health Needs Assessment (CHNA) identifies improved access to healthcare services as a major need of many Honolulu County residents, especially low-income residents. The CHNA connects the lack of access to affordable healthcare services to Honolulu County's heavy burden of preventable disease and infections, as well as the diagnosis of these conditions in the late, rather than early, stages.

This issue is evident in Hawai'i's rates of sexually transmitted infections (STIs), which are at their highest in decades. As Gerald Hasty, an epidemiologist at the Hawai'i Department of Health, put it, "Chlamydia and gonorrhea are reported more frequently on an annual basis than influenza." Honolulu County has the highest STI Rate per Capita in the state. If infections are caught early before the onset of symptoms, most cases are treatable. Unfortunately, our clinicians are frequently seeing infections that have developed and become serious. When untreated, STIs can cause pelvic inflammatory disease, infertility, and chronic pain. Pregnant women and newborns are especially vulnerable. Diagnostic screening and treatment can cost several hundreds of dollars. It's even more expensive if people wait until they have severe symptoms before seeking care.

Historically, federal grant funding from the Title X program made up the majority of PPGNHAIK's family planning and reproductive health patient assistance funds. We offered a Title X sliding fee scale based on patient family size and income. As a result, people could afford essential care such as STI screening and treatment; pregnancy testing; contraceptive counseling, services, and supplies; screening for cervical and breast cancer; screening for high blood pressure, anemia, and diabetes; testing for HIV; Pre-Exposure Prophylaxis (PrEP); and referrals for other necessary services.

Unfortunately, Title X has not been available to patients since 2019. PPGNHAIK has able to mitigate some of the impact by offering prompt pay discounts and securing small grants from private donors to assist patients with the highest need. So far in 2022, we have provided patients with $50,000 in prompt pay discounts and donor funded financial assistance dollars. Unfortunately, these efforts are still falling short and many patients face challenges with affording care. Covid-19 and inflation have only exacerbated the issue. Based on current trends, and assuming that most of our low-income, uninsured patients could use financial assistance, we estimate that next year an additional $242,000 will be needed to fully close the gap.

2. Provide a thorough analysis of the community's priority need / problem and its impact on the community. *(3,000 character count limit)*

Unlike many providers, PPGNHAIK does not cap the number of Medicaid patients we serve and we do not turn patients away due to lack of insurance or an inability to pay. The most

recent data from the U.S. Census Bureau indicates that 8% of Honolulu County residents live in poverty. Compare that rate to the fact that 75% of PPGNHAIK's 4,571 patients seen in 2021 had family size and incomes that placed them below 251% of the Federal Poverty Level (FPL). PPGNHAIK also sees an outsized number of uninsured people and serves the age, race, and geographic groups that are less likely to have health insurance or a usual source of care. A total of 4.3% of the Honolulu County population is uninsured. Last year, 28% of our patients were uninsured. Additionally, 11% percent of our patients were under age 20, and 64% identified as a race other than White (23% Asian, 15% Multiracial, 11% Pacific Islanders, 6% African American, & 9% Other).

Given the loss of Title X, we don't have enough patient assistance funds available for those who need them and, as a result of the pandemic and inflation, the demand is growing. The 2021 Update of the Honolulu County Community Health Needs Assessment (CHNA) reports that the high cost of living in Hawai'i is outpacing salary growth. Financially struggling families are finding it increasingly difficult to afford basic needs such as healthcare, housing, food, childcare, transportation, taxes, and technology. As a result, people are missing routine/preventative screenings and health maintenance visits because of affordability concerns.

We have found that uninsured patients with incomes under 251% of the FPL can use about $242 in patient assistance on average. We anticipate serving another 1,300+ uninsured, low-income patients in the next year, which would amount to about $314,600 in need. Assuming that a similar annual percent of patients qualify for a prompt pay discount that amount reduces to about $250,000. Currently, we have secured about $8,000 in private donor support earmarked for patient assistance each year. That leaves a gap of about $242,000 to fully meet the need.

This is a major issue as PPGNHAIK's patient financial assistance program plays a critical role in making our services available to vulnerable populations and eliminating long-standing health disparities and inequities. Financial stability is inextricably connected with community health. The CHNA emphasizes the importance of addressing upstream social determinants that significantly impact health outcomes such as the financial barriers to accessing care to treat and prevent illness. The effects of delaying or not seeking medical care can be felt by both the individual and throughout the community, causing impacts that span generations.

3. Provide a description of the Grant Activity. This description will be used as the scope of services in the contract. *(1,000 character count limit)*

From 10/1/2023 to 9/30/2024, PPGNHAIK will apply $125,000 in GIA funding to a minimum of 516 patient encounters. We assume most of the adjustments will be about $242. Assistance will be available to patients with household income below 251% of the FPL who are uninsured, as well as to patients who are unable to use their insurance due to confidentiality or safety concerns. At least 56 of the adjusted encounters will be teens aged 19 and younger requesting confidential services. To ensure that limited funding is put to best use, we will use an application process. Patients will have the opportunity to demonstrate their residency, financial circumstances, income, and other challenges they may currently be facing – such as housing insecurity and intimate partner violence – so that they can be taken into consideration. All family planning, gender affirming care, and preventive services will be eligible for financial assistance.

B. Describe the proposed plan

1. Describe why you chose this Grant Activity and how it will effectively address the community's problem / need. *(2,000 character count limit)*

For many people, financial assistance is the difference between getting care and going without. Given the loss of our federal Title X funding in 2019, PPGNHAIK faced new challenges in delivering services to those most in need. In FY 2021, we partnered with the GIA program to make health care more affordable for hundreds of Honolulu residents. We used a little over $120,000 in funding to adjust 496 patient encounters from 9/1/2020-10/31/2021. This project was enormously successful as illustrated by patient comments such as, "I showed up for a doctor's appointment and they recommended I apply for financial assistance while I waited. I ended up qualifying and left the office with free healthcare. 10/10 couldn't ask for any more from these amazing people!" And, "Amazing, amazing, amazing! Went in totally lost and scared and the ladies were warm, welcoming, kind and thoughtful! I will never go anywhere else! Extremely affordable and comforting! 12/10."

We continue to build community partnerships, seek private donations, and apply for grant funding each day to help fill resource gaps so that people are not left without care. If awarded GIA funding again, this time in the amount of $125,000, we will be able to assist over 500 high need, uninsured Honolulu residents with affording care. The GIA funds, combined with prompt pay discounts, donor support, and an anticipated $117,000 to come from the State of Hawaiʻi will result in a fully funded patient assistance program. We will be able to help all those who face affordability challenges and ensure that Honolulu patients' treatment plans are based on interventions offering the best results and not what the patient can afford. As evidenced in the needs assessment sections, increasing access to healthcare services is an important part of reducing inequities, improving healthcare outcomes, breaking entrenched cycles of poverty, and building a more equitable society.

2. Provide measurable outcomes, describe how outcomes are aligned with the purposes and priorities of the Grants in Aid Fund, and describe how outcomes directly benefit the target population. *(3,000 character count limit)*

Public Services should begin with a statement of the number of individuals that the Grant Activity will directly benefit during the Grant Term.

Arts, Culture, Community/Economic Development or Environment should begin with a statement as to how the Grant Activity supports the sustainable improvement in the well-being and quality of life of local communities, especially low to moderate income areas.

By 9/30/2024, PPGNHAIK will utilize $125,000 in GIA to adjust at least 516 patient encounters at our Honolulu Health Center that qualify for financial assistance. At least 56 of the adjusted encounters will be teens aged 19 and younger requesting confidential services.

We know that certain groups, including Native Hawaiians, other Pacific Islanders, youth, and people who identify as Lesbian, Gay, Bisexual, Transgender, Queer, and Questioning (LGBTQ+) are overrepresented among those in poverty and are at highest risk for STI infection, unintended pregnancy, diabetes, excessive drinking, vaping, and other problems that are on the rise in Honolulu County. Current patient assistance funds are being used almost exclusively to assist patients who identify as Asian and Pacific Islander.

The GIA funding will give hundreds of the most disadvantaged people in Honolulu County increased access to high-quality healthcare services such as birth control, emergency contraception, pregnancy testing, and preconception care; STI and HIV testing and treatment; preventive care including HPV vaccination, breast and cervical cancer screenings, substance

abuse screening and intervention; and a range of social, psychological, behavioral, and medical interventions designed to support and affirm an individual's gender identity. Services will be delivered in a fashion that respects diversity in the patient population and cultural factors that can affect health and health care, such as language, communication styles, beliefs, attitudes, and behaviors.

PPGNHAIK sends out a patient experience survey via e-mail or text message to every patient about 24 hours after their visit to help us further improve quality & experience of care through performance analytics and strategic advisory solutions. In addition to basic demographic questions, patients are asked to rate us on a scale of 1-5 on 36 questions in 6 domains that include Access to Care (e.g., convenience of office hours), Moving Through Your Visit (e.g., wait time at clinic), Care Provider (e.g., patient's confidence in their provider), Personal Needs (e.g., staff sensitivity to patient needs), and Overall Assessment (e.g., likelihood of recommending practice). PPGNHAIK collects this information and reviews it on a quarterly basis to ensure that patients are not only able to afford care, but that the care they receive is accessible at many levels, high-quality, and patient centered.

The increased availability of affordable family planning and reproductive health services will also contribute to improved long-term outcomes for Honolulu residents. For example, individuals will be better able to achieve desired family size and birth spacing, which in turn leads to being better able to cope with the physical, emotional, and financial stresses of pregnancy and childrearing.

3. Provide an action plan to achieve the stated measureable outcomes. If the Grant Activity involves a partnership, provide a description of each partner's role. Must include measurable milestones, specific events, or other performance measures appropriate to achieving the outcomes. *(3,000 character count limit)*

By 9/30/2024, PPGNHAIK will utilize $125,000 in GIA funding to adjust at least 516 uninsured patient encounters at our Honolulu Health Center that have family size and incomes that place them under 251% of the FPL. At least 56 of the adjusted encounters will be teens aged 19 and younger requesting confidential services. Many beneficiaries of financial assistance will belong to groups of people that face significantly more obstacles to maintaining good health, often because of specific social or economic factors (e.g., Native Hawaiians and people who identify as LGBTQ+).

PPGNHAIK collects patient demographic information to help us understand the populations we are serving (and not serving). We check patients' insurance eligibility. This information, combined with a patient's description of the services they are seeking, allows us to provide an estimate of how much they will need to pay out-of-pocket at the time of appointment-making. Patients who express concern about their ability to pay for care will be encouraged to consult with health center staff for information on applying for financial assistance and, if possible, to bring proof of income to their appointment so they can start the process of preparing their application.

Patients receive their final billing amount at check-out. If there are affordability issues, the health center staff will assist the patient with completing an application for financial assistance and connecting with PPGNHAIK's Financial Counselor. As part of the application, we will ask for proof of income, such as current pay stubs or banking information. However, we understand that this may not be possible for all our patients depending on their situation and we will work with patients on a case-by-case basis if they have extenuating circumstances. The application process will provide an opportunity for the patient to describe hardship factors such as if they are homeless, victims of a natural disaster, experiencing domestic violence or

work seasonally. The patient can also submit a written description of their income and financial situation if they don't have other proof of income.

PPGNHAIK's Financial Counselor will use this information to determine the amount of financial assistance we can offer and notify the patient within 14 business days of receiving their applications. The Financial Counselor will also screen patients for eligibility for other programs or insurance and connect them to these resources. The Financial Counselor will document the services the patient receives with financial assistance so we can use the information for reporting and billing purposes, as well as to inform policy initiatives, organizational priorities, and fundraising efforts.

4. Provide a budget narrative that explains how the budget in Section III will achieve the desired outcomes. (*3,000 character count limit)*

We have found that uninsured patients with incomes under 251% of the FPL can use about $242 in patient assistance on average. We anticipate serving 1,300+ uninsured, low-income patients in the next year, which would amount to about $314,600 in necessary financial assistance.

Assuming that a similar percent of patients continue to qualify for a prompt pay discount, that amount reduces to about $250,000. Currently, we have secured about $8,000 in private donor support for ongoing patient assistance. That leaves a gap of about $242,000 to fully meet the need. We are working to secure a $117,000 grant from the State of Hawai'i. This grant combined with $125,000 from GIA will result in a fully funded patient assistance program.

In order to serve as many patients as possible with grant funds, PPGNHAIK will commit to covering direct and indirect personnel costs for all those involved in implementing the grant. We estimate that it will cost approximately $140,000 to screen for and administer patient financial assistance; track and evaluate grant performance; complete and submit all programmatic and financial reports and invoicing; and liaise with GIA program staff.

5. Provide a timeline that is complete, realistic and appropriate to achieve the desired outcomes. This timeline should also be reflected in Section IV. *(3,000 character count limit)*

Monthly from 10/1/2023-9/30/2024: PPGNHAIK's Honolulu Health Center will disburse patient assistance funds for at least 43 eligible Honolulu Health Center patient encounters.

Monthly from 10/1/2023-9/30/2024: PPGNHAIK's Federal Programs Manager will complete all required reporting, invoicing, and quality assurance activities.

Quarterly 10/1/2023-9/30/2024: PPGNHAIK's Financial Counselor and Federal Programs Manager will review data from patient satisfaction surveys to ensure that patient access and affordability concerns are being addressed.

By 9/30/2024: PPGNHAIK will use $125,000 to subsidize 516 eligible patient encounters at our Honolulu Health Center.

C. Provide evidence of the agency's ability to perform the proposed grant activity through past performance, current capacity and/or plan to acquire the capacity to perform.

1. Provide data that demonstrates proven success in offering the same, similar, or related activities to achieve the proposed outcomes. *(3,000 character count limit)*

PPGNHAIK has been a trusted provider of reproductive health care and comprehensive sexual health education in Honolulu for over 50 years. We work to ensure that the full spectrum of reproductive and sexual healthcare options is accessible to our patients, empowering them to make informed, personal choices that best meet their needs. We also maintain extensive referral resources that we share with patients and have strong partnerships in place with both state agencies and community-based organizations such as domestic and sexual violence programs, youth serving organizations, and homeless shelters.

For many of our patients, especially our low-income and uninsured patients, PPGNHAIK is their only source of health care. Our low- and no-cost care is a vital resource for increasing access for those in need and improving health outcomes for individuals and families. Most of our patients are low-income – of the 4,571 unduplicated patients seen last year, 75% had family size and incomes that placed them below 251% of the FPL. Despite Medicaid expansion and the Hawaii Prepaid Health Care Act, 28% of patients seen last year were uninsured and 11% were youth requesting confidential services. Our patient population encompasses races and ethnicities, gender identities, and sexual orientations that have historically been underserved and socially marginalized.

In FY 2021, we partnered with the GIA program to make health care more affordable for hundreds of Honolulu residents. We used a little over $120,000 in funding to adjust 496 patient encounters from 9/1/2020-10/31/2021. Funds were used on visits related to birth control initiation, pregnancy testing, emergency contraception, STI and HIV testing and treatment, vaccinations, and preventive exams including cervical cancer screenings and breast exams.

PPGNHAIK's Honolulu Health Center staff, Federal Programs Manager, and Financial Counselor worked on the FY 2021 GIA grant so we already have the systems and policies in place to screen for and provide patient financial assistance to economically disadvantaged people. Our electronic health record and practice management systems have been set up to track GIA fund usage and generate monthly reports. As a result, we can make rapid and effective use of GIA funding and start applying financial assistance dollars to patient balances on day one of the project.

2. Describe the applicant's capacity to successfully achieve the proposed outcomes.
OR
Provide a plan to acquire the capacity to successfully achieve the proposed outcomes (including how the applicant has acquired similar capacity in the past).

Responses should include organizational knowledge, staffing, fiscal resources, facilities and other resources, stakeholders and relationships, and other relevant resources. *(3,000 character count limit)*

Planned Parenthood has been serving Hawaiʻi for over 50 years. Our clinical space offers eight exam rooms, lab space, recovery room, and two consult rooms. The building also has administrative space, including three conference rooms available for community use. The Honolulu Health Center was praised during a May 2021 Site Visit by the Department of Community Services' Office of Grants Management.

We utilize an analytic dashboard that measures appointment availability and health center volumes to identify any areas in need of improved flow. We also have a robust referral network in place to assist patients in need of other services beyond what we can provide, including mammograms and other follow up imaging, mental health counseling, domestic

violence programming, primary care, and addiction & recovery services. In turn, these organizations often refer their clients to us for sexual and reproductive care.

We have the staff expertise and capacity in place at both the leadership level and implementation level to ensure this project is successful. PPGNHAIK's board provides oversight and strategic direction while also ensuring organizational compliance with legal, financial, and ethical standards.

Rebecca Gibron serves as President and Chief Executive Officer and oversees all organizational operations. Gibron has 25 years of experience in reproductive health care and operations management.

Scott Boyd has been in the position of Chief Financial Officer at PPGNHAIK since 2014. Boyd oversees controls and accountability for grant funds and program income, compares outlays with budget amounts, maintains accounting records supported by source documentation, and ensures PPGNHAIK adheres to all award and programmatic regulations.

Nika Graci, Federal Programs Manager, is responsible for ensuring compliance and evaluating the performance of PPGNHAIK's grant funded programs. Graci has been with PPGNHAIK since January 2013. Graci was the FY 2021 GIA Program Manager and, if we are refunded, will serve in this role again.

PPGNHAIK's highly qualified Revenue Cycle Director, Rachel Johnson, oversees the work of our Financial Counselor. Johnson has been with PPGNHAIK since 2016 and has over a decade of healthcare management and administration experience.

Brittany Sims started as PPGNHAIK's Financial Counselor in January 2020. Sims has a wealth of experience with financial advocacy, billing, customer service and data entry that proved to be incredibly helpful with the FY 2021 GIA funding and will continue to be used if we are funded again.

Chellsea Delapena is the Manager of the Honolulu Health Center. Delapena has worked at PPGNHAIK since 2015. As a result, she worked on the FY 2021 GIA grant. Delapena oversees all care provision and assists with linking patients to the Financial Counselor.

D. Describe the applicant's sustainability and/or additional long-term benefit to the community

1. Provide a plan for sustaining and / or expanding activities beyond the applicable grant period. *(2,000 character count limit)*

Like other premier providers operating in today's competitive and expensive healthcare marketplace, PPGNHAIK has needed to both adopt national best practices related to centralizing operations (e.g., investing in an electronic health records/practice management system, patient access/call center, mobile check in, telehealth, and internal training department) and innovate (e.g., establish a Laboratory Services Cooperative). Also, to provide excellent patient care and maintain financial solvency, the agency has developed an efficient leadership and management structure. This strong infrastructure is undergirded by a demonstrated ability to forge meaningful connections with stakeholders and ensure responsiveness to local conditions, populations, and needs.

Our ability to provide charity care to patients in need hinges largely on community support, anticipated State funding, and private donations. Since losing our Title X grant funding in 2019, we've had to make operational changes, including a reorganization of our patient financial assistance model. We are committed to serving patients with affordable and accessible care despite this loss of federal resources. Our current patient financial assistance model enables us to make the best use of limited funds. We work with our patients to enroll in any health insurance coverage they are eligible for through the Affordable Care Act and Medicaid. We also connect them to Patient Assistance Programs (PAPs) sponsored by pharmaceutical companies that provide free or discounted medicines to low income or uninsured and under-insured people who meet specific guidelines. In addition, we offer prompt pay discounts, run special promotions, and offer to set up payment plans. While it is a few years away, we are hoping federal Title X funding will become available that would once again make it possible for us to reinstate the Title X slide at our Honolulu Health Center.

2. Describe the applicant's capacity and resources to carry out the above plan (staffing, funding, etc.) beyond the grant period. *(2,000 character count limit)*

The majority (72%) of PPGNHAIK's patients are covered by some form of insurance. We have a robust administrative and clinical functions that contribute to the capture, management, and collection of patient service revenue. This is essential for PPGNHAIK to maintain financial viability and continue to provide quality care for its patients.

However, as a safety net provider, PPGNHAIK will always serve patients who do not have the financial means to afford their care. This is the cornerstone of our organization's mission. Since losing our Title X funding in 2019, we have developed alternative ways to cover staffing and operating costs and continue serving patients needing subsidized care. For example, we assist patients with applying for Medicaid or enrolling in an insurance plan through the Affordable Care Act. We offer prompt pay discounts and have created a better system for establishing flexible payment arrangements to help accommodate our patients' needs and reduce the volume of accounts requiring financial assistance or going into collections.

The need for patient financial assistance is very high right now as many people are facing uncertainty due to the pandemic and increased cost of living with inflation. PPGNHAIK has secured $8,000 in donor support that is earmarked for patient assistance. We are also working to get $117,000 in State funding which will go towards helping eligible patients afford care. We are confident that GIA grant funding, in combination with donor support, State funding, and other discounts, will fully address the need for patient assistance. We are also advocating for increased federal Title X funding that would make it possible for us to reinstate the Title X slide at our Honolulu Health Center within the next three years.

E. No CITY funds or assistance. The highest consideration will be given to applicants that do not receive other funding or any form of assistance from the CITY. While applicants that receive other funding or assistance from the CITY may apply for Grants in Aid funding, the extent of funding or assistance already received in relation to services provided must be considered prior to awarding Grants in Aid funds. A percentage of the sub-total criteria points will be awarded to Grantees based on the criteria below and the information about past funding / assistance from the CITY that follows.	
The applicant has received no award from the CITY within the last 3 years.	**10%**
The applicant has received 1-2 awards from the CITY within the last 3 years.	**7%**
The applicant has received 3-5 awards from the CITY within the last 3 years.	**5%**
The applicant has received between 6-9 awards from the CITY within the last 3 years.	**3%**
The applicant has received 10 or more awards from the CITY within the last 3 years.	**0%**

GRANTEE RECEIPT OF CITY GRANTS

Identify all CITY grants received by Grantee (or Fiscal Sponsor) in the last three (3) years. Information will be verified by the CITY.

1. Grant Activity Name & Contract #: Increasing Access To Care For Patients In Need & CT-DCS-2100069
   Grant Period: 11/01/2020-10/31/2021 Grant Amount: $125,000
   Grant Purpose: Increase affordability and access for hundreds of uninsured and underinsured low-income people to health care services they could not otherwise afford.
   Grant Activity Status: ☐ Underway ☒ Completed ☐ Canceled
   Administrating Division: Department of Community Services

2. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

3. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

4. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____

Grant Purpose: _____
Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
Administrating Division: _____

5. Grant Activity Name & Contract #: _____
Grant Period: _____ Grant Amount: _____
Grant Purpose: _____
Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
Administrating Division: _____

6. Grant Activity Name & Contract #: _____
Grant Period: _____ Grant Amount: _____
Grant Purpose: _____
Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
Administrating Division: _____

7. Grant Activity Name & Contract #: _____
Grant Period: _____ Grant Amount: _____
Grant Purpose: _____
Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
Administrating Division: _____

8. Grant Activity Name & Contract #: _____
Grant Period: _____ Grant Amount: _____
Grant Purpose: _____
Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
Administrating Division: _____

9. Grant Activity Name & Contract #: _____
Grant Period: _____ Grant Amount: _____
Grant Purpose: _____
Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
Administrating Division: _____

10. Grant Activity Name & Contract #: _____
Grant Period: _____ Grant Amount: _____
Grant Purpose: _____
Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
Administrating Division: _____

F. Age Friendly Honolulu

Consideration is to be given to applicants that incorporate the vision and goals of the Age-Friendly Honolulu Program (as codified in ROH Chapter 2, Article 22), including but not limited to (1) enabling residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active; and (2) removing barriers to inclusion for and providing support services to vulnerable residents and/or have physical limitations.

To be eligible for the bonus points as an Age-Friendly Honolulu Project an organization must demonstrate the proposal aligns with Age-Friendly Honolulu's priorities by completing the following TWO steps:

1) Go the following website https://www.hiphi.org/age-friendly-honolulu/ to access an Age-Friendly Honolulu training video. The video should be watched by at least one (1) person from the non-profit organization in a leadership position (Executive Director, Administrator, or equivalent). This video will define an "age-friendly city" and explain what types of projects align with the Age-Friendly Honolulu Vision.

2) Complete the section below by selecting which Age-Friendly Honolulu category best fits the activities of your organization and providing a brief description of how your proposal is an Age-Friendly Honolulu project.

☐ Enabling Residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active, particularly at the oldest ages

☐ Providing Kupuna with meaningful roles in the community, including mentors, volunteers, or through intergenerational programming

☐ Removing barriers to support community inclusion and accessibility for persons of all abilities.

3) How is your proposal an Age-Friendly Honolulu Project and explain how your organization can meet the additional reporting requirements if awarded? *(2,000 character count limit)*

APPENDIX A: TIER II GRANT PROPOSAL (Grants $25,000 to $200,000)
SOLICITATION NO. RGP-DCS-GIA2024

Instructions: The proposal below must be completed in full. Responses must be provided in the fillable boxes provided. Where annotated, the fillable boxes have predetermined maximum limits on character counts. Letters, numbers, punctuation marks, and spaces are included in the character count limits.

SECTION I
SUMMARY

A. Grantee Legal Name:	Project Vision Hawaii
B. Is Grantee a Fiscal Sponsor?	Yes No
C. Grant Activity Name:	Health and Hygiene Outreach

D. Briefly describe the Grantee's background, history (including year established), and mission. *(400 character count limit)*

Project Vision Hawai'i is a locally grown nonprofit organization that works in partnership with the people of Hawai'i to promote health, happiness and dignity for all. Project Vision uses mobile service units to bring health and human services to people in need. The organization was formed in 2007 and incorporated as an IRS tax exempt charity in 2011.

E. Briefly describe the Grant Activity and public need being filled. *(400 character count limit)*

The Grant Activity is to increase access to care, using mobile outreach to bring hygiene, health resources, and human services to homeless communities and other underserved populations. This is needed because many people on O'ahu do not visit a doctor regularly due to cultural, geographic, and economic barriers to accessing care.

F. Briefly summarize Grant Activity outcomes and measures of success, including number and description of those served. *(400 character count limit)*

Our mobile health units bring resources out to communities rather than requiring people to come to a static office location. The Grant Activity is to provide 120 Health and Hygiene Outreach events, delivering vision and health services to 600 adults, 200 seniors, 200 children, and providing 2,500 hot showers to people experiencing homelessness.

G. Council District
Check all districts that will benefit from the Grant Activity. Provide the amount requested per district. Amounts must be in whole numbers only.

District 1 $59,669	District 2 $3,094	District 3 $17,238
District 4 $22,762	District 5 $1,547	District 6 $62,430

District 7	District 8	District 9
$17,238	$1,547	$14,475
Total Amount Requested (must be $25,000 to $200,000)	$200,000	

H. Type of Grant Activity (pick ONE category that best reflects the Grant Activity):		
1. Public Services: Projects in this category will support qualified public services and programs for the target populations deemed by the CITY to be most vulnerable.		
☐ A. Public Service – Seniors	☐ B. Public Service - Children	☐ C. Public Service - Disabilities
☒ D. Public Service – Homeless	☐ E. Public Service – Domestic Violence	☐ F. Public Service – Substance Abuse
☐ G. Public Service – Mental Health	☐ H. Public Service – Other (describe):	
2. Arts, Culture, Community/Economic Development, and the Environment: Projects in this category will support the sustainable improvement in the well-being and quality of life of local communities, especially low- to moderate income areas.		
☐ A. Arts	☐ B. Culture	☐ C. Community Development
☐ D. Economic Development	☐ E. Environment	

GRANTEE'S CERTIFICATION AND SIGNATURE

The undersigned, subject to personal liability and penalty under applicable law, certifies that he or she: (i) is authorized to sign this Grant Proposal; (ii) personally prepared or reviewed the matters found in this Grant Proposal (including any related documents/attachments); (iii) asserts all statements made in this Grant Proposal (including all attachments) are true, accurate and complete; (iv) has the requisite skills and knowledge to assert the foregoing certification; and (v) has complied and shall continue to comply with all applicable requirements of Chapter 6, Article 29 of the Revised Ordinances of Honolulu 1990, as amended (Link), regarding private organizations receiving grants of public funds from the City and County of Honolulu.

Signature of Grantee (Fiscal Sponsor) Officer

Date: 11/21/22

Printed Name and Title:

Darrah Kauhane-Floerke, Executive Director

CERTIFICATE OF THE BOARD OF DIRECTORS NO OBLIGATIONS IN ARREARS

The undersigned of the Board ("Grantee") hereby certifies that the Grantee or any principal of the Grantee or sponsored organization (where the Grantee is a Fiscal Sponsor) is not in arrears on any financial or other obligation owed to the City & County of Honolulu, a municipal corporation of the State of Hawaii.

Tyrie Jenkins, MD
(Signature)

TYRIE LEE JENKINS, MD
(Print name)

CERTIFICATE OF THE BOARD OF DIRECTORS AUTHORIZATION TO ASSIGN AUTHORITY

The undersigned of the Board of Project Vision Hawaii ("Grantee") hereby certifies that Darrah Kauhane-Floerke (name), Executive Director (title), has been authorized by the Board of Directors to sign proposals, contracts, and related documents on behalf of the Grantee. Accordingly, I hereby assign the authority by the Board to execute proposals, contracts, and contract amendments on behalf of the Grantee, and further certify that the assigned is given the power and authority to do all things necessary to implement, maintain, amend, or renew such contracts, including but not limited to the delegation of signing authority to another employee of the Grantee.

Tyrie Jenkins, MD
(Signature)

TYRIE LEE JENKINS, MD
(Print name)

STATE OF HAWAII)
CITY AND COUNTY OF HONOLULU)

On this 21 day of NOVEMBER, 2022, before me appeared Tyrie Jenkins, MD, personally known to me, who, being by me duly sworn, did say that he/she is the PRESIDENT of PROJECT VISION HAWAII and that the corporation has no corporate seal, and that said instrument was signed in behalf of said corporation by authority of its Board of Directors, and said _____ acknowledged said instrument to be the free act and deed of said corporation.

Notary Public, State of Hawaii

My Commission expires: 6/24/26

Doc. Date: 11/21/22 # Pages 101
Name: _____ Circuit
Doc. Description: SOLICITATION RGP-DCS-GIA 2024

Signature Date
NOTARY CERTIFICATION 11/21/22

TOM ELOPH
NOTARY PUBLIC
18-298
STATE OF HAWAII

SECTION II
GRANT ACTIVITY INFORMATION

A. Describe how the community need, stated problem / issue, and target population are effectively validated. The description must include how the public services target population is vulnerable or how the arts, culture, community/economic development, or environmental activities will especially support low- to moderate income areas.

1. Provide substantive data and other quality information to show the issue is a priority need of the community. *(3,000 character count limit)*

Since the first mobile hygiene units appeared in San Francisco in 2014, similar programs have brought showers and toilets to people experiencing homelessness in more than 163 global communities. Project Vision Hawaii (Project Vision) launched its first shower trailer on Oahu in 2018 with support from the City and County of Honolulu, expanding since that time to Hawaii Island and Kauai.

Project Vision increases access to care through mobile outreach, bringing hygiene, health resources, and human services to homeless communities and other vulnerable populations.

These resources are needed on Oahu because, while the number of individuals experiencing homelessness has been somewhat constant over the years, the percentage of those who are unsheltered continues to rise. The 2022 Point-In-Time count indicated 3,951 people experiencing homelessness on O'ahu. This number has been consistent since 2010, within a range of nearly 1,000 individuals. In contrast, the unsheltered population increased by 71%, comparing 2010 (1,374) to 2022 (2,355), while the sheltered population decreased by 43%, comparing 2010 (2,797) to 2022 (1,596).

Finding places to shower and use facilities is a daily challenge for unsheltered individuals. Individuals with mental illness or substance abuse problems are at greatest risk, as they may have exhausted shelter options and have strained relationships with family or friends who might otherwise provide support. Lack of access to hygiene has negative repercussions to one's health and well-being.

Access to sanitation methods such as showering is necessary for good health and hygiene, according to a 2017 study in the International Journal of Environmental Research and Public Health. Thus, individuals who do not have access to showers and thus shower only occasionally are at risk for diseases and infections. Further, individuals who take infrequent showers have a higher risk of developing infestations, such as scabies, fleas and head lice, according to a recent study of homeless populations in Europe.

In addition to the benefits of hygiene services, local outreach provides opportunities to connect people with other resources to support their mental and physical health. This is needed to increase access to care and reduce dependance on emergency rooms for basic or preventative medical services. Besides lacking stable housing, houseless individuals have woefully inadequate access to health care, according to the Hawaii Homeless Healthcare Hui (H4). This often results in people seeking care in emergency rooms, which is costly and does not allow for continuity of care. An estimated $8.3 billion is spent each year in the U.S. on emergency department care that could have been provided elsewhere (based on $1,917 average cost per ED visit). This analysis focused on six chronic issues, recognizing that 50% of Americans have at least one chronic condition.

2. Provide a thorough analysis of the community's priority need / problem and its impact on the community. *(3,000 character count limit)*

The 2022 Point-In-Time count indicated 3,951 people experiencing homelessness on O'ahu, out of which Project Vision provided showers to 710 individuals or 18% of the population.

Project Vision builds relationships with people experiencing homelessness through ongoing interactions at health and hygiene events. These relationships usually start with a shower. When individuals can take a hot, private shower, they gain a positive outlook and sense of dignity. They experience respect and kindness. Over time, staff members get to know regulars by name; they offer small gestures such as treating wounds and finding a boot to help someone heal their injured foot. Shower users may be guarded and hesitant to engage at first. Some refuse to provide their name. Over time, they are more likely to trust the workers and the organization, which opens the door to other opportunities.

This process follows a model recommended by the U.S. Interagency Council on Homelessness. Effective outreach approaches include focusing on a specific need to establish trust; providing basic resources, such as soap and towels; engaging interpreters to reduce fear or hesitation; and partnering with agencies that provide other services.

Project Vision also partners with local agencies, bringing health screenings, referrals and support to groups including those who are low-income, seniors, immigrants with limited English, and other underserved populations. By collaborating with community groups, we can successfully engage with groups who otherwise face significant barriers in accessing healthcare.

In bringing health and hygiene resources to people in need, Project Vision responds to a key recommendation in the Bridging the Gap 2022 Report to "expand and enhance street outreach." Street outreach staff are often the only connection to high-risk persons living in places not meant for human habitation. The report stresses the importance of providing direct medical assistance, evaluation, and follow-up care.

Essential to this effort, Project Vision helps people enroll in public programs to increase access to food and health insurance. This work aligns with two priority recommendations by the Hawaii Budget & Policy Center to help the state recover economically from the pandemic. These recommendations are: 1) maximize enrollment in the Supplemental Nutrition Assistance Program (SNAP) and 2) enroll families in Med-QUEST. SNAP enrollment is specifically highlighted as a means to increase access to support services. Increased access to Medicare can help unsheltered individuals address mental health, general health, substance addiction, and other issues that impact their ability to function and thrive.

3. Provide a description of the Grant Activity. This description will be used as the scope of services in the contract. *(1,000 character count limit)*

The Grant Activity is to provide health and hygiene services to underserved populations via mobile service units. Project Vision will deliver 120 health and hygiene outreach events, bringing resources to people who are low-income, elderly, and/or experiencing homelessness. Offered in collaboration with dozens of community partners, these events will include vision screenings, diabetes screenings, Covid-19 tests and vaccinations, blood pressure tests, access to SNAP and MedQUEST, and other healthcare services. A projected 600 adults, 200 seniors, and 200 children will receive hygiene and health services.

In addition to healthcare resources, this project will meet the need for basic hygiene by providing 2,500 hot showers for people experiencing homelessness. At each location, the mobile hygiene trailer will serve as a gathering place, connecting people with services and resources.

B. Describe the proposed plan

1. Describe why you chose this Grant Activity and how it will effectively address the community's problem / need. *(2,000 character count limit)*

Project Vision chose the approach of mobile outreach because this model has proven effective in reaching immigrant populations, people experiencing homelessness, families with children in poverty, and elderly individuals. We provide hot showers and wound care in homeless encampments. We bring free vision care and prescription glasses to seniors in low-income housing facilities. We have been a leading player in the Covid-19 response, bringing tests and vaccinations to people who face barriers to accessing healthcare.

Our outreach approach has always been to meet people where they are. We do not discriminate based on an individual's decision to use or continue using drugs, deny services, or general distrust of service providers.

This approach is effective because people experiencing homelessness face a myriad of social and emotional challenges, according to the 2022 PIT survey of houseless individuals on O'ahu. Twenty-two percent of individuals report mental illness; 36% report one or more disabling conditions; 18% report substance abuse; and 11% were survivors of domestic violence. Twenty-eight percent of respondents are considered chronically homeless. Chronic homelessness describes people who have experienced homelessness for at least a year, or repeatedly, while struggling with a disabling condition such as a serious mental illness, substance use disorder, or physical disability, according to the National Alliance to End Homelessness.

The population experiencing homelessness on O'ahu is predominately men/boys (58%) and includes women/girls (35%) and individuals who identify as transgender, non-conforming or unknown (7%). Adults over 25 comprise 55% of the population and adults with children make up 22% of the population. The largest ethnic groups represented in the 2022 PIT survey are Native Hawaiian or Pacific Islander (NHPI) (35%), which contrasts the total NHPI population on O'ahu (10%).

2. Provide measurable outcomes, describe how outcomes are aligned with the purposes and priorities of the Grants in Aid Fund, and describe how outcomes directly benefit the target population. *(3,000 character count limit)*

Public Services should begin with a statement of the number of individuals that the Grant Activity will directly benefit during the Grant Term.

Arts, Culture, Community/Economic Development or Environment should begin with a statement as to how the Grant Activity supports the sustainable improvement in the well-being and quality of life of local communities, especially low to moderate income areas.

Project Vision requests $200,000 for Health and Hygiene Outreach, a street-level outreach effort to bring hot showers, hygiene resources, and healthcare services to 800 O'ahu residents.

This Project aligns with the City Grants-In-Aid fund because it targets underserved populations, meeting basic needs and increasing access to care.

The measurable outcomes are:

1. 120 Health and Hygiene Outreach events
2. 600 adults will access hygiene and healthcare services
3. 200 seniors will access hygiene and healthcare services
4. 200 children will access hygiene and healthcare services
5. 2,500 showers will be provided to people experiencing homelessness

Our mobile health units bring resources out to communities rather than requiring people to come to a static office location. The hygiene trailers have three compartments, with a private shower, sink and toilet; a utility room; and outdoor awnings to allow for a small gathering area. They are ADA accessible and generally accesses water through partners who host events.

To better serve the target populations, Project Vision engages people with lived experience as advisors and staff members. They have a unique and personal understanding of the homeless experience. By engaging people who have been through – and survived – a housing crisis, we can increase institutional compassion and awareness of the situations our clients face. This enables a safer and more affirming program, which will lead to better program outcomes.

Following are projections for target areas, estimated number of people to be served, and number of showers to be provided for each Honolulu City Council Districts. This is a preliminary list, which may change prior to the project start date or over the course of the contract period. (These projections correspond with the funding allocations by District on page two of this application.)

District 1
Wai'anae, Nānākuli – 150 adults, 50 seniors, 50 children served / 800 showers provided

District 2
Wahiawa – 30 adults, 10 seniors, 10 children served / 0 showers provided

District 3
Kāne'ohe, Laie – 60 adults, 20 seniors, 20 children served / 200 showers provided

3. Provide an action plan to achieve the stated measureable outcomes. If the Grant Activity involves a partnership, provide a description of each partner's role. Must include measurable milestones, specific events, or other performance measures appropriate to achieving the outcomes. *(3,000 character count limit)*

Health and Hygiene Outreach will increase access to care by bringing vision services, health screenings, hot showers, and human service resources to 800 individuals using mobile units.

To achieve the outcomes of 120 Health and Hygiene Outreach events, 600 adults and 200 children vision/health screened, Project Vision will coordinate outreach events in every City and County of Honolulu District.

The mobile hygiene units visit parks, beaches and private settings every month. On any given week, there are up to seven outreach events. Locations on O'ahu include Dole Community Park, 'Aala Park, Beretania Park, Waimanalo District Park, Kamamalu Park, Sunset Beach Catholic Church, Wai'anae Boat Harbor, Cathedral School, and Wai'anae Assembly of God. Staff members build trust and establish relationships over multiple visits. At first, shower users may not even provide their name. Over time and multiple interactions, they may offer their names and other information about their lives. This opens the door to health services and other resources.

Using a client-centered, trauma-informed approach, staff members will engage with participants to meet their immediate health needs. These may include blood pressure or diabetes checks, vision screenings, and wound care. We work with Hawai'i Health and Harm Reduction to increase access and provide needle exchange at hygiene events. Whenever possible, a Med-QUEST Kokua worker enrolls participants for health insurance and SNAP.

We also visit shelters, low-income housing areas, and community groups to bring health screenings to scheduled events. These include Pearl Haven, Kalihi Valley Homes, Institute for Human Services, Kahauiki Villages, Boys and Girls Clubs, and Po'ailani Treatment Center. Project Vision addresses racial equity by partnering with cultural and ethnic groups such as Marshallese Community Organization of Hawai'i, Papa Ola Lokahi, and Filcom CARES.

To achieve the outcome of 200 seniors vision/health screened, we will coordinate with health agencies, senior centers, and churches to proactively address the reasons elderly people might fall. We will vision screen participants for undetected eye problems and making sure eye glass prescriptions are up to date; and provide referrals for follow-up care.

To achieve the outcome of 2,500 showers provided, we will bring outreach events to locations where people experiencing homelessness congregate. Staff members, partners and volunteers will follow Covid-19 guidelines for safety, cleaning, and social distancing.

Project Vision adheres to a low- or no-barrier to entry model. There are no requirements to participate to access showers or services and no punitive action for violations. This is truly a "come as you are" offering. Some participants may engage with additional resources, while others may choose to not even provide their name. Regardless of their background or circumstance, every individual is treated with kindness, dignity, and respect.

4. Provide a budget narrative that explains how the budget in Section III will achieve the desired outcomes. *(3,000 character count limit)*

The proposed grant amount of $200,000 will be allocated to three direct service staff positions, one administrative staff position, tax and fringe benefits, office rent, and indirect expense for bookkeeping services.

Bob Wardlaw, Director of Homeless Programs, operates the mobile health and hygiene programs. The salary is $70,000, allocated at .80 FTE, plus tax and benefits. He interfaces with program partners, direct service staff members, volunteers, and people in need. This position coordinates the deployment of mobile units to service locations, maintains the vehicle(s), and oversees events. This position is responsible for staff and volunteer recruitment, training, and daily supervision. He ensures that program operations comply with safety and social distancing guidelines.

Community Health Workers I and II are allocated at .80 FTE for the annual salary of $41,600 each. They assist with the delivery of services at mobile hygiene and vision screening events, training volunteers, and ensuring the proper data is collected and complies with HIPAA regulations. The positions are essential members of the mobile health team and will ensure event materials and supplies are inventoried and available for events. (See attached job descriptions for City-funded positions.)

The lead administrative staff person is Executive Director Darrah Ka'uhane-Floerke. Darrah oversees relationships with community partners, state agencies, churches, funders, and other stakeholders. In this role, she is essential to the outcomes of securing partnership and delivering health outreach events. Darrah works with program staff to identify partners, cultivate relationships, and work through the logistics and systems for events. She oversees execution of the project and adherence to contract terms and guidelines. The Executive Director position salary is $120,000, allocated at .20 FTE, plus tax and benefits. (See attached resumes of key staff.)

The project also employs case managers, drivers, data specialists, and nurses through funding from other sources.

The office rent expense is allocated at 25% of the monthly rent of $3,400, or $850 per month. The indirect cost is $5,000 per month for bookkeeping services. This is allocated at 7.315% for an annual expense of $4,389.

5. Provide a timeline that is complete, realistic and appropriate to achieve the desired outcomes. This timeline should also be reflected in Section IV. *(3,000 character count limit)*

The following timeline represents activities involved in providing year-round services at multiple locations. Many activities will occur repeatedly throughout the 12-month grant period.

Months 1-2
- Finalize calendar of outreach events for the project period
- Train staff on deliverables of Health and Hygiene Outreach and guidelines for documentation and tracking
- Health Outreach events – occurring each month

Months 3-6
- Promote opportunities for volunteers during the holidays
- Train new staff and volunteers - ongoing
- Review progress toward deliverables, adjust systems to ensure compliance
- Outreach to new areas and recruit partners
- Attend community/neighborhood board meetings
- Cultivate new partners and funders

Months 7-9
- Review progress toward deliverables, adjust systems to ensure compliance
- Promote opportunities for volunteers during the summer
- Manage participant data and audit privacy practices

Month 10
- Plan for sustainability, including earned income through contracts
- Cultivate new partners and funders

Months 11-12
- Finalize project and analyze cumulative data
- Complete project and submit final report

C. Provide evidence of the agency's ability to perform the proposed grant activity through past performance, current capacity and/or plan to acquire the capacity to perform.

1. Provide data that demonstrates proven success in offering the same, similar, or related activities to achieve the proposed outcomes. *(3,000 character count limit)*

Project Vision Hawai'i is a locally grown nonprofit organization that works in partnership with the people of Hawai'i to promote health, happiness and dignity for all. Our success in reaching vulnerable populations comes largely because of two unique components: (1) we bring health and human services directly to access-challenged communities via mobile service units; and (2) services are always 100% free of charge to participants.

The organization was formed as an operating charity in 2007 and incorporated as an IRS tax exempt organization in 2011.

Recent accomplishments include:

- Our statewide vision program for public school students has vision-screened 56,240 keiki, conducted 6,908 eye exams, and provided 4,887 free prescription glasses to help children achieve their potential in school. We are expanding screening programs to include hearing and dental services.

- Continued growth of Hiehie, bringing hot showers and resources to people experiencing homelessness. To date this year, we provided 2,080 showers at 150 events on O'ahu. We expanded the hygiene program to the islands of Hawai'i and Kaua'i.

- Rapid response to the public health challenges of the pandemic with increased services and mobile Covid-19 testing and vaccinations for individuals in need and service providers. Project Vision has conducted 51,007 tests and 65,316 vaccinations focused on underserved populations. This included 3,682 Covid-19 services to people experiencing homelessness.

- Targeted outreach to combat misinformation, encourage vaccination, and increase education around Covid-19 and the vaccine. Working with public and private partners, we have canvassed areas door-to-door (and tent-to-tent), hosted community vaccine events, shared information via social media, and distributed incentives to urge vaccination.

2. Describe the applicant's capacity to successfully achieve the proposed outcomes.
OR
Provide a plan to acquire the capacity to successfully achieve the proposed outcomes (including how the applicant has acquired similar capacity in the past).

Responses should include organizational knowledge, staffing, fiscal resources, facilities and other resources, stakeholders and relationships, and other relevant resources. *(3,000 character count limit)*

Project Vision has the knowledge, staffing, resources, equipment and relationships that will ensure success in this endeavor.

Regarding staffing, Project Vision has the capacity to successfully fulfill the proposed deliverables. In addition to the staff members included in this proposal, the project will be supported by drivers, an outreach coordinator, data specialists, street medicine nurses, and an experienced executive leadership team.

Since its inception in 2018, the mobile hygiene program has employed people with lived experience. We get to know people who are experiencing homelessness and engage them as employees with increasing levels of responsibility. Several staff members are certified as peer specialists, which allows for them to provide support to others by explicitly drawing on their personal experience. Peer support specialists use empowerment and recovery-oriented approaches with individuals to combat stigma, raise self-esteem, improve self-concept, and instill hope.

The organization provides regular training for program staff, including non-violent crisis intervention and de-escalation, cultural competency/humility, and fair treatment of individuals. We are diligent in addressing any staff problems that may include harassment or discrimination.

The volunteer Board of Directors are community assets as well. Project Vision strives for diversity of staff and board members. Several lead staff members identify as LGBTQIA+, and the board and staff represent different ages, ethnicities, religious affiliations, and backgrounds. Additionally, are developing an internal advisory board of staff members with lived experience, which will make recommendations to our Board of Directors and other staff.

Project Vision is well-networked in state and county arenas; our relationships across communities and sectors will ensure successful implementation of this project. We are a Partners In Care member, working for systemic change in homelessness. Bob Wardlaw, Director of Homeless Programs, currently serves as Advocacy Committee Chair for Partners in Care.

Project Vision has relationships with dozens of organizations on O'ahu, including Achieve Zero, We Are Oceania, FilCom Cares, Honolulu Bible Church, Gregory House, Institute for Human Services, Hawai'i Youth Correctional Facility, Susannah Wesley Community Center, Next Step Shelter, Safe Haven, Palama Settlement, and many others.

Our facilities and equipment align with the proposed project. The central office of Project Vision Hawai'i is located at 810 North Vineyard Blvd., Honolulu, HI 96817. The hygiene trailer has three compartments, each with a private shower, sink and toilet; a utility room; and outdoor awnings to allow for a small gathering area.

D. Describe the applicant's sustainability and/or additional long-term benefit to the community

1. Provide a plan for sustaining and / or expanding activities beyond the applicable grant period. *(2,000 character count limit)*

Project Vision sustains these health and homeless programs through a diverse revenue plan with public grants and contracts, corporate and foundation contributions, individual contributions, and earned income for services.

Project Vision has secured several public grants and contracts that complement the goals of this project. These include contracts with the Department of Health and Human Services to increase access to health insurance (MedQUEST) and nutrition (Supplemental Nutrition Assistance Program). We secured a Hawai'i State Grant-in-Aid for FY23 to build homeless outreach efforts throughout the state. We have a contract with the Department of Public Safety to deliver Covid-19 tests and vaccinations in correctional facilities, statewide.

In addition to public funding, Project Vision works with many private funders to increase access to care. Recent private grants have come from Kaiser Permanente, for street medicine; Zilber Foundation, for homeless outreach services; and Kamehameha Schools, to pilot a hearing screening program for public school children.

The organization cultivates individual donors with direct marketing, major gifts solicitation, and an annual event, The Eyeball. These efforts bring in unrestricted funding to offset administrative and indirect costs.

For earned income, Project Vision maintains fee-for-service contracts and is building its insurance billing revenue stream. The organization currently bills for medical services including vision screenings, Covid testing and vaccinations, and in-home healthcare. We are developing a street medicine program that will eventually pursue reimbursement via MedQUEST and private insurance providers.

2. Describe the applicant's capacity and resources to carry out the above plan (staffing, funding, etc.) beyond the grant period. *(2,000 character count limit)*

Project Vision employs a full-time Director of Philanthropy and Marketing, Ryan Naka. In this role, Ryan cultivates and solicits individual donors, manages publicity and public relations, creates collateral material, supports grant writing and grants management, manages special events, and engages the board of directors in fundraising efforts.

The organization retains a contract proposal and report writer. This consultant has worked with Project Vision in a dedicated contract position since 2016. She writes reports and proposals, interfaces with funding agencies, supports program development, and directly manages several public grants.

Additionally, Project Vision engages staff members at all levels in fundraising and sustainability efforts. Program and administrative staff members help to cultivate funders, pursue grants and contracts, and report the results of our projects. Community health staff members collect and enter data for contracts and the data management specialist processes data and ensures follow up. Program managers oversee reporting and managing budgets and contracts.

The Project Vision Board of Directors is a valuable resource supporting sustainability as well. Board members help us make connections and find new leads for donations, grants and partnerships. They also oversee the strategic vision for Project Vision, monitoring and supporting our organization as we continue to grow.

In addition to financially sustaining the direct services provided by Project Vision, we address policy and funding issues that affect access to care. As an example, through Better Vision for Keiki and emerging hearing and dental screenings, Project Vision collects data to show how screenings and follow up care can improve educational outcomes. By sharing data and success stories, we advocate for increased access to care through funding and legislation.

E. No CITY funds or assistance.
The highest consideration will be given to applicants that do not receive other funding or any form of assistance from the CITY. While applicants that receive other funding or assistance from the CITY may apply for Grants in Aid funding, the extent of funding or assistance already received in relation to services provided must be considered prior to awarding Grants in Aid funds.

A percentage of the sub-total criteria points will be awarded to Grantees based on the criteria below and the information about past funding / assistance from the CITY that follows.

The applicant has received no award from the CITY within the last 3 years.	**10%**
The applicant has received 1-2 awards from the CITY within the last 3 years.	**7%**
The applicant has received 3-5 awards from the CITY within the last 3 years.	**5%**
The applicant has received between 6-9 awards from the CITY within the last 3 years.	**3%**
The applicant has received 10 or more awards from the CITY within the last 3 years.	**0%**

GRANTEE RECEIPT OF CITY GRANTS

Identify all CITY grants received by Grantee (or Fiscal Sponsor) in the last three (3) years. Information will be verified by the CITY.

1. Grant Activity Name & Contract #: CT-DCS-
   Grant Period: 12/01/2022 - 11/30/2023 Grant Amount: $200,000
   Grant Purpose: Health Outreach - Oahu
   Grant Activity Status: Underway Completed Canceled
   Administrating Division: DCS

2. Grant Activity Name & Contract #: CT-DCS-2200050
   Grant Period: 12/01/2021 - 11/30/2022 Grant Amount: $125,000
   Grant Purpose: Hele for Health - Oahu
   Grant Activity Status: Underway Completed Canceled
   Administrating Division: DCS

3. Grant Activity Name & Contract #: CT-DCS-2100070
   Grant Period: 11/01/2020 - 10/31/2021 Grant Amount: $125,000
   Grant Purpose: Community Care for Oahu
   Grant Activity Status: Underway Completed Canceled
   Administrating Division: DCS

4. Grant Activity Name & Contract #: CT-DCS-1900052
   Grant Period: 07/01/2019 - 06/30/2020 Grant Amount: $125,000
   Grant Purpose: Better Vision for Keiki
   Grant Activity Status: Underway Completed Canceled

Administrating Division: DCS

5. Grant Activity Name & Contract #: CT-DCS-1800051
   Grant Period: 10/01/2017 - 09/30/2018 Grant Amount: $125,000
   Grant Purpose: Better Vision for Keiki
   Grant Activity Status: Underway Completed Canceled
   Administrating Division: DCS

6. Grant Activity Name & Contract #: CT-DCS-1600068
   Grant Period: 02/01/2016 - 01/31/2017 Grant Amount: $97,578
   Grant Purpose: To provide vision screenings from womb to tomb
   Grant Activity Status: Underway Completed Canceled
   Administrating Division: DCS

7. Grant Activity Name & Contract #: CT-DCS-1500038
   Grant Period: 02/01/2015 - 01/31/2016 Grant Amount: $125,000
   Grant Purpose: To provide vision screenings from womb to tomb
   Grant Activity Status: Underway Completed Canceled
   Administrating Division: DCS

8. Grant Activity Name & Contract #: CT-DCS-1500038-4
   Grant Period: 08/01/2015 - 12/31/2015 Grant Amount: $22,100
   Grant Purpose: To provide vision screenings from womb to tomb
   Grant Activity Status: Underway Completed Canceled
   Administrating Division: DCS

9. Grant Activity Name & Contract #: CT-DCS-1400100
   Grant Period: 02/01/2014 - 01/31/2015 Grant Amount: $66,300
   Grant Purpose: To provide vision screenings from womb to tomb
   Grant Activity Status: Underway Completed Canceled
   Administrating Division: DCS

10. Grant Activity Name & Contract #: _____
    Grant Period: _____ Grant Amount: _____
    Grant Purpose: _____
    Grant Activity Status: Underway Completed Canceled
    Administrating Division: _____

F. Age Friendly Honolulu

Consideration is to be given to applicants that incorporate the vision and goals of the Age-Friendly Honolulu Program (as codified in ROH Chapter 2, Article 22), including but not limited to (1) enabling residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active; and (2) removing barriers to inclusion for and providing support services to vulnerable residents and/or have physical limitations.

To be eligible for the bonus points as an Age-Friendly Honolulu Project an organization must demonstrate the proposal aligns with Age-Friendly Honolulu's priorities by completing the following TWO steps:

1) Go the following website https://www.hiphi.org/age-friendly-honolulu/ to access an Age-Friendly Honolulu training video. The video should be watched by at least one (1) person from the non-profit organization in a leadership position (Executive Director, Administrator, or equivalent). This video will define an "age-friendly city" and explain what types of projects align with the Age-Friendly Honolulu Vision.

2) Complete the section below by selecting which Age-Friendly Honolulu category best fits the activities of your organization and providing a brief description of how your proposal is an Age-Friendly Honolulu project.

Enabling Residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active, particularly at the oldest ages

Providing Kupuna with meaningful roles in the community, including mentors, volunteers, or through intergenerational programming

Removing barriers to support community inclusion and accessibility for persons of all abilities.

3) How is your proposal an Age-Friendly Honolulu Project and explain how your organization can meet the additional reporting requirements if awarded? *(2,000 character count limit)*

Project Vision increases access to services for O'ahu seniors, providing health and vision screenings and addressing the factors of fall prevention. To date this year, we provided 227 vision or health screenings to seniors on O'ahu. We conduct health and vision screenings for seniors in collaboration with organizations such as U.S. Vets, Pearl City Community Church, Immaculate Conception Church, Kuhio Park Towers, Makuaha Ali'i Senior Center, Lunalilo Homes, Gregory House, and others.

This is needed because falls are the second highest cause of death in Hawai'i (17%), the major reason for hospital admissions (53%), and the leading cause of emergency department admissions (30%). Socioeconomic status affects a senior's propensity to be injured in a fall. Seniors are at greater risk of falling if they are low-income, low education, living alone, and have limited social interactions. On O'ahu, about 8% of houseless individuals are 60+ years of age, according to the 2022 PIT Report.

APPENDIX A: TIER II GRANT PROPOSAL (Grants $25,000 to $200,000)
SOLICITATION NO. RGP-DCS-GIA2024

Instructions: The proposal below must be completed in full. Responses must be provided in the fillable boxes provided. Where annotated, the fillable boxes have predetermined maximum limits on character counts. Letters, numbers, punctuation marks, and spaces are included in the character count limits.

SECTION I
SUMMARY

A. Grantee Legal Name:	PROTECT & PRESERVE HAWAII INC
B. Is Grantee a Fiscal Sponsor?	☐ Yes ☒ No
C. Grant Activity Name:	Malama Pia Valley
D. Briefly describe the Grantee's background, history (including year established), and mission. *(400 character count limit)*	
Protect and Preserve Hawaii (PPH) is a community-based conservation group working to restore 330 acres of forest in the Pia/Niu Valley area of East Honolulu. Founded in 2019 as a 501c3, volunteer programming began in 2020. PPH strives towards a sustainable Hawai'i through its restoration efforts and creating educational opportunnities for the community.	
E. Briefly describe the Grant Activity and public need being filled. *(400 character count limit)*	
Forest restoration removing invasive species, planting medicinal, and food producing trees, while using cultural practices such as la'au lapa'au (medicinal plant garden) and uhau humu pohaku (dry stack masonry). In turn improving the health of our ecosystem while creating a space for everyone to volunteer, improving health of their mind, body, and soul. Educating while connecting people to nature.	
F. Briefly summarize Grant Activity outcomes and measures of success, including number and description of those served. *(400 character count limit)*	
Restore 1 acre of forest improving watershed heath and habitat by removing 43,560 square feet of invasive species and plant no less than 1500 native plants. Hold 36 events, 960 volunteers.	

G. Council District
Check all districts that will benefit from the Grant Activity. Provide the amount requested per district. Amounts must be in whole numbers only.

☐ District 1 $	☐ District 2 $	☐ District 3 $
☒ District 4 $199,757	☐ District 5 $	☐ District 6 $
☐ District 7 $	☐ District 8 $	☐ District 9 $
Total Amount Requested (must be $25,000 to $200,000)	$199,757	

H. Type of Grant Activity (pick ONE category that best reflects the Grant Activity):		
1. Public Services: Projects in this category will support qualified public services and programs for the target populations deemed by the CITY to be most vulnerable.		
☐ A. Public Service – Seniors	☐ B. Public Service - Children	☐ C. Public Service - Disabilities
☐ D. Public Service – Homeless	☐ E. Public Service – Domestic Violence	☐ F. Public Service – Substance Abuse
☐ G. Public Service – Mental Health	☐ H. Public Service – Other (describe):	
2. Arts, Culture, Community/Economic Development, and the Environment: Projects in this category will support the sustainable improvement in the well-being and quality of life of local communities, especially low- to moderate income areas.		
☐ A. Arts	☐ B. Culture	☐ C. Community Development
☐ D. Economic Development	☒ E. Environment	

GRANTEE'S CERTIFICATION AND SIGNATURE

The undersigned, subject to personal liability and penalty under applicable law, certifies that he or she: (i) is authorized to sign this Grant Proposal; (ii) personally prepared or reviewed the matters found in this Grant Proposal (including any related documents/attachments); (iii) asserts all statements made in this Grant Proposal (including all attachments) are true, accurate and complete; (iv) has the requisite skills and knowledge to assert the foregoing certification; and (v) has complied and shall continue to comply with all applicable requirements of Chapter 6, Article 29 of the Revised Ordinances of Honolulu 1990, as amended (Link), regarding private organizations receiving grants of public funds from the City and County of Honolulu.

Tyrone Montayre
Signature of Grantee (Fiscal Sponsor) Officer
Printed Name and Title: Tyrone Montayre, President

11/20/2022
Date

CERTIFICATE OF THE BOARD OF DIRECTORS NO OBLIGATIONS IN ARREARS

The undersigned of the Board ("Grantee") hereby certifies that the Grantee or any principal of the Grantee or sponsored organization (where the Grantee is a Fiscal Sponsor) is not in arrears on any financial or other obligation owed to the City & County of Honolulu, a municipal corporation of the State of Hawaii.

(Signature)

Ryan Yonamine
(Print name)

CERTIFICATE OF THE BOARD OF DIRECTORS AUTHORIZATION TO ASSIGN AUTHORITY

The undersigned of the Board ("Grantee") hereby certifies that Protect & Preserve Hawaii INC (name), Tyrone Montayre (title), has been authorized by the Board of Directors to sign proposals, contracts, and related documents on behalf of the Grantee. Accordingly, I hereby assign the authority by the Board to execute proposals, contracts, and contract amendments on behalf of the Grantee, and further certify that the assigned is given the power and authority to do all things necessary to implement, maintain, amend, or renew such contracts, including but not limited to the delegation of signing authority to another employee of the Grantee.

(Signature)

Ryan Yonamine
(Print name)

STATE OF HAWAII)
CITY AND COUNTY OF HONOLULU)

On this 7 day of November, 2022, before me appeared Ryan A Yonamine, personally known to me, who, being by me duly sworn, did say that he/she is the Secretary of Protect and Preserve Hawaii INC and that the corporation has no corporate seal, and that said instrument was signed in behalf of said corporation by authority of its Board of Directors, and said He acknowledged said instrument to be the free act and deed of said corporation.

Carissa D Agustin
Notary Public, State of Hawaii

My Commission expires: APR 11 2025

Doc. Date: NOV 07 2022 # Pages: 1
Name: CARISSA D. AGUSTIN 1st Circuit
Doc. Description: Cert. of the BOD Authorization No obligation in Arrears
Carissa D Agustin NOV 07 2022
Signature Date

NOTARY CERTIFICATION

CARISSA D. AGUSTIN NOTARY 21-13 PUBLIC STATE OF HAWAII

SECTION II
GRANT ACTIVITY INFORMATION

A. Describe how the community need, stated problem / issue, and target population are effectively validated. The description must include how the public services target population is vulnerable or how the arts, culture, community/economic development, or environmental activities will especially support low- to moderate income areas.

1. Provide substantive data and other quality information to show the issue is a priority need of the community. *(3,000 character count limit)*

The preservation of the remaining native forests is critical to the protection of watersheds on Oʻahu. Their multi-layered canopies efficiently capture moisture from clouds and reduce the force of rain falling on the soil surface, allowing the water to gently infiltrate into the soil and ultimately reach underground aquifers. However, the native forests of the Koʻolau Mountains, especially in East Honolulu are severely imperiled. Close to 50% of the primarily native forests have been lost and those that remain are threatened by invasive species and climate change. Invasive species alter the water capture and infiltration rates of native forests by reducing canopy complexity and destroying understory native plant communities. This leads to increased erosion and sedimentation of both freshwater and near-shore marine environments.

Pia Valley feeds into Maunalua Bay, one of the most degraded, but commercially and recreationally important bays in the State of Hawaii. Significant work is being undertaken to restore the health of Maunalua Bay, but a critical need is reducing the sedimentation and polluted runoff that is reaching the bay. Increased erosion from non-native forests creates sedimentation in Maunalua Bay, destroying native habitat, coral reefs, and reducing water quality for the thousands of tourists and residents that enjoy the bay for food, recreation, and commercial activities every year. To fully rehabilitate the bay, watershed restoration is necessary.

In addition to harming watershed function, invasive plants and animals present an existential threat to rare native Hawaiian species. The Koʻolau Mountains has one of the highest densities of rare species in the world. The area provides habitat for dozens of endangered species, many of which are endemic to the range and found nowhere else in the world. In addition to endangered plant species, Pia valley is also home to one of the last remaining populations of Oahu Elepaio. This native bird is both ecologically and culturally important and is one of only four species of native forest bird left on Oahu.

With the increasing trend of limiting access to forested areas and hiking trails, having a space where local community members can rally and get involved with forest restoration is very important. Educating the community and its youth about the significance of our limited resources, rich cultural history and rare species is key to ensuring our native ecosystem has a bright future. Community members have already been helping with restoration, and demonstrated a desire to see the Pia Valley area restored through both their words and their actions.

2. Provide a thorough analysis of the community's priority need / problem and its impact on the community. *(3,000 character count limit)*

As much a part of Hawaiian culture as the practices and customs, are the land and species that are indelibly linked to the Hawaiian people. Unfortunately, Hawaii is known as the endangered species capital of the world, with many of those culturally important species being pushed to the brink of extinction. Few places in Hawaii demonstrate this ecological

recession as starkly as the Pia Valley region, where heavy urbanization has destroyed native forest, and invasive species have altered what remains. Further, access to natural spaces has been shown to improve one's mental health, so in addition to losing access to culturally important species and areas, residents are losing access to natural areas so critical to their mental state.

PPH is planning to reverse that trend and provide an area for cultural and personal reflection and growth. By incorporating the public and creating a community engagement program in education and restoration, they connect to the natural history and legacy of the land. This will provide an opportunity for native Hawaiians to further foster a relationship with the land, as well as students, community members, and conservationists. The more people experience native forests and nature, the greater commitment they demonstrate to being good stewards of the land, a critical need as the state confronts climate change.

What's more, restoring native forest provides an area for researchers to learn about native forest restoration through the incorporation of community members. Researchers around the state and region have successfully incorporated the community in restoration, and as a result learned a great deal about rehabilitating degraded habitats, while increasing impact through volunteer efforts. PPH's work will provide enhanced learning and community kuleana by bridging the science/community gap through forest restoration, while adding much needed outdoor hands on education for our keiki.

3. Provide a description of the Grant Activity. This description will be used as the scope of services in the contract. *(1,000 character count limit)*

We plan to continue with the same model used during our first year, which has resulted in 1.5 acres of invasive plants cleared, over 2,000 native outplantings, and engagement with about 1,200 volunteers annually.

PPH holds up to five events each month:
SuperChill Saturdays: An introduction and site maintenance of our restoration area
Group Therapy: Our premier outplanting event
Mauka Missions: A nature hike with a botanist to learn about intact native ecosystems
FOR x Change: A volunteer exchange program helping other projects island wide.
Uhau Humu Pohaku: Hawaiian practice of rock weaving.

All of our events feature a guest speaker and teach volunteers about the importance of cultural history, native ecosystems, watersheds, and biodiversity.

The proposed project will span 12 months. Each month throughout this period, we plan to host at least four events, engage 80 new volunteers, and plant 125 new outplantings. At the end of the year, we conservatively estimate that we will have held at least 36 events, engaged 960 new volunteers, and planted 1,500 new trees.

A typical work event looks like this:
- Volunteers arrive at 8:30 am wearing masks. PPH collects safety waivers.
- The group walks together to the site for the workday.
- Protocol is observed, and the group is given a brief talk about the history of Niu Valley, the mission of PPH, and the area they will be taking care of for the day.
- Tools, gloves, and native plants are provided for volunteers, and volunteers work for about three hours.
- Volunteers are also provided with snacks and beverages as a mahalo.

- The group heads back to their cars by 12:30 pm.

Workday activities can include:

- Strategically clearing 50% of invasive canopy around the restoration area using the cut stump method.
- Removing invasive guinea grass & root balls using sickles & picks.
- Laying weed mats to suppress the invasive seed bank.
- Planting canopy trees and shrubs in the mat area and ground cover outside the mat.
- Native seed scatter.

This model allows us to reach more people, by mentoring new conservationists, while also engaging more seasoned experts. Anyone in the community can find an activity to fit their interests and skill.

We also propagate seeds that we collect during our Mauka Missions event.

B. Describe the proposed plan

1. Describe why you chose this Grant Activity and how it will effectively address the community's problem / need. *(2,000 character count limit)*

The urbanized environment of East Honolulu means there is a lack of opportunities for land stewardship, and environmental programming. Yet, it is perhaps more important than ever for urban dwellers to have the chance to be in and work with nature. Given the uncertainty of our current situation--the COVID-19 pandemic, climate change, economic insecurity--people are looking for outlets to decompress and get out, and ways to contribute.

This observation has proven itself correct over and over. We have benefitted from overwhelming community support, demonstrating a desire and motivation by the public to help and be in nature. Our volunteers return to help as they sow seeds of ownership, build a connection to our little piece of land, while reaping the therapeutic rewards. Sustainability cannot be achieved if we do not create the opportunities for our communities to learn about it and give back. This is why we continue our mission.

The COVID-19 pandemic has increased stress on the community in East Honolulu—as it did everywhere. Being in nature has been shown to improve a person's mental health and reduce the effects of stress. PPH has been fortunate in that much of its work was not seriously impacted by COVID-19. While the number of volunteers has been restricted, the incredible support of the community led us to establish more frequent and regular volunteer days.
By involving the community in the restoration work, PPH provides people an avenue to reconnect with nature, improving their ability to cope and heal from the stresses of a global pandemic in the process.

2. Provide measurable outcomes, describe how outcomes are aligned with the purposes and priorities of the Grants in Aid Fund, and describe how outcomes directly benefit the target population. *(3,000 character count limit)*

Public Services should begin with a statement of the number of individuals that the Grant Activity will directly benefit during the Grant Term.

Arts, Culture, Community/Economic Development or Environment should begin with a statement as to how the Grant Activity supports the sustainable improvement in the well-being and quality of life of local communities, especially low to moderate income areas.

For native reforestation and community engagement, PPH commits to:

- 960 volunteers engaged. By engaging the community, residents will have access to natural settings, improving their mental and spiritual well-being. They will also feel a sense of connection to the region, increasing their commitment to serving as good stewards both within and outside of Pia Valley. All ages and walks of life are welcomed to all of our events.

- 36 volunteer events. Hosting outreach events provides those wanting to connect to the land an opportunity to participate.

-36 Guest speakers, 1 at each event will be hosted to educate volunteers about the impact of their conservation efforts.

- 1 acre of land restored. The 330 acres will have to be restored acre by acre. 1 acre provides the balance between making a significant and measurable impact, while not overstretching resources and minimizing the quality of restoration.

- 43,560 square feet of invasive species cleared

-1,500 native Hawaiian plants planted.

-800 Plants propagated at volunteer's homes teaching them new skills, responsibility and accountability.

3. Provide an action plan to achieve the stated measureable outcomes. If the Grant Activity involves a partnership, provide a description of each partner's role. Must include measurable milestones, specific events, or other performance measures appropriate to achieving the outcomes. *(3,000 character count limit)*

We plan to continue with the same model used during our first year, which has resulted in 1.5 acres of invasive plants cleared, over 2,000 native outplantings, and engagement with about 1,200 volunteers.

PPH is currently led by a group of 20 core volunteers with diverse botany and conservation backgrounds. They help to guide our larger volunteer base in restoration efforts. We began operations in October 2020, taking a grassroots, volunteer-led approach that has been highly successful in driving interest, engagement, and outcomes.

Tyrone Montayre is the President of PPH. He oversees group operations, coordinates speakers and events.

Field Expert Flora Consultation: Expert will direct the selection of plants and assist PPH in the monitoring of their health post-planting.

Field Expert Fauna Consultation: Expert will perform fauna surveys to monitor the return of native species, and pests that may threaten the success of the restoration.

Environmental Management Consultation: Doug Harper is a community partner with Mālama Maunalua and oversees the large-scale restoration of Maunalua Bay. He will serve as a consultant in organizing and planning the overall management of the region, and how to monitor success.

Ko'olau Mountains Watershed Partnership (KMWP) As a Landowning Partner with KMWP, they will conduct technical assessments and perform the technical needs of the restoration.

4. Provide a budget narrative that explains how the budget in Section III will achieve the desired outcomes. (*3,000 character count limit)*

President. This amount will go towards the President for his salary. He will oversee all activities and ensure the project's success.Work with experts in planning, implementation, and exectution of CIty funded project. Coordinate and lead events, manage outreach, volunteer programs, guest speakers, social media, website, and data recording. He will participate in majority of the events and serve as the primary spokesman for soliciting community support.

Director of Planning and Development. This amount will be used to hire the lead staff member to develop and implement restoration protocols and oversee scientific work. The Director is tasked to expand PPH's relationship with scientific researchers, consultants and the community and have the ability to communicate effectively with the two sectors to serve as liaison of information sharing. Director is responsible for providing scientific knowledge and restoration proto to staff, partner organizations and community.

Volunteer Group Leader. This amount will be used to hire and/or retain 1 individual who is committed to conservation and need greater experience. Group leader will assist on event days to load supplies and equipment to restoration area. Group leaders are responsible for maintaining the equipment and ensuring that the volunteers have appropriateequipment at every event. This individual will ensure that volunteers have a high-quality engaging and safe learning experience.

Cultural Practicioner. This amount will be used hire and/or retain an individual whom will teach Hawaiian oli, uhau humu pohaku, and etc.

$4,800 will go towards learning supplies for volunteers including folders, and printed materials, books, markers, paint, shirts, binoculars, apps and programs, soil media, pots, weed block, shelving, fertilizer, plant trays, shade cloth, plastic tubs, irrigation supplies etc.

5. Provide a timeline that is complete, realistic and appropriate to achieve the desired outcomes. This timeline should also be reflected in Section IV. *(3,000 character count limit)*

We plan to continue with the same model used during our first year, which has resulted in 1.5 acres of invasive plants cleared, over 2,000 native outplantings, and engagement with about 1,200 volunteers.

PPH holds four to five events each month:

FOR X CHANGE: (1st Saturday) A volunteer exchange program, using our volunteer base to help other projects around the island as well as creating more volunteer opportunnies for the community.

Group Therapy: (2nd Saturday) Our premier outplanting event

Mauka Missions:(3rd Saturday) A hike with a botanist to learn about intact native ecosystems

SuperChill Saturdays (4th Saturday):
An introduction and site maintenance of our restoration area

Pohaku Sessions (4th Sunday) In efforts to perpetuate Hawaiian culture in the Maunalua we offer classes in Uhau humu pohaku for all ages and skill level.

C. Provide evidence of the agency's ability to perform the proposed grant activity through past performance, current capacity and/or plan to acquire the capacity to perform.

1. Provide data that demonstrates proven success in offering the same, similar, or related activities to achieve the proposed outcomes. *(3,000 character count limit)*

PPH began volunteer programming in October 2020 and currently hosts up to 100 volunteers, four to five events per month. We have also partnered with various other organizations, such as Koʻolau Mountains Watershed Partnership, Malama Maunalua, Uniqlo Hawai'i, and Kanaka Climbers, to exchange volunteer services. In 2022 we have 20 core volunteers who are group leaders, held over 60 events, 1100 volunteers led, 4,400 volunteer hours put in, 2,500 native outplantings,4,000 plants propagated, 80,000 square feet of invasive plants cleared.

2. Describe the applicant's capacity to successfully achieve the proposed outcomes.
OR
Provide a plan to acquire the capacity to successfully achieve the proposed outcomes (including how the applicant has acquired similar capacity in the past).

Responses should include organizational knowledge, staffing, fiscal resources, facilities and other resources, stakeholders and relationships, and other relevant resources. *(3,000 character count limit)*

We plan to continue with the same model used during our first year, which has resulted in 1.5 acres of invasive plants cleared, over 2,500 native outplantings, and engagement with about 1,000 volunteers.

PPH is fortunate to have a broad array of partners assisting with our work and lending their experience and expertise to our mission. As a newer effort, we benefit immensely from the seasoned skill and expertise of groups such as the Koʻoalau Mountains Watershed Partnership, UH Lyon Arboretum, and Bishop Museum. Additionally, many of our partners' missions overlap with our own; our success contributes to their success.

PPH also leverages the expertise of individual experts. There are several botanists who live in the area and volunteer their time because they want to see our project succeed. Nurseries have also partnered with us and donated trees to assist with our restoration effort.

The organizations that we work most closely with include, Koʻolau Mountains Watershed Partnership (KMWP), Livable Hawaii Kai Hui, Maunalua Fishpond Heritage Center, and Mālama Maunalua (MM).

D. Describe the applicant's sustainability and/or additional long-term benefit to the community

1. Provide a plan for sustaining and / or expanding activities beyond the applicable grant period. *(2,000 character count limit)*

The momentum generated through the completion of this project is expected to carry on well into the future, have long lasting benefits, and provide options for additional funding. Having an established native dry-forest restoration site creates opportunities for continued collaboration with KMWP as well as opens up opportunities to work with Federal programs such as the US Fish and Wildlife Service, Natural Resources Conservation Service (NRCS), and State Division of Forestry and Wildlife. The current volunteer program will also be

continued and will serve as a reliable source of support for continued management of the site. Schools and volunteer-focused organizations will continue to be engaged, with scheduled events happening routinely. Schools will also utilize the site for a terrestrial location for fieldtrips to implement and learn classroom lessons outside of the classroom.

As mountain conservation reduces erosion and sedimentation of the near-shore waters of Maunalua Bay, there are additional opportunities for partnership and funding that PPH will be exploring through reforestation grants, water quality grants, and private donations.

Finally, the large population in the Maunalua Bay region provides ample opportunity for donations from interested community members.

PPH has continued to apply for grants and funding via various means, often in partnership with KMWP and MM. MM and KMWP have donated staff time and resources to ensuring that PPH is successful. PPH's fundraising potential is just beginning, but its strong partners, existing successes, and community support demonstrates it will be successful in continuing to achieve its mission.

PPH is currently working with NRCS for aditional funding through their CSP program.

2. Describe the applicant's capacity and resources to carry out the above plan (staffing, funding, etc.) beyond the grant period. *(2,000 character count limit)*

Throughout the grant period, PPH will create a robust volunteer and community engagement program and will continue to build partnerships with local groups and organizations. PPH has secured the support of key regional partners who have committed to seeing the success of the organization and the effort. As a member of KMWP, PPH will also continue to have the professional and technical support needed to pursue additional funding opportunities for the sustaining and expanding this project beyond the grant period. As of recent, PPH became an Environmental Hui member along side Kahala Resort, surrounding communities, and other organizations named KISCA, an initiative to preserve the Maunalua area.

PPH has a strong social media presence with over 5,000 followers on Instagram. We create daily content to keep followers engaed, informed, and educated.

MM, KMWP, Lyon Aboretum, Maunalua Fishpond Heritage Center, and National Resources Conservation Service (NRCS), are all engaged and committed to the project and will ensure that it will be successful. Continued support from Oahu botanist Susan Ching, fern expert Kay Lynch, Liloa Dunn Grounds manager at Lyon Arboretum, Tim Kroessig Horticulture manager at Lyon Arboretum, Sebastian Marquez the lead coordinator in the Manoa Cliff Restoration Project and Honolulu Zoo horticulturist, Danielle Frollich Invasive Species Specialist at SWCA Enviromental Consultants, Kim Falinski PHD Enviromental Engineer at The Nature Conservancy, Rick Barboza of Hui ku Maoli Ola, Miles Thomas & Tim Gallaher of Bishop Museum.

E. No CITY funds or assistance. The highest consideration will be given to applicants that do not receive other funding or any form of assistance from the CITY. While applicants that receive other funding or assistance from the CITY may apply for Grants in Aid funding, the extent of funding or assistance already received in relation to services provided must be considered prior to awarding Grants in Aid funds. A percentage of the sub-total criteria points will be awarded to Grantees based on the criteria below and the information about past funding / assistance from the CITY that follows.	
The applicant has received no award from the CITY within the last 3 years.	**10%**
The applicant has received 1-2 awards from the CITY within the last 3 years.	**7%**
The applicant has received 3-5 awards from the CITY within the last 3 years.	**5%**
The applicant has received between 6-9 awards from the CITY within the last 3 years.	**3%**
The applicant has received 10 or more awards from the CITY within the last 3 years.	**0%**

GRANTEE RECEIPT OF CITY GRANTS

Identify all CITY grants received by Grantee (or Fiscal Sponsor) in the last three (3) years. Information will be verified by the CITY.

1. Grant Activity Name & Contract #: Malama Pia Valley CT-DCS - 2300047
   Grant Period: 2022 Grant Amount: 200,000
   Grant Purpose: Educational Community Forest Restoration in Pia Valley
   Grant Activity Status: ☒ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

2. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

3. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

4. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled

F. Age Friendly Honolulu

Consideration is to be given to applicants that incorporate the vision and goals of the Age-Friendly Honolulu Program (as codified in ROH Chapter 2, Article 22), including but not limited to (1) enabling residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active; and (2) removing barriers to inclusion for and providing support services to vulnerable residents and/or have physical limitations.

To be eligible for the bonus points as an Age-Friendly Honolulu Project an organization must demonstrate the proposal aligns with Age-Friendly Honolulu's priorities by completing the following TWO steps:

1) Go the following website https://www.hiphi.org/age-friendly-honolulu/ to access an Age-Friendly Honolulu training video. The video should be watched by at least one (1) person from the non-profit organization in a leadership position (Executive Director, Administrator, or equivalent). This video will define an "age-friendly city" and explain what types of projects align with the Age-Friendly Honolulu Vision.

2) Complete the section below by selecting which Age-Friendly Honolulu category best fits the activities of your organization and providing a brief description of how your proposal is an Age-Friendly Honolulu project.

☒ Enabling Residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active, particularly at the oldest ages

☐ Providing Kupuna with meaningful roles in the community, including mentors, volunteers, or through intergenerational programming

☐ Removing barriers to support community inclusion and accessibility for persons of all abilities.

3) How is your proposal an Age-Friendly Honolulu Project and explain how your organization can meet the additional reporting requirements if awarded? *(2,000 character count limit)*

Our volunteer program aims to address this critical need by providing an opportunity for anyone in the community to build a relationship with nature, and, for many, their culture. Volunteers help propagate, plant, and manage the forest—and have been responsible for almost 100% of the work conducted to date. There are activites to suit all physical, cognitive levels and ages. Community events also include unique educational experiences with cultural and environmental experts designed for anyone. All events are located short distances from road access allowing for guests of all physical abilities to participate. PPH also provides leadership opportunnities for volunteers showing initiative to take on more responisibility. Currently we have leaders ranging from ages 19 to 72 and volunteers ranging from 5 to 88.

APPENDIX A: TIER II GRANT PROPOSAL (Grants $25,000 to $200,000)
SOLICITATION NO. RGP-DCS-GIA2024

Instructions: The proposal below must be completed in full. Responses must be provided in the fillable boxes provided. Where annotated, the fillable boxes have predetermined maximum limits on character counts. Letters, numbers, punctuation marks, and spaces are included in the character count limits.

SECTION I
SUMMARY

A. Grantee Legal Name:	Protectors of Paradise
B. Is Grantee a Fiscal Sponsor?	☐ Yes ☒ No
C. Grant Activity Name:	Leeward Protection, Restoration, and Sustainability
D. Briefly describe the Grantee's background, history (including year established), and mission. *(400 character count limit)*	
Protectors of Paradise was established in 2016 to protect our environment from increasing destruction and create a platform for community members to collaborate and do so. Our mission is to ensure the conservation and protection of the land, ocean, community, and wildlife of Hawaii from any abusive or harmful activities in order to perserve the beauty and our resources for future generations.	
E. Briefly describe the Grant Activity and public need being filled. *(400 character count limit)*	
We aim to sustain and expand our cleanup, conservation, and protection efforts in the Leeward area, specifically District 9, to help restore its native beauty via removal of debris, including derelict vehicles, providing education to the community with focus on our youth, and hosting cultural workshops to raise awareness and engage our kupuna of the area.	
F. Briefly summarize Grant Activity outcomes and measures of success, including number and description of those served. *(400 character count limit)*	
We will remove a minimum of 100,000 pounds of rubbish, marine debris and derelict vehicles, provide environmental education to at least 135 students, and host 3 cultural workshops. The program will service all residents of District 9.	
G. Council District **Check all districts that will benefit from the Grant Activity. Provide the amount requested per district. Amounts must be in whole numbers only.**	

☐ District 1 $	☐ District 2 $	☐ District 3 $
☐ District 4 $	☐ District 5 $	☐ District 6 $
☐ District 7 $	☐ District 8 $	☒ District 9 $200,000
Total Amount Requested (must be $25,000 to $200,000)	$200,000	

H. Type of Grant Activity (pick ONE category that best reflects the Grant Activity):		
1. Public Services: Projects in this category will support qualified public services and programs for the target populations deemed by the CITY to be most vulnerable.		
☐ A. Public Service – Seniors	☐ B. Public Service - Children	☐ C. Public Service - Disabilities
☐ D. Public Service – Homeless	☐ E. Public Service – Domestic Violence	☐ F. Public Service – Substance Abuse
☐ G. Public Service – Mental Health	☐ H. Public Service – Other (describe):	
2. Arts, Culture, Community/Economic Development, and the Environment: Projects in this category will support the sustainable improvement in the well-being and quality of life of local communities, especially low- to moderate income areas.		
☐ A. Arts	☐ B. Culture	☐ C. Community Development
☐ D. Economic Development	☒ E. Environment	

GRANTEE'S CERTIFICATION AND SIGNATURE

The undersigned, subject to personal liability and penalty under applicable law, certifies that he or she: (i) is authorized to sign this Grant Proposal; (ii) personally prepared or reviewed the matters found in this Grant Proposal (including any related documents/attachments); (iii) asserts all statements made in this Grant Proposal (including all attachments) are true, accurate and complete; (iv) has the requisite skills and knowledge to assert the foregoing certification; and (v) has complied and shall continue to comply with all applicable requirements of Chapter 6, Article 29 of the Revised Ordinances of Honolulu 1990, as amended (Link), regarding private organizations receiving grants of public funds from the City and County of Honolulu.

Signature of Grantee (Fiscal Sponsor) Officer

Printed Name and Title: Stacie Sakauye, President

11/22/2022

Date

CERTIFICATE OF THE BOARD OF DIRECTORS NO OBLIGATIONS IN ARREARS

The undersigned of the Board ("Grantee") hereby certifies that the Grantee or any principal of the Grantee or sponsored organization (where the Grantee is a Fiscal Sponsor) is not in arrears on any financial or other obligation owed to the City & County of Honolulu, a municipal corporation of the State of Hawaii.

(Signature)

Stacie Sakauye, President/Director
(Print name)

CERTIFICATE OF THE BOARD OF DIRECTORS AUTHORIZATION TO ASSIGN AUTHORITY

The undersigned of the Board ("Grantee") hereby certifies that STACIE SAKAUYE (name), PRESIDENT/DIRECTOR (title), has been authorized by the Board of Directors to sign proposals, contracts, and related documents on behalf of the Grantee. Accordingly, I hereby assign the authority by the Board to execute proposals, contracts, and contract amendments on behalf of the Grantee, and further certify that the assigned is given the power and authority to do all things necessary to implement, maintain, amend, or renew such contracts, including but not limited to the delegation of signing authority to another employee of the Grantee.

Jonathan Doane
(Signature)

Jonathan Doane, Director
(Print name)

STATE OF HAWAII)
CITY AND COUNTY OF HONOLULU) ss

On this 21 day of November, 2022, before me appeared Jonathan Doane, personally known to me, who, being by me duly sworn, did say that he/she is the Director of Protectors of Paradise and that the corporation has no corporate seal, and that said instrument was signed in behalf of said corporation by authority of its Board of Directors, and said Jonathan Doane acknowledged said instrument to be the free act and deed of said corporation.

RAEVYN DEBINA-TIMBAL NOTARY PUBLIC No. 19-247 STATE OF HAWAII

Raevyn Debina Timbal
Notary Public, State of Hawaii
Raevyn Debina-Timbal
My Commission expires: 06/23/2023

Doc. Date: undated # Pages 51
Name: Raevyn Debina Timbal First Circuit
Doc. Description: Appendix A Tier II Grant Proposal
Raevyn Debina Timbal 11/21/2022
Signature Date

NOTARY CERTIFICATION
MY comm. Exp 06/23/2023

RAEVYN DEBINA-TIMBAL NOTARY PUBLIC No. 19-247 STATE OF HAWAII

SECTION II
GRANT ACTIVITY INFORMATION

A. Describe how the community need, stated problem / issue, and target population are effectively validated. The description must include how the public services target population is vulnerable or how the arts, culture, community/economic development, or environmental activities will especially support low- to moderate income areas.

1. Provide substantive data and other quality information to show the issue is a priority need of the community. *(3,000 character count limit)*

Litter is not only unhealthy for the environment, but equally affects our communities in many different aspects. Nationally there are numerous evidence-based studieds that doucment significant effects of an unsound physical environment, including toxins, pollutants, and other harmful environmental conditions, on children and adolescents' cognitive and socio-emotional development.

According to a 2022 study published in conjunction with Purdue University, in order to "live happy" in Hawaii, an average household of 4 people (2 adults, 2 children) would need an income of $203,070. Of course "happiness" is subjective, but when based solely on income satiation levels, a minimum of $200,000 was needed for "happiness" in Hawaii. To put this into prespective, the average physician in Hawaii makes $191,000 yearly and the average office assitant makes $37,500 yearly.

District 9 has a median income of approximately $89,000 per household (average family of 4), which is less than the 2022 low income limits. Furthermore, approximately 10% of the population is living below poverty level. In comparison, East Honolulu has only approximately 3.3% of individuals living below poverty level. The sharp difference in data clearly shows the need for investments to be made into these communities in order to support sustainable improvement in the well-being and quality of life in this lower income area. With increasing costs of housing, utilities, and increasing inflation, making ends meet has become a struggle for many within District 9.

When a District is not only struggling economically, but environmentally as well, plagued with illegal dumping issues throughout many of its neighborhoods, it results in an environment difficult for communities to thrive. By implementing a program such as which we are proposing, we are hoping to curb this imbalance and create communities that facilitate happiness, learning, growth, and success.

2. Provide a thorough analysis of the community's priority need / problem and its impact on the community. *(3,000 character count limit)*

Over the years in Waipahu alone, there have been 9 notorious illegal dumpings sites addressed. Add this to a laundry list of illegal dumping sites in Ewa Beach, including along the coastline, and there are easily over 15 "target" locations that individuals illegally dump rubbish within District 9. One of the most notorious illegal dumping sites is sadly located directly behind Waipahu Elementary School. The dirt road is littered with tons of rubbish, from household items to building materials, appliances, mattresses, etc. The area has been cleaned up repeatedly by community members, including Councilmember Tulba, but it is disheartening to see the repeat dumping occur, especially behind an elementary school.

Large scale clean-ups in the areas historically cost the City and County of Honolulu hundreds of thousands of dollars to conduct. In many instances, there is not enough funding available to sufficiently support the clean-up efforts needed in these highly targeted areas. Because of

limited allocated resources, much of the clean-up needs go unaddressed and the environment and communities suffer. Being a local non-profit organization whose founder and president live in District 9, we have been able to create a network of local donors that help save costs and mediate issues that would otherwise not be tackled.

Furthrmore, without safeguard measures in place to deter the dumping from reoccuring, it becomes a cycle of repeat clean-ups. It is our intention to not only clean-up the areas, but work with community stakeholders to create solutions to break the cycle. It is clear there is a need for change. In addition to clean-ups it is our goal to raise awareness through education and instill kuleana and pride towards these areas in order to change behaviors, as the first step to change is relization of a problem. Engraining values into the youth will help mold a successful future generation and create a healthy environment for the District 9 communities.

Unfortunately, in FY2023, there were no GIA recommendations for any environmental efforts for District 9. Furthermore, there were no recommendations for efforts that were specific and exclusive to District 9. Protectors of Paradise wants to make these communities priority, and the efforts that this GIA would support would be specific and exclusive to District 9.

3. Provide a description of the Grant Activity. This description will be used as the scope of services in the contract. *(1,000 character count limit)*

Clean-up, restoration, and protection of Leeward beaches and communities of District 9: Remove at least 100,000 pounds of rubbish, illegal dumping matter, marine debris and derelict vehicles, restoring the area back to its native state as much as possible.

Educational outreach: Provide environmental education/interactive learning opportunities (either virtual or in person) to at least 135 students in District 9 to increase environmental awareness, promote positive attitude changes towards environmental issues, and instill a sense of community pride in our youth to foster learning and growth.

Cultural workshops: Host a minimum of 3 cultural/educational workshops to instill a sense of kuleana (responsibility) and ha'aheo (pride) in participants, spread awareness of environmental issues affecting the community, as well as promote opportunities for kupuna participation.

B. Describe the proposed plan

1. Describe why you chose this Grant Activity and how it will effectively address the community's problem / need. *(2,000 character count limit)*

The environmental abuse seen within District 9 is disheartening and discouraging. Common illegal dumping sites, such as the one behind Waipahu Elementary School, are becoming common sites within the communities, creating unsafe environments. Mucho fthese issues occur in undeveloped areas not contracted for services by City & County and/or State. Governmental entities are unable to provide enough suppor to adequately manage these areas. With the pandemic, more houseless individuals are occupying ares in an already poverty stricken district. Without our efforts, rubbish removal and educational outreach regarding these issues would not occur. The need for support for efforts such as the proposed are clearly justified.

Over the years, we have found that the best way to enage individuals is to instill a sense of kuleana and ha'aheo (pride). By providing education to students and hosting cultural/educational workshops, we will spread awareness and show the importance of

creating positive changes in our environment. These workshops will be available to the communities within District 9, and will encompass activities that will promote kupuna participation.

We are confident that the proposed efforts can be successful to improve the environmental situation in District 9. We have used these efforts in District 1, with focus from Kea'au to Ka'ena Point. Currently, we have created a situation in which we are able to work closely with City & County and State to limit the environmental abuse in these areas, and significantly decrease the amount of illegal dumping occuring in the area. Although we will continue to steward these areas and raise awareness, we feel it is imperative to spread our efforts. It is our goal that these efforts will be just as successful in addressing the detrimental environmental issues affecting District 9 and enrich the communities to create thriving environments.

2. Provide measurable outcomes, describe how outcomes are aligned with the purposes and priorities of the Grants in Aid Fund, and describe how outcomes directly benefit the target population. *(3,000 character count limit)*

Public Services should begin with a statement of the number of individuals that the Grant Activity will directly benefit during the Grant Term.

Arts, Culture, Community/Economic Development or Environment should begin with a statement as to how the Grant Activity supports the sustainable improvement in the well-being and quality of life of local communities, especially low to moderate income areas.

The grant activity that Protectors of Paradise proposes above supports the sustainable improvement in the well-being and quality of life of District 9 communities by helping improve the District 9 environment, creating safer, healthier beaches for communities to frequent and inspire our youth to take control and have a sense of pride in their surrounding environment. Creating a more sound environment for the District 9 communities will result in an improvement in childrens' and adolescents' cognitive and socio-emotional development of those living in the communities. Through educating, inspiring, and raising awareness amongst the community and visitors, we inspire change that is driven by the community itself, resulting in sustainable positive outcomes for generations to come.

By conducting the proposed grant activities, it is the goal of Protectors of Paradise to meet the following measurable outcomes:

Remove a minimum of 100,000 lbs of rubbish, illegal dumping matter, marine debris, and derelict vehicles from District 9 to cleanup and restore the area back to its native state as much as possible and create safer, healthier communities.

Provide environmental education/interactive learning opportunities to at least 135 students in District 9 to increase environmental awareness and inspire the change needed within the communities.

Host a minimum of 3 cultural/educational workshops to instill a sense of kuleana (responsibility) and ha‘aheo (pride) in participants, and spread awareness of environmental issues affecting the community. The workshops will be an opportunity for those who are unable to participate in our hosted clean-ups to be involved in other ways, encouraging the participatoin of kupuna. Bringing individuals together with similar interests will lead to discussions and further solutions to help stop the desecration in District 9. Educating individuals to take pride in the area as well as how to act responsibly will help raise

awareness and educate others in following the same path to preserve the communities. These values and cultural knowledge can be applied anywhere, increasing the movement for mālama ʻāina.

3. Provide an action plan to achieve the stated measureable outcomes. If the Grant Activity involves a partnership, provide a description of each partner's role. Must include measurable milestones, specific events, or other performance measures appropriate to achieving the outcomes. *(3,000 character count limit)*

Successful completion of Grant Activity is not dependent on any partnerships in order to set forth action plan, but may include partnerships if beneficial to further success of proposed Grant Activity.

Environmental education:

Classroom students:
Goal: Instill kuleana and haʻaheo to their community and culture to create positive change towards the environment, goal min. 135 students
Milestone: Coordinate with schools to provide environmental education and interactive learning opportunities for students, either in person or virtually

- Contact staff members to coordinate with schools
- Attempt to address wide range of grade level students
- Work with educators to determine what type of interactive activities would be best to inspire their students

Cultural/educational workshops:
Goal: Instill sense of kuleana and haʻaheo for District 9 in participants; educate individuals on pertinent environmental issues affecting District 9
Milestone: Determine dates and community stakeholders to lead activities and discussion

- Create agendas for event
- Advertise event on social media platforms and community meetings (ie Neighborhood Board)

Continuous activities:

Community cleanups - Throughout the entire grant period, we will continue to organize and coordinate cleanups in District 9 and will prioritize activity site based on displayed need. Calls for volunteers will be done via our social media platform as well as within the community itself. We will also use our network of leaders to also join in on the cause and promote awareness.

4. Provide a budget narrative that explains how the budget in Section III will achieve the desired outcomes. (*3,000 character count limit)*

The budget was designed to successfully meet all goals and outcomes projected. We have dedicated 1.0 FTE total solely to the proposed grant activity for a program coordinator/activities leader, with additional support anticipated from hundreds of volunteers in clean-up efforts, as has been the case now and previously. Historically, the volunteer clean-up labor equates to approximately $21,600 in volunteer in-kind labor (120 volunteer hours/mo x $15/hr). Additionally, an educator with her Master's Degree in education and early childhood development assists us with curriculum development via in-kind donation of her time. This total for salaries and benefits comes to $102,698.

An additional salary in the budget is for an administrative manager, who is responsible for optimizing the progress of the project, overseeing milestones, preparing progress reports, and ensuring compliance with the awarded contract, including accounting. This total for salary and benefits is $29,066.

Heavy equipment services ($25,000): Front loaders, end dump, hauling fees, disposal fees

Program activities Supplies ($20,000):

- Clean-up/restoration supplies ($15,000): ex: gloves, trash bags, chain saws, weed whackers, trailer, PPE, soil, native plants, volunteer food/water, protective work apparel

- Educational school outreach supplies ($2,000): ex: printing cost for educational handouts and hands-on activity materials

- Cultural workshop supplies (3 workshops) ($3,000): honorarium for cultural practitioner ($300/workshop), pop-up tents, tables, chairs to accommodate ~30 participants, first-aid kits, cultural activity supplies (eg lei making, poi pounding, etc), participant lunch, water, service items.

Storage yard rental ($12,636): Storage for equipment/supplies dedicated to program (ie utility vehicle to remove debris, clean-up supplies, cultural workshop supplies)

Flatbed truck fuel/maitenance/insurance ($10,600): Fuel; vehicle maitenance associated with travel; vehicle insurance

These items will allow for cleanups to occur on a consistent basis throughout the year, with the goal of removing at least 100,000 pounds of debris from District 9. We will also be able to provide educational opportunities to students. The funds will allow us to host 3 cultural events to perpetuate the culture, as well as raise awareness of environmental issues.

5. Provide a timeline that is complete, realistic and appropriate to achieve the desired outcomes. This timeline should also be reflected in Section IV. *(3,000 character count limit)*

October 2023:
- Contact schools for educational opportunities and coordinate accordingly
- Contact possible venues to host cultural workshops

October, November, December 2023:
- Create/update curriculum for classroom students
- Create educational tools (handouts, activities, etc)

MONTHLY November 2023 - May 2024:
- Educational outreach to clasroom students - goal 20 students per month targeting different grade levels at each school

January 2024, April 2024, July 2024:
- Create agenda/program for cultural workshops proposed to happen in February 2024, May 2024, August 2024 accordingly
- Begin promoting event

August 2024 - September 2024:
- Ensure all goals will be met by end of grant period September 30, 2024

Ongoing throughout entire grant period (October 1, 2023 - September 30, 2024):

- Consistent weekly survey of District 9 to address cleanup needs and locations
- Organization of District 9 cleanups
- Consistent reporting of results to the City/DCS as required

C. Provide evidence of the agency's ability to perform the proposed grant activity through past performance, current capacity and/or plan to acquire the capacity to perform.

1. Provide data that demonstrates proven success in offering the same, similar, or related activities to achieve the proposed outcomes. *(3,000 character count limit)*

Protectors of Paradise (PoP) currently performs all proposed grant activity and has been successful in achieving positive outcomes. Through volunteer time and efforts made by our three board members and founder of our organization, PoP has been able to coordinate and conduct massive cleanups, raise environmental awareness, provide environmental education and hands-on learning activities for our youth and work closely with community stakeholders to improve communities in Leeward Oahu.

Since our founding in 2016, we have removed over 1 million lbs of rubbish from the Leeward Coastline. In 2018 alone, PoP and our volunteers removed approximately 115,768lbs of debris and 27 derelict cars from the Leeward Coast. Most notably in 2019, we removed over 500,000 lbs of debris. In Oct 2019, PoP helped remove 261,940lbs of rubbish, 89yd3 of metals, 28 vehicles, 6 mopeds, and 3 trailers, totaling in ~436,060lbs of debris removed from a 1½ mile stretch of Leeward coastline. Immediately after, we organized a community volunteer clean-up where an additional 3,400lbs of debris was removed. We helped advocate, organize, and plan this massive clean-up with key stakeholders in the community.

PoP received funding from the FY2020 C&C GIA. Despite the COVID-19 pandemic, we were successful in completing and exceeding all goals/deliverables on schedule with limited volunteers, including removing 551,890lbs of rubbish. Although community volunteer efforts are always appreciated, PoP is able to meet goals/expectations through the steadfast efforts of our founder and board of directors alone, making unforseen restrictions, such as the pandemic, easier to navigate. The dedication from the foundation of our organization is unmatched.

PoP provides environmental education to students to inspire change. We worked with our partners at NOAA as well an educator with a background in teaching and Master's degree in early education to create curriculum appropriate for grades K-12. Inspiring students to create change demonstrates our success in setting positive examples, guiding our youth to become strong, pono leaders that will better their communities. PoP also gives consistent educational outreach to raise awareness on appropriate environmental and culturally sensitive behavior.

All the above was completed successfully utilizing the same strategies and models that we have proposed in our grant activity. We are certain that funding provided by this grant will further our ability to reach positive outcomes and create a sustainable diffence.

2. Describe the applicant's capacity to successfully achieve the proposed outcomes.
OR
Provide a plan to acquire the capacity to successfully achieve the proposed outcomes (including how the applicant has acquired similar capacity in the past).

Responses should include organizational knowledge, staffing, fiscal resources, facilities and other resources, stakeholders and relationships, and other relevant resources. *(3,000 character count limit)*

Protectors of Paradise (PoP) has successfully performed cleanups and educational outreach via solely volunteer efforts. Our Board Members have an amazingly strong and unwaivering passion for our mission to ensure the conservation and protection of the environment and community from any abusive or harmful activities in order to preserve the beauty and our resources for future generations. We have been able to create a solid platform for the community to come together to overcome the environmental adversity and volunteer to make a significant difference in our communities. We have a growing following of > 5,000 members on our social media platforms, many from Leeward Oahu. We serve as a public resource to help raise environmental awareness in the community, inspire change, and assist City and State in cleaning up communities. Our efforts are featured in the local news, Star Advertiser, OC 16, ʻŌlelo, local radio talk shows, VICE TV and several magazines, including FLUX Magazine, Hawaiʻi Business Magazine, Mokulele Inflight Magazine, and The Guardian.

With our founder and president both residing in District 9, the leaders of our organization are able to effectively communicate and work with the Leeward Oahu community, as well as able to inspire the community for change. We are able to create strong, trusting relationships with members of the Leeward communities, including those requiring our assistance, such as many of the houseless community. Led by our Native Hawaiian founder, PoP strives to be pono with what is needed for our local communities. With the work we have done, we have been able to create sustainable positive working relationships with local, state, and federal stakeholders such as the Mayor's office, local representatives, Senator, Council Member, the Aha Moku Advisory Committee, Dept of Parks and Recreation, Dept of Environmental Services & Facility Maitenance, Office of Housing, Hawaiʻi State Parks, HPD, DLNR, DOCARE, DOD, socialworkers and NOAA, and have been formally recognized by City Council for our efforts. We also collaborate with other non-profits with the same vision.

PoP is able to operate with little to no outside funding. However, if granted support, we will be able to enhance our programs and allow us to fully dedicate ourselves to the cause. Our Project Coordinator/Activities Leader fulfills the need and assists in expanding our services with or without salary. PoP is also able to operate with very little additional overhead expenses as we have no office space to maintain as all work is done in the field or at home. If no outside further funding was available for our organization, we would still be able to operate with the support that we have received from followers and all those who believe in our cause.

D. Describe the applicant's sustainability and/or additional long-term benefit to the community

1. Provide a plan for sustaining and / or expanding activities beyond the applicable grant period. *(2,000 character count limit)*

Since 2016, Protectors of Paradise had been serving and supporting the Leeward Coast communities without any funding. It was not until October 2019 that we entered contract with C&C GIA to receive our first grant. Thus for three years, Protectors of Paradise was able to continue work towards our mission without financing and the Project Coordinator and Activities Leader roles were all performed on a volunteer basis, with supplies all donated by our Board Members. Despite lack of funds, we are still able to engage and inspire community members and outside volunteers to support our vision and achieving a safer, healthier, more positive environment for the communities to thrive in. We continue our mission and raise

funds to expand our work while utilizing the resources we have, including our flatbed vehicle that we have been using to remove thousands of pounds of rubbish, as well as select tipping waivers that we have in place to dispose of the rubbish. We will set ambitious fundraising goals to help expand our efforts, whether this be through private grant funding, public grant funding, or general donations. Protectors of Paradise is run by passionate individuals who will ensure the sustainability of our organization to help support local communities such as District 9 for the betterment of our future generations. It is our goal to be able to inspire and create significant change where the need for organized cleanups led by organizations such as ours will one day be obsolete and communities will be safe, healthy and self-sustainable, allowing our efforts to be refocused and expanded into new activities that will continue to support the communities.

2. Describe the applicant's capacity and resources to carry out the above plan (staffing, funding, etc.) beyond the grant period. *(2,000 character count limit)*

Protectors of Paradise is comprised of a dedicated and motivated team of volunteer board of directors, as well as support from thousands of followers. We have gained the support and trust of local, state, and federal stakeholders who all believe in our mission and provide aid for us to continue our efforts to serve the community. As a strong team, we will be able to leverage the support required to successfully execute the above plan.

Our Board of Directors are committed to ensuring that Protectors of Paradise will be able to continue all efforts far beyond the grant period. We will continue to apply for a variety of funding and create partnerships that will help us network and expand our capabilities. Being a smaller organization, it has been difficult to obtain funding. However, we have been able to demonstrate that despite the lack of funds, we are still dedicated to creating positive change in our environment and inspiring our communities to create change for the better. With the FY2020 GIA, we have demonstrated that we are responsible in utilizing funds granted to us. We have created strong working relationships with influential leaders in the community, as well as partnerships with other like-minded organizations, learning from our experiences and ever striving to improve our own approaches. Although a young organization, Protectors of Paradise has a significant amount of experience to ensure the activities proposed will be carried forth successfully and be able to sustain such outcome beyond the grant period. With the support from City Grant in Aid, Protectors of Paradise will fulfill everything we have proposed efficiently and successfully in order to provide the most benefit to our underserved youth, kupuna, and communities.

E. No CITY funds or assistance. The highest consideration will be given to applicants that do not receive other funding or any form of assistance from the CITY. While applicants that receive other funding or assistance from the CITY may apply for Grants in Aid funding, the extent of funding or assistance already received in relation to services provided must be considered prior to awarding Grants in Aid funds. A percentage of the sub-total criteria points will be awarded to Grantees based on the criteria below and the information about past funding / assistance from the CITY that follows.	
The applicant has received no award from the CITY within the last 3 years.	**10%**
The applicant has received 1-2 awards from the CITY within the last 3 years.	**7%**
The applicant has received 3-5 awards from the CITY within the last 3 years.	**5%**
The applicant has received between 6-9 awards from the CITY within the last 3 years.	**3%**
The applicant has received 10 or more awards from the CITY within the last 3 years.	**0%**

GRANTEE RECEIPT OF CITY GRANTS

Identify all CITY grants received by Grantee (or Fiscal Sponsor) in the last three (3) years. Information will be verified by the CITY.

1. Grant Activity Name & Contract #: Leeward Coast Protection, Restoration, and Sustainability - CT-DCS-2300048
   Grant Period: FY2023 Grant Amount: $130,817
   Grant Purpose: environmental
   Grant Activity Status: ☒ Underway ☐ Completed ☐ Canceled
   Administrating Division: Department of Community Services

2. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

3. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

4. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____

F. Age Friendly Honolulu

Consideration is to be given to applicants that incorporate the vision and goals of the Age-Friendly Honolulu Program (as codified in ROH Chapter 2, Article 22), including but not limited to (1) enabling residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active; and (2) removing barriers to inclusion for and providing support services to vulnerable residents and/or have physical limitations.

To be eligible for the bonus points as an Age-Friendly Honolulu Project an organization must demonstrate the proposal aligns with Age-Friendly Honolulu's priorities by completing the following TWO steps:

1) Go the following website https://www.hiphi.org/age-friendly-honolulu/ to access an Age-Friendly Honolulu training video. The video should be watched by at least one (1) person from the non-profit organization in a leadership position (Executive Director, Administrator, or equivalent). This video will define an "age-friendly city" and explain what types of projects align with the Age-Friendly Honolulu Vision.

2) Complete the section below by selecting which Age-Friendly Honolulu category best fits the activities of your organization and providing a brief description of how your proposal is an Age-Friendly Honolulu project.

☒ Enabling Residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active, particularly at the oldest ages

☒ Providing Kupuna with meaningful roles in the community, including mentors, volunteers, or through intergenerational programming

☒ Removing barriers to support community inclusion and accessibility for persons of all abilities.

3) How is your proposal an Age-Friendly Honolulu Project and explain how your organization can meet the additional reporting requirements if awarded? *(2,000 character count limit)*

Kupuna play a large role in each of our main aspects of our program- cleanups, educational awareness, and cultural workshops. Although majority of the heavy-lifting manpower come from the younger generations, kupuna have always participated, volunteering to help with signin and assist with refreshments/meals. More importantly, we encourage the kupuna who have knowledge of the area to share mo'olelo and raise awareness with participants helping create that connection required to instill kuleana with our volunteers, which is vital for positive change. We note that individuals tend to be most receptive to kupuna rather than peers, thus kupuna play a large role in the impact of our education. Likewise, because of their extensive knowledge and mo'olelo, our cultural workshops are often led by kupuna, providing them with the direct opportunity to teach. The cultural/educational workshops promote opportunity for kupuna involvement. It is our mission to protect & conserve our natural resources for future generations, thus keiki to kupuna all have important roles in our program.

APPENDIX A: TIER II GRANT PROPOSAL (Grants $25,000 to $200,000)
SOLICITATION NO. RGP-DCS-GIA2024

Instructions: The proposal below must be completed in full. Responses must be provided in the fillable boxes provided. Where annotated, the fillable boxes have predetermined maximum limits on character counts. Letters, numbers, punctuation marks, and spaces are included in the character count limits.

SECTION I
SUMMARY

A. Grantee Legal Name:	Read To Me International Foundation
B. Is Grantee a Fiscal Sponsor?	☐ Yes ☒ No
C. Grant Activity Name:	FY24 District 1 adult coaching program with continuous learning opportunities to encourage a stronger at-home literacy environment and improve youth language development

D. Briefly describe the Grantee's background, history (including year established), and mission. *(400 character count limit)*

RTMIF is a 501(c)(3) organization incorporated in March 1996 to address literacy in our community through programs for the community and families. Our mission is: To share the love and joy of reading aloud to children. Our goal is that every child will be read to every day. We offer adult coaching programs and intergenerational professional learning opportunities in under-resourced communities.

E. Briefly describe the Grant Activity and public need being filled. *(400 character count limit)*

2021-2022 data on reading proficiency levels in elementary schools at two different complexes show students at Nanaikapono at 14% and Wilson at 73%. The adult coaching program and learning opportunities equips adults with skills and strategies to support children to become more successful readers and students. Activities also directly support children to engage in reading aloud.

F. Briefly summarize Grant Activity outcomes and measures of success, including number and description of those served. *(400 character count limit)*

RTMIF will serve at least 300 adults and 700 children in District 1. Participants will increase their reading skills and confidence, the frequency and time they spend reading with children, and engage more in children's school and learning activities. Improving literacy sets children up for long-term success in school, career and life.Success is measured via pre/post surveys and assignments.

G. Council District
Check all districts that will benefit from the Grant Activity. Provide the amount requested per district. Amounts must be in whole numbers only.

☒ District 1 $200,000	☐ District 2 $	☐ District 3 $
☐ District 4 $	☐ District 5 $	☐ District 6 $

☐ District 7 $	☐ District 8 $	☐ District 9 $
Total Amount Requested (must be $25,000 to $200,000)	$200,000	

H. Type of Grant Activity (pick ONE category that best reflects the Grant Activity):		
1. Public Services: Projects in this category will support qualified public services and programs for the target populations deemed by the CITY to be most vulnerable.		
☐ A. Public Service – Seniors	☒ B. Public Service - Children	☐ C. Public Service - Disabilities
☐ D. Public Service – Homeless	☐ E. Public Service – Domestic Violence	☐ F. Public Service – Substance Abuse
☐ G. Public Service – Mental Health	☐ H. Public Service – Other (describe):	
2. Arts, Culture, Community/Economic Development, and the Environment: Projects in this category will support the sustainable improvement in the well-being and quality of life of local communities, especially low- to moderate income areas.		
☐ A. Arts	☐ B. Culture	☐ C. Community Development
☐ D. Economic Development	☐ E. Environment	

GRANTEE'S CERTIFICATION AND SIGNATURE

The undersigned, subject to personal liability and penalty under applicable law, certifies that he or she: (i) is authorized to sign this Grant Proposal; (ii) personally prepared or reviewed the matters found in this Grant Proposal (including any related documents/attachments); (iii) asserts all statements made in this Grant Proposal (including all attachments) are true, accurate and complete; (iv) has the requisite skills and knowledge to assert the foregoing certification; and (v) has complied and shall continue to comply with all applicable requirements of Chapter 6, Article 29 of the Revised Ordinances of Honolulu 1990, as amended (Link), regarding private organizations receiving grants of public funds from the City and County of Honolulu.

Dannah Barnes

Signature of Grantee (Fiscal Sponsor) Officer
Printed Name and Title: Dannah Barnes, Executive Director

11/15/2022
Date

CERTIFICATE OF THE BOARD OF DIRECTORS NO OBLIGATIONS IN ARREARS

The undersigned of the Board ("Grantee") hereby certifies that the Grantee or any principal of the Grantee or sponsored organization (where the Grantee is a Fiscal Sponsor) is not in arrears on any financial or other obligation owed to the City & County of Honolulu, a municipal corporation of the State of Hawaii.

(Signature)

David Lee, Board Vice Chair
(Print name)

CERTIFICATE OF THE BOARD OF DIRECTORS AUTHORIZATION TO ASSIGN AUTHORITY

The undersigned of the Board ("Grantee") hereby certifies that Dannah Barnes (name), Executive Director (title), has been authorized by the Board of Directors to sign proposals, contracts, and related documents on behalf of the Grantee. Accordingly, I hereby assign the authority by the Board to execute proposals, contracts, and contract amendments on behalf of the Grantee, and further certify that the assigned is given the power and authority to do all things necessary to implement, maintain, amend, or renew such contracts, including but not limited to the delegation of signing authority to another employee of the Grantee.

(Signature)

David Lee, Board Vice Chair
(Print name)

STATE OF HAWAII)
CITY AND COUNTY OF HONOLULU)

On this 15 day of November, 2022, before me appeared David Lee, personally known to me, who, being by me duly sworn, did say that he/she is the Board Vice Chair of Read To Me International Foundation and that the corporation has no corporate seal, and that said instrument was signed in behalf of said corporation by authority of its Board of Directors, and said David Lee acknowledged said instrument to be the free act and deed of said corporation.

VELDA K.L. ABAD NOTARY 04-532 PUBLIC STATE OF HAWAII

Notary Public, State of Hawaii

VELDA K.L. ABAD
Notary Public, State of Hawaii
My Commission Expires: 9/19/2024

My Commission expires:

Doc. Date: Undated # Pages 1
Name: Velda K.L. Abad 1st Circuit
Doc. Description: Certify the bd of dist no obligation in Arrears
11/15/22
Signature Date
NOTARY CERTIFICATION

VELDA K.L. ABAD NOTARY 04-532 PUBLIC STATE OF HAWAII

SECTION II
GRANT ACTIVITY INFORMATION

A. Describe how the community need, stated problem / issue, and target population are effectively validated. The description must include how the public services target population is vulnerable or how the arts, culture, community/economic development, or environmental activities will especially support low- to moderate income areas.

1. Provide substantive data and other quality information to show the issue is a priority need of the community. *(3,000 character count limit)*

According to the 2022 ALICE Focus report, "quality early-childhood programs have proven to be critical to healthy child development and to acquiring foundational skills required for a successful transition to school and future academic achievement." Thus, success in reading is directly related to school achievement. Among other things, achievement affects school attendance and a path to higher learning and earning potential. Early investment in young children's education has a high return on investment. A 2009 study estimated a return to society of between about $7 and $12 for each $1 invested in early childhood education services.

This connection between reading, on-time graduation, and economic mobility is reflected in the data below.

Strive HI data from the 2021-22 school year (SY) shows that reading proficiency scores for elementary school students in District 1 lag behind their peers. For example, language arts proficiency scores for elementary school students in the Kalani and Kaiser Complex (Districts 4 & 5) ranged from 62% to 78% compared to 17% to 37% for the Wai'anae-Nānākuli Complex (District 1). The 2017-2020 DOE/BOE Strategic Plan had a 3rd grade goal of 76% proficiency by 2020, which District 1 did not get close to achieving.

In 2021-22 SY, Nānākuli and Wai'anae High School scores for students on-track towards meeting diploma requirements was at 77% and 66% versus 93% and 83% at Kalani and Kaiser High School, respectively. Census data shows only 14.5% of Wai'anae residents have a college degree versus East Honolulu's rate of 59.7%. Given the disparities of the language arts proficiency rates of third graders, on-time graduation rates, and level of education attained in Nānākuli and Wai'anae as compared to the Kalani Complex, children growing up on the Wai'anae Coast are vulnerable to falling behind academically in relation to their peers at an early age which makes it more difficult to catch up. Beyond school, there are considerable ramifications of academic non-proficiency, including limited job opportunities and economic mobility without a college degree. The median household income in 2020 for East Honolulu was $139,487 while Wai'anae was $67,466.

It is widely recognized that a strong literacy foundation should begin at a young age to increase the chances of school and future success. Statewide partnerships, specifically the Hawai'i P-20 Partnerships for Education, are working to strengthen the education pipeline from early childhood through higher education so that all students achieve career and college success; one of Hawai'i P-20's priorities in the next three years is to increase early childhood literacy. The Hawai'i Business Roundtable believes that all students should be provided with essential skills and knowledge to thrive.Our services will directly increase early childhood literacy and equip families to support their children academic journey, and will focus its efforts on supporting homeless and at-risk families.

2. Provide a thorough analysis of the community's priority need / problem and its impact on the community. *(3,000 character count limit)*

Strive HI data for the last three years indicate language arts proficiency levels at Wai'anae Elementary at 17% in 2019, 14% in 2021, and 17% in 2022. For Nānākuli Elementary, levels fall within the same range at 24% in 2019, 21% in 2021, and 22% in 2022. The DOE has implemented multiple statewide initiatives and increased monetary resources substantially each year. However, the results in the early learning years in District 1 decline as the DOE continues to report issues with successfully engaging families as children's earliest and lifelong teachers in life. Furthermore, early childhood education sites are unable to accommodate need; in Makaha, Wai'anae, Ma'ili, and Nānākuli, there are 12, 5, 3, and 3 children for every one seat available, respectively. We need solutions to better equip families who cannot send their child to an early childhood program and/or who need intervention services when their children enter grade school.

Building children's language and literacy skills at an early age leads to improved reading proficiency, which benefits all of us. There is a financial incentive to investing and engaging families early in a child's education. Studies show that participation in high-quality early care can help children avoid special education, grade repetition, early parenthood, and incarceration – all outcomes that imply large costs for government and for society. Furthermore, children (over the long term) and parents who participate in such programs are more likely to be employed; thus, revenue from their taxes and enhanced buying power can positively contribute to the economy. A 2009 study estimated a return to society of between about $7 and $12 for each $1 invested in early childhood education services.

Services described below will target District 1 families, including but not limited to serving houseless/homeless, at-risk, and English learner families. Families learning English are targeted due to concerns about proficiency within this subset; at Wai'anae High School, 88% of students learning English are NOT on-track to English language proficiency. Homeless and at-risk families tend to have higher absenteeism from school due to high mobility and increased rate of chronic health issues. 75% of homeless children in the U.S. do not perform at grade level in reading. These data points show how unprepared children from these populations are, in comparison to their peers. By empowering families with strategies and resources that can be used at home to reinforce and build learning, RTMIF provides solutions so families can create a culture of learning built on reading at home, even when other resources are not readily available.

3. Provide a description of the Grant Activity. This description will be used as the scope of services in the contract. *(1,000 character count limit)*

The 6-week adult coaching program is designed to build parents'/grandparents' skills, influence behavior changes, increase knowledge, provide adults with group support, and equip families with resources, which boosts their confidence in how to read aloud to their children. The learning opportunities are open to all family members and anyone with an interest in supporting children's language and literacy development. The learning opportunities equip attendees with resources to support children, network and learn from each other, provide education data and resources in District 1, educate families about higher education opportunities, share new read-aloud tips and strategies, and reinforce the importance of reading aloud. We will serve at least 300 adults and 700 children in District 1.

B. Describe the proposed plan

1. Describe why you chose this Grant Activity and how it will effectively address the community's problem / need. *(2,000 character count limit)*

A solution to address the need is to develop and engage families further, specifically involving the parents/adults to better support children. Children spend 7800 hours a year in the family/community setting compared to 900 hours in school. Given the shortage of early childhood education seats per child mentioned above, we must equip and prepare families to support children's learning at home.

A study by University of Kansas researchers Betty Hart and Todd Risley offers a solution to preparing children before they enter school. In this study, Hart and Risley entered the homes of 42 families from various socioeconomic backgrounds to assess ways in which daily exchanges between a parent and child shape language and vocabulary development. Their findings showed marked disparities between the number of words spoken and the types of messages conveyed. After 2.5 years, these differences in parent-child interactions produced significant disparities in not only children's knowledge, but also their skills and experiences. The children from high-income families were exposed to 30 million more words than children from families on welfare. This project is designed to eliminate opportunity and achievement disparities through the reading of stories and discussions as a tool to foster conversations between adult and child that better prepare a child for school. Investing in adults in the home is a strategy that can help children succeed in school and life.

The grant activities will be open to all Districts 1 families with a focus on serving homeless, at-risk, and English learner families at 6 outreach sites in District 1. The 6 outreach sites were chosen since they serve homeless and at-risk families with a high percentage reported as English learner families, and there is high engagement within the community because of the multiple types of services (food, intervention including education) offered at each site. This allows families easier access to address their needs.

2. Provide measurable outcomes, describe how outcomes are aligned with the purposes and priorities of the Grants in Aid Fund, and describe how outcomes directly benefit the target population. *(3,000 character count limit)*

Public Services should begin with a statement of the number of individuals that the Grant Activity will directly benefit during the Grant Term.

Arts, Culture, Community/Economic Development or Environment should begin with a statement as to how the Grant Activity supports the sustainable improvement in the well-being and quality of life of local communities, especially low to moderate income areas.

This grant will serve 300 adults and 700 children in District 1 which includes, but not is not limited to serving homeless, at-risk, and English language learner families. Our target population is in alignment with the city's Grant In Aid Fund purpose to provide services to economically disadvantaged populations and social services for the poor, aged, and youth. Each outcome mentioned below aims to empower our target population to raise youth who will be successful in school and life, leading to less disadvantaged and poor individuals.

80% of adult-coaching program participants will report: positive changes in attitudes and behaviors associated with reading aloud; demonstrated improvement in read aloud techniques; increased frequency and duration in reading aloud; augmented use of free community resources; increased use of story discussion strategies and integrating Hawaiian values into conversations; developing weekly habits to reinforce concepts learned in sessions; more engagement in children's educational activities; and continued use of

strategies conversations acquired after completing the program. This will be measured through pre-surveys and post-surveys as well as weekly reflections and assignments.

80% of attendees at professional learning opportunities will identify at least one skill, resource, or tool they learned at the event/workshop as related to language or literacy development. This will be measured through a survey.

A survey completed by adult-coaching program graduates indicates that concepts learned are having a direct impact on children. Here are some direct quotes:

"Something I have learned through Read To Me International Foundation is how to use the PEER sequence and the CROWD prompts. By using these tools/questions, I have seen an improvement in my daughter's recall related to the stories we read. She also comes up with new story plots and creates new stories from the questions that we ask each other."

"I've learned how to be a better mom just by incorporating new reading skills and using those skills in every day life! It's not just about reading, it's about connecting with our children in different ways that will benefit them in the future!"

"My children have more confidence in school. They have learned to read with expression. I think because Read To Me International Foundation encouraged me to read to my children at an early age and that's why they enjoy reading now."

"Learning starts at home! Since the program, I've read to my grandson regularly and I believe that's why he has a great vocabulary."

These testimonies substantiate the benefits to children. The children benefit directly through the tools, skills and resources that parents acquire in the program and professional learning opportunities. By providing this service, children can enter school with higher levels of readiness, eagerness to read and learn, and have the potential for higher earnings throughout their lives.

3. Provide an action plan to achieve the stated measureable outcomes. If the Grant Activity involves a partnership, provide a description of each partner's role. Must include measurable milestones, specific events, or other performance measures appropriate to achieving the outcomes. *(3,000 character count limit)*

Adult-Coaching Program:
The adult-coaching program is a weekly one-hour to two-hour session over the course of six weeks and uses multiple measures and tools to document and record outcomes. At the first session, participants are presented with a chart that lists 7 behavior outcomes. The group is asked at the last session to determine the percentage based on self-observation. Participants fill out Attitudes and Behaviors pre-surveys and post-surveys and rate themselves on the Likert scale (1-5). They receive a pre-checklist and post-checklist of child reading readiness indicators and are asked to select one child to observe during the program. The goal is for 80% of participants to report improvements on behavior, attitudes and behaviors, and child reading readiness as measured through the surveys.

Each week, participants complete nine tasks in the form of a tic-tac-toe. Each square relates to stories and concepts learned during the class and several squares progressively increase the amount of read aloud time during the week. The goal is to complete all tasks weekly. Forms are collected to document performance. Weekly sharing is centered on tic-tac-toe completion and comments are recorded, transcribed, and reviewed to evaluate progress.

Ten beautifully illustrated books with meaningful messages are provided to each graduate for their at-home library. Each week, a story is modeled by the facilitator using the read aloud tips provided to each participant. The stories are discussed using evidence-based Dialogic Reading strategies, the 5 W's strategy (who, what, when, where and why), as well as the Hawaiian values of aloha, 'imi nā'auao, mālama, 'ike pono, kuleana, ho'omau and ha'aha'a. Participants then find a partner to practice reading aloud to each other, address discussion questions and get feedback. This hands-on practice reinforces the skills learned and the process is repeated weekly.

Professional Learning Opportunities:
District 1 families are invited to participate in professional learning opportunities. There will be at least two family field trips or rallies, a summer family event, two professional development sessions, a monthly newsletter, and a pen pal program to provide families with opportunities to either learn or reinforce reading concepts used in the coaching program. 80% of attendees at professional learning opportunities will identify at least one skill, resource, or tool they learned at the event/workshop as related to language or literacy development. This will be measured through a survey.

The educational and evaluation methods outlined here have been refined over the 8 years that RTMI has run the program. Moreover, as shown in sections B-2 and C-1, this approach has been proven to work.

4. Provide a budget narrative that explains how the budget in Section III will achieve the desired outcomes. *(3,000 character count limit)*

Last year, RTMIF had two full time and one part time employee. Because of generous funders like the City and County through its FY23 Grant In Aid, RTMIF was able to expand its programs and its staff. Currently, RTMIF has two FTE that will continue to impact the District 1 community. Since this is a continuation of last year's awarded grant, the expenses remain very similar and include 2 FTE executing the grant with the Executive Director admistering and supervising the grant activities. In addition, there is a contracted data consultant to this specific grant activity to implement our action plan. Since the program quality and the outcomes depend on competent staff prepared to coach parents e.g., change attitude/behaviors, apply new skills learned, and modify behaviors at home with their children, human talent is the top priority and our largest investment to provide sustainable and successful program offerings. New program staff will receive onboarding from those currently operating programs and will shadow program staff as well as attend literacy conferences/trainings. Year-round dedicated staffing is needed to support program participants, alumni, stakeholders, volunteers, and community partners and execute activities outlined in Section IV.

To best serve District 1, RTMIF has an office at the Community Learning Center at Mā'ili, which houses other service providers for the Wai'anae Coast and increases connectivity among providers. Direct program staff will utilize that office and the learning center to prepare for adult-coaching program and professional learning events. Contracted services, such as the payroll service provider and bookkeeper, are outsourced to assist with financial and HR administration so staff can focus on program quality and execution. RTMIF will contract a data consultant to provide ad-hoc data services to further evaluate program effectiveness given staff and participants' findings and data.
Program-specific supplies to support the program curriculum and alumni activities include story books, admission fees to educational venues, and materials for each class. Telecommunications includes cost of telephone, internet services, among other

telecommunications related costs. There is a request to fund mileage and parking since program and administrative staff travel between offices, sites, and community spaces for meetings, coaching classes, and events. The equipment rental is for a monthly lease of a copier machine to print program materials.

RTMIF staff monitor all expenses and look for ways to reduce expenses, fundraise, and/or receive in-kind donations where possible. Should RTMIF be approved for this budget, we can provide services to 1000 individuals (particularly economically disadvantaged individuals), continue to raise awareness about services available, and collect and showcase more evidence proving our program effectiveness to ensure RTMIF's financial and program sustainability.

5. Provide a timeline that is complete, realistic and appropriate to achieve the desired outcomes. This timeline should also be reflected in Section IV. *(3,000 character count limit)*

The program timeline includes three rounds of the 6-week parent coaching program (available each time to new participants) and the District 1 professional learning opportunities.

First quarter (Oct-Dec 2023)
- Huaka'i (excursion) for District 1 families to attend a field trip together to learn and engage with one another educationally
- Workshop to equip District 1 adults with resources to support children, network and learn from each other, provide education data about the Leeward Coast, educate families about higher education opportunities, share new read-aloud tips and strategies and reinforce the importance of reading aloud.
- Introduce kupuna and keiki pen pal program to connect District 1 kupuna and keiki together to connect about books and books messages
- Newsletter issued monthly to District 1 families with tools, strategies, and resources to account for children's language and literacy developmental needs as they age

Second quarter (Jan-Mar 2024)
- First round of 6-week adult-coaching program provides new participants with coaching, strategies, resources, and networking so adults are more equipped to support children's literacy and language development and their academic journey
- Huaka'i (excursion) or Readers Rally for District 1 families to engage families in the read-aloud process incorporating best practices, tips, and strategies so children find that reading is a joyful activity
- Continue to operate the kupuna and keiki pen pal program
- Newsletter issued monthly

Third quarter (Apr-June 2024)
- Second round of 6-week adult-coaching program
- Literacy Conference to provide District 1 adults with literacy-related strategies, resources, and tools to support children
- Conclude kupuna and keiki pen pal program by June 2023
- Newsletter issued monthly

Fourth quarter (July-Sept 2024)
- Third round of 6-week adult-coaching program
- Summer Family Event for District 1 families to gather, network, participate in book-related crafts and activities, and read-alouds modeled by facilitators
- Newsletter issued monthly

C. Provide evidence of the agency's ability to perform the proposed grant activity through past performance, current capacity and/or plan to acquire the capacity to perform.

1. Provide data that demonstrates proven success in offering the same, similar, or related activities to achieve the proposed outcomes. *(3,000 character count limit)*

RTMIF has successfully administered the adult-coaching program over 30 times and offered more than 50 professional learning opportunities since 2014. The pilot adult-coaching program was offered at Maililand, a Catholic Charities transitional housing facility. Since then it has been offered at HOPE homeless shelter in Kalaeloa, Hale Wai Vista in Waiʻanae, Nānāikapono, Māʻili and Nānākuli Elementary Schools, the Nānākuli Head Start site, online via Zoom, and at the Community Learning Center in Māʻili. 90% of program graduates met the following outcomes by the end of the six-week coaching program: Participants will read to their children at least 3 times per week; have more confidence in reading aloud to their children; read to their children for at least 5 minutes per opportunity; include the 5 W's in read aloud conversations; incorporate new read aloud tips; use RTMI website as a resource; and share experiences in class. 95% of program graduates could identify at least two positive behavior changes in their children related to reading readiness.

To measure long-term impact of the program, we surveyed coaching program graduates in 2021 who had completed the program between 2014 and 2020. Before the program, 10% of families visited the library once a month; after, 90% visited the library once a month. Before, 22% of adults read to keiki 4-6 times a week; after, 45% of adults read to keiki 4-6 times a week. The number of minutes adults read aloud to a keiki in their home increased from 11 minutes to 20 minutes per read aloud.

Maintaining the current staff will enable RTMIF to have the capacity to add new components, increase frequency of programming, continue to strengthen community partnerships on the Leeward Coast, and provide more in-depth and recurring intervention services to our target populations. RTMIF will continue to train new hires and work towards expanding the program. RTMIF will work with the contracted data consultant for recommendations on how to further streamline data. The two FTE employees allocated to this grant became involved with RTMIF at least three years ago and have a deep understanding of the work and its impact. RTMIF has already secured some funding needed to operate the grant activity.

With the current staff onboard and a data consultant, RTMIF will be able to continue offering its adult-coaching, family events, professional learning opportunities for adults, an ongoing kupuna and keiki program, and a monthly newsletter. RTMIF will also have the personnel bandwidth to perform deeper analysis of the survey data to improve its offerings and assess long-term impact as well as share its data with stakeholders and funders to grow and sustain funding.

2. Describe the applicant's capacity to successfully achieve the proposed outcomes.
OR
Provide a plan to acquire the capacity to successfully achieve the proposed outcomes (including how the applicant has acquired similar capacity in the past).

Responses should include organizational knowledge, staffing, fiscal resources, facilities and other resources, stakeholders and relationships, and other relevant resources. *(3,000 character count limit)*

RTMIF has served families for 25 years. In 2022, the adult-coaching program will be in its ninth year of operation. RTMIF develops curriculum and coaching responsive to participants'

needs. With RTMIF's current FTE staff focused on operating the grant activity, the FTE increase will allow RTMIF to serve more people, more frequently.

Program and Community Outreach Director, Nicki Brown, is a Wai'anae High School graduate. As a mother of young keiki, she experienced the power of RTMIF's adult-coaching program firsthand as a participant. Nicki is responsible for managing program staff, creating and revising coaching program/curriculum content, building relationships with partners, conducting participant outreach, creating social media about programs, and identifying program trends based on data.

RTMIF promoted former program participant, Lauren Remular, from a part-time Program and Site Assistant to a full-time Program and Site Manager with a little under two years of experience executing the adult coaching program. Her wealth of experience in the data aspects of the program will add value and enrich activities that she executes as Manager.

RTMIF will contract a data consultant to work with staff to further analyze its program data for efficacy. The data consultant will have 5+ years of data and statistical analysis experience.

Executive Director, Dannah Barnes, has a Masters in Business Administration and held multiple roles as a trainer, manager, and program executor while working as the Area Marketing Partner for California Pizza Kitchen (Hawaii region). In addition, Dannah Barnes has events and fundraising experience from her roles as Business Development Director at American Heart Association and Director of Development at REHAB Hospital of the Pacific. Dannah manages the RTMIF staff, provides administrative oversight, will help to implement grant activities and assess effectiveness based on data, and works with staff and the board towards achieving RTMIF's goals and mission.

RTMIF will partner with sites in District 1, work with Community Learning Center in M'ili service providers to recruit participants, and work out of the RTMIF office in Mā'ili.

RTMIF has partnered with local community organizations such as INPEACE, Partners In Development Foundation, Keiki O Ka 'Āina, and Kamehameha Schools, and the DOE Complex Areas within District 1. These relationships are essential for recruiting program participants, coordinating read aloud events/workshops, and analyzing data. RTMIF will fundraise for sustainable sources, including outsourcing its coaching services, but is seeking funding to significantly expand its services in District 1 in FY24.

D. Describe the applicant's sustainability and/or additional long-term benefit to the community

1. Provide a plan for sustaining and / or expanding activities beyond the applicable grant period. *(2,000 character count limit)*

Over its more than 25-year history, RTMIF has employed multiple strategies to achieve its vision that every child will be read to aloud daily. RTMIF will continue its annual fundraising campaign that provides unrestricted funds. Grant requests will continue to be submitted to public and private sources who support our program outcomes with a focus on securing multi-year commitments. RTMIF has increased its presence on social media which has broadened our base of support, including donations and volunteer time from participants. Networking also increases our community profile, expands our service reach, and we apply for collective funding with other agencies to accomplish shared priorities i.e., family attachment, early childhood literacy, social-emotional learning. RTMIF contracts its services (fee for service) in

other districts and remain in communication with District 1 DOE personnel to build awareness and contract in the future.

RTMIF identifies new sources of funding and explores local, national and international publications that support the outcomes we provide. Staff, board members, and volunteers share our stories and continue to build bridges that benefit RTMIF. In all, RTMIF has a mission that is relevant to school and subsequent life success; national and community data continue to validate the need for the impactful services we provide. As RTMIF provides ongoing coaching and learning opportunities to "one of the most economically challenged communities in the state," according to the White House, RTMIF is equipping adults with skills, strategies, and confidence to be children's first and lifelong teacher. RTMIF is a critical part of the solution to break cyclical poverty through equipping and empowering families with education.

2. Describe the applicant's capacity and resources to carry out the above plan (staffing, funding, etc.) beyond the grant period. *(2,000 character count limit)*

The entire staff is committed and well-trained to design and deploy programs and learning opportunities. All program staff are cross trained to provide services to clients so there is minimal disruption. Through relationship building and partnering with other service providers, RTMIF has a cadre of volunteers who readily assist at programs and events; we have at least 150 volunteers on-call. Each of our board members are involved in supporting RTMIF through personally donating, promoting RTMIF, securing funding from other sources, and attending RTMIF programs/events. Several of RTMIF's board members work in the education and human service sector and the remaining represent different for-profit sectors; this diverse board composition allows RTMIF to consider different perspectives and promote RTMIF's across sectors. RTMIF sees program alumni taking an active role in encouraging prospective participants to enroll in the adult-coaching program, volunteering at events, sharing learned strategies with their broader network, and inviting others to attend activities hosted by RTMIF.

Appropriate reserves raised from unrestricted donations are set aside each year to account for the possibility of reduced or eliminated funding. Additional funding is continuously sought to continue beyond the grant period. New fundraising strategies will be employed to diversify revenue strategies and to move towards increased sustainability.

As RTMIF looks to expand its services, we continue to focus our efforts on supporting Hawai'i's communities with the greatest needs; that is District 1. Given the research that documents the importance of early childhood education at home, RTMIF remains committed to supporting and engaging adults to be their children's first teachers and lifelong advocates. We know that learning starts at home, and our program alumni recognize that too as they see the changes happening with their children at home when implementing the program's lessons and techniques.

E. No CITY funds or assistance. The highest consideration will be given to applicants that do not receive other funding or any form of assistance from the CITY. While applicants that receive other funding or assistance from the CITY may apply for Grants in Aid funding, the extent of funding or assistance already received in relation to services provided must be considered prior to awarding Grants in Aid funds. A percentage of the sub-total criteria points will be awarded to Grantees based on the criteria below and the information about past funding / assistance from the CITY that follows.	
The applicant has received no award from the CITY within the last 3 years.	**10%**
The applicant has received 1-2 awards from the CITY within the last 3 years.	**7%**
The applicant has received 3-5 awards from the CITY within the last 3 years.	**5%**
The applicant has received between 6-9 awards from the CITY within the last 3 years.	**3%**
The applicant has received 10 or more awards from the CITY within the last 3 years.	**0%**

GRANTEE RECEIPT OF CITY GRANTS

Identify all CITY grants received by Grantee (or Fiscal Sponsor) in the last three (3) years. Information will be verified by the CITY.

1. Grant Activity Name & Contract #: Adult coaching program and inclusive learning opportunities in District 1 to increase youth language development and literacy proficiency
   Grant Period: 10/01/2022 - 09/30/2023 Grant Amount: $200,000
   Grant Purpose: Provide parent-coaching programs, events, and activities in District 1
   Grant Activity Status: ☒ Underway ☐ Completed ☐ Canceled
   Administrating Division: Department of Community Services

2. Grant Activity Name & Contract #: Parent-Coaching Programs, Events, and Activities to support district 1 youth, CT-DCS-210071
   Grant Period: 10/05/2020 - 10/04/2021 Grant Amount: $124,865
   Grant Purpose: Provide parent-coaching programs, events, and activities to support District 1 youth
   Grant Activity Status: ☐ Underway ☒ Completed ☐ Canceled
   Administrating Division: Department of Community Services

3. Grant Activity Name & Contract #: Literacy Workshops and Resources to Parents & Young Children, 20HCF-106177
   Grant Period: 8/19/2020-11/30/2020 Grant Amount: $19,000
   Grant Purpose: Literacy Workshops and Resources to Parents & Young Children
   Grant Activity Status: ☐ Underway ☒ Completed ☐ Canceled

Administrating Division: City & County of Honolulu Coronavirus Relief Fund administered by the Hawaii Community Foundation

4. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

5. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

6. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

7. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

8. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

9. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

10. Grant Activity Name & Contract #: _____
    Grant Period: _____ Grant Amount: _____
    Grant Purpose: _____
    Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
    Administrating Division: _____

F. Age Friendly Honolulu

Consideration is to be given to applicants that incorporate the vision and goals of the Age-Friendly Honolulu Program (as codified in ROH Chapter 2, Article 22), including but not limited to (1) enabling residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active; and (2) removing barriers to inclusion for and providing support services to vulnerable residents and/or have physical limitations.

To be eligible for the bonus points as an Age-Friendly Honolulu Project an organization must demonstrate the proposal aligns with Age-Friendly Honolulu's priorities by completing the following TWO steps:

1) Go the following website https://www.hiphi.org/age-friendly-honolulu/ to access an Age-Friendly Honolulu training video. The video should be watched by at least one (1) person from the non-profit organization in a leadership position (Executive Director, Administrator, or equivalent). This video will define an "age-friendly city" and explain what types of projects align with the Age-Friendly Honolulu Vision.

2) Complete the section below by selecting which Age-Friendly Honolulu category best fits the activities of your organization and providing a brief description of how your proposal is an Age-Friendly Honolulu project.

☐ Enabling Residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active, particularly at the oldest ages

☒ Providing Kupuna with meaningful roles in the community, including mentors, volunteers, or through intergenerational programming

☐ Removing barriers to support community inclusion and accessibility for persons of all abilities.

3) How is your proposal an Age-Friendly Honolulu Project and explain how your organization can meet the additional reporting requirements if awarded? *(2,000 character count limit)*

We will support and invite kupuna to volunteer year-round to read aloud to children as part of our learning opportunities. Elders can leave a legacy and impart knowledge through reading aloud/storytelling. Kupuna will also be invited to serve as a pen pal to children who will participate in our school-based activities. Kupuna will be actively recruited to join the adult coaching program to learn how to better support and engage children in reading, and they will then become program alumni who can attend any of our year-round events. We expect at least 25% of our program attendees to be kupuna since they want to support their grandchildren, great-grandchildren, hanai keiki, neighbor's children. RTMIF has 50 kupuna who will serve in some capacity for this grant activity. Longer term, RTMIF will develop a more comprehensive strategy to further empower and increase kupuna involvement by gathering kupuna feedback throughout our program planning process and implementation.

APPENDIX A: TIER II GRANT PROPOSAL (Grants $25,000 to $200,000)
SOLICITATION NO. RGP-DCS-GIA2024

Instructions: The proposal below must be completed in full. Responses must be provided in the fillable boxes provided. Where annotated, the fillable boxes have predetermined maximum limits on character counts. Letters, numbers, punctuation marks, and spaces are included in the character count limits.

SECTION I
SUMMARY

A. Grantee Legal Name:	Residential Youth Services & Empowerment (RYSE)
B. Is Grantee a Fiscal Sponsor?	☐ Yes ☒ No
C. Grant Activity Name:	Education, Employment, Behavorial Health, and Housing Support for Youth Experiencing Homelessness

D. Briefly describe the Grantee's background, history (including year established), and mission. *(400 character count limit)*

Residential Youth Services & Empowerment (RYSE) was established December, 2015 and on June 4th, 2018 RYSE opened an emergency shelter in Kailua to guide street-identified, at-risk youth toward a brighter future.
Our mission is to provide a continuum of support that empowers Hawaii's street youth to move beyond homelessness.

E. Briefly describe the Grant Activity and public need being filled. *(400 character count limit)*

Homeless youth are at risk of not achieving economic self-sufficiency as they transition to adulthood because many have experienced trauma, dropped out of school and not working.
This grant activity demonstrates how a supportive, developmentally appropriate framework and housing supports give upward economic mobility for these young people and the communities in which they will live.

F. Briefly summarize Grant Activity outcomes and measures of success, including number and description of those served. *(400 character count limit)*

Over 150 youth will receive supportive services to ensure a positive transition from homelessness to self-sufficiency.
1. Case management services to obtain vital documents and benefits
2. Education pathways to finish high school and earn certifications
3. Employment services for living wage jobs
4. Behavorial health supports to address trauma
4. Housing navigation towards permenancy

G. Council District
Check all districts that will benefit from the Grant Activity. Provide the amount requested per district. Amounts must be in whole numbers only.

☒ District 1 $25,000	☒ District 2 $25,000	☒ District 3 $22,000
☒ District 4 $22,000	☒ District 5 $22,000	☒ District 6 $22,000

☒ District 7 $22,000	☒ District 8 $20,000	☒ District 9 $20,000
Total Amount Requested (must be $25,000 to $200,000)	$200,000	

H. Type of Grant Activity (pick ONE category that best reflects the Grant Activity):		
1. Public Services: Projects in this category will support qualified public services and programs for the target populations deemed by the CITY to be most vulnerable.		
☐ A. Public Service – Seniors	☐ B. Public Service - Children	☐ C. Public Service - Disabilities
☒ D. Public Service – Homeless	☐ E. Public Service – Domestic Violence	☐ F. Public Service – Substance Abuse
☐ G. Public Service – Mental Health	☐ H. Public Service – Other (describe):	
2. Arts, Culture, Community/Economic Development, and the Environment: Projects in this category will support the sustainable improvement in the well-being and quality of life of local communities, especially low- to moderate income areas.		
☐ A. Arts	☐ B. Culture	☐ C. Community Development
☐ D. Economic Development	☐ E. Environment	

GRANTEE'S CERTIFICATION AND SIGNATURE

The undersigned, subject to personal liability and penalty under applicable law, certifies that he or she: (i) is authorized to sign this Grant Proposal; (ii) personally prepared or reviewed the matters found in this Grant Proposal (including any related documents/attachments); (iii) asserts all statements made in this Grant Proposal (including all attachments) are true, accurate and complete; (iv) has the requisite skills and knowledge to assert the foregoing certification; and (v) has complied and shall continue to comply with all applicable requirements of Chapter 6, Article 29 of the Revised Ordinances of Honolulu 1990, as amended (Link), regarding private organizations receiving grants of public funds from the City and County of Honolulu.

Carla J Houser

Signature of Grantee (Fiscal Sponsor) Officer
Printed Name and Title: Carla Houser, Executive Director

11. 21. 2022

Date

CERTIFICATE OF THE BOARD OF DIRECTORS NO OBLIGATIONS IN ARREARS

The undersigned of the Board ("Grantee") hereby certifies that the Grantee or any principal of the Grantee or sponsored organization (where the Grantee is a Fiscal Sponsor) is not in arrears on any financial or other obligation owed to the City & County of Honolulu, a municipal corporation of the State of Hawaii.

Michelle Comeau

(Signature)

Michelle Comeau, President, RYSE Board of Directors

(Print name)

CERTIFICATE OF THE BOARD OF DIRECTORS AUTHORIZATION TO ASSIGN AUTHORITY

The undersigned of the Board of Residential Youth Services & Empowerment (RYSE) ("Grantee") hereby certifies that Carla Houser (name), Executive Director (title), has been authorized by the Board of Directors to sign proposals, contracts, and related documents on behalf of the Grantee. Accordingly, I hereby assign the authority by the Board to execute proposals, contracts, and contract amendments on behalf of the Grantee, and further certify that the assigned is given the power and authority to do all things necessary to implement, maintain, amend, or renew such contracts, including but not limited to the delegation of signing authority to another employee of the Grantee.

Michelle Comeau

(Signature)

Michelle Comeau, President, RYSE Board of Directors

(Print name)

STATE OF HAWAII)
CITY AND COUNTY OF HONOLULU)

On this 08 day of November, 2022, before me appeared Michelle Comeau, personally known to me, who, being by me duly sworn, did say that he/she is the President of RYSE Board of Directors and that the corporation has no corporate seal, and that said instrument was signed in behalf of said corporation by authority of its Board of Directors, and said she acknowledged said instrument to be the free act and deed of said corporation.

Notary Public, State of Hawaii

Jody A. Wong
Notary Public, State of Hawaii
My Commission Expires:
September 19, 2024

My Commission expires:

JODY A. WONG NOTARY PUBLIC Comm. No. 04-529 STATE OF HAWAII

Doc. Date: 11/08/2022 # Pages 1
Name: Jody A. Wong 1st Circuit
Doc. Description: certificate of the Board of Directors No obligations in arrears

Signature 11/08/2022 Date

NOTARY CERTIFICATION

JODY A. WONG NOTARY PUBLIC Comm. No. 04-529 STATE OF HAWAII

STATE OF HAWAII)
) ss.
CITY AND COUNTY OF HONOLULU)

Acknowledgment Certificate for a Corporation, Partnership, Estate or Trust

On this 08 day of November 2022, before me personally appeared Michelle Comeau, who, being by me duly sworn, did say that he/she/they is/are the President of RYCE Board of Directors, and that the instrument was signed on behalf of the corporation, partnership, estate, or trust, by authority of its board of directors, partners or trustees, and he/she/they acknowledged the instrument to be the free act and deed of the corporation, partnership, estate, or trust.

Jody A. Wong
Notary Public, State of Hawaii
My Commission Expires September 19, 2024

JODY A. WONG
NOTARY PUBLIC
Comm. No. 04-529
STATE OF HAWAII

Type of Document: Certificate of the Board of Directors Authorization to Assign Authority Number of Pages: 1
Other Signers: ____ Date of Document: 11/08/2022

Doc. Date: 11/08/2022 # Pages: 1
Notary Name: Jody A. Wong First Circuit
Document Description: Certificate of the Board of Directors Authorization to Assign Authority
11/08/2022
Notary Signature Date

JODY A. WONG
NOTARY PUBLIC
Comm. No. 04-529
STATE OF HAWAII

NOTARY CERTIFICATION

SECTION II
GRANT ACTIVITY INFORMATION

A. Describe how the community need, stated problem / issue, and target population are effectively validated. The description must include how the public services target population is vulnerable or how the arts, culture, community/economic development, or environmental activities will especially support low- to moderate income areas.

1. Provide substantive data and other quality information to show the issue is a priority need of the community. *(3,000 character count limit)*

Homeless individuals, especially unsheltered youth, are particularly vulnerable to victimization while homeless, including sex trafficking (ST), assault, and property crimes, and are often homeless due to past victimization, such as child abuse, domestic violence (DV), and sexual assault. Hawaii has the second highest rate of unsheltered homeless youth in the nation according to HUD's 2020 Annual Homeless Assessment Report to Congress.

In the 2021 Point in Time Count there were 208 unaccompanied youth experiencing homelessness. In 2021, 142 youth entered the RYSE emergency shelter. Over half of the youth identified as Native Hawaiian and one fifth of RYSE youth identify as LGBTQ+. More youth reported drug use (68%) than alcohol use (44%). Over 58% of RYSE youth reported being impacted by COVID in a significant way. Only one quarter (25%) of RYSE youth entered the shelter with a job.

Of the 142 youth receiving RYSE services in 2021, 38% were in foster care and 10% said they were homeless because they aged out of the system. 42% were homeless before the age of 18. 18% engaged in survival sex or sex work. 46% had experienced domestic violence. 15 youth were pregnant or had a pregnant partner.

Runaway and homeless youth are vulnerable to multiple threats, including not having their basic food and shelter needs met, untreated mental health disorders, substance use, sexually transmitted diseases and HIV infection, sexual exploitation (including survival sex to meet basic needs), physical victimization and suicide.

2. Provide a thorough analysis of the community's priority need / problem and its impact on the community. *(3,000 character count limit)*

he 2021 O'ahu Point in Time Count identified 208 unaccompanied youth experiencing homelessness, 21 of whom were DV survivors.
The O'ahu Coordinated Community Plan to End Youth Homelessness (CCP) recommends: youth experiencing homelessness (YEH) "need assistance ... to gain access to resources and benefits that are available to victims of crime. They need support and services that address needs in areas relating to healthy development and life skills, education, employment and future self-sufficiency."
Additionally, the CCP identifies trauma as a major factor for YEH, both personal from victimization and exposure to violence, and historical or cultural such as the breakdown of Ohana for Native Hawaiians due to colonialization or for COFA youth due to displacement and generational homelessness.

RYSE's current program participants: In 2021, through emergency shelter, RYSE had 183 admissions and served 142 youth who were: 51% Native Hawaiian (fully or in part) – nearly double the population representation in the state of Hawaii; 46% DV survivors; 13% identified as LGBTQ+; 38% had Foster Care involvement; 22% were homeless due to sexual abuse; 51% have been arrested, generally for poverty-related crimes; 18% exchanged sex as a

commodity; 68% indicated drug use. RYSE youth reported over five times as many physically unhealthy days per month than the Hawaii youth average (7.1 versus 1.4) and over three times as many mentally unhealthy days (14.8 versus 4.2). 42% self-identified as a victim of crime.

Millions of youth across the nation are at risk of not achieving economic self-sufficiency as they transition to adulthood. The most vulnerable include youth who have dropped out of school and are not working, those in high-risk groups such as teenage parents and homeless or runaway youth, young people aging out of foster care, and juvenile offenders.

While work-based learning programs are of great interest and are being broadly implemented, some may fall short of meeting the needs of all at-risk youth. Individuals who have witnessed violence or experienced trauma such as abuse or abandonment, for example, may need additional forms of assistance to help them cope and develop the basic capacity to trust and constructively relate to others. Homeless and runaway youth, youth aging out of foster care, teen parents, and juvenile offenders may need special attention that goes beyond career preparation and work-based learning. Additional services and supports may include housing, child care, mental health or other health care services, mentoring, or parenting education.

3. Provide a description of the Grant Activity. This description will be used as the scope of services in the contract. *(1,000 character count limit)*

Through the Housing First for Youth approach, the end goal is not simply for these youth to be independently housed, but to be supported through a successful transition to independence and self sufficiency. This includes housing support, health and well being, access to income and education, social inclusion and community integration.
The RYSE residential shelter will provide respite to 25 street youth at a time and this grant activity will yield positive outcomes for over 150 youth in four major areas:

1. Case management services focused on assisting youth with vital documents, medical insurance enrollment and SNAP benefits to ensure youth are able to take the next steps in their housing and social, emotional and financial well being.

2. Education related activities will link youth will opportunities to finish high school, earn a GED or post secondary degrees and certifications.

3. Employment related activities will include low barrier, job training services and linkage to living wage employment opportunities.

4. Behavorial health supports that will provide opportunities for youth to address their trauma, learn tools to support their recovery, and to heal.

Through these grant activities, we will focus our outcomes on ending the cycle of homelessness in Hawaii by prioritizing the needs of our youth.

B. Describe the proposed plan

1. Describe why you chose this Grant Activity and how it will effectively address the community's problem / need. *(2,000 character count limit)*

A conceptual framework for education, housing, behavorial health and employment programs that aim to support both the self-sufficiency and well-being of such youth must be developed

to ensure these young people have the opportunity to pursue a higher standard of living. Shelter with wraparound supportive services is essential to address immediate crisis and increase safety and healing for youth experiencing homelessness. The requested funds will ensure the availability of victim-centered services plus shelter beds and basic needs items, such as food and clothes, for 150 youth entering RYSE's shelters for minors or transition age youth. Additionally, our program will include economic empowerment supports for homeless victims to help youth stabilize and build their resources. Proposed services delivered by staff with targeted knowledge and expertise will meet population needs and address immediate crisis, trauma, and support long-term recovery. 100% of the victims served in our proposed program will be homeless youth, many will also be LGBTQ+, native Hawaiian, youth offenders, have disabilities, be former foster care involved, with mental health/substance use issues, sex trafficking survivors, or with multiple of these experiences.
Not only do people with higher levels of education reap the benefits as individuals, but regional economies do, as well. An educated workforce increases community prosperity. A higher income also supports a person's ability to secure and maintain stable housing, which reduces a young person's risk of experiencing or returning to homelessness. By providing education and workforce programs within a Housing First for Youth framework, we help support upward economic mobility for young people and the communities in which they live.

2. Provide measurable outcomes, describe how outcomes are aligned with the purposes and priorities of the Grants in Aid Fund, and describe how outcomes directly benefit the target population. *(3,000 character count limit)*

Public Services should begin with a statement of the number of individuals that the Grant Activity will directly benefit during the Grant Term.

Arts, Culture, Community/Economic Development or Environment should begin with a statement as to how the Grant Activity supports the sustainable improvement in the well-being and quality of life of local communities, especially low to moderate income areas.

Over 150 youth will receive education, employment, behavorial health, and/or housing counseling services to ensure a positive transition from homelessness to self sufficiency.

Youth homelessness is distinct from adult homelessness, both in terms of its causes and consequences. Young people are going through significant developmental changes (physical, cognitive, emotional and social) that impact on decision making, relationships and organization. They may also have very little or no experience of living independently, dealing with landlords or managing a household budget.

The RYSE access center utilizes a strengths-based perspective to empower youth and improve protective factors. The RYSE access center provides staffing support twenty-four hours a day, seven days a week.

Outcome #1: Assist 5 youth with obtaining necessary documents to become housing and employment ready (state ID, social security card, birth certificate etc) as well as securing medical insurance and SNAP benefits for qualifying youth.

Outcome #2: 5 youth per month will complete a housing plan to create a long term sustainable housing solution that could include family reunification, residential vocational programs, and shared or independent housing accommodations.

Outcome #3: 3 youth per month will be connected with education services that are intended to increase their employability and long term access to a living wage. These serves can

include re-connecting youth with the DOE to ensure they finish their high school education, providing access to adult education programs for HI-SET or GED completion and linkages to post secondary opportunities at our local community colleges and universities.

Outcome #4: 4 youth per month will enroll in a job training program designed to increase their employment skills. These job training programs will include the RYSE "4 for $40" program that provides a low barrier entry point for youth who are still street entrenched but need legal means to earn cash. These youth are provided opportunities to work in the community for four hours while being introduced to basic employment skills. Programs such as Job Corp, the Oahu Youth Action Board and paid internships will also be used to promote job training.

Outcome #5: 3 youth per month will secure meaningful employment that provides pathways to a full time living wage opportunity.

Outcome #6: 8 youth per month will enroll into RYSE Behavorial Health Services to begin recovery from the childhood trauma emperienced.

Outcome #7: 5 youth per month will participate in group or individual counseling sessions to address substance use and recovery.

Outcome #8: 5 youth per month will will participate in group or individual counseling sessions to address coping skills, anger and physical violence.

3. Provide an action plan to achieve the stated measureable outcomes. If the Grant Activity involves a partnership, provide a description of each partner's role. Must include measurable milestones, specific events, or other performance measures appropriate to achieving the outcomes. *(3,000 character count limit)*

RYSE recognizes that youth will enter the program at different places in their lives and will require individualized services. Many youth entering shelter are reticent to engage and to disclose their experiences. The Housing Case Manager (HCM) Behavorial Health Coordinator (BHC) will build trust and rapport with youth to overcome barriers to seeking assistance and improve safety. The HCM/BHCs will have a minimum of twice weekly in-person contacts with each youth, coordinate and track linkages to resources and services to support youth needs and overcome barriers to progress. On-site case management activities provided by the HCM include: assistance in helping youth access eligible benefits and vital documents. The HCM will provide housing navigation services to provide pathways to permanent housing, including family reunification, identifying housing resources, and assisting youth in planning for, preparing and transitioning to stable housing including helping identify appropriate accommodation, assisting with applications, assisting with moving. BHCs conduct weekly onsite groups and Positive Youth Development activities, including financial literacy, anger management, health and nutrition education, substance abuse classes, and more. BHCs also connect youth to psychiatric services and support for medicine management. Youth will also be connected to the Education and Employment Coach (EEC) for supports specific to developing their economic stability and independence.

Education and Employment Services

Youth choose their goals and the services they participate in provided by the EEC

- Selection and Referrals: Youth will be referred to the EEC by shelter and drop-in center staff.
- Assessment and Planning: The EEC will help youth self-evaluate their strengths and needs relating to life skills such as maintaining healthy relationships; work and study habits; using community resources; daily living activities; budgeting and paying bills; computer literacy; permanent connections to caring adults. The EEC will coordinate a three-way

meeting with the HCM to integrate these goals, activities and linkages with their main service plan.

4. Provide a budget narrative that explains how the budget in Section III will achieve the desired outcomes. *(3,000 character count limit)*

PERSONNEL & FRINGE: Total Amount Requested $139,136

Program Manager	$68,040	50% time allocation	$34,020
Housing Case Manager	$45,000	50% time allocation	$22,500
Behavioral Health Coordinator	$52,000	50% time allocation	$26,000
Education & Employment Specialist	$47,000	50% time allocation	$23,500

TOTAL SALARY $106,020

Fringe Benefits: payroll taxes (7.65%, SUI 2.41%, TDI .98% 6.33% payroll fee), health care costs and 3% 401K match of total full-time personnel costs; Requesting $33,116 towards those costs for both administrative and direct service positions.

PROFESSIONAL SERVICES: $6,000 Total Amount Requested

Accounting services at JD Jennings, CPA, Inc. For portion of annual audit services and monthly billing assistance from Arthur Kuwahara, CPA.

OTHER COSTS: $54,864 Total Amount Requested The Breakdown is as follows:
Office Maintenance/Repair/Security: ($1500/month for 12 months at 100% GIA allocation) = $18,000
Consumable Office Supplies: ($300/month for 12 months at 100% GIA allocation)= $3,600
Equipment Rental: ($522/month for 12 months at 100% GIA allocation) = $6,264
Program Activities: ($1,000/month for 12 months at 100% GIA allocation)= $12,000
Vital documents (birth certificate, social security, ID, passport), bus passes, certifications, prescriptions for under insured, job training equipment, Foodbank etc
Mileage/Parking: ($1,000/month for 12 months at 100% GIA allocation) =$12,000
Personal vehicle mileage reimbursement at $0.56/mile Gas,maintenance of agency vehicles
Telecommunications (telephone and internet: ($250/month for 12 months at 100% GIA allocation) =$3,000

5. Provide a timeline that is complete, realistic and appropriate to achieve the desired outcomes. This timeline should also be reflected in Section IV. *(3,000 character count limit)*

Our project and approach seeks to connect youth to the supports they need within the community, including housing, activities, neighborhood events, and volunteer opportunities. We want youth to create circles of support, have opportunities for meaningful engagement, and build social networks and permanent supports that will stay with them as they transition to independence and permanent housing.

Program is staffed, operational and ready to provide services (start: 10/1/2023 end: 09/20/2024)

Begin recruitment for any open positions
Conduct interviews, screening and make job offer to qualified candidate

Provide initial orientation and training
Review education and vocational training resource guide

All administrative and reporting requirements are met (start: 10/2023 end: 09/2024)
Incorporate project into database and HMIS
Implement any changes needed to comply with all funding requirements
Program Reports are submitted as required
Draw down funds monthly

Youth maintain or engage in school or employment to sustain permanent housing (start 10/23 end 09/2024)
Complete intake tool, vocational and aptitude assessment, and TAY-VI-SPDAT
Provide system navigation support, linkage to educational and training opportunities
Create peer learning, and internship opportunities in partnership with community
Encourage youth successful completion of training or education using stipends
Cultivate community partners in vocational, educational, and entrepreneurial programs

Youth have an assigned case management to support their transition to adulthood, increasing connections. (start: 10/2023 end: 9/2024)
Provide case management, behavorial health support, service linkages, referrals, information, and advocacy
Formalize youth/staff peer mentoring relationship and roles
Coordinate linkages to employment and educational resources, housing resources
Provide basic needs supplies, such as clothing, food, basic medical supplies

Youth increase their income through employment or education. (start: 10/2023 end: 09/2024)
In partnership with DOE create pathways to return to education services
Nurture community business relationships for direct employment opportunities
Continuously recruit and train peer outreach workers
Supportive services and stipends support youth obtaining employment

C. Provide evidence of the agency's ability to perform the proposed grant activity through past performance, current capacity and/or plan to acquire the capacity to perform.

1. Provide data that demonstrates proven success in offering the same, similar, or related activities to achieve the proposed outcomes. *(3,000 character count limit)*

Through various grants, community programs, and service contracts, RYSE has been conducting intensive street outreach, providing connection to adolescent specific support services, and offering rental, financial, and direct client assistance since 2017. At the RYSE residential center, transitioning unsheltered, transition aged youth and young families from the streets into immediate shelter is part of our founding principles. RYSE has also assisted many at-risk youth, preventing them from becoming homeless.

The 2021 City and County Grant In Aid was successfully executed with the following deliverables meeting or exceeding expected outcomes:

- Over 60 youth were assisted with vital documents and connection to benefits
- More than 60 youth completed a housing plan
- 24 youth were connected to education services through the DOE
- Over 80 youth enrolled in a job training program
- 60 youth gained meaningful employment

- More than 30 youth moved into a more permanent housing solution.
-

RYSE also demonstrated similar successful outcomes during The 2021 Aloha United Way Safety Net grant cycle with successful deliveries in education and employment:

- 5 youth obtained their high school diploma or GED through a successful collaboration with the Department of Education
- 93 youth sought education and employment support from a RYSE counselor
- 21 youth completed finalcial literacy coursework
- 65 youth created a resume for job placement

74% of program participants were employed or enrolled in education services by the end of the grant cycle.

2. Describe the applicant's capacity to successfully achieve the proposed outcomes.
OR
Provide a plan to acquire the capacity to successfully achieve the proposed outcomes (including how the applicant has acquired similar capacity in the past).

Responses should include organizational knowledge, staffing, fiscal resources, facilities and other resources, stakeholders and relationships, and other relevant resources. *(3,000 character count limit)*

RYSE offers three main components of services: housing (ranging from emergency shelter to permanent supportive housing), drop-in, and outreach. Since inception RYSE has worked diligently to meet youth's complex needs to provide a continuum of services to support their attainment of independence and self-sufficiency. Despite challenges stemming from the COVID-19 pandemic, RYSE increased housing options in 2020, adding Canoe House, a five-bed shelter for unaccompanied minors in Kailua, opening Hale'iwa Project, a housing collective serving 15 youth and young families in partnership with Achieve Zero and ASI, and launching Makiki, our VOCA eight-bed transitional housing project, as well as being recipient of HUD's Youth Homeless Demonstartion Program funding in alliance with numerous collaborative partners to launch hybrid Transition and Rapid Rehousing, Permanent Supportive Housing, plus new services including Divesion, Guide on the Side, and Mobile Crisis Response (partnering with Hawaii Health and Harm Reduction Center, Waikiki Health, Hale Kipa, and Achieve Zero). RYSE's Access Center is a low-barrier shelter for up to 25 youth ages 14 to 24 and their infant children offering basic shelter services (food, shelter, laundry, showers, supervision), assessment, on-site GED classes and twice weekly medical care. Shelter staff provide linkage to community services and supports including: legal services; substance abuse treatment; additional medical or behavioral health services; childcare and early childhood development services; job placement; positive recreation and leadership activities. RYSE operates a Street Outreach Program, through which youth experiencing homelessness are identified and provided basic needs (food, hygiene kits), crisis intervention, harm-reduction services and linkages to shelter and other resources. RYSE collaborates with numerous entities who provide select services or work with select populations, these collaborations helps us be able to identify youth needs and fill gaps in the community. RYSE is the only shelter and housing provider specific to transition aged youth on Oahu.
RYSE's evidence-based, trauma-informed approach to supervision and training focuses upon inspiring, supporting, teaching and challenging staff, plus modeling and collaborating in problem-solving. Direct service staff training includes: 1) Four hour initial training and orientation that includes RYSE philosophy of care and service delivery approach, review of policies and procedures including maintaining client confidentiality and privacy, safety protocols, an overview of the target population served; 2) Monthly trainings conducted during

staff meetings on topics, such as, Trauma Informed Care, Motivational Interviewing, and Positive Youth Development, evidence-based practices useful for working with YEH; 3) All RYSE staff and volunteers will complete the National Council for Behavioral Health "Youth Mental Health First Aid Training.

D. Describe the applicant's sustainability and/or additional long-term benefit to the community

1. Provide a plan for sustaining and / or expanding activities beyond the applicable grant period. *(2,000 character count limit)*

RYSE is in a position to capitalize on the numerous coalitions and partnerships we have forged with an effective means of leveraging resources and wielding influence in the pursuit of improved community health. Successful partnerships and coalitions will continue to lead to mutual benefits, and produces results beyond the level that RYSE could realize on it's own. These partnerships support sustainability through comprehensive and coordinated efforts; provide for joint funding and larger grants; decreased competition for funding; reduce the duplication of effort; ensure fundraising efforts are more efficient; and increased access to and credibility with elected officials and policy makers.
Information flow within the organization, among partners, and with the community as a whole is essential. RYSE communicates regularly with stakeholders and are in a better position to identify new opportunities for funding or new arenas in which to apply best practices.
RYSE also plans to utilize qualitative and quantitative data in a way that interested parties can understand and embrace support for the project. Active support by community advocates, especially those having contacts with the media and political stakeholders, make the case for program needs and impact in ways that program leadership cannot.
RYSE is also believes diversified funding is a cornerstone to achieving sustainability. This can include grant funding from government programs and private sources. Support can also be achieved by leveraging resources through partnerships, such as sharing costs for services with other agencies, assessing fees for services, and mainstreaming homeless youth activities with existing initiatives. RYSE is prepared to meet federal grant requirements that often require programs to demonstrate their ability to sustain activities via matching or leveraged funding from public or private sources.

2. Describe the applicant's capacity and resources to carry out the above plan (staffing, funding, etc.) beyond the grant period. *(2,000 character count limit)*

The foundation for RYSE's success is staff who have proven capacity to connect with youth, including staff who represent an underserved population or who have lived experience. We emphasize hiring staff with lived experience and build on staff experience with training on positive youth development, trauma-informed care, and cultural inclusivity to support youth voice and choice and promote youth engagement. All staff will be trained in Motivational Interviewing as an evidence-based approach to help youth find the internal motivation they need to change their behavior. Our position qualifications are based on minimum standards required for staff to work effectively with UYEH to support their success and self-sufficiency. The Executive Director (ED) is responsible for day to day operations, advocacy, and communications with the commitment to work in collaboration to coordinate entry portals to best serve our youth. The ED has substantial experience working with homeless and at risk youth and has implemented contracts awarded by government agencies such as the State STD/AIDS Prevention Branch, State Department of Health Title X Family Planning, Office of Adolescent Health, Aloha United Way, and many private foundation and association funds totaling over $450,000/year.

In 2020, Oahu's Continuum of Care was awarded $3.8 million through HUD's Youth Homeless Demonstration Project to support a wide range of housing projects and supportive services for youth experiencing homelessness. RYSE was a key collaborator in the award of this funding and plans to apply for multiple projects including education, employment and housing resources.

An endowment has also been established at Hawaii Community Foundation with the goal to grow the fund to $5 million to support the agency for many years to come.

E. No CITY funds or assistance. The highest consideration will be given to applicants that do not receive other funding or any form of assistance from the CITY. While applicants that receive other funding or assistance from the CITY may apply for Grants in Aid funding, the extent of funding or assistance already received in relation to services provided must be considered prior to awarding Grants in Aid funds. A percentage of the sub-total criteria points will be awarded to Grantees based on the criteria below and the information about past funding / assistance from the CITY that follows.	
The applicant has received no award from the CITY within the last 3 years.	**10%**
The applicant has received 1-2 awards from the CITY within the last 3 years.	**7%**
The applicant has received 3-5 awards from the CITY within the last 3 years.	**5%**
The applicant has received between 6-9 awards from the CITY within the last 3 years.	**3%**
The applicant has received 10 or more awards from the CITY within the last 3 years.	**0%**

GRANTEE RECEIPT OF CITY GRANTS

Identify all CITY grants received by Grantee (or Fiscal Sponsor) in the last three (3) years. Information will be verified by the CITY.

1. Grant Activity Name & Contract #: Grant In Aid CT-DCS-2300050
   Grant Period: October 2022-September 2023 Grant Amount: $125,000
   Grant Purpose: To Support Education, Employment and Housing Services for Youth Experiencing Homelessness
   Grant Activity Status: ☒ Underway ☐ Completed ☐ Canceled
   Administrating Division: DCS

2. Grant Activity Name & Contract #: Grant In Aid CT-DCS-2100074
   Grant Period: October 2020-September 2021 Grant Amount: $125,000
   Grant Purpose: To Support Education, Employment and Housing Services for Youth Experiencing Homelessness
   Grant Activity Status: ☐ Underway ☒ Completed ☐ Canceled
   Administrating Division: DCS

3. Grant Activity Name & Contract #: Grant In Aid CT-DCS 1900023
   Grant Period: Oct 2018-September 2019 Grant Amount: $60,000
   Grant Purpose: To Support Street Outreach & Basic Need Services to Homeless Youth
   Grant Activity Status: ☐ Underway ☒ Completed ☐ Canceled
   Administrating Division: DCS

4. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____

F. Age Friendly Honolulu

Consideration is to be given to applicants that incorporate the vision and goals of the Age-Friendly Honolulu Program (as codified in ROH Chapter 2, Article 22), including but not limited to (1) enabling residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active; and (2) removing barriers to inclusion for and providing support services to vulnerable residents and/or have physical limitations.

To be eligible for the bonus points as an Age-Friendly Honolulu Project an organization must demonstrate the proposal aligns with Age-Friendly Honolulu's priorities by completing the following TWO steps:

1) Go the following website https://www.hiphi.org/age-friendly-honolulu/ to access an Age-Friendly Honolulu training video. The video should be watched by at least one (1) person from the non-profit organization in a leadership position (Executive Director, Administrator, or equivalent). This video will define an "age-friendly city" and explain what types of projects align with the Age-Friendly Honolulu Vision.

2) Complete the section below by selecting which Age-Friendly Honolulu category best fits the activities of your organization and providing a brief description of how your proposal is an Age-Friendly Honolulu project.

☐ Enabling Residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active, particularly at the oldest ages

☒ Providing Kupuna with meaningful roles in the community, including mentors, volunteers, or through intergenerational programming

☐ Removing barriers to support community inclusion and accessibility for persons of all abilities.

3) How is your proposal an Age-Friendly Honolulu Project and explain how your organization can meet the additional reporting requirements if awarded? *(2,000 character count limit)*

Staying engaged in the community through a social network, education, volunteering or employment is vital for people's wellbeing and quality of life. The cultural traditions and values passed down from older generations to younger generations continue to strengthen our communities and support the transfer of wisdom from one generation to the next. There are ample employment and volunteer opportunities offered to our kupuna as we believe they are a tremendous and valued resource to engage our younger generation experiencing homelessness. All people need to feel valued, cared for and have a sense of purposeful existence and our agency provides people, young and old, with opportunities to pursue their interests and interact socially, thereby staying active and busy. Kupuna at RYSE can participate in a wide range of events and activities that bring our generations together by sharing knowledge.

APPENDIX A: TIER II GRANT PROPOSAL (Grants $25,000 to $200,000)
SOLICITATION NO. RGP-DCS-GIA2024

Instructions: The proposal below must be completed in full. Responses must be provided in the fillable boxes provided. Where annotated, the fillable boxes have predetermined maximum limits on character counts. Letters, numbers, punctuation marks, and spaces are included in the character count limits.

SECTION I
SUMMARY

A. Grantee Legal Name:	Re-use Hawai'i
B. Is Grantee a Fiscal Sponsor?	☐ Yes ☒ No
C. Grant Activity Name:	Re-use Hawai'i: Environmental Protection through Waste Diversion

D. Briefly describe the Grantee's background, history (including year established), and mission. *(400 character count limit)*

Re-use Hawai'i was founded in 2006 to transform waste into treasure, protect the natural environment, provide the community with affordable resources, and create a more sustainable future for Hawai'i. We achieve these goals through our three programs: Deconstruction (a sustainable alternative to demolition), Redistribution (at our retail locations), and our Workforce Development Program.

E. Briefly describe the Grant Activity and public need being filled. *(400 character count limit)*

We are expanding our waste diversion efforts and expect to divert 540+ tons of material from landfills. Annually, O'ahu creates 2.2 million tons of waste, and the construction and demolition industry creates a third of that waste. As the lifespan of landfills on O'ahu come to a close, rethinking "waste" is crucial for our sustainable future.

F. Briefly summarize Grant Activity outcomes and measures of success, including number and description of those served. *(400 character count limit)*

The grant activity's annual outcomes include the following specific measures of success: divert 540 tons of waste minimum from our deconstruction and redistribution programs, serve 21,600 community members who use our redistribution center and more through the workforce program, and prevent 360 tons of greenhouse gas emissions through all program activity. We will report progress on our measures monthly.

G. Council District
Check all districts that will benefit from the Grant Activity. Provide the amount requested per district. Amounts must be in whole numbers only.

☒ District 1 $66,000	☐ District 2 $	☐ District 3 $
☐ District 4 $	☒ District 5 $69,000	☒ District 6 $65,000
☐ District 7 $	☐ District 8 $	☐ District 9 $

Total Amount Requested (must be $25,000 to $200,000)	$200,000

H. Type of Grant Activity (pick ONE category that best reflects the Grant Activity):		
1. Public Services: Projects in this category will support qualified public services and programs for the target populations deemed by the CITY to be most vulnerable.		
☐ A. Public Service – Seniors	☐ B. Public Service - Children	☐ C. Public Service - Disabilities
☐ D. Public Service – Homeless	☐ E. Public Service – Domestic Violence	☐ F. Public Service – Substance Abuse
☐ G. Public Service – Mental Health	☐ H. Public Service – Other (describe):	
2. Arts, Culture, Community/Economic Development, and the Environment: Projects in this category will support the sustainable improvement in the well-being and quality of life of local communities, especially low- to moderate income areas.		
☐ A. Arts	☐ B. Culture	☐ C. Community Development
☐ D. Economic Development	☒ E. Environment	

GRANTEE'S CERTIFICATION AND SIGNATURE

The undersigned, subject to personal liability and penalty under applicable law, certifies that he or she: (i) is authorized to sign this Grant Proposal; (ii) personally prepared or reviewed the matters found in this Grant Proposal (including any related documents/attachments); (iii) asserts all statements made in this Grant Proposal (including all attachments) are true, accurate and complete; (iv) has the requisite skills and knowledge to assert the foregoing certification; and (v) has complied and shall continue to comply with all applicable requirements of Chapter 6, Article 29 of the Revised Ordinances of Honolulu 1990, as amended (Link), regarding private organizations receiving grants of public funds from the City and County of Honolulu.

A. Quinn Vitton

Signature of Grantee (Fiscal Sponsor) Officer

Printed Name and Title: A. Quinn Vitton, Executive Director

11/18/22

Date

CERTIFICATE OF THE BOARD OF DIRECTORS NO OBLIGATIONS IN ARREARS

The undersigned of the Board ("Grantee") hereby certifies that the Grantee or any principal of the Grantee or sponsored organization (where the Grantee is a Fiscal Sponsor) is not in arrears on any financial or other obligation owed to the City & County of Honolulu, a municipal corporation of the State of Hawaii.

(Signature)

MICHAEL LAM
(Print name)

CERTIFICATE OF THE BOARD OF DIRECTORS AUTHORIZATION TO ASSIGN AUTHORITY

The undersigned of the Board ("Grantee") hereby certifies that A. Quinn Vittum (name), Executive Director (title), has been authorized by the Board of Directors to sign proposals, contracts, and related documents on behalf of the Grantee. Accordingly, I hereby assign the authority by the Board to execute proposals, contracts, and contract amendments on behalf of the Grantee, and further certify that the assigned is given the power and authority to do all things necessary to implement, maintain, amend, or renew such contracts, including but not limited to the delegation of signing authority to another employee of the Grantee.

(Signature)

MICHAEL LAM
(Print name)

STATE OF HAWAII)
CITY AND COUNTY OF HONOLULU)

On this 18th day of November, 2022 before me appeared Michael Lam, personally known to me, who, being by me duly sworn, did say that he/~~she~~ is the Board president of RE-USE Hawaii and that the corporation has no corporate seal, and that said instrument was signed in behalf of said corporation by authority of its Board of Directors, and said Michael Lee acknowledged said instrument to be the free act and deed of said corporation.

Notary Public, State of Hawaii

My Commission expires: 9/19/2023

FRANCIS A. SAKAGUCHI NOTARY PUBLIC No. 91-683 STATE OF HAWAII

Doc. Date: 11/18/22 # Pages 3
Name: Francis A. Sakaguchi First Circuit
Doc. Description: Grant Proposal

Signature 11/18/22
Date

NOTARY CERTIFICATION

SECTION II
GRANT ACTIVITY INFORMATION

A. Describe how the community need, stated problem/issue, and target population are effectively validated. The description must include how the public services target population is vulnerable or how the arts, culture, community/economic development, or environmental activities will especially support low- to moderate income areas.

1. Provide substantive data and other quality information to show the issue is a priority need of the community. *(3,000 character count limit)*

The Hawaiian Islands are one of the most geographically isolated places on earth. This isolation causes significant barriers to achieving environmental sustainability. We rely heavily on imports, have limited natural resources, and are more vulnerable to shifts in the global market. Low- to moderate income families are the most susceptible to feeling the impact of this isolation, as their limited budgets are already stretched to capacity.

“Tourism is the largest single source of private capital for Hawaiʻi's economy,” (HTA Fact Sheet, 2019). However, maintaining tourism comes with steep infrastructure costs. We rely almost entirely on imports to support both our residents and visitor needs. Resulting in a high cost to our wallets and environment. The Hawaiʻi Dept. of Housing and Urban Development reports the median household income for a family of four is barely above the poverty line. In 2019, we had the highest cost of living in the US, according to the Missouri Economic Research and Information Center (MERIC). To find the baseline, MERIC determined data to generate an index value that compares to the US baseline of 100 points. Hawaiʻi scored 191.8. Due to the high cost of living, many would-be lifelong residents of Hawaiʻi leave for the mainland. The pandemic exacerbated the situation. We were ranked fourth in the US for loss of residents between 2020-2021.

The amount of waste we currently produce is unsustainable. Every year, Oʻahu alone produces 2.2 million tons of waste, about 1 million tons of which is from the construction and demolition industry (honolulu.gov/opala), equivalent to about 100,000 elephants! Additionally, our landfills’ lifespans have shortened significantly. Thus, a brighter future requires us to look at our waste as a resource. With each ton of material we divert from landfills, we reclaim the embodied energy it took to make, ship, and acquire it.

Our diversion work also helps protect natural ecosystems. This is crucial as these materials in landfills contribute to greenhouse gas (GHG) emissions. Furthermore, the leachate in landfills leaks into the ground affecting both soil and groundwater health, which Hawaiʻi is extremely reliant on. Our domestic water supply is 99% groundwater and deeply connected to our Native Resources. Therefore, our diversion work not only helps restore a healthy ecosystem balance, but also reduces Hawaiʻi’s reliance on the mainland for materials, further strengthening our community and ecosystem.

We have a responsibility to make Hawaiʻi more sustainable and affordable for our residents. In order to do this, we must look at the built environment as a resource, reduce our reliance on imports, lower our cost of living, and defend our environment.

2. Provide a thorough analysis of the community’s priority need / problem and its impact on the community. *(3,000 character count limit)*

Traditional demolition methods are extremely wasteful, with almost 100% of a structure ending up in the landfill. O’ahu only has one landfill (PVT) that accepts construction and demolition materials. PVT, located on the Waianae Coast, will need to close within the next five years due to capacity issues. The Department of Environmental Services (ENV) is

currently looking to site a new landfill to accommodate the construction and demolition waste on Oʻahu. Many conversations have been intentionally centered around the topic of fairness when it comes to where the next landfill will be located. The Leeward Side has been historically overlooked when resources are being distributed, as well as overburdened by Oʻahu's energy and waste needs. To reduce this burden across the whole island, we must reduce the amount of waste created. Shipping our waste off-island is environmentally, culturally, and economically unsustainable. Our solution must come from within the island.

Our island homes are threatened by climate change more than other geographic locations. We see firsthand the erosion of our beaches as the sea level rises. Waikiki Beach, for example, has been identified as one of the major impact areas. The estimated loss of which will cost Oʻahu 2 billion dollars annually. Shifting temperatures and rainfall patterns, which also accompany climate change, reduce the amount of available freshwater, further increasing our cost of living.

Addressing the root causes of climate change is crucial for survival. The lumber industry emits approximately 500 million tons of CO2 per year. Diverting lumber and other wood products from landfills could reduce global CO2 emissions by 135 million tons annually. The transportation of this material is another major source of GHG emissions, and our distance from the mainland increases the GHG emissions load.

Oʻahu receives more than 16 million tons of material from freight shipping each year, and cargo shipping is estimated to account for more than 84% of the global impact of GHG emissions in the transport sector. Hawaiʻi's contributions to the global GHG emission load must be reduced if we're to protect our island home.

Low-income communities are most impacted by the effects of climate change and often have few options to adapt. This causes many residents to relocate, resulting in a loss of culture and diversification in our workforce that we cannot afford. Some of our recent efforts to combat this include our Workforce Development Program, which strives to give our community the skills and knowledge to create a more sustainable future for Hawaiʻi. In addition, our ongoing deconstruction and redistribution efforts reduce GHG emissions, minimize the need for new materials, lower the cost of building supplies, and reduce the environmental burden of waste.

3. Provide a description of the Grant Activity. This description will be used as the scope of services in the contract. *(1,000 character count limit)*

Our three programs divert waste, reduce GHG emissions, and serve low-income populations. 1) Deconstruction: We hand disassemble buildings to reclaim materials to be weighed, tracked, and logged in our inventory system. Donation receipts are provided to clients to document the tax deduction. 2) Redistribution: Recovered materials are sold to the community at our Redistribution Center. We also host tours and educational programs. 3) Workforce Development Program: We partner with Kupu, Job Corps, City & County of Honolulu's Work Hawaiʻi, and YouthBuild to provide sustainable job training in construction, retail, woodworking, and nonprofit administration. Our volunteer program helps reintegrate troubled community members and provides a space where they can develop new skills. We have hired a full-time Workforce Development Coordinator. Future plans include developing a deconstruction training program for demolition workers so that they can also assist with materials reclamation.

B. Describe the proposed plan

1. Describe why you chose this Grant Activity and how it will effectively address the community's problem / need. *(2,000 character count limit)*

Our grant activity is the core of our mission and effectively addresses Hawai‘i's need for reducing waste, providing affordable resources, restoring natural ecosystems, and creating a more sustainable future. Re-use Hawai‘i represents a growing trend in the international sector, however, we are unique in our state.

Annually, we divert hundreds of tons of materials from landfills and reduce hundreds of tons of GHG emissions through our deconstruction and redistribution services. By reducing these emissions, we contribute to a cleaner environment. This essential waste diversion is critical for all the residents of our island home.

Our Redistribution Center offers affordable materials, which provides access to resources that can reduce the cost of living. We serve community members across the island of O‘ahu. They have shared with us how we've not only lowered their cost of living, but opened their eyes to the possibilities of reusing materials.

The newly created Workforce Development Program provides our community with sustainable jobs in our state. Mentorship and training is offered in woodworking, construction, retail, and nonprofit management. Providing job opportunities to all residents (with a wide-range of abilities, age, and experience) retains and honors local culture, offers skill building, and supports the growth of a budding industry.

Success for our organization is demonstrated through the collaboration of our community. We design our services to fit our adapting community needs. Therefore, we utilize public outreach, development, and feedback to propel our mission. The support from this grant will help expand our operations, allowing us to divert more waste, redistribute more materials, and train more professionals. We're proud of the positive impact our work has had on the community and grateful to continue serving them.

2. Provide measurable outcomes, describe how outcomes are aligned with the purposes and priorities of the Grants in Aid Fund, and describe how outcomes directly benefit the target population. *(3,000 character count limit)*

Public Services should begin with a statement of the number of individuals that the Grant Activity will directly benefit during the Grant Term.

Arts, Culture, Community/Economic Development or Environment should begin with a statement as to how the Grant Activity supports the sustainable improvement in the well-being and quality of life of local communities, especially low to moderate income areas.

Our grant activity is oriented around the sustainable development of Hawai‘i. This includes a cleaner environment, enhanced well-being, and increasing the quality of life for local communities, especially in low to moderate-income areas. We do this by revitalizing "waste" in the construction industry, local redistribution of materials amongst our community, and by reducing the environmental impact of the construction industry. When virgin materials are used, GHG emissions are released into the atmosphere, further contributing to global climate change. Our island community is extremely vulnerable to sea level rise, therefore, we should do all that we can to mitigate the effects of climate change.

Measurable Outcomes:
The grant activity outcomes include the following monthly measures of success:

- We will divert a minimum of 45 tons of material from the landfills
- Reduce an estimated 30 tons of greenhouse gas emissions (GHG)
- Serve approximately 1,800 unique community members every month.

Annually, these measures will divert a minimum of 540 tons of waste from our deconstruction and redistribution programs, serve 21,600 community members who use the Re-use Hawaiʻi Redistribution Center, and prevent 360 tons of GHG emissions through the two programs' activity. This activity supports sustainable improvements in our communities, as our work contributes to a circular economy where we are less reliant on imports, more resilient to climate change, and less fiscally vulnerable to global market shifts.

We are proud to serve a wide array of community members at the Redistribution Center, including the houseless population. We mindfully keep our prices as low as we can, so the community reaps the fiscal benefits of reuse. Our programs work in tandem; our Deconstruction program channels building resources to the Redistribution Center. And, with the Workforce Development's support, the revenue generated allows us to continue our crucial work.

3. Provide an action plan to achieve the stated measureable outcomes. If the Grant Activity involves a partnership, provide a description of each partner's role. Must include measurable milestones, specific events, or other performance measures appropriate to achieving the outcomes. *(3,000 character count limit)*

Monthly measurable outcomes averaging 40 tons of waste diversion, 1,800 program users, and a reduction in CO_2 emissions of 30 tons will be achieved in the following ways:

The Deconstruction Program - This program drives the organization, and is an important source of materials for the Redistribution Center. It supplies lumber and other high demand, non-structural items that don't come in as donations. Success within the program requires us to perform 4-6 deconstruction projects per month ranging from whole houses, remodels, and commercial projects. We will conduct the following supportive activities:

● Proactive marketing and communication efforts.
● Targeted email campaigns will be sent to builders and contractors quarterly.
● Consistent social media posts (Facebook, Instagram, and LinkedIn) featuring the program.
● Signage with educational information will be available at project sites for passers-by and neighbors to learn about deconstruction.
● Monthly mailers about the program will be sent to people who recently pulled building permits.

The Redistribution Center - Serving about 40,000 customers since opening in 2009, the Re-use Hawaiʻi Redistribution Center is open 5 days a week from 9am-5pm. The community can shop for affordable, salvaged material or donate material and receive a tax-deductible donation receipt. Additionally, we've expanded our waste diversion efforts to include a donation pickup program. We will conduct the following supportive activities:

● Free community pick-up program for people to donate their items.This additional flow of incoming material further diverts waste, and helps community members easily donate materials without carrying out large deconstruction projects.
● Community tours are hosted at the Redistribution Center to bring awareness of the benefits of reuse and the circular economy to the community.
● Strategic promotions to drive sales will bolster awareness in the community and will appeal to new community members.
● Ongoing social media posts educate our community on sustainable action, promote services, act as a platform to collaborate with other nonprofits and community-oriented organizations, and highlight the value of salvaged materials.

● Weekly email broadcast to 3,600+ opted-in community members.
● Quarterly email broadcast to 5,000+ contacts.

The Workforce Development Program offers sustainable job training by teaching participants construction, retail, woodworking, and nonprofit management skills. We celebrate the diversity of our community by including people of all ages, backgrounds, and abilities. Through community partnerships (with Kupu, the Youth Services Center, and Job Corp Hawaii), training is offered to participants at Re-use Hawaiʻi. Since early 2020, we have had 35 participants and several have been offered full time roles. To strategically plan and coordinate adequate job opportunities, we will steward, recruit, and train approximately 40 unduplicated participants per year.

4. Provide a budget narrative that explains how the budget in Section III will achieve the desired outcomes. (*3,000 character count limit)*

Re-use Hawaiʻi has been in operation for over 16 years, and is the only deconstruction services provider in Hawaiʻi. Our core programs are well established and continue to provide innovative and sustainable services on Oʻahu. The annual budget for this program is based on our previous years of operation. The outcomes identified in this proposal represent a modest increase over what has already been accomplished in each of the prior years. The total annual budget for the Re-use Hawaiʻi Oʻahu Deconstruction Services and Redistribution programs combined is $2,045,591. Historically, the organization has been able to cover about 72% of its total program costs with program revenue, and has used fundraising efforts to cover the last 10%. This includes the administration expenses directly utilizing program revenues. The requested funding will bridge the operating deficit and, in doing so, allow continued fulfillment of the organization's mission of reducing waste on behalf of the community.
Our request includes the following:

- 25% of our Kakaʻako Warehouse rent ($59,830), which is directly related to the grant activities of our Redistribution, Deconstruction, and Workforce Development Programs. At this location, we store and redistribute material, host our deconstruction and redistribution service providers, offer our community a convenient location, and provide our community with a space for quality education.
- Three half salaries totalling $66,974 (including fringe benefits) for direct services related to grant deliverables.
    - One kupuna sales staff for the Redistribution Center
    - Lead inventory specialist who handles the acceptance of walk in and pickup donations and deconstruction material donations
    - Redistribution Trucker who performs pickups and deliveries.
- One full salary for $47,139 (including fringe benefits) for the Workforce Development Coordinator. This is a supervisory position that trains community members, including those with special needs, youth, kupuna, and community service members in sustainable positions at the Redistribution Center. We've partnered with both private and public organizations for further development.
- Grant Program Activities Equipment totalling $5,153. This will include PPE, lumber strapping, paper products, plastic wrap, office supplies for 10 months of the program.
- Telecommunications (Telephone, Internet, Cell phones, etc) to conduct essential communications for the 10 month grant period for a total of $12,504.
- Oʻahu Redistribution disposal/recycling costs which inevitably occur in our work, for 10 months, culminating in $8,400.

This makes our total request $200,000. Our annual operating budget is $2,271,438 therefore, our request is 8.9% of our total operating costs.

5. Provide a timeline that is complete, realistic and appropriate to achieve the desired outcomes. This timeline should also be reflected in Section IV. *(3,000 character count limit)*

During Fiscal Year (FY) 2024, Re-use Hawaiʻi will achieve all of the identified outcomes in this proposal. Progress will be monitored by management and administrative staff monthly to ensure milestones are met.

Each month, Re-use Hawaiʻi will divert an average of 45 tons of building materials from the waste stream, serve an average of 1,800 community members at the Redistribution Center, and prevent 30 tons of greenhouse gas emissions as a result of the program activity. These statistics will be monitored, recorded, and reported on throughout the process. Community members are measured by POS sales reports, walk-in donation logs, donation pick-up logs, and contracts from deconstruction clients. Building materials diverted from the waste stream are measured via lumber diversion logs and non-structural diversion logs. The estimated tons of reduced greenhouse gas (GHG) emissions are generated by a GHG report based on the calculation of total lumber diversion weights and non-structural wood items.

The leadership team in conjunction with our Communications and Marketing Manager will conduct outreach and development to realize this development and success. By hosting, broadcasting, and disseminating emails, social media posts, and community signs, she will utilize communication methodologies to sustain and grow our impact. Examples include ongoing social media posts, weekly, and quarterly emails, used to educate our community on sustainable action, promote services, act as a platform to collaborate with other nonprofits and community-oriented organizations, and highlight the value of salvaged materials.

In the first quarter of the grant period, the Workforce Development program will develop strategic plans in recruiting and piloting successful training opportunities for participants. We host a wide-variety of participants, including those completing community service hours to pre-apprenticeship positions for direct hiring. This vast array of possibilities requires both active planning and implementation that will be conducted throughout the year and will include feedback processes like surveys, questionnaires, and skill assessments.

All of our programs from Deconstruction, Redistribution, and the Workforce Development Program work in tandem throughout the grant period to produce the monthly deliverables. From October 2023 to September 2024, the leadership, and management team will monitor progress and ensure productivity with oversight and governance from the board of directors.

C. Provide evidence of the agency's ability to perform the proposed grant activity through past performance, current capacity and/or plan to acquire the capacity to perform.

1. Provide data that demonstrates proven success in offering the same, similar, or related activities to achieve the proposed outcomes. *(3,000 character count limit)*

During Re-use Hawaiʻi's 17 years of operations, the Deconstruction Program has performed more than 758 deconstruction projects on Oʻahu. Over the course of the Redistribution Center's operations, it has distributed more than $10 million worth of recovered building material back into the economy, and into use. These programs combined have diverted more than 11 million pounds of material from the landfill and enhanced the community. Re-use Hawaiʻi is an established local non-profit organization with an impressive track record of fulfilling our waste diversion goals through building material reuse and recycling. Additionally, we have served more than 40,000 unique community members at our Redistribution Center.

C. Provide evidence of the agency's ability to perform the proposed grant activity through past performance, current capacity and/or plan to acquire the capacity to perform.

To date, we've reduced over 8,784.30 tons of GHG emissions, which is equivalent to eliminating 1,952 cars from the roads for an entire year!

Re-use Hawai'i is also a member of Build Reuse, a national organization with this mission: To transform our communities by creating a building industry in which used and excess materials become an asset to our communities and waste is no longer acceptable. According to the Environmental Protection Agency's 2017 report, "Construction and demolition waste is the largest single-stream source of refuse in the United States - more than double the amount thrown into household trash bins." Re-use Hawaiʻi participates as an active community member of this national organization so that we can continue to be on the cutting edge of sustainable building practices.

Our executive director, Quinn Vittum is also a graduate of the Omidyar Fellowship program. In this 15-month executive leadership training program he was able to develop actionable skills, network with peers, and reflect on the growth and sustainability of our organization. The cross-sector collaborative model also gave Re-use Hawaiʻi visibility in a larger scope.

2. Describe the applicant's capacity to successfully achieve the proposed outcomes.
OR
Provide a plan to acquire the capacity to successfully achieve the proposed outcomes (including how the applicant has acquired similar capacity in the past).

Responses should include organizational knowledge, staffing, fiscal resources, facilities and other resources, stakeholders and relationships, and other relevant resources. *(3,000 character count limit)*

Re-use Hawaiʻi is led by Executive Director, Quinn Vittum, who designed the Deconstruction Services protocols and methods for safe and efficient structure disassembly. The Deconstruction Program employs 10 full-time staff. The Redistribution Center, located in Kakaʻako, is a 40,000-square-foot facility managed by a full-time program manager and staffed by 23 full-time and 5 part-time staff members. The leadership roles within the organization are staffed by a team of 7 as detailed:
Quinn Vittum, Executive Director and founder - Quinn has 20+ years of experience running reuse organizations and is an innovator in the deconstruction industry. His method of deconstruction is used by many other reuse organizations throughout the U.S., and he is highly regarded as a source for best practices in the field. He is a recent graduate of the prestigious Omidyar Fellows Leadership Training Program.
Michaela Nartia, Director of Administration - Michaela has been with Re-use Hawaiʻi for 5 years. She has worked in several departments, including material inventory, customer service, project developer, and is now in charge of finances, administration, and HR.
Jaecine Madiro, Redistribution Center Program Manager - Jae has over 10 years of experience managing retail operations. She leads the Redistribution Center with compassion, adaptability, and truly listens to all of our community members.
Ryan Reynolds, Deconstruction Program Manager - Ryan has been with us since 2015. He confidently and skillfully leads our Deconstruction Program. He keeps our staff well trained and operating smoothly. For our largest deconstruction project, he trained over 50 individuals.
Tucker Haworth, Deconstruction Project Developer - Tucker has led several departments over the course of his career, is a craftsman at heart, and has a knack for identifying exciting projects and partnerships in our community. He has over a decade of experience in the construction and woodworking industry.

C. Provide evidence of the agency's ability to perform the proposed grant activity through past performance, current capacity and/or plan to acquire the capacity to perform.

Phil Ziegler, In-House Craftsman - Phil leads our woodworking and workshop efforts. He leads a team in designing and building with salvaged materials. He has a keen eye for detail and was formerly a shipbuilder.
Nathaniel Pak, Workforce Development Coordinator - "Nat" was the Kuleana Program Coordinator at the University of Hawaii where he developed and coordinated sustainability programs in workplace energy efficiency, waste management, and transportation alternatives. He is an expert in volunteer and workforce development coordination through his seven years as the Volunteer Coordinator at the Nature Conservancy.
Harley Didriksen, Communications & Marketing Manager - Harley was born and raised in the Rocky Mountains of Montana. Her passion for protecting the environment grew from her summers spent hiking Glacier National Park. Her commitment to creating a more just and sustainable world led her to degrees in both International Studies and Sustainable Development from Hawaiʻi Pacific University.

D. Describe the applicant's sustainability and/or additional long-term benefit to the community

1. Provide a plan for sustaining and / or expanding activities beyond the applicable grant period. *(2,000 character count limit)*

Our two main programs, the Deconstruction and Redistribution programs, provide us with two revenue-generating streams. This model has positioned us uniquely as a non-profit, compared to other mission-based organizations. Though the costs associated with the operation of both the Deconstruction and Redistribution are high (facilities rent, insurance, payroll, etc.), the revenue streams have allowed the organization to fund a majority of its programs toward the goal of becoming 100% self-sustaining. We are currently at 72% and are innovating to add additional revenue streams.

These innovations include the Local Tree Reclamation project, a more robust in-house workshop that builds quality furniture, and our Workforce Development program. In this pilot project our in-house Craftsman established the proper procedures and safety protocols. And, in just a few weeks of milling, we were able to generate over $30k in slab revenue. Demonstrating clear evidence that a Local Tree Reclamation program is a decent revenue stream. We have all the knowledge, tools, and equipment to get the program going. We just need to hire a Tree Milling Manager to run the program and do outreach for more felled tree donations.

As well, this past year we have started to utilize our eCommerce store to bring in more revenue for the Oahu Redistribution Center. On this site we feature unique and surplus items that will intrigue customers. Online marketing is helpful to drive customer sales and help turn other peoples' trash into treasures.

Our Workforce Development program also provides opportunity for growth as it fosters relationship building between stakeholders, partners, and community efforts. As well as building capacity within our organization.

2. Describe the applicant's capacity and resources to carry out the above plan (staffing, funding, etc.) beyond the grant period. *(2,000 character count limit)*

Re-use Hawai‘i currently employs 33 staff members on O‘ahu. Our staff is experienced, knowledgeable, and inquisitive in the building industry, building materials, wood species, and construction methods, design, and practices. Our leadership team and operational staff works very efficiently and collaboratively.

The self-sustaining structure of the organization has proven its success in the 16 years it has operated its Deconstruction Services Program. To date, we’ve completed 758 deconstruction projects and the Redistribution Center has served over 40,000 people. The Kaka’ako Redistribution Center features 36,000 square feet of space, and is stocked full of building materials (appliances, cabinets, doors, hardware, windows, flooring, furniture, lighting, a large lumber yard, and more). Our Workforce Development program, in-house carpentry, and partner HNL Tool Library supports our sustainability and growth abilities by being housed in this central location of O’ahu.

Over the years, Re-use Hawai‘i has forged strong professional relationships with many foundations, gained corporate sponsors, and added professionals to our network in the building industry. Foundation support has been provided to the organization by the Hawaii Community Foundation, State of Hawai‘i GIA, Kosasa Family Foundation, Atherton Family Foundation, Cooke Foundation, and The Clarence T.C. Ching Foundation, to name a few. Corporate support in the form of sponsorships include Servco, Kennedy Wilson, Ulupono Initiative, Blacksand Capital, The Kobayashi Group, Kona Brewing Co., and many more.

Our executive director has the unique privilege of being part of the Omidyar Fellows Leadership Program, a well-connected group of business leaders. This is an additional, valuable resource for the future success of Re-use Hawai’i, as they offer support for innovations, training, and frequent networking opportunities.

E. No CITY funds or assistance. The highest consideration will be given to applicants that do not receive other funding or any form of assistance from the CITY. While applicants that receive other funding or assistance from the CITY may apply for Grants in Aid funding, the extent of funding or assistance already received in relation to services provided must be considered prior to awarding Grants in Aid funds. A percentage of the sub-total criteria points will be awarded to Grantees based on the criteria below and the information about past funding / assistance from the CITY that follows.	
The applicant has received no award from the CITY within the last 3 years.	**10%**
The applicant has received 1-2 awards from the CITY within the last 3 years.	**7%**
The applicant has received 3-5 awards from the CITY within the last 3 years.	**5%**
The applicant has received between 6-9 awards from the CITY within the last 3 years.	**3%**
The applicant has received 10 or more awards from the CITY within the last 3 years.	**0%**

GRANTEE RECEIPT OF CITY GRANTS

Identify all CITY grants received by Grantee (or Fiscal Sponsor) in the last three (3) years. Information will be verified by the CITY.

1. Grant Activity Name & Contract #: Waste Reduction for Community Resiliency (CT-DCS-2000071)
   Grant Period: 10/1/2019 - 05/31/2021 Grant Amount: $115,000.00
   Grant Purpose: Reduce waste and provide affordable building materials to the community
   Grant Activity Status: ☐ Underway X Completed ☐ Canceled
   Administrating Division: Department of Community Services Office of Grants Management

2. Grant Activity Name & Contract #: Re-use Hawaii Waste Diversion (CT-DCS-21000073)
   Grant Period: 10/01/2021 - 09/30/2022 Grant Amount: $123,067.00
   Grant Purpose: Reduce waste and provide affordable building materials to the community
   Grant Activity Status: ☐ Underway X Completed ☐ Canceled
   Administrating Division: Department of Community Services Office of Grants Managment

3. Grant Activity Name & Contract #: Re-use Hawaii: Environmental Protection thru Waste Diversion (CT-DCS-2300051)
   Grant Period: 10/01/2022 - 09/30/2023 Grant Amount: $200,000.00

Grant Purpose: Reduce waste and provide affordable building materials to the community
Grant Activity Status: X Underway ☐ Completed ☐ Canceled
Administrating Division: _____

4. Grant Activity Name & Contract #: N/A
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

5. Grant Activity Name & Contract #: N/A
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

6. Grant Activity Name & Contract #: N/A
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

7. Grant Activity Name & Contract #: N/A
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

8. Grant Activity Name & Contract #: N/A
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

9. Grant Activity Name & Contract #: N/A
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

10. Grant Activity Name & Contract #: N/A
    Grant Period: _____ Grant Amount: _____
    Grant Purpose: _____
    Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
    Administrating Division: _____

F. Age Friendly Honolulu

Consideration is to be given to applicants that incorporate the vision and goals of the Age-Friendly Honolulu Program (as codified in ROH Chapter 2, Article 22), including but not limited to (1) enabling residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active; and (2) removing barriers to inclusion for and providing support services to vulnerable residents and/or have physical limitations.

To be eligible for the bonus points as an Age-Friendly Honolulu Project an organization must demonstrate the proposal aligns with Age-Friendly Honolulu's priorities by completing the following TWO steps:

1) Go to the following website https://www.hiphi.org/age-friendly-honolulu/ to access an Age-Friendly Honolulu training video. The video should be watched by at least one (1) person from the non-profit organization in a leadership position (Executive Director, Administrator, or equivalent). This video will define an "age-friendly city" and explain what types of projects align with the Age-Friendly Honolulu Vision.

2) Complete the section below by selecting which Age-Friendly Honolulu category best fits the activities of your organization and providing a brief description of how your proposal is an Age-Friendly Honolulu project.

☐ Enabling Residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active, particularly at the oldest ages

x Providing Kupuna with meaningful roles in the community, including mentors, volunteers, or through intergenerational programming

☐ Removing barriers to support community inclusion and accessibility for persons of all abilities.

3) How is your proposal an Age-Friendly Honolulu Project and explain how your organization can meet the additional reporting requirements if awarded? *(2,000 character count limit)*

Re-use Hawai'i provides kupuna with meaningful roles in our organization by intentionally employing kupuna staff in paid, volunteer, training, and advisory roles. Like old-growth forests that share carbon from their roots with younger generations, their knowledge is essential to the growth of our well-being. Through our programs and partnerships with Kupu, Youthbuild, and HNL Tool Library we honor our kupuna and their knowledge by offering them positions where they can mentor and mentee. In this intergenerational sharing, our younger staff teach new technologies and our kupuna staff share their gathered knowledge. This channel is vital for a healthy community, and we're so proud of our unique, multi-generational community. Our kupuna act as role models for others, and their roles keep them physically and mentally active. We make modifications to their roles, and add on help where needed.

APPENDIX A: TIER II GRANT PROPOSAL (Grants $25,000 to $200,000)
SOLICITATION NO. RGP-DCS-GIA2024

Instructions: The proposal below must be completed in full. Responses must be provided in the fillable boxes provided. Where annotated, the fillable boxes have predetermined maximum limits on character counts. Letters, numbers, punctuation marks, and spaces are included in the character count limits.

SECTION I
SUMMARY

A. Grantee Legal Name:	River of Life Mission
B. Is Grantee a Fiscal Sponsor?	☐ Yes ☒ No
C. Grant Activity Name:	Emergency Food Services

D. Briefly describe the Grantee's background, history (including year established), and mission. *(400 character count limit)*

River of Life Mission (ROLM) was established in 1987 to help the homeless as an emergency meal center. In 1999, services such as showers, clothing, counseling and referrals were added. Food box distributions help elderly & young families. Job skills training programs were added in 2016. Our goal is to help individuals reintegrate as self-sustaining.

E. Briefly describe the Grant Activity and public need being filled. *(400 character count limit)*

Guests in a housing crisis are provided 2 meals, Monday - Friday. Each take-out meal is prepared at our Chinatown center and then distributed at various mobile meal distribution hub sites. Food boxes to the food insecure are provided twice per month at our Chinatown center .Guests also have access to clothing & referrals. All services are free & provided without discrimination.

F. Briefly summarize Grant Activity outcomes and measures of success, including number and description of those served. *(400 character count limit)*

ROLM has provided mass meals since 1987 without interruption. We serve homeless, unemployed, underemployed, near-houseless, elderly & disabled men, women & children with no turn-aways. We have consistenlty met 100% of the increasing demand. In 2021, we provided 170,902 meals & 7240 food boxes.

G. Council District
Check all districts that will benefit from the Grant Activity. Provide the amount requested per district. Amounts must be in whole numbers only.

☒ District 1 $8,000	☒ District 2 $10,000	☐ District 3 $
☐ District 4 $	☒ District 5 $32,000	☒ District 6 $62,000
☐ District 7 $32,000	☐ District 8 $	☐ District 9 $
Total Amount Requested (must be $25,000 to $200,000)	$144,000	

H. Type of Grant Activity (pick ONE category that best reflects the Grant Activity):		
1. Public Services: Projects in this category will support qualified public services and programs for the target populations deemed by the CITY to be most vulnerable.		
☐ A. Public Service – Seniors	☐ B. Public Service - Children	☐ C. Public Service - Disabilities
☒ D. Public Service – Homeless	☐ E. Public Service – Domestic Violence	☐ F. Public Service – Substance Abuse
☐ G. Public Service – Mental Health	☐ H. Public Service – Other (describe):	
2. Arts, Culture, Community/Economic Development, and the Environment: Projects in this category will support the sustainable improvement in the well-being and quality of life of local communities, especially low- to moderate income areas.		
☐ A. Arts	☐ B. Culture	☐ C. Community Development
☐ D. Economic Development	☐ E. Environment	

GRANTEE'S CERTIFICATION AND SIGNATURE

The undersigned, subject to personal liability and penalty under applicable law, certifies that he or she: (i) is authorized to sign this Grant Proposal; (ii) personally prepared or reviewed the matters found in this Grant Proposal (including any related documents/attachments); (iii) asserts all statements made in this Grant Proposal (including all attachments) are true, accurate and complete; (iv) has the requisite skills and knowledge to assert the foregoing certification; and (v) has complied and shall continue to comply with all applicable requirements of Chapter 6, Article 29 of the Revised Ordinances of Honolulu 1990, as amended (Link), regarding private organizations receiving grants of public funds from the City and County of Honolulu.

Paul Gates

Signature of Grantee (Fiscal Sponsor) Officer
Printed Name and Title: Paul Gates, Executive Director

11/21/2022
Date

CERTIFICATE OF THE BOARD OF DIRECTORS NO OBLIGATIONS IN ARREARS

The undersigned of the Board ("Grantee") hereby certifies that the Grantee or any principal of the Grantee or sponsored organization (where the Grantee is a Fiscal Sponsor) is not in arrears on any financial or other obligation owed to the City & County of Honolulu, a municipal corporation of the State of Hawaii.

(Signature)

Rann Watumull
(Print name)

CERTIFICATE OF THE BOARD OF DIRECTORS AUTHORIZATION TO ASSIGN AUTHORITY

The undersigned of the Board ("Grantee") hereby certifies that Paul Gates (name), Executive Director (title), has been authorized by the Board of Directors to sign proposals, contracts, and related documents on behalf of the Grantee. Accordingly, I hereby assign the authority by the Board to execute proposals, contracts, and contract amendments on behalf of the Grantee, and further certify that the assigned is given the power and authority to do all things necessary to implement, maintain, amend, or renew such contracts, including but not limited to the delegation of signing authority to another employee of the Grantee.

(Signature)

Rann Watumull
(Print name)

STATE OF HAWAII)
CITY AND COUNTY OF HONOLULU)

On this 17 day of November, 2022, before me appeared Rann J Watumull, personally known to me, who, being by me duly sworn, did say that he/she is the President of the Board of River of Life and that the corporation has no corporate seal, and that said instrument was signed in behalf of said corporation by authority of its Board of Directors, and said He acknowledged said instrument to be the free act and deed of said corporation.

JOHN SIM
NOTARY PUBLIC
No. 20-21
STATE OF HAWAII

Notary Public, State of Hawaii

My Commission expires: 1/19/2024

Doc. Date: 11/17/22 # Pages 1
Name: John Sim 1 Circuit
Doc. Description: Certificate of the Board of Directors No obligations in Arrears

Signature 11/17/22
Date

NOTARY CERTIFICATION

JOHN SIM
NOTARY PUBLIC
No. 20-21
STATE OF HAWAII

SECTION II
GRANT ACTIVITY INFORMATION

A. Describe how the community need, stated problem / issue, and target population are effectively validated. The description must include how the public services target population is vulnerable or how the arts, culture, community/economic development, or environmental activities will especially support low- to moderate income areas.

1. Provide substantive data and other quality information to show the issue is a priority need of the community. *(3,000 character count limit)*

The River of Life Mission (ROLM) was established in 1987 to help the homelesss and other underserved. Those who come for food services include those who are abused, homeless, undemployed, hungry, veterans, domestic violence / human trafficking survivors, elderly and disables. ROLM serves men, women, and children from Honollulu County Districts V, VI and VII. Specifically, 37% of our guests are women, 7% are are veterans, 22% physically disabled, 22% behaviorally challenged & 50% are over age 50.

Honolulu unemployment is at 3.3% (Sept 2022) compared to 2.7% in 2019. (US Bureau of Labor Stats) The Aloha United Way ALICE (Asset Limited, Income Constrained, Employed) Project 2020 reported 33% of Honolulu households cannot afford the basic necessitiies, such as food & shelter (www.unitedforalice.org/hawaii).

Homelessness is of great concern to the community. ROLM's mobile plan of mass meal distribution concentrates services at multiple hub sites on Oahu where unsheltered homeless (2021 HUD Oahu PIT count) as well as near-houseless food insecure reside. Another measure of community need is demonstrated in that over 80% of our funding comes from private individuals out of concern for the needy. Over 1100 individuals volunteer at ROLM.

With so many struggling to make ends meet accompanied by the lack of affordable housing, the risk of homelessness looms over many. The challenge is to provide resources that will keep people in their homes.

Please note that from 1/21-10-31, we served 142,557 meals to over 250 unduplicated individuals. (In 2020 we distributed 170,902 meals, 7240 food boxes & over 30,000 articles of clothing.)

2. Provide a thorough analysis of the community's priority need / problem and its impact on the community. *(3,000 character count limit)*

Before the pandemic, a vast number of Honolulu residents paid over 30% of their income for shelter. (//debet.hawaii.gov/hhfdc/files/2020/02/State_HHPS2019_REport_FINAL-Dec-2019-Rev-02072020-FINAL.pdf)

Even though unemployment has decreased from 13.6% in 2020 to 3.3% in Sept 2022, this is still higher than the pre-COVID rate of 2.78%. The Federal pandemic unemployment compensation (FUPC) benefit supplement is gone. This adds extra burden for those struggling to make ends meet. Please note that the Oahu Point in Time Count cites the inability to pay rent as the number one cause of homelessness on Oahu (HUD 2022 Point in Time Count)

Pre-Covid, 154,000 Oahu individuals received SNAPS benefits. Now, nearly 198,000 receive SNAPS. (Spectrum Local News).

ROLM believes unsheltered homelessness is still as high as it was in 2021. This was confirmed by the Oahu Continuum of Care 2022 point in time count performed for HUD.

Hunger is a major factor in someone moving from homeless to chronically homeless. (https://www.ncbi.nim.nih.gov/pmc/articles/PMC4121392/. River of Life Mission food programs serve a basic physical need, thus improving overall community health. "Over time, hunger heightens the odds of nutrition related health ailments." (Jahiel 1992; Wiecha et al 1991; Wright 1990)

Our ongoing emergency food and services program has grown continuously since 1987. We consistently meet 100% of service demand provided at no charge with no turn-aways and no discrimination. Since the onset of the COVID crisis, Honolulu City & County has designated ROLM as an "essential service" provider. We currently serve 750-1000 meals each operational day. We also provide meals for homeless indivudals sheltering at the HPD HONU sites (Homeless Outreach & Navigation for Unshltered Persons).

Food insecurity still impacts our food insecure Chinatown neighbors, namely the elderly. They rely on the twice monthly ROLM food box distributions since the majority do not have cars to travel to any other food dstributions. During 2021, 7240 food boxes were distributed.

3. Provide a description of the Grant Activity. This description will be used as the scope of services in the contract. *(1,000 character count limit)*

River of Life Mission currently provides - lunch and dinner, Monday - Friday with the exception of the Holidays listed below. Each meal is prepared & packaged in take-out containers onsite. And then placed into insulated carriers to preserve temperature. The insulated food containers are then loaded into Mission vans and transported to 10 mobile distribution hub sites around Oahu. Food boxes are still distributed twice per month to the food insecure at our Chinatown center. All services are free and provided without discrimination.

ROLM holidays:
New Years Day, Dr. M.L. King Day, Presidents Day, Memorial Day, Good Friday, Thanksgiving Day, King Kamehameha Day, Admissions Day, Independence Day, Discoverers Day, Labor Day, & Christmas Day. If a holiday falls on Saturday, the preceding Friday will be recognized as the holiday. If a holiday falls on Sunday, the following Monday is a holiday.

Christmas Day, Good Friday & Thanksgiving Day holiday is first workday after holiday.

B. Describe the proposed plan

1. Describe why you chose this Grant Activity and how it will effectively address the community's problem / need. *(2,000 character count limit)*

No one should go hungry. River of Life Mission (ROLM) was founded to provide Oahu homeless with a basic human need - food.

Our ongoing Emergency Food Services Program has operated without interruption since 1987 despite increased demand year after year. We are the second largest mass meal provider on Oahu. In 2021, we provided over 170,902 meals & 7240 food boxes. To be good neighbors as well as reach more people in need, we kicked off our mobile meals program on 4/1/22. Meals are prepared at our Chinatown building & then transported in insulated

carriers to be distributed at our mobile meal hub sites (currently 12 Locations including the North Shore and Westside) On a typical day, we distribute 750-900 mass meals to over 375 individuals with the numbers growing. We also continue hundreds of food boxes twice a month at our Chinatown center.

ROLM's hub site locations gives us the unique opportunity to literally "meet people where they are". . Accessibility is key when raising awareness and providing linkages to reources at ROLM & other providers.

We started operations out of a small kitchen and dining room. In 1999, we began to provide showers, clothing, counseling, referrals, & food boxes . In April 2020, we began providing free lunches & dinners (M-F) to homeless residing at the HPD Provisional Outdoor Screening & Triage / POST site (now known as the HPD Homeless Outreaach and Navigation for Unsheltered Persons / HONU).

ROLM program staff seek to build relationships with individual guests while providing basic needs services to determine individual needs & recovery paths.) Referrals are made to onsite resources as well as services by other providers. These may include, but are not limited to life skills classes, medical / behavioral health care, mentoring, recovery support, job skills training & affordable housing. Our desired outcome is to assist guests obtain employment, find housing, restore relationships, and establish targeted support.

2. Provide measurable outcomes, describe how outcomes are aligned with the purposes and priorities of the Grants in Aid Fund, and describe how outcomes directly benefit the target population. *(3,000 character count limit)*

Public Services should begin with a statement of the number of individuals that the Grant Activity will directly benefit during the Grant Term.

Arts, Culture, Community/Economic Development or Environment should begin with a statement as to how the Grant Activity supports the sustainable improvement in the well-being and quality of life of local communities, especially low to moderate income areas.

The River of Life Emergency Food Services Program is aligned with the Objectives of the City as it provides services to the economically disadvantaged of Honolulu. Specifically, the Public Services funding sought will help those the City considers most vulnerable including, but not limited to homeless persons and seniors.

We believe the any grant funding awarded will serve over 350 homeless, not including those residing at HPD HONU.

Outcomes - Meet 100% of guest demand for mass meals available 2x per day, Monday - Friday.Distribute food boxes to near-houseless twice per month.

Objectives - Our goal is to transform lives. Our program provides access to better nutrition. Every meal provided is an opportunity to form relationships with the underserved. Our experience shows as we establish trust, guests become more receptive to reviewing needs and accepting referrals. Relationship building with the needy is what sets ROLM apart when addressing the growing homeless population in Honolulu.

3. Provide an action plan to achieve the stated measureable outcomes. If the Grant Activity involves a partnership, provide a description of each partner's role. Must include measurable milestones, specific events, or other performance measures appropriate to achieving the outcomes. *(3,000 character count limit)*

The River of Life Emergency Food Services Program is aligned with the Objectives of the City as it provides services to the economically disadvantaged of Honolulu. Specifically, the Public Services funding sought will help those the City considers most vulnerable including, but not limited to homeless persons and seniors.

We believe the any grant funding awarded will serve over 350 homeless, not including those residing at HPD HONU.

Outcomes - Meet 100% of guest demand for mass meals available 2x per day, Monday - Friday.Distribute food boxes to near-houseless twice per month.

Objectives - Our goal is to transform lives. Our program provides access to better nutrition. Every meal provided is an opportunity to form relationships with the underserved. Our experience shows as we establish trust, guests become more receptive to reviewing needs and accepting referrals. Relationship building with the needy is what sets ROLM apart when addressing the growing homeless population in Honolulu.

4. Provide a budget narrative that explains how the budget in Section III will achieve the desired outcomes. *(3,000 character count limit)*

The project budget is based on 2020 historical actual expenses reported in the River of Life Mission 2020 Consolidate Financial Statement as well as our current P&L dtd 10/31/22.

3 decades of continuous operation demonstrate we do help bridge the community's service gaps. River of Life Mission has consistently budgeted to meet 100% of service demand for public mass meals and food boxes. Please note that over 85% of program income is received from individual private donors. (We receive the bulk of our annual donations from October - December.) The balance is received from grants and fundraising efforts.

5. Provide a timeline that is complete, realistic and appropriate to achieve the desired outcomes. This timeline should also be reflected in Section IV. *(3,000 character count limit)*

During 2021, we served 170,902 meals. 2022 meals served at mass meal mobile hub sites from 4/1/22-10/31/22 equals 118,067. We can only provide rough order of magnitude estimates of service demand for meals and food boxes and cannot contractually commit to a definite number as this is a services contract. (Our demand is subject to COVID, # chronically homeless guests, as well as other variables beyond our control.)

Our schedule in Section IV is based on planned operational days. Please note that River of Life Mission is please to submit additional monthly metrics for number of meals & number of food boxes distributed.

ROLM observes the following holidays:
New Years Day, Dr. ML King, Jr. Birthday, Presidents Day, Memorial Day, Good Friday, Thanksgiving Day, King Kamehameha Day, Admissions Day, Independence Day, Discoverers Day, Labor Day, & Christmas Day. If a holiday falls on Saturday, the preceding Friday will be recognized as the holiday. If a holiday falls on Sunday, the following Monday will be recognized as a holiday.

Christmas Day, Good Friday & Thanksgiving Day holiday for employees is the first workday following those 3 holidays.

Measurable Outcomes (Deliverables) – Meet 100% of guest demand for mass meals 3x/day Monday – Friday & twice monthly food box distributions. (excepting holidays as noted above). Free of charge and without discrimination.

C. Provide evidence of the agency's ability to perform the proposed grant activity through past performance, current capacity and/or plan to acquire the capacity to perform.

1. Provide data that demonstrates proven success in offering the same, similar, or related activities to achieve the proposed outcomes. *(3,000 character count limit)*

The River of Life Mission (ROLM) was established in 1987 to help the homeless and near houseless. Beginning as an emergency meal center, services were expanded in 1999 to provide showers, clothing, counseling, referrals, as well as food box distributions to local needy families and elderly. A transitional job skills housing program was added in 2018.

Our ongoing Emergency Food Services Program has operated for 35 years without interruption despite demand increases year after year. We are the second largest mass meal provider on Oahu. In 2021, we provided 170,902 meals and 7240 food boxes at no charge. We currently serve lunch, & dinner to the homeless and other food insecure individuals Monday through Friday at 10 Mission mobile meal hub sites. Food boxes are distriubted twice monthly to near houseless families and elderly at our Chinatown facility. We have consisitently met 100% demand for all of our services - without charge and without discrimination.

Recent Data for Emergency Food Service (2 meals/day M-F) -

	2021	2020	2019	2018	2017	2016
Mass Meals	170,902	193,825	153,000	147,645	156,966	159,147
Food Boxes	7240	6566	6491	5800	5745	4489

Since April 2020, we have provided free meals, Monday-Friday to homeless sheltering at the HPD POST which is now known as the Homeless Outreach & Navigation Unit (HONU) site. .

Our volunteer base is over 1000 individuals strong. We welcome their ideas to improve productivity as they are uniquely positioned to evaluate processes objectively. Volunteers include many retirees who sort clothes and plate take-outs. Local philanthropic clubs like the Rotary Club of Honolulu Sunset visit to distribute meals. Many students also have hearts for service. each hour served is a gift to our guests.

ROLM values questions and suggestions from the community. Our Board of Directors receives recommendations from their wide range of business and social contacts. ROLM also solicits feedback on social and print media. Suggestions are passed on to staff to continually improve services and cost effectiveness.

2. Describe the applicant's capacity to successfully achieve the proposed outcomes.
OR
Provide a plan to acquire the capacity to successfully achieve the proposed outcomes (including how the applicant has acquired similar capacity in the past).

Responses should include organizational knowledge, staffing, fiscal resources, facilities and

other resources, stakeholders and relationships, and other relevant resources. *(3,000 character count limit)*

Our total currrent assets equal $1.9M, fixed assets equal $2.4M and liability equals $1.37M.

As mentioned earlier, our ongoing Emergency Food Services program has operated for 34 years without interruption despite increasing demand. The Mission is the second largest porvider of mass meals on Oahu. We currently serve 750-1000 meals to the homeless daily, Monday - Friday as well as provide hundreds of food boxes twice per month to food insecure struggling to make ends meet. We do this free of charge and without discriminaiton.

We own our main facility in Chinatown. We also own two 8 bedroom houoses for residential program participants and staff. Our staff consists of 23 FT and 1PT employees. All are cross-trained and well expereinced in serving the homeless.

Our Board of Directors and Executive Director closely monitor organization performance. All have significant management expertise and are well respected in the community. All are dedicated to continual improvement.

We are a member of the Oahu Continuum of Care (CoC). There we work with other organizations to leverage strengths as well as plan how to move forward as a cohesive team to maximize joint resources in service of Oahu's homeless.

ROLM provides referrals to other organizations including, but not limited to IHS, Catholic Charities, Project Vision & Salvation Army.

Organizaiton Budget: The annual budget by program and expense classification is prepared by the Executive Director based on prior year's activities and the Board's guidance. The Executive Director then presents the proposed budget to the full Board for review and approval. 8-12% of our budget goes to overhead and fundraising.

River of Life Mission consistently receives over 80% of its annual budget funding from private donors. The remainder is received from grants. We receive the bulk of our donations in October - December.

D. Describe the applicant's sustainability and/or additional long-term benefit to the community

1. Provide a plan for sustaining and / or expanding activities beyond the applicable grant period. *(2,000 character count limit)*

Our Emergency Food Service Program has grown yearly since 1987 without any service interruption. We consistently meet 100% demand for our free services - without discrimination, turning no one away. Our peers, donors, and guests hold us in high regarad for our longevity as an essential service provider. They are extremely loyal.

We maximize & expand our ability closing service gaps by networking with local government and other non-profit providers. The Mission raises awareness through 5 days/wk outreach to the homeless as well as near houseless food insecure. We will continue to use, print, social, radio and video media as well as virtual & in-preson presentations to civic, religious & professional organizations. This will demonstrate value to the community as well as grow our donor base.

ROLM will manintain membership in the Oahu Continuum of Care.

Future operations will be funded through contributions including cash donations, special events, and grants. The River of Life Mission receives over 80% of its income from private donors. We anticipate this will continue after the grant period of performance ends based on over 30 years of fundraising experience.

Over 1000 volunteers serve at ROLM. We closely communicate with each as a valued member of the team. We seek new volunteers through networking with churches, schools, businesses and other organizations. We also appeal for volunteers using social, print and broadccast (PSA) media. ROLM pursues and welcomes questions / suggestions from the community, Our Boaard of Directorss receives recommendations from their wide range of business and social contacts. ROLM also actively solicits community feedback whenever possible. Suggestions are passed on to the staff and the Board to improve services and cost effectiveness.

2. Describe the applicant's capacity and resources to carry out the above plan (staffing, funding, etc.) beyond the grant period. *(2,000 character count limit)*

Staffing - Kitchen and other operations staff are cross trained for succession planning purposes. Administration staff are also cross-trained to back up operations staff. Our staff consists of 23 full time and 1 part time employee.

As service demand grows, we hire more at risk youth and formerly homeless. In 2021, we hired 3 such individuals and in 2022, 1 other.

The Mission has been operating since 1987 without interruption. We are one of the 2 mass meal providers on Oahu. The fact that emergency food demand continues to grow shows we are a necessary community service provider. Since our founding, over 80% of our revenue is received from private individual donors. This demonstrates our peers, donors, and guests hold us in high regard for our longevity as an essentital service provider to the community.

E. No CITY funds or assistance. The highest consideration will be given to applicants that do not receive other funding or any form of assistance from the CITY. While applicants that receive other funding or assistance from the CITY may apply for Grants in Aid funding, the extent of funding or assistance already received in relation to services provided must be considered prior to awarding Grants in Aid funds. A percentage of the sub-total criteria points will be awarded to Grantees based on the criteria below and the information about past funding / assistance from the CITY that follows.	
The applicant has received no award from the CITY within the last 3 years.	**10%**
The applicant has received 1-2 awards from the CITY within the last 3 years.	**7%**
The applicant has received 3-5 awards from the CITY within the last 3 years.	**5%**
The applicant has received between 6-9 awards from the CITY within the last 3 years.	**3%**
The applicant has received 10 or more awards from the CITY within the last 3 years.	**0%**

GRANTEE RECEIPT OF CITY GRANTS

Identify all CITY grants received by Grantee (or Fiscal Sponsor) in the last three (3) years. Information will be verified by the CITY.

1. Grant Activity Name & Contract #: Grants In Aid Fund, CT-DCS-2300052
   Grant Period: 10/1/22 - 9/30/23 Grant Amount: $133,210
   Grant Purpose: Emergency Food Services
   Grant Activity Status: ☒ Underway ☐ Completed ☐ Canceled
   Administrating Division: Office of Grants Mgmnt., Dept of Community Relations, City & County of Honolulu

2. Grant Activity Name & Contract #: Grants In Aid Fund, CT-DCS-2300051
   Grant Period: 10/1/21-9/30/22 Grant Amount: $98,762
   Grant Purpose: Emergency Food Services
   Grant Activity Status: ☐ Underway ☒ Completed ☐ Canceled
   Administrating Division: Office of Grants Mgmnt., Dept of Community Relations, City & County of Honolulu

3. Grant Activity Name & Contract #: 2020 City & County of Honolulu Coronavirus Relief Fund Grant Program - Contract # 20HCF-104015 dtd 8/19/20
   Grant Period: 5/11/20-11/30/20 Grant Amount: $50,000
   Grant Purpose: Emergency Food Services
   Grant Activity Status: ☐ Underway ☒ Completed ☐ Canceled
   Administrating Division: Hawaii Community Foundation

4. Grant Activity Name & Contract #: _____

F. Age Friendly Honolulu

Consideration is to be given to applicants that incorporate the vision and goals of the Age-Friendly Honolulu Program (as codified in ROH Chapter 2, Article 22), including but not limited to (1) enabling residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active; and (2) removing barriers to inclusion for and providing support services to vulnerable residents and/or have physical limitations.

To be eligible for the bonus points as an Age-Friendly Honolulu Project an organization must demonstrate the proposal aligns with Age-Friendly Honolulu's priorities by completing the following TWO steps:

1) Go the following website https://www.hiphi.org/age-friendly-honolulu/ to access an Age-Friendly Honolulu training video. The video should be watched by at least one (1) person from the non-profit organization in a leadership position (Executive Director, Administrator, or equivalent). This video will define an "age-friendly city" and explain what types of projects align with the Age-Friendly Honolulu Vision.

2) Complete the section below by selecting which Age-Friendly Honolulu category best fits the activities of your organization and providing a brief description of how your proposal is an Age-Friendly Honolulu project.

☐ Enabling Residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active, particularly at the oldest ages

☒ Providing Kupuna with meaningful roles in the community, including mentors, volunteers, or through intergenerational programming

☐ Removing barriers to support community inclusion and accessibility for persons of all abilities.

3) How is your proposal an Age-Friendly Honolulu Project and explain how your organization can meet the additional reporting requirements if awarded? *(2,000 character count limit)*

The majority of our volunteers are retirees. We welcome their experience & wisdom as well as their commitment to serving others. Retirees sometime volunteer on their own or with friends. In turn, seniors have the opprotunity to keep active and build friendships with our staff. This helps prevent seniors from isolating and symptoms of depression. Seniors may help in reception, plating meals, assisting in clothing distribution, & holding drives amongst other service opportunities.

APPENDIX A: TIER I GRANT PROPOSAL (Grants between $5,000 and $10,000)
SOLICITATION NO. RGP-DCS-GIA2024

Instructions: The proposal below must be completed in full. Responses must be provided in the fillable boxes provided. Where annotated, the fillable boxes have predetermined maximum limits on character counts. Letters, numbers, punctuation marks, and spaces are included in the character count limits.

SECTION I
SUMMARY

A. Grantee Legal Name:	Samaritan Counseling Center Hawai'i
B. Is Grantee a Fiscal Sponsor?	☐ Yes ☒ No
C. Grant Activity Name:	Suicide Prevention Workshop
D. Briefly describe the Grantee's background, history (including year established), and mission. *(400 character count limit)*	
Samaritan Counseling Center Hawaii (SCCH)'s mission is to provide professional and accessible mental health counseling for individuals, families, and communities in Hawaii. Since 1989, we accept all clients, including uninsured, underinsured, elderly, and low-income clients, regardless of their ability to pay; and provide mental health education to help reduce the stigma of mental illness.	
E. Briefly describe the single event, performance, class, or other non-programmatic Grant Activity and need being filled. *(400 character count limit)*	
The Grant Activity will address the on-going need for suicide prevention training. SCCH will provide 1 free in-person or virtual workshop, over 1-2 days, for 6-8 workshop hours, to reach those who are impacted by suicidal desperation or who don't know how to help loved ones. Workshop topics will cover suicide prevention, conversation skills, and self-care.	
F. Briefly summarize single event, performance, class, or other non-programmatic Grant Activity outcomes and measures of success, including number and description of those served. *(400 character count limit)*	
Funding will benefit adults and youth who may be impacted by suicide and who may have limited access to suicide prevention and mental health education resources. 1 free in-person or virtual suicide prevention workshop (over 1-2 days) in Honolulu. 6-8 hours of suicide prevention education and training.	

G. Council District
Check all districts that will benefit from the Grant Activity. Provide the amount requested per district. Amounts must be in whole numbers only.

☐ District 1 $	☐ District 2 $	☐ District 3 $
☒ District 4 $1,960	☒ District 5 $1,960	☒ District 6 $1,960
☒ District 7 $1,960	☒ District 8 $1,960	☐ District 9 $
Total Amount Requested (must be between $5,000 and $10,000)	$9,800	

H. Type of Grant Activity (pick ONE category that best reflects the Grant Activity):		
1. Public Services: Single event, performance, class, or other non-programmatic projects in this category will support qualified public services and programs for the target populations deemed by the CITY to be most vulnerable.		
☐ A. Public Service – Seniors	☐ B. Public Service - Children	☐ C. Public Service - Disabilities
☐ D. Public Service – Homeless	☐ E. Public Service – Domestic Violence	☐ F. Public Service – Substance Abuse
☒ G. Public Service – Mental Health	☐ H. Public Service – Other (describe):	
2. Arts, Culture, Community/Economic Development, and the Environment: Single event, performance, class or other non-programmatic projects in this category will support the sustainable improvement in the well-being and quality of life of local communities, especially low- to moderate income areas.		
☐ A. Arts	☐ B. Culture	☐ C. Community Development
☐ D. Economic Development	☐ E. Environment	

GRANTEE'S CERTIFICATION AND SIGNATURE

The undersigned, subject to personal liability and penalty under applicable law, certifies that he or she: (i) is authorized to sign this Grant Proposal; (ii) personally prepared or reviewed the matters found in this Grant Proposal (including any related documents/attachments); (iii) asserts all statements made in this Grant Proposal (including all attachments) are true, accurate and complete; and (iv) has the requisite skills and knowledge to assert the foregoing certification and (v) has complied and shall continue to comply with all applicable requirements of Chapter 6, Article 29 of the Revised Ordinances of Honolulu 1990, as amended (Link), regarding private organizations receiving grants of public funds from the City and County of Honolulu.

Rachelle Chang

Signature of Grantee (Fiscal Sponsor) Officer

Printed Name and Title:

Rachelle Chang, Executive Director

11/1/2022

Date

CERTIFICATE OF THE BOARD OF DIRECTORS NO OBLIGATIONS IN ARREARS

The undersigned of the Board ("Grantee") hereby certifies that the Grantee or any principal of the Grantee or sponsored organization (where the Grantee is a Fiscal Sponsor) is not in arrears on any financial or other obligation owed to the City & County of Honolulu, a municipal corporation of the State of Hawaii.

(Signature)

Bert Sumikawa
(Print name)

CERTIFICATE OF THE BOARD OF DIRECTORS AUTHORIZATION TO ASSIGN AUTHORITY

The undersigned of the Board ("Grantee") hereby certifies that Rachelle Chang (name), Executive Director (title), has been authorized by the Board of Directors to sign proposals, contracts, and related documents on behalf of the Grantee. Accordingly, I hereby assign the authority by the Board to execute proposals, contracts, and contract amendments on behalf of the Grantee, and further certify that the assigned is given the power and authority to do all things necessary to implement, maintain, amend, or renew such contracts, including but not limited to the delegation of signing authority to another employee of the Grantee.

(Signature)

Bert Sumikawa
(Print name)

STATE OF HAWAII)
CITY AND COUNTY OF HONOLULU)

On this 1st day of November, 2022, before me appeared Bert Sumikawa, personally known to me, who, being by me duly sworn, did say that he/she is the President of Samaritan Counseling Center Hawaii and that the corporation has no corporate seal, and that said instrument was signed in behalf of said corporation by authority of its Board of Directors, and said Bert Sumikawa acknowledged said instrument to be the free act and deed of said corporation.

Notary Public, State of Hawaii Lisa Kimoto
My Commission expires: JUN 23 2023

LISA KIMOTO NOTARY PUBLIC No. 19-251 STATE OF HAWAII

Doc. Date: 11-1-2022 # Pages 16

Name: Lisa Kimoto FIRST Circuit

Doc. Description: Certificate of the Board of Directors No Obligations in Arrears; Certificate of the Board of Directors Authorization to Assign Authority

Signature Date

NOTARY CERTIFICATION 11-1-2022

LISA KIMOTO NOTARY PUBLIC No. 19-251 STATE OF HAWAII

SECTION II
GRANT ACTIVITY INFORMATION

A. Describe how the community need, stated problem / issue, and target population are effectively validated. The description must include how the single event, performance, class, or other non-programmatic public services target population is vulnerable or how the arts, culture, community/economic development, or environmental activities will especially support low- to moderate income areas.

1. Provide a thorough analysis of the community's priority need / problem and its impact on the community. *(1,000 character count limit)*

COMMUNITY NEED:
• In Hawaii, suicide is the leading cause of death for adults ages 16-29 and 30-44; the second leading cause of death for adults ages 45 and older; and the fourth leading cause of death for youth ages 0-15 (Hawaii State Department of Health, 2016-2020).
• 50,000 adults in Hawaii (4.74%) have had serious thoughts of suicide (State of Mental Health in America, 2022).

IMPACT ON THE COMMUNITY: It is difficult for people contemplating suicide to ask for help. Through suicide prevention workshops, people contemplating suicide can pracrtice self-care, learn about mental health resources, and know that they are not alone. Talking about suicide can help someone get the help they need. Through suicide prevention workshops, family, friends, and community leaders can learn the warning signs of suicidal ideation, learn how to have life-saving conversations, and understand that talking about suicide does not cause someone to be suicidal.

2. Provide a description of the single event, performance, class, or other non-programmatic Grant Activity. This description will be used as the scope of services in the contract. *(1,000 character count limit)*

PROGRAM: Funding will allow SCCH to provide 1 free in-person or virtual suicide prevention workshop (6-8 hours of training over 1-2 days) in Honolulu. Workshop topics will cover suicide prevention, conversation skills, and self-care. A workbook and/or handouts will be provided to each attendee.

AREAS AND POPULATIONS SERVED: The workshop will be held in Honolulu and reach adults and youth in Districts 4, 5, 6, 7, and 8. The workshop will increase the suicide prevention skills and mental health awareness of individuals and families in the target communities, with the goals of helping people build resilience, become comfortable with talking about suicide, and learn resources to help themselves and those in distress.

B. Describe the proposed plan

1. Describe why you chose this Grant Activity and how it will effectively address the community's problem / need. *(500 character count limit)*

PROGRAM IMPACT: SCCH provides counseling to everyone who seeks help, but there are many in the community who are uncomfortable talking about suicide or don't know where to turn to for help. Through this workshop, SCCH can provide accurate and practical suicide prevention training, a safe place to ask questions, and resources for youth and adults. By funding suicide prevention training, the City and County of Honolulu can help people build

personal resilience and learn life-saving resources, as well as reduce the dependence on public services and emergency rooms.

2. Provide measurable outcomes, describe how outcomes are aligned with the purposes and priorities of the Grants in Aid Fund, and describe how outcomes directly benefit the target population. *(500 character count limit)*

Public Services should begin with a statement of the number of individuals that the Grant Activity will directly benefit during the Grant Term.

Arts, Culture, Community/Economic Development or Environment should begin with a statement as to how the Grant Activity supports the sustainable improvement in the well-being and quality of life of local communities, especially low to moderate income areas.

OUTCOMES: The project will directly engage 25-50 adults and youth, many with limited access to health resources. It aligns with the GIA Funding priority of providing mental health services and education. It supplements existing public suicide prevention programs and reduces the burden on public services and emergency rooms. Individuals and families directly benefit from accurate information about suicide prevention, training in how to speak with someone who is suicidal, and knowledge about community resources.

3. Provide an action plan to achieve the stated measureable outcomes. If the single event, performance, class, or other non-programmatic Grant Activity involves a partnership, provide a description of each partner's role. Must include measurable milestones, specific events, or other performance measures appropriate to achieving the outcomes. *(1,000 character count limit)*

DECEMBER 2023-FEBRUARY 2024:
Secure workshop coordinator
Secure venue
Secure workshop presenter(s)
Identify key learning objectives for participants

MARCH-JULY 2024:
Design workshop flyer
Promote workshops in print, online, and social media
Finalize workshop agenda, materials, and supplies

JULY-SEPTEMBER 2024:
Present suicide prevention workshop(s)
Compile survey data and program analytics

SEPTEMBER-NOVEMBER 2024:
Upload video clips from workshop(s)
Prepare grant report

4. Provide a narrative that explains how the budget in Section III and the deliverable schedule in Section IV will achieve the desired outcomes. (*1,000 character count limit)*

WAGES: The grant activity allows 3-8 contractors: a workshop coordinator, to provide up to 60 hours of coordination at $30/hour, including coordination, promotion, hosting, and reporting; a videographer and/or zoom coordinator (if needed) at $25-50/hour; and 1-4 presenters, to prepare and present the workshop (6-8 hours over 1-2 days), with the option to bring in a nationally-recognizable speaker.

VENUE: The grant activity includes $600 to secure a venue in Honolulu.

OTHER COSTS: The grant activity includes $50 for office supplies, $1,500 for program activities (workbooks and/or handouts, presenter lei, prizes), $50 for postage, $50 for mileage and parking, $2,000 for presenter(s) travel costs (if needed), and $800 for refreshments and lunch.

DELIVERY SCHEDULE: The workshop is expected to be held in July 2024. Deliverables include an event flyer, attendance sheets, surveys, timesheets, and receipts.

C. Provide evidence of the agency's ability to perform the proposed grant activity through past performance, current capacity and/or plan to acquire the capacity to perform.

1. Describe the applicant's capacity to successfully achieve the proposed outcomes.
OR
Provide a plan to acquire the capacity to successfully achieve the proposed outcomes (including how the applicant has acquired similar capacity in the past).

Responses should include organizational knowledge, staffing, fiscal resources, facilities and other resources, stakeholders and relationships, and other relevant resources. *(1,000 character count limit)*

EXPERIENCE AND CAPACITY: SCCH has served Hawaii communities for over 30 years, providing mental health counseling to individuals and families regardless of their ability to pay. SCCH is led by a volunteer board of directors, an executive director with marketing and administration experience, and a clinical director with experience in marriage and family therapy. In 2021, SCCH served 549 clients through 4,627 counseling sessions, subsidizing 47% of all sessions.

SUICIDE PREVENTION WORKSHOPS: In 2023, SCCH will partner with the City and County of Honolulu to present a suicide prevention and resilience workshop. In 2022, SCCH co-presented "Embracing Hope: Suicide Prevention During the Pandemic Years," two virtual panel discussions about hope and self-care. In 2021, SCCH partnered with the City and County of Honolulu and the Prevent Suicide Hawaii Task Force to present "A Hundred Million Reasons: A Virtual Suicide Prevention Workshop" (2 days, 37 and 29 attendees). In 2019, SCCH co-presented "Soul Shop Hawaii 2019: Ministering to Suicidal Desperation" with BDK Hawaii, Chaminade University - BDK Rev. Fujitani Interfaith Program, and Honpa Hongwanji Mission of Hawaii (2 days, 114 youth and 46 adult attendees).

D. No CITY funds or assistance. The highest consideration will be given to applicants that do not receive other funding or any form of assistance from the CITY. While applicants that receive other funding or assistance from the CITY may apply for Grants in Aid funding, the extent of funding or assistance already received in relation to services provided must be considered prior to awarding Grants in Aid funds. A percentage of the sub-total criteria points will be awarded to Grantees based on the criteria below and the information about past funding / assistance from the CITY that follows.	
The applicant has received no awards from the CITY within the last 3 years.	**10%**
The applicant has received 1-2 awards from the CITY within the last 3 years.	**7%**
The applicant has received 3-5 awards from the CITY within the last 3 years.	**5%**
The applicant has received 6-9 awards from the CITY within the last 3 years.	**3%**
The applicant has received 10 or more awards from the CITY within the last 3 years.	**0%**

GRANTEE RECEIPT OF CITY GRANTS

Identify all CITY grants received by Grantee (or Fiscal Sponsor) in the last three (3) years. Information will be verified by the CITY.

1. Grant Activity Name & Contract #: Suicide Prevention and Resilience Workshop #CT-DCS-2300053
   Grant Period: 1/1/2023 to 12/31/2023 Grant Amount: $6,975
   Grant Purpose: To provide a free suicide prevention and resilience workshop
   Grant Activity Status: ☒ Underway ☐ Completed ☐ Canceled
   Administrating Division: Office of Grants Management

2. Grant Activity Name & Contract #: Small Business Relief and Recovery Fund (2nd Round)
   Grant Period: 12/16/2020 Grant Amount: $15,781.54
   Grant Purpose: To assist small businesses with the interruption caused by the required closures and economic impact of COVID-19
   Grant Activity Status: ☐ Underway ☒ Completed ☐ Canceled
   Administrating Division: OneOahu

3. Grant Activity Name & Contract #: Suicide Prevention and Resilience Workshop #CT-DCS-2100075
   Grant Period: 10/1/2022 to 9/30/2021 Grant Amount: $5,985
   Grant Purpose: To provide a free suicide prevention and resilience workshop
   Grant Activity Status: ☐ Underway ☒ Completed ☐ Canceled
   Administrating Division: Office of Grants Management

4. Grant Activity Name & Contract #: Mental Health Education Workshops #CT-DCS-2000072
   Grant Period: 10/1/2019 to 9/30/2020 Grant Amount: $8,600
   Grant Purpose: To provide 10 free mental health education workshops
   Grant Activity Status: ☐ Underway ☒ Completed ☐ Canceled
   Administrating Division: Office of Grants Management

5. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

6. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

7. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

8. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

9. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

10. Grant Activity Name & Contract #: _____
    Grant Period: _____ Grant Amount: _____
    Grant Purpose: _____
    Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
    Administrating Division: _____

E. Age Friendly Honolulu

Consideration is to be given to applicants that incorporate the vision and goals of the Age-Friendly Honolulu Program (as codified in ROH Chapter 2, Article 22), including but not limited to (1) enabling residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active; and (2) removing barriers to inclusion for and providing support services to vulnerable residents and/or have physical limitations.

<u>If awarded bonus points for being an Age-Friendly Honolulu project, the Grantee will be subject to additional reporting requirements.</u>

To be eligible for the bonus points as an Age-Friendly Honolulu project an organization must demonstrate the proposal aligns with Age-Friendly Honolulu's priorities by completing the following TWO steps:

1) Go the following website https://www.hiphi.org/age-friendly-honolulu/ to access an Age-Friendly Honolulu training video. The video should be watched by at least one (1) person from the non-profit organization in a leadership position (Executive Director, Administrator, or equivalent). This video will define an "age-friendly city" and explain what types of projects align with the Age-Friendly Honolulu Vision.

2) Complete the section below by selecting which Age-Friendly category best fits the activities of your organization and providing a brief description of how your proposal is an Age-Friendly Honolulu project.

☐ Enabling Residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active, particularly at the oldest ages

☐ Providing Kupuna with meaningful roles in the community, including mentors, volunteers, or through intergenerational programming

☐ Removing barriers to support community inclusion and accessibility for persons of all abilities.

3) How is your proposal an Age-Friendly Honolulu project and explain how your organization can meet the additional reporting requirements if awarded? *(2,000 character count limit)*

APPENDIX A: TIER II GRANT PROPOSAL (Grants $25,000 to $200,000)
SOLICITATION NO. RGP-DCS-GIA2024

Instructions: The proposal below must be completed in full. Responses must be provided in the fillable boxes provided. Where annotated, the fillable boxes have predetermined maximum limits on character counts. Letters, numbers, punctuation marks, and spaces are included in the character count limits.

SECTION I
SUMMARY

A. Grantee Legal Name:	SHADE Institute
B. Is Grantee a Fiscal Sponsor?	☐ Yes ☒ No
C. Grant Activity Name:	Waipio Point Access Road Multimodal & Safety Improvement project (WPARMSI) Bid & Design Services During Construction (DSDC) phases professional services

D. Briefly describe the Grantee's background, history (including year established), and mission. *(400 character count limit)*

SHADE Institute is a Honolulu-based public interest design foundation established in 2015 to provide community service through its professional training and mentorship program. SHADE is an IRS 501c3 non-profit organization registered in the State of Hawaii.

E. Briefly describe the Grant Activity and public need being filled. *(400 character count limit)*

Construction of the long-awaited WPARMSI project. State & City construction funds are appropriated ($2M), however, SHADE as the non-profit public interest developer needs funding for its management, community engagement, and design consultants. C&C DTS is committed to work with SHADE to provide construction procurement and management of the project.

F. Briefly summarize Grant Activity outcomes and measures of success, including number and description of those served. *(400 character count limit)*

Completion of community engagement & design consulting services for the WPARMSI project's bid/procurement and construction phases. Pedestrian safety, accessibility & connecting the existing multimodal path from Farrington Hwy to the Pearl Harbor Memorial Trail. Those served by this improvement include approximately 500 neighborhood residents, 2500 Waipahu HS students, 200 Aloha Club members.

G. Council District
Check all districts that will benefit from the Grant Activity. Provide the amount requested per district. Amounts must be in whole numbers only.

☐ District 1 $	☐ District 2 $	☐ District 3 $
☐ District 4 $	☐ District 5 $	☐ District 6 $
☐ District 7 $	☒ District 8 $200,000	☐ District 9 $

Total Amount Requested (must be $25,000 to $200,000)	$

H. Type of Grant Activity (pick ONE category that best reflects the Grant Activity):		
1. Public Services: Projects in this category will support qualified public services and programs for the target populations deemed by the CITY to be most vulnerable.		
☐ A. Public Service – Seniors	☐ B. Public Service - Children	☐ C. Public Service - Disabilities
☐ D. Public Service – Homeless	☐ E. Public Service – Domestic Violence	☐ F. Public Service – Substance Abuse
☐ G. Public Service – Mental Health	☐ H. Public Service – Other (describe): Improve safety and accessibility along a dangerous section of Waipio Point Access Road and enhance the City & County of Honolulu's multimodal trail network in Waipahu according to its Complete Streets ordinance.	
2. Arts, Culture, Community/Economic Development, and the Environment: Projects in this category will support the sustainable improvement in the well-being and quality of life of local communities, especially low- to moderate income areas.		
☐ A. Arts	☐ B. Culture	☒ C. Community Development
☐ D. Economic Development	☐ E. Environment	

GRANTEE'S CERTIFICATION AND SIGNATURE

The undersigned, subject to personal liability and penalty under applicable law, certifies that he or she: (i) is authorized to sign this Grant Proposal; (ii) personally prepared or reviewed the matters found in this Grant Proposal (including any related documents/attachments); (iii) asserts all statements made in this Grant Proposal (including all attachments) are true, accurate and complete; (iv) has the requisite skills and knowledge to assert the foregoing certification; and (v) has complied and shall continue to comply with all applicable requirements of Chapter 6, Article 29 of the Revised Ordinances of Honolulu 1990, as amended (Link), regarding private organizations receiving grants of public funds from the City and County of Honolulu.

Signature of Grantee (Fiscal Sponsor) Officer
Printed Name and Title: Dean Sakamoto, Executive Director

12/1/22
Date

CERTIFICATE OF THE BOARD OF DIRECTORS NO OBLIGATIONS IN ARREARS

The undersigned of the Board ("Grantee") hereby certifies that the Grantee or any principal of the Grantee or sponsored organization (where the Grantee is a Fiscal Sponsor) is not in arrears on any financial or other obligation owed to the City & County of Honolulu, a municipal corporation of the State of Hawaii.

(Signature)

Dean Sakamoto
(Print name)

CERTIFICATE OF THE BOARD OF DIRECTORS AUTHORIZATION TO ASSIGN AUTHORITY

The undersigned of the Board ("Grantee") hereby certifies that Dean Sakamoto (name), Executive Director (title), has been authorized by the Board of Directors to sign proposals, contracts, and related documents on behalf of the Grantee. Accordingly, I hereby assign the authority by the Board to execute proposals, contracts, and contract amendments on behalf of the Grantee, and further certify that the assigned is given the power and authority to do all things necessary to implement, maintain, amend, or renew such contracts, including but not limited to the delegation of signing authority to another employee of the Grantee.

(Signature)

Lei Sakamoto
(Print name)

STATE OF HAWAII)
CITY AND COUNTY OF HONOLULU)

On this 1st day of December, 2022, before me appeared Lei Sakamoto, personally known to me, who, being by me duly sworn, did say that he/she is the Treasurer of Shade Institute and that the corporation has no corporate seal, and that said instrument was signed in behalf of said corporation by authority of its Board of Directors, and said she acknowledged said instrument to be the free act and deed of said corporation.

JESSICA BARICAUA NOTARY PUBLIC Comm. No. 98-458 STATE OF HAWAII

Jessica Baricaua
Notary Public, State of Hawaii

My Commission expires: 9/14/26

Doc. Date: 12/1/22 # Pages 1
Name: 1st Circuit
Doc. Description: grant proposal

Jessica Baricaua 12/1/22
Signature Jessica Baricaua Date
NOTARY CERTIFICATION

JESSICA BARICAUA NOTARY PUBLIC Comm. No. 98-458 STATE OF HAWAII

SECTION II
GRANT ACTIVITY INFORMATION

A. Describe how the community need, stated problem / issue, and target population are effectively validated. The description must include how the public services target population is vulnerable or how the arts, culture, community/economic development, or environmental activities will especially support low- to moderate income areas.

1. Provide substantive data and other quality information to show the issue is a priority need of the community. *(3,000 character count limit)*

Pedestrian and vehicular saftey for area residents, WHS students, and WAC members is the problem. For almost a decade, a former WAC Executive Director and Friends of the WAC board member have held consistent meetings with City & County of Honolulu and State Hawaii officials to mitigate this problem. While WPAR is a city owned right-of-way and the WHS and WAC are state entities/properties, neither side of government could commit to improve WPAR's need for safe and accessible pedestrian passage and safety through a planning/design and construction project. Of the WAC's 200 diabled members, around 80% arrive by city bus or Handi-van (and walk from Farrington Highway), and 5 members use wheelchairs. WHS which has a student body population of around 2500 students, also uses WPAR as bus loading area, and students park their cars along it where possible (further congestion).

2. Provide a thorough analysis of the community's priority need / problem and its impact on the community. *(3,000 character count limit)*

Priorities of the the community's need/problem are:
Pedestrian and vehicular safety this heavily used section of Waipio Point Access Rd; lack of accessible path from Farrington Hwy; lack of roadside drainage; and completion of the C&C's multimodal path network from Farrington Hwy to the Pearl Harbor Memorial Trail and Waipio Peninsula Soccer Park. Impact-wise, it will provide reduce car accidents, pedestrian injuries/death by providing curbs, raised cross-walks, signage, dedicated school bus and car drop-off areas, additional lighting, street drainage, ADA compliant pathway that also serves as a multi-use recreational trail.

3. Provide a description of the Grant Activity. This description will be used as the scope of services in the contract. *(1,000 character count limit)*

A. Administrative:
1. Manage/oversee and implement the Institute's activities related to the project
2. Recruit and place Institute leadership (officers & board) and project team members (staff, interns, fellows and mentors)
3. Manage the project design consultants and oversee Institute team members
4. Fiscal management and project grant reporting

B. Project Management:
1. Oversee the project schedule, budget & deliverables
2. Coordinate with government agencies, community partners (individuals & organizations)
3. Lead the project team, government and contractor meetings
4. Identify, document, and engage with community/project stakeholders at all phases of the project

C. Project Specific Activities:
1. Provide 3rd party cost estimate of the bid documents to DTS
2. Implement Bid/procurement phase assistance to DTS

3. Deliver a preconstruction Community Design Workshop (CDW) to introduce selected General Contractor to community stakeholders
4. Implement Construction phase assistance to DTS and attend regularly scheduled construction meetings as needed over a projected 18-20 month period.
5. Deliver a final CDW upon completion of the Construction phase to community stakeholders.

B. Describe the proposed plan

1. Describe why you chose this Grant Activity and how it will effectively address the community's problem / need. *(2,000 character count limit)*

Professional Services for this project has been funded by a State of Hawaii FY2018 GIA ($300,000) awarded to SHADE to compensate its planning and design consultants for the preliminary design, pre-final and final design phases of work. Since the completion of the design phases, construction funding from the City Council and State Legislature have been appropriated for the construction of Phase 1 of this project. C&C Department of Transportation Services (DTS) will partner with SHADE to procure and oversee the construction of this project. This grant activity will fund SHADE's internal/external project management, CDW deliveries, and design consultant fees to implement the bid/procurement and construction administration phases to complete the project.

2. Provide measurable outcomes, describe how outcomes are aligned with the purposes and priorities of the Grants in Aid Fund, and describe how outcomes directly benefit the target population. *(3,000 character count limit)*

Public Services should begin with a statement of the number of individuals that the Grant Activity will directly benefit during the Grant Term.

Arts, Culture, Community/Economic Development or Environment should begin with a statement as to how the Grant Activity supports the sustainable improvement in the well-being and quality of life of local communities, especially low to moderate income areas.

Waipio Point Access Road (WPAR) is a C&C-owned arterial street which connects Farrington Hwy (State) to a working class neighborhood, Waipahu High School (WHS), Waipahu Aloha Clubhouse (WAC), Ted Makalena Golf Course, Pearl Harbor Ship Yard, and the Waipio Peninsula Soccer Park. The segment of WPAR which this project seeks to improve is the most hazardous for pedestrians and drivers. The existing WPAR is a hazard to pedestrians and drivers. This segment includes a blind curve with overgrown weeds, abandoned cars, no curbs or sidewalks. When it rains, the side along WHS and WAC floods. Currently, there is no sidewalk or ADA compliant path along this section of WPAR. This project will also extend the multimodal path from Farrington Hwy to the Pearl Harbor Memorial Trail (PHMT). The area population served by this improvement includes approximately 500 neighborhood residents, 2500 WHS students, 200 WAC members, and everyone who drives to the golf course, soccer park, and ship yard. 30% of WAC members also have some form of physical disability.

3. Provide an action plan to achieve the stated measureable outcomes. If the Grant Activity involves a partnership, provide a description of each partner's role. Must include measurable milestones, specific events, or other performance measures appropriate to achieving the outcomes. *(3,000 character count limit)*

Action Plan:
1. Submit Final Design plans (by SHADE's design consultants) to DTS for bid/procurement necessary to award a construction contract

2. Provide 3rd party estimate of the project based on the Final Design plans (by SHADE cost estimating consultant)
3. Upon award of the construction contract, SHADE and its design consultants will provide construction phase support to the selected contractor through completion
4. SHADE provide community engagement through two CDWs (pre-construction and upon completion)

4. Provide a budget narrative that explains how the budget in Section III will achieve the desired outcomes. (*3,000 character count limit)*

This budget will fund SHADE's project management, community engagement and design consultant fees during the bid/procurement and construction phases of the WPARMSI project phase 1. As the public interest developer/project manager SHADE will be the liasonne with the City DTS project manager, design consultants and community stakeholders.

5. Provide a timeline that is complete, realistic and appropriate to achieve the desired outcomes. This timeline should also be reflected in Section IV. *(3,000 character count limit)*

1. Bid/Procurement Phase - October 2023-January 2024 (4 months anticipated)
2. Community Design Workshop (Pre-construction, January 2024)
3. Construction Phase - February 2024 - March 2025 (14 months anticipated)
4. Community Design Workshop (Post-construction, March 2025)

C. Provide evidence of the agency's ability to perform the proposed grant activity through past performance, current capacity and/or plan to acquire the capacity to perform.

1. Provide data that demonstrates proven success in offering the same, similar, or related activities to achieve the proposed outcomes. *(3,000 character count limit)*

SHADE Institute initiated the planning/design aspect of this project in 2016 in collaboration with area stakeholders which included the members of the Waipahu Aloha Clubhouse, Waipahu HS, Waipahu Community Association, area residents, State and City elected officials, directors and staff of the State Department of Transportation, City & County of Honolulu Departments of Transportation, Facilities Maintenance, and Planning & Permitting. SHADE's initial efforts were pro-bono, however, a State GIA FY2018 ($300,00) and City & County of Honolulu GIA FY2019 ($125,000) helped to fund the project management, community engagement (by SHADE) and consultants required to deliver the preliminary, pre-final and final design plans required by the C&C DTS to advance the project to the bid/procurement phase, and ultimately construction phase of the project. SHADE's State and C&C grant contract deliverables will be completed upon completion of the Final Design phase which will serve as the bid documents for the project. C&C DTS will procure the bidding but will require SHADE's design consultants' assistance through this phase and the subsequent construction of the project.
Dean Sakamoto, FAIA, Executive Director of SHADE Institute, has experience delivering community-based projects in the Waipahu Community and the design and project management of multimodal urban design projects. Prior to this project, SHADE worked with PBR Hawaii and C&C DPP on the Waipahu TOD Action plan which conducted community engagement and urban design planning for enhanced multimodal connectivity. His firm, Dean Sakamoto Architects (DSA) is the architect of the Farmington Canal Heritage Greenway Phase IV in New Haven, Connecticut (now under construction).

Ryan Char, PE, Principal, G70, is SHADE's prime design consultant. Mr. Char has extensive experience designing multimodal projects for the C&C of Honolulu and has contributed to the Complete Streets guidelines which this project will be an exemplar officer.

2. Describe the applicant's capacity to successfully achieve the proposed outcomes.
OR
Provide a plan to acquire the capacity to successfully achieve the proposed outcomes (including how the applicant has acquired similar capacity in the past).

Responses should include organizational knowledge, staffing, fiscal resources, facilities and other resources, stakeholders and relationships, and other relevant resources. *(3,000 character count limit)*

SHADE Institute's organizational mission is to provide community service through professional training and mentorship to other non-profits and government agencies who otherwise cannot procure urban planning and design. The Institute's projects provides hands-on training for future planning/design professional who are either on staff as a SHADE Fellow or participating as a part-time intern. All Fellows and interns are paid a stipend that is funded by public grants and private donations. Fellows are assigned a professional mentor from SHADE's board of advisors which consists of over 25 professionals in the planning/design related fields.

The WPARMSI project answers the need for increased safety, accessibility, and mutimodal connectivity at this critical section of WPAR that serves significant federal, state and municipal facilities. SHADE's involvement became necessary because neither state or city governments addressed this problem despite the community stakeholders' concerns.

Since 2016, SHADE has been working with/will continue to work the following stakeholder organizations, agencies and individuals:
- Waipahu Aloha Clubhouse (State Dept of Health)
- Waipahu Hgh School (State Dept of Education)
- Waipahu Community Association (non-profit org)
- State Dept of Accounting & General Services (grant admin)
- State Department of Transportation Highways
- C&C Honolulu, Dept of Transporation Services
- C&C Honolulu, Dept of Planning & Permitting
- C&C Honolulu, Dept of Community Services (grant admin)
- C&C Honolulu, Waipahu Neighborhood Board
- Senator Clarence Nishihara (former)
- Senator Michelle Kidani
- Senator-elect Henry Aquino
- Rep-elect Brandon Elefante (former CM, District 8)
- Mary Pat Waterhouse, community activist

SHADE will staff this project as follows;
- Dean Sakamoto, Executive Director
- Lei Sakamoto, Project Administrator
- Demetrio Castillo, SHADE Fellow
- Matthew Goh, SHADE Fellow (incoming)
- 2-4 SHADE Fellows TBD

Design Consultant Team:
- G70, civil engineering, prime consultant
- KI Concepts, landscape architecture

- KAI Hawaii, structural eng
- Albert Chong Assoc, electrical/lighting eng
- J.Uno Assoc. cost estimating
- Royal Construction, preconstruction consultant

SHADE Institute is the non-profit arm of SHADE group LLC. The Institute is an IRS 501c3 non-profit organization registered in the State of Hawaii. SHADE's office is at 99 N King Street, Honolulu, HI 96817.

D. Describe the applicant's sustainability and/or additional long-term benefit to the community

1. Provide a plan for sustaining and / or expanding activities beyond the applicable grant period. *(2,000 character count limit)*

The 2022 State of Hawaii Legislature has appropriated $2.5M toward the planning/design and construction of Phase 2 of the WPARMSI. State Department of Transportation is anticipated to administer the Phase 2 project in collaboration with SHADE.

2. Describe the applicant's capacity and resources to carry out the above plan (staffing, funding, etc.) beyond the grant period. *(2,000 character count limit)*

Same as C.2 above

E. No CITY funds or assistance. The highest consideration will be given to applicants that do not receive other funding or any form of assistance from the CITY. While applicants that receive other funding or assistance from the CITY may apply for Grants in Aid funding, the extent of funding or assistance already received in relation to services provided must be considered prior to awarding Grants in Aid funds. A percentage of the sub-total criteria points will be awarded to Grantees based on the criteria below and the information about past funding / assistance from the CITY that follows.	
The applicant has received no award from the CITY within the last 3 years.	**10%**
The applicant has received 1-2 awards from the CITY within the last 3 years.	**7%**
The applicant has received 3-5 awards from the CITY within the last 3 years.	**5%**
The applicant has received between 6-9 awards from the CITY within the last 3 years.	**3%**
The applicant has received 10 or more awards from the CITY within the last 3 years.	**0%**

GRANTEE RECEIPT OF CITY GRANTS

Identify all CITY grants received by Grantee (or Fiscal Sponsor) in the last three (3) years. Information will be verified by the CITY.

1. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

2. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

3. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

4. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled

F. Age Friendly Honolulu

Consideration is to be given to applicants that incorporate the vision and goals of the Age-Friendly Honolulu Program (as codified in ROH Chapter 2, Article 22), including but not limited to (1) enabling residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active; and (2) removing barriers to inclusion for and providing support services to vulnerable residents and/or have physical limitations.

To be eligible for the bonus points as an Age-Friendly Honolulu Project an organization must demonstrate the proposal aligns with Age-Friendly Honolulu's priorities by completing the following TWO steps:

1) Go the following website https://www.hiphi.org/age-friendly-honolulu/ to access an Age-Friendly Honolulu training video. The video should be watched by at least one (1) person from the non-profit organization in a leadership position (Executive Director, Administrator, or equivalent). This video will define an "age-friendly city" and explain what types of projects align with the Age-Friendly Honolulu Vision.

2) Complete the section below by selecting which Age-Friendly Honolulu category best fits the activities of your organization and providing a brief description of how your proposal is an Age-Friendly Honolulu project.

☐ Enabling Residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active, particularly at the oldest ages

☐ Providing Kupuna with meaningful roles in the community, including mentors, volunteers, or through intergenerational programming

☐ Removing barriers to support community inclusion and accessibility for persons of all abilities.

3) How is your proposal an Age-Friendly Honolulu Project and explain how your organization can meet the additional reporting requirements if awarded? *(2,000 character count limit)*

APPENDIX A: TIER II GRANT PROPOSAL (Grants $25,000 to $200,000)
SOLICITATION NO. RGP-DCS-GIA2024

Instructions: The proposal below must be completed in full. Responses must be provided in the fillable boxes provided. Where annotated, the fillable boxes have predetermined maximum limits on character counts. Letters, numbers, punctuation marks, and spaces are included in the character count limits.

SECTION I
SUMMARY

A. Grantee Legal Name:	Sounding Joy Music Therapy, Inc.
B. Is Grantee a Fiscal Sponsor?	☐ Yes ☒ No
C. Grant Activity Name:	Music for Lifelong Wellness: Engaging and Empowering People with Disabilities through Music Therapy

D. Briefly describe the Grantee's background, history (including year established), and mission. *(400 character count limit)*

Established in 2002, Sounding Joy is the only 501(c)(3) agency providing music therapy (MT) in Hawai'i through the services of Board Certified Music Therapists. Our mission is to enhance public awareness of the benefits of MT, increase access to MT, and advance MT research. We have served over 2,500 clients with diverse needs and educated over 50,000, earning high recognition (Att. 1).

E. Briefly describe the Grant Activity and public need being filled. *(400 character count limit)*

This grant will provide MT to support engagement, resilience, and self-empowerment for children, adolescents, adults, and kūpuna with disabilities. Interactive music-making will address individualized goals in the areas of motor, cognitive, communicative, emotional, and social functioning. Program outreach will target clients with disabilities in marginalized, underserved communities across O'ahu.

F. Briefly summarize Grant Activity outcomes and measures of success, including number and description of those served. *(400 character count limit)*

A total of 100 clients of all ages with various disabilities will be offered 18 weekly MT group sessions with the overall aim of enhancing well-being and quality of life. Individualized goals/objectives will be set for each client at the outset of MT. Each session will be clinically documented. At the midpoint and end of MT, each client's progress will be evaluated with respect to goal attainment.

G. Council District
Check all districts that will benefit from the Grant Activity. Provide the amount requested per district. Amounts must be in whole numbers only.

☒ District 1 $19,860	☒ District 2 $26,480	☒ District 3 $26,480
☒ District 4 $26,480	☒ District 5 $6,620	☒ District 6 $6,620
☒ District 7 $6,620	☒ District 8 $6,620	☒ District 9 $6,620

Total Amount Requested (must be $25,000 to $200,000)	$132,400

H. Type of Grant Activity (pick ONE category that best reflects the Grant Activity):		
1. Public Services: Projects in this category will support qualified public services and programs for the target populations deemed by the CITY to be most vulnerable.		
☐ A. Public Service – Seniors	☐ B. Public Service - Children	☒ C. Public Service - Disabilities
☐ D. Public Service – Homeless	☐ E. Public Service – Domestic Violence	☐ F. Public Service – Substance Abuse
☐ G. Public Service – Mental Health	☐ H. Public Service – Other (describe):	
2. Arts, Culture, Community/Economic Development, and the Environment: Projects in this category will support the sustainable improvement in the well-being and quality of life of local communities, especially low- to moderate income areas.		
☐ A. Arts	☐ B. Culture	☐ C. Community Development
☐ D. Economic Development	☐ E. Environment	

GRANTEE'S CERTIFICATION AND SIGNATURE

The undersigned, subject to personal liability and penalty under applicable law, certifies that he or she: (i) is authorized to sign this Grant Proposal; (ii) personally prepared or reviewed the matters found in this Grant Proposal (including any related documents/attachments); (iii) asserts all statements made in this Grant Proposal (including all attachments) are true, accurate and complete; (iv) has the requisite skills and knowledge to assert the foregoing certification; and (v) has complied and shall continue to comply with all applicable requirements of Chapter 6, Article 29 of the Revised Ordinances of Honolulu 1990, as amended (Link), regarding private organizations receiving grants of public funds from the City and County of Honolulu.

Signature of Grantee (Fiscal Sponsor) Officer

November 17, 2022
Date

Printed Name and Title:
Maria C. Guerrero
Vice President

CERTIFICATE OF THE BOARD OF DIRECTORS NO OBLIGATIONS IN ARREARS

The undersigned of the Board ("Grantee") hereby certifies that the Grantee or any principal of the Grantee or sponsored organization (where the Grantee is a Fiscal Sponsor) is not in arrears on any financial or other obligation owed to the City & County of Honolulu, a municipal corporation of the State of Hawaii.

(Signature)

Korrine S. Oki

(Print name)

CERTIFICATE OF THE BOARD OF DIRECTORS AUTHORIZATION TO ASSIGN AUTHORITY

The undersigned of the Board ("Grantee") hereby certifies that Maria C. Guerrero (name), Vice President (title), has been authorized by the Board of Directors to sign proposals, contracts, and related documents on behalf of the Grantee. Accordingly, I hereby assign the authority by the Board to execute proposals, contracts, and contract amendments on behalf of the Grantee, and further certify that the assigned is given the power and authority to do all things necessary to implement, maintain, amend, or renew such contracts, including but not limited to the delegation of signing authority to another employee of the Grantee.

(Signature)

Korrine S. Oki

(Print name)

STATE OF HAWAII)
CITY AND COUNTY OF HONOLULU)

On this 17th day of November, 2022 before me appeared Korrine Oki, personally known to me, who, being by me duly sworn, did say that he/she is the Board Member of Sunshine Joy Mental Therapy Inc and that the corporation has no corporate seal, and that said instrument was signed in behalf of said corporation by authority of its Board of Directors, and said she acknowledged said instrument to be the free act and deed of said corporation.

SHELLEY A. MASUI NOTARY 98-478 PUBLIC STATE OF HAWAII

Notary Public, State of Hawaii

My Commission expires: 09/14/2026

Doc. Date: 11/17/2022 # Pages 1370
Name: Shelley A. Masui 1st Circuit
Doc. Description: Appendix A: Tier II Grant Proposal (Grants $25,000 to $200,000) Solicitation No. RFP-DCS-GIA2024

11/17/2022
Signature Date

NOTARY CERTIFICATION

SHELLEY A. MASUI NOTARY 98-478 PUBLIC STATE OF HAWAII

SECTION II
GRANT ACTIVITY INFORMATION

A. Describe how the community need, stated problem / issue, and target population are effectively validated. The description must include how the public services target population is vulnerable or how the arts, culture, community/economic development, or environmental activities will especially support low- to moderate income areas.

1. Provide substantive data and other quality information to show the issue is a priority need of the community. *(3,000 character count limit)*

Hawai'i is among the most underserved states in terms of MT (Att. 2, 3). Fewer than 10 MT-BCs are currently employed in Hawai'i, as compared with approximately 8,000 nationwide. Neither health insurance nor the HI Department of Health covers MT; hence, it is difficult to provide services to the most vulnerable populations, such as people with disabilities in low-income communities, who will be targeted by the proposed project. Peer-reviewed research compiled by the American Music Therapy Association demonstrates beneficial MT outcomes for a wide range of clinical conditions which may be manifest in project participants, including autism, intellectual and developmental disabilities, physical disabilities, dementia, psychiatric illness, and neuromotor disorders (www.musictherapy.org/research). MT reduces stress and strengthens resilience, self-esteem, communication, socialization, and integration within the community. No musical training is required for clients to participate, as the purpose of MT is not technical instruction but self-expression and interaction through singing, movement, and instrument playing in a safe, supportive environment. The use of music in therapy is so manifestly engaging and enjoyable that many participants demonstrate motivation to persevere in their efforts despite considerable challenges. The unique methods of MT can thus benefit clients who may not be responsive to mainstream therapies, allowing them to experience breakthroughs that pave the way for future progress. Music can also serve to nurture cultural identification as a source of personal strength and social connection. Many MT requests come from economically disadvantaged areas where Native Hawaiian and Pacific Islander communities place high value upon informal group music-making, or "kani ka pila," as an expression of social and cultural identity.

For many individuals with disabilities, precautionary measures during the COVID-19 pandemic have caused disruptions in psychosocial support. As they may be at high risk for adverse consequences of COVID, many of their customary opportunities for social engagement and stimulation, such as group services within community day programs, have been restricted. The resulting isolation has adversely affected well-being and quality of life for these individuals and their families/caregivers. As Hawai'i progresses in its recovery from the restrictions of the pandemic, there is thus a need for resources dedicated to renewing interpersonal and community connections, cultivating emotional resilience, and supporting self-expression and autonomy in people with disabilities. This need is particularly acute in historically marginalized and underserved communities, which are most affected by physical and psychosocial stress. The proposed project will address this need through group MT offered by our board-certified music therapists (MT-BCs) at hosting community facilities, within City guidelines for public health and safety.

2. Provide a thorough analysis of the community's priority need / problem and its impact on the community. *(3,000 character count limit)*

The target populations for the proposed project consist of children, adolescents, adults, and kūpuna with disabilities who lack the economic resources to afford MT. Through intensive work with people with disabilities over the past 20 years, we have observed multiple, complex challenges to their developmental, physiological, cognitive, social/emotional, spiritual, and

material well-being. During the COVID-19 pandemic, these challenges have been exacerbated by necessary precautionary restrictions on their activity and interaction. This project will offer MT as a vital support for well-being through cultivating relationships and community, self-expression and autonomy, and emotional resilience. Given the significance of these potential benefits, we seek a Grant-in-Aid for timely MT services, especially to low-income clients on our waiting list of over 600 (Att. 4). For those individuals with progressive disabilities, a delay in therapy may worsen the progression of their conditions. For young children at critical developmental stages, a delay can substantially diminish the efficacy of therapy. Adults with disabilities who seek enhanced personal autonomy, and elders experiencing increased dependence as they age, are also negatively affected by delays in therapy. Hawai'i's elderly population is among the fastest-growing in the US (HI DOH, 2019); yet, it is the most underserved state with respect to MT. It is thus imperative to provide these target client groups with access to MT, especially during the state's ongoing recovery from the pandemic.

The proposed project would affirm Hawaii's cultural heritage of music as a therapeutic resource for responding to the needs of its diverse communities. MT mobilizes cultural values and identification as a source of positive change. The needs of people with disabilities in historically marginalized, underserved communities are magnified by the fact that mainstream services are often unable to respond to them in a culturally appropriate or meaningful manner. MT can reach many within these communities through its culturally sensitive, client-centered approach, motivating them to strive toward engagement and self-empowerment through their own rich musical heritage. Furthermore, the benefits of MT directly experienced by participants would positively impact their families and extended circles of care, thus enhancing public awareness and support of MT.

In providing weekly MT to over 2,500 clients over the years, we have collaborated with a range of facilities serving people with disabilities, with the long-term goal of establishing sustainable MT services. The requested GIA funds will enable us to build upon this foundation by offering MT to an additional 100 clients with disabilities, addressing their heightened psychosocial needs in the wake of the COVID-19 pandemic, while diversifying and strengthening our collaborations with community facilities across O'ahu.

3. Provide a description of the Grant Activity. This description will be used as the scope of services in the contract. *(1,000 character count limit)*

The Grant Activity is intended to build social support, resilience, and self-empowerment for economically disadvantaged individuals with a variety of disabilities. MT-BCs will offer 18 weekly group MT sessions to 100 clients across O‘ahu: approximately 30 children and adolescents (ages 0-17), 20 adults (ages 18-64), and 50 elders (ages 65+). Clients will engage in singing, instrument playing, and movement within a supportive, interactive musical framework. MT aims to cultivate creative engagement, communication, and personal initiative. It facilitates emotional expression, reduces stress and pain, supports healing and rehabilitation, and strengthens family/peer relationships and community integration. Individualized goals and objectives will be established for each client within the first 3-5 weeks of sessions. Based upon past outcomes, we anticipate that 80% of clients will attain these goals and objectives within 18 weeks. All sessions will be documented and reviewed by the MT-BCs to assess each client's progress over the course of therapy.

B. Describe the proposed plan

1. Describe why you chose this Grant Activity and how it will effectively address the community's problem / need. *(2,000 character count limit)*

MT is an evidence-based practice which is especially beneficial to those whose verbal communication and social interaction may be limited by disability. The target populations of the proposed Grant Activity include iindividuals with a wide range of physical, intellectual, emotional, and/or social disabilities. The client-centered methods of MT, which are tailored to be age-appropriate and culturally sensitive, offer unique avenues for non-verbal self-expression and interaction, allowing previously untapped potential to be explored. MT addresses individualized goals and objectives in a wide range of domains, including gross and fine motor functioning, cognition, receptive and expressive communication, emotional awareness and regulation, and socialization. For children and adolescents with disabilities, the strengths-based, multi-sensory approach of MT cultivates growth and development in specific areas of need. Adults with disabilities benefit from exercising personal initiative in their musical participation, building self-confidence in contending with disability-related hardships in their lives. For elders, who face additional hardships and potential isolation due to aging, the shared creative activity of MT validates the wealth and inherent dignity of their life experience, and affirms their meaningful contributions (Att. 5). Indeed, the US Congress has recommended MT as a mandatory service for senior care ("Forever Young," Senate Hearing, 1991).

As cited above, peer-reviewed research on various populations provides evidence that MT can open new pathways for clients with disabilities to actualize their potentials. Given the scarcity of MT in Hawaiʻi, the proposed Grant Activity will give priority for service to individuals with disabilities on our extensive waiting list who seek but cannot afford MT. Clients will be assigned to MT groups with a maximum of 10 members, to allow for focused attention from the MT-BCs to address individualized goals and objectives.

2. Provide measurable outcomes, describe how outcomes are aligned with the purposes and priorities of the Grants in Aid Fund, and describe how outcomes directly benefit the target population. *(3,000 character count limit)*

Public Services should begin with a statement of the number of individuals that the Grant Activity will directly benefit during the Grant Term.

Arts, Culture, Community/Economic Development or Environment should begin with a statement as to how the Grant Activity supports the sustainable improvement in the well-being and quality of life of local communities, especially low to moderate income areas.

The proposed Grant Activity will directly benefit 100 individuals with disabilities during the grant term, through group MT cultivating positive social relationships, resilience, and self-empowerment to enhance well-being and quality of life. The social and emotional growth and development of children with disabilities will benefit from the multi-sensory, creative interventions of MT which enhance learning, communication, and socialization. The emotional, psychosocial, and physical functioning of adults and seniors with disabilities may be strengthened through skilled therapeutic interventions that build community through group music-making and facilitate members' independent participation to the fullest extent of their abilities. These benefits will, in turn, contribute to a positive outlook for clients' families and communities.

During the grant term, participants will receive 18 weekly group MT sessions provided by MT-BCs in collaboration with hosting community facilities across O'ahu. Participants will be individuals with a wide range of disabilities, including 30 children and adolescents

(approximately 10 in District 3, and 5 each in Districts 1, 2, 4, and 9); 20 adults (~5 each in Districts 1, 2, 4, and 7); and 50 seniors (~10 each in Districts 2, 3, and 4; and 5 each in Districts 1, 5, 6, and 8).

At the outset of MT services, the MT-BCs will establish individualized goals and objectives for each client in the areas of motor, cognitive, communicative, emotional, and social functioning, clinically assessing strengths and needs. Based upon past service outcomes, we project that at least 80% of all clients will achieve their goals and objectives as measurable outcomes of the proposed Grant Activity. Outcomes will be measured as follows:

The MT-BCs will document each weekly MT session for each client through a MT Session Report (Att. 6). Around the midpoint of therapy, the MT-BCs will complete a MT Progress Report for each client (Att. 7), assessing progress toward goals and objectives to date. The goals and objectives may be reevaluated and modified by the MT-BCs as needed at any point during the course of therapy. At the conclusion of therapy, the MT-BCs will prepare a Final Report (Att. 8) for each client, evaluating goal attainment and narrating the client's overall progress. In addition, a Feedback Form (Att. 9) will be completed by each client or the client's representative at the midpoint and end of MT. We anticipate that at least 80% of clients will report at least 75% satisfaction via this form.

The success of our previous GIA-funded services reflects the capacity of our strengths-based, client-centered, holistically engaging MT interventions to motivate clients to strive toward therapeutic goals. The proposed project will seek to collaborate closely with community facilities across O'ahu to establish MT programs supporting healthy socialization, resilience, and self-empowerment for clients with disabilities across the lifespan.

3. Provide an action plan to achieve the stated measureable outcomes. If the Grant Activity involves a partnership, provide a description of each partner's role. Must include measurable milestones, specific events, or other performance measures appropriate to achieving the outcomes. *(3,000 character count limit)*

In the first month of the grant term, we will reconnect with individuals and facilities from the target populations on our waiting list. We will also advertise the proposed program through our website, social media, and email lists. We will seek to offer the program at community facilities which demonstrate strong potential for future investment of their own resources to sustain MT services for their economically disadvantaged clients with disabilities. Once we have made contact with prospective participants, program registration will begin, remaining open until the 7th month of the grant term or until capacity is reached. The registration process involves interviewing clients or meeting with facility staff, conducting clinical assessments, obtaining informed consent, placement of clients, and scheduling weekly MT group sessions.

Age, needs, strengths, and other factors will be taken into account in clients' placement in MT groups, to prevent their withdrawal and to promote communication and social interaction. For the first few weeks of MT sessions, the MT-BC will focus on establishing individualized goals and objectives for each client. This is the first and most important task of the MT-BC, as these goals and objectives will become the core measurement standards for overall evaluation of the proposed Grant Activity.

Goals will be determined for each client in various domains, including gross & fine motor skills, cognition, receptive & expressive communication, emotional expression and regulation, and socialization. The objectives are measurable milestones that provide evidence of progress toward goals. Objectives should be reasonable and realistic, allowing clients to

experience success which motivates further progress. A sample goal with objectives may be as follows:
Goal: To improve social skills
Objectives: 1) The client will sing or play an instrument together with other group members for 5 minutes per session. 2) The client will take turns playing solos in the group in 2 out of 3 opportunities.

The MT-BC will then design interventions to facilitate clients' attainment of goals and objectives. Along with structured activities, spontaneous musical expression will be encouraged so that vocal or instrumental "musical dialogues" may take place among session participants. This approach is especially effective for clients whose spoken conversation is limited. As clients become increasingly expressive and spontaneous through creative modalities, new pathways of communication and relationship may be established. The role of the MT-BC is to support clients' active personal and interpersonal engagement.

By the end of the grant period, at least 80% of all clients are expected to achieve their goals and objectives over the course of 18 weekly MT sessions. Our core concept is to apply a creative, multi-sensory, culturally sensitive, individualized approach to enhance clients' well-being and quality of life through measurable positive outcomes.

4. Provide a budget narrative that explains how the budget in Section III will achieve the desired outcomes. (*3,000 character count limit)*

The Grant Activity will be supported through a combination of the requested GIA funds and Sounding Joy's secured and pending funds from other sources. No fees will be collected from clients or community agencies; hence, no program income will be generated.

Direct Salaries/Wages and Fringe Benefits: $89,221. Music therapy direct services will be rendered by 3 MT-BCs, two of whom will also serve as Program Coordinators. Through this funding, they will provide MT intakes and weekly sessions to a total of 100 clients with disabilities. This process will also include setting MT goals and objectives, developing individualized MT interventions for clients, and completing all required clinical documentation. The Program Coordinators will work with clients and community agencies to facilitate registration, intake, and therapy scheduling.

Administrative Salaries/Wages and Fringe Benefits: $19,031. Through this funding, the Program Director and Executive Director will deliver the proposed supervisory and advisory work, and will submit all required reports and invoices to the grantor.

Professional and Contractual Fees: $1,000. This amount is approximately 60% of the organization's current total costs for CPA services. The program finances will be reviewed by a CPA to ensure compliance with the RGP requirements.

Other Costs of the Proposed Program:
Office Rent: $634/month. This is approximately 80% of the organization's office rent, which provides the necessary space for 3 direct service and 2 administrative staff.
Office Maintenance/Repair: $1,209/month. This is approximately 80% of the organization's office maintenance fees.
Consumable Office Supplies: $110/month. This is approximately 60% of the total cost of the organization's office supplies. It will purchase essential materials for the Grant Activity, e.g., paper, printer cartridges, DVDs and CDs to archive session recordings.

Program Activity Supplies: $50/month will maintain/replace old musical instruments, and $474 will replace our outdated video camera and PC network server to create and store recordings of MT sessions and other program activities.

Mileage and Parking: $150/month will cover staff mileage and parking costs related to the Grant Activity.

Postage: $4/month, approximately 50% of the organization's annual postage cost, will cover postage for mailings related to the Grant Activity.

High-Risk Liability Insurance: $900. This is approximately 60% of the annual premium cost of our current liability insurance. Because our organization serves individuals with disabilities and special needs, many of our partner community facilities require us to maintain high-risk liability coverage; hence, this is an essential cost of performing the proposed MT services.

Telecommunications: $120/month. This is approximately 60% of the total telephone and internet costs of our office, enabling necessary communication among program personnel, clients, facilities, and volunteers.

5. Provide a timeline that is complete, realistic and appropriate to achieve the desired outcomes. This timeline should also be reflected in Section IV. *(3,000 character count limit)*

Throughout October 2023, all program staff will engage in outreach efforts to contact prospective clients and community facilities. We will give priority for service to individuals with disabilities on our waiting list who are in financial need, and will seek to provide the MT program at community facilities which demonstrate the potential to partner with us to sustain ongoing MT services in the future. To lay the groundwork for the program, we will offer introductory MT workshops for clients, families, and staff at prospective partner facilities.

By October 31, 2023, the Program Coordinators and MT-BCs will begin the registration process. Registration will remain open until April 30, 2024, or until maximum client capacity is reached, whichever is earlier. Within a month from initial contact with clients, the MT-BCs will conduct intake sessions and meetings, and ensure that all necessary registration forms (Att. 10) have been completed and signed by clients or their representatives. Clients will be placed in an appropriate group for MT, and weekly sessions will be scheduled.

MT sessions will begin as soon as a group (minimum of 2 clients) is formed. If there is a clinical need for a client to receive individual sessions, the sessions will begin as soon as the client's and MT-BC's schedules allow. MT sessions should begin by mid-May 2024, to allow time to complete 18 weekly sessions. The MT-BCs will document each session via an attendance sheet and MT session reports (Att. 6). In the first 3-5 weeks of sessions, the MT-BCs will establish goals and objectives for each client and record these on the session reports.

Around the 9th weekly MT session, the MT-BCs will file a mid-term progress report (Att. 7) for each client, assessing progress toward goals during the first half of the program. They will also gather feedback on the sessions thus far (Att. 9) from clients or their representatives. The Program Director will conduct an interim analysis and evaluation of the program based upon the progress reports, mid-term feedback forms, and other input from the Program Coordinators, MT-BCs, clients, their families, and the facilities.

Around the 18th MT session, the MT-BCs will file a final report (Att. 8) for each client, assessing goal attainment over the course of the program and making recommendations for

future services and resources. Additionally, they will again collect feedback from clients or their representatives. The Program Director will complete a final program analysis and evaluation based upon the final reports, final feedback forms, and other input from the Program Coordinators, MT-BCs, clients, families, and facilities. The Program Director will meet with key clinical and administrative staff at the collaborating facilities to review the implementation and results of the program and discuss prospects for continuation of MT services. We expect to meet the desired outcomes of the project by the end of the grant term in September 2024.

C. Provide evidence of the agency's ability to perform the proposed grant activity through past performance, current capacity and/or plan to acquire the capacity to perform.

1. Provide data that demonstrates proven success in offering the same, similar, or related activities to achieve the proposed outcomes. *(3,000 character count limit)*

Over the past 20 years, Sounding Joy has established a proven record of serving socioeconomically disadvantaged individuals and communities in Hawaiʻi through MT. Our public service has been acclaimed not only by clients, families, and colleagues, but also through certificates of recognition from the governors, State Senate and House of Representatives, and mayors of Honolulu (Att. 1). Since its establishment, Sounding Joy has provided direct MT services to over 2,500 clients and educated over 50,000 on the principles and benefits of MT. We have collaborated with hundreds of local, national, and international agencies to increase the accessibility of MT in Hawaiʻi.

Our primary mission is to serve people with disabilities, special needs, and at-risk circumstances through MT. Our largest program in the past, funded by the State Department of Human Services, served over 1,000 at-risk teens with disabilities. A large statistical study of this program, which included 332 subjects, demonstrated overall success, with over 85% goal attainment and under 5% drop-out rates (Att. 11). These outcomes suggest that our MT programs effectively motivate clients to participate and achieve their goals. At-risk youth and their families continue to be a target population for our community outreach efforts.

From 2017 through 2019, Sounding Joy received City Grant-in-Aid funding, supporting MT services for 100 clients per year with disabilities and special needs across Oʻahu. The program met or exceeded all projected outcomes. Additionally, through funding from 2005 through the present from the State Foundation on Culture and the Arts, Sounding Joy has provided MT to 30 clients with disabilities per year, >500 in total, along with outreach and education statewide. Sounding Joy has also served Hawaiian and Pacific Islander communities through the support of the Hawaiʻi Tourism Authority, affirming participants' sense of cultural identity while building community awareness of the therapeutic value of Hawaiian and Pacific Island music.

The core concept of MT – utilization of the unique healing power of music to facilitate the betterment of human life – is applied to all our programs. The field of MT is regulated nationally by professional ethics and codes of practice, including the education and training of MT-BCs. By employing only credentialed MT-BCs, our organization maintains quality of service, helping to attain targeted outcomes for our programs.

Sounding Joy's ultimate goal is to promote equitable access to MT, prioritizing service to historically marginalized communities which are disproportionately impacted by societal crises such as the COVID-19 pandemic. The requested GIA will support group programming to cultivate engagement, resilient coping, and self-empowerment in individuals with disabilities in

these communities. Sounding Joy has a well-proven record of delivering such services and is trusted as a MT provider by the community at large.

2. Describe the applicant's capacity to successfully achieve the proposed outcomes.
OR
Provide a plan to acquire the capacity to successfully achieve the proposed outcomes (including how the applicant has acquired similar capacity in the past).

Responses should include organizational knowledge, staffing, fiscal resources, facilities and other resources, stakeholders and relationships, and other relevant resources. *(3,000 character count limit)*

Since 2002, Sounding Joy has collaborated successfully with hundreds of public and private agencies, including schools, child and family services, adult and elder day care programs, skilled nursing facilities, transitional housing shelters, outpatient and residential behavioral health treatment programs, hospitals, and hospice agencies in Hawaiʻi. For quality control of our MT activities, Sounding Joy complies strictly with the code of ethics and professional standards set by the American Music Therapy Association (AMTA) and Certification Board for Music Therapists (CBMT), the national organizations regulating the field of MT in the US. Most importantly, we hire only those with the nationally recognized credential (MT-BC) as clinical staff, because their specialized skills are essential to deliver effective MT services and achieve the targeted therapy goals. Three MT-BCs will provide the proposed MT sessions, two of whom will also serve as Program Coordinators. Each of the MT-BCs has over 5 years of experience in serving people with disabilities and achieving the desired outcomes of our programs. They are the powerhouse of our clinical success and will help our clients to attain their goals to their maximum capacity.

The proposed Program Coordinators are MT-BCs experienced in collaborating with clients and agencies on behalf of our organization. They successfully manage the promotion of our services and recruitment of prospective clients, and possess excellent communication skills. Their clinical knowledge enables them to advocate effectively for Sounding Joy's services to the community, and advise clients on placement to create an optimal therapy environment.

The proposed Program Director is a MT-BC with over 20 years of clinical and supervisory experience in MT. She holds a PhD in music therapy from New York University. She will be responsible for reporting to the City. She heads the organization's efforts in regard to clinical quality assurance, public education, and community collaborations to sustain MT services in Hawaiʻi. She will guide the MT-BCs in making appropriate clinical decisions to achieve the desired outcomes of the proposed services.

The proposed Executive Director is a senior clinician, a MT-BC with over 25 years of clinical and supervisory experience in MT. She is the Founder and President of Sounding Joy, with the utmost experience in advancing the organization's mission. She will oversee the entire program and the organization's overall operations. She heads Sounding Joy's program development as well as our efforts to establish a MT degree program at a local university, which will be vital to the ultimate sustainability of MT in Hawaiʻi.

With the organization's proven record of effective service in the community and its highly trained and experienced clinical, administrative, and supervisory staff, Sounding Joy is more than adequate to achieve the targeted outcomes of the proposed Grant Activity.

D. Describe the applicant's sustainability and/or additional long-term benefit to the community

1. Provide a plan for sustaining and / or expanding activities beyond the applicable grant period. *(2,000 character count limit)*

Sounding Joy continually endeavors to expand its scope of service, particularly in socioeconomically disadvantaged communities. This Grant Activity will seek to create sustainable MT services for clients with disabilities and their families/caregivers through interdisciplinary collaboration and co-sponsorship with community facilities. Effective collaboration will entail reciprocal sharing of expertise between our MT-BCs and key facility staff to optimize clients' well-being. We will actively involve facility staff throughout the MT program, inviting them to observe and experience MT sessions, and meeting with them at the midpoint and end of MT to evaluate outcomes. We will encourage them to consider investing resources to sustain MT after grant funding ceases, based upon their assessment of its efficacy and cost-effectiveness in meeting clients' needs. Through our past GIA-funded services, a number of collaborating facilities have made this choice, enhancing access to MT as a healing, empowering resource for individuals and communities.

Another sustainable benefit of the proposed services is that collaborating facilities may serve as practicum sites for MT students. We have been invited by a local university to begin joint efforts to establish the first MT degree program in the state. Local training of MT-BCs is vital to creating a deeply rooted base of public and institutional support for MT in Hawai‘i.

The proposed project will promote participants' self-learning, as MT activities can be integrated by participants and their families/caregivers into their daily lives. This adaptation and generalization of creative social-emotional engagement will sustain and expand the benefits of MT beyond the grant term, with far-reaching impact on well-being and quality of life for participants and their caregiving circles. In turn, as others in the community witness this positive transformation, there may be enhanced public support for MT.

2. Describe the applicant's capacity and resources to carry out the above plan (staffing, funding, etc.) beyond the grant period. *(2,000 character count limit)*

To carry out the proposed program beyond the grant period, it is essential to recruit future supporters of the program while the grant is active. Community members who have directly witnessed the benefits of MT – such as professional colleagues and dedicated volunteers – will invite prospective promoters and grantors to observe and experience MT sessions. In the past, these individuals have successfully organized numerous advocacy and fundraising activities. They are capable of eliciting powerful moral and financial support from the community to contribute to sustaining our programs. Visits to observe MT sessions will be arranged by our program staff in accord with professional standards of client confidentiality and the City and County's guidelines for public health and safety.

We aim to offer the proposed MT program at community facilities that have demonstrated strong potential to implement and self-finance ongoing MT services for their clients beyond the program term. We will continue our vigorous efforts of the past 20 years to educate the public about the benefits and cost-effectiveness of MT for a variety of client populations. As a result of these efforts, many local agencies now offer MT to their clients.

During the 18 weeks of MT, the MT-BCs will demonstrate self-sustainable therapeutic activities in which participants can continue to engage at home or in other settings outside the therapy sessions. The MT-BCs will then invite feedback from the participants or their representatives, and will adapt the activities accordingly. Through this collaborative process, effective and self-adaptable activities will be

developed for clients and recommended in their final reports upon completion of the program, to help sustain the benefits of therapy.

All of the tasks detailed above will be implemented by the staff of Sounding Joy within the scope of their existing skills and duties; hence, no special training funds will be required for their completion.

E. No CITY funds or assistance. The highest consideration will be given to applicants that do not receive other funding or any form of assistance from the CITY. While applicants that receive other funding or assistance from the CITY may apply for Grants in Aid funding, the extent of funding or assistance already received in relation to services provided must be considered prior to awarding Grants in Aid funds. A percentage of the sub-total criteria points will be awarded to Grantees based on the criteria below and the information about past funding / assistance from the CITY that follows.	
The applicant has received no award from the CITY within the last 3 years.	**10%**
The applicant has received 1-2 awards from the CITY within the last 3 years.	**7%**
The applicant has received 3-5 awards from the CITY within the last 3 years.	**5%**
The applicant has received between 6-9 awards from the CITY within the last 3 years.	**3%**
The applicant has received 10 or more awards from the CITY within the last 3 years.	**0%**

GRANTEE RECEIPT OF CITY GRANTS

Identify all CITY grants received by Grantee (or Fiscal Sponsor) in the last three (3) years. Information will be verified by the CITY.

1. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

2. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

3. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

4. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled

F. Age Friendly Honolulu

Consideration is to be given to applicants that incorporate the vision and goals of the Age-Friendly Honolulu Program (as codified in ROH Chapter 2, Article 22), including but not limited to (1) enabling residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active; and (2) removing barriers to inclusion for and providing support services to vulnerable residents and/or have physical limitations.

To be eligible for the bonus points as an Age-Friendly Honolulu Project an organization must demonstrate the proposal aligns with Age-Friendly Honolulu's priorities by completing the following TWO steps:

1) Go the following website https://www.hiphi.org/age-friendly-honolulu/ to access an Age-Friendly Honolulu training video. The video should be watched by at least one (1) person from the non-profit organization in a leadership position (Executive Director, Administrator, or equivalent). This video will define an "age-friendly city" and explain what types of projects align with the Age-Friendly Honolulu Vision.

2) Complete the section below by selecting which Age-Friendly Honolulu category best fits the activities of your organization and providing a brief description of how your proposal is an Age-Friendly Honolulu project.

☒ Enabling Residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active, particularly at the oldest ages

☐ Providing Kupuna with meaningful roles in the community, including mentors, volunteers, or through intergenerational programming

☐ Removing barriers to support community inclusion and accessibility for persons of all abilities.

3) How is your proposal an Age-Friendly Honolulu Project and explain how your organization can meet the additional reporting requirements if awarded? *(2,000 character count limit)*

Peer-reviewed research reports strongly agree that older adults benefit significantly from music therapy (MT) in regard to physical, cognitive, emotional, and social support; maintenance of overall functioning; management of dementia, neuromotor disorders, and chronic pain; and care at the end of life (www.musictherapy.org/research). A wide range of physical and psychosocial goal areas - e.g., motor rehabilitation, memory, communication, emotional wellness - may be addressed through skilled therapeutic interventions that utilize group music-making to build community, supporting elders' independent participation to the fullest extent possible. Hence, the US Congress has recommended MT as a mandatory activity for senior care ("Forever Young: Music and Aging," US Senate Hearing, Aug. 1, 1991). Unfortunately, although Hawai'i has one of the fastest-growing populations of elders in the nation (2019-2023 Hawai'i State Plan on Aging, HI Department of Health, 2019), it is among the most underserved states in the nation in terms of MT (www.CBMT.org).

The proposed MT project will include participants of all ages with a variety of disabilities, among whom older adults (65+) will comprise the largest age group (50%). Weekly MT group sessions will embrace varied musical traditions through collaborative, improvisational music-making, thus drawing upon Hawaii's diverse cultural heritage as a vital pathway for participants' creative self-expression and engagement. Our record-keeping protocols will readily meet the reporting requirements of the Age-Friendly Honolulu Project. We will collect participants' residential addresses upon registration. Attendance will be recorded at each

APPENDIX A: TIER II GRANT PROPOSAL (Grants $25,000 to $200,000)
SOLICITATION NO. RGP-DCS-GIA2024

Instructions: The proposal below must be completed in full. Responses must be provided in the fillable boxes provided. Where annotated, the fillable boxes have predetermined maximum limits on character counts. Letters, numbers, punctuation marks, and spaces are included in the character count limits.

SECTION I
SUMMARY

A. Grantee Legal Name:	Special Education Center of Hawai'i (dba SECOH)
B. Is Grantee a Fiscal Sponsor?	☐ Yes ☒ No
C. Grant Activity Name:	Diamond Head Renovation to Increase Capacity and Improve Services to Seniors with Disabilities

D. Briefly describe the Grantee's background, history (including year established), and mission. *(400 character count limit)*

The Special Education Center of Hawaii, dba SECOH, is a nonprofit organization founded in 1965 as a school for children with special needs. Today we are a human service agency that works with the mission to provide personalized services to adults with disabilities in the spirit of enriching their lives. Our vision is for all people to be valued, and treated with dignity and respect.

E. Briefly describe the Grant Activity and public need being filled. *(400 character count limit)*

SECOH will create new spaces that both increase the capacity to serve more individuals with disabilities, and also extend the array of services to include job skills training. There is a shortage of services to this population, and SECOH has a wait list of 45 adults that range in age from young adults that have recently exited the public school system, to seniors up to age 85.

F. Briefly summarize Grant Activity outcomes and measures of success, including number and description of those served. *(400 character count limit)*

This renovation project at the Diamond Head Campus will enable SECOH to serve up to 18 more individuals with disabilities and add new Independent Employment Supports (IES) and Discovery & Career Planning (DCP) services, both Medicaid Waiver programs. Renovations include: a senior dining room; store and kitchen; conference/meeting room; and bathrooms.

G. Council District
Check all districts that will benefit from the Grant Activity. Provide the amount requested per district. Amounts must be in whole numbers only.

☒ District 1 $20,000	☒ District 2 $10,000	☒ District 3 $10,000
☒ District 4 $40,000	☒ District 5 $40,000	☒ District 6 $40,000
☒ District 7 $10,000	☒ District 8 $10,000	☒ District 9 $20,000

Total Amount Requested (must be $25,000 to $200,000)	$200,000

H. Type of Grant Activity (pick ONE category that best reflects the Grant Activity):		
1. Public Services: Projects in this category will support qualified public services and programs for the target populations deemed by the CITY to be most vulnerable.		
☐ A. Public Service – Seniors	☐ B. Public Service - Children	☒ C. Public Service - Disabilities
☐ D. Public Service – Homeless	☐ E. Public Service – Domestic Violence	☐ F. Public Service – Substance Abuse
☐ G. Public Service – Mental Health	☐ H. Public Service – Other (describe):	
2. Arts, Culture, Community/Economic Development, and the Environment: Projects in this category will support the sustainable improvement in the well-being and quality of life of local communities, especially low- to moderate income areas.		
☐ A. Arts	☐ B. Culture	☐ C. Community Development
☐ D. Economic Development	☐ E. Environment	

GRANTEE'S CERTIFICATION AND SIGNATURE

The undersigned, subject to personal liability and penalty under applicable law, certifies that he or she: (i) is authorized to sign this Grant Proposal; (ii) personally prepared or reviewed the matters found in this Grant Proposal (including any related documents/attachments); (iii) asserts all statements made in this Grant Proposal (including all attachments) are true, accurate and complete; (iv) has the requisite skills and knowledge to assert the foregoing certification; and (v) has complied and shall continue to comply with all applicable requirements of Chapter 6, Article 29 of the Revised Ordinances of Honolulu 1990, as amended (Link), regarding private organizations receiving grants of public funds from the City and County of Honolulu.

Signature of Grantee (Fiscal Sponsor) Officer
Printed Name and Title: Bridget Panee, President & Chief Executive Officer

11/21/22
Date

CERTIFICATE OF THE BOARD OF DIRECTORS NO OBLIGATIONS IN ARREARS

The undersigned of the Board ("Grantee") hereby certifies that the Grantee or any principal of the Grantee or sponsored organization (where the Grantee is a Fiscal Sponsor) is not in arrears on any financial or other obligation owed to the City & County of Honolulu, a municipal corporation of the State of Hawaii.

(Signature)

Darren Ota
(Print name)

CERTIFICATE OF THE BOARD OF DIRECTORS AUTHORIZATION TO ASSIGN AUTHORITY

The undersigned of the Board ("Grantee") hereby certifies that Bridget Panee (name), SECOH President/CEO (title), has been authorized by the Board of Directors to sign proposals, contracts, and related documents on behalf of the Grantee. Accordingly, I hereby assign the authority by the Board to execute proposals, contracts, and contract amendments on behalf of the Grantee, and further certify that the assigned is given the power and authority to do all things necessary to implement, maintain, amend, or renew such contracts, including but not limited to the delegation of signing authority to another employee of the Grantee.

(Signature)

Darren Ota
(Print name)

STATE OF HAWAII)
CITY AND COUNTY OF HONOLULU)

On this 18th day of November, 2022, before me appeared Darren Ota, personally known to me, who, being by me duly sworn, did say that he/she is the Treasurer of Special Education Center of Hawaii and that the corporation has no corporate seal, and that said instrument was signed in behalf of said corporation by authority of its Board of Directors, and said he, acknowledged said instrument to be the free act and deed of said corporation.

JANE S. T. KIM NOTARY PUBLIC No. 99-106 STATE OF HAWAII

Jane S. T. Kim
Notary Public, State of Hawaii Jane S.T. Kim
My Commission expires: 03/03/2023

Doc. Date: 11/18/2022 # Pages 1
Name: Jane S.T. Kim 1st Circuit
Doc. Description: Certificate of the Board of Directors Authorization to Assign Authority
Jane S. T. Kim 11/18/2022
Signature Date
NOTARY CERTIFICATION

JANE S. T. KIM NOTARY PUBLIC No. 99-106 STATE OF HAWAII

FISCAL SPONSOR

The Fiscal Sponsor is a nonprofit organization that assumes legal, financial and programmatic responsibility for the activities of groups or individuals engaged in work that furthers the fiscal sponsor's mission and their own respective purposes. The Fiscal Sponsor is called the Grantee in this Grant Proposal. The CITY's legal relationship is with the Grantee, and the CITY will disburse Grant funds to the Grantee. The Sponsored Organization is the organization under this Grant Proposal that the Grantee (Fiscal Sponsor) chooses to support to implement the Grant Activity.

Accordingly, if the Grantee is a Fiscal Sponsor, the following should be completed by both the Grantee (Fiscal Sponsor) and the Sponsored Organization. By initialing and signing below, the Grantee (Fiscal Sponsor) and the Sponsored Organization indicate they have reviewed and come to an agreement regarding each of the following items:

Grantee/Fiscal Sponsor Initials	Sponsored Organization Initials	Agreed upon items
		Response herein to Section III Question 1
		Response herein to Section III Question 2
		Response herein to Section III Question 3
		Response herein to Section III Question 4
		Response herein to Section III Question 5
		Response herein to Section III Question 6
		Grant Activity: Budget/Funding (Section III)
		Grant Activity Preliminary Schedule of Activities (Section IV)

In addition to the foregoing, the Fiscal Sponsor and the Sponsored Organization each hold the CITY harmless and will defend and indemnify the CITY and its officers, employees, and agents, individually and in their official capacities, from all claims of liability for damages arising directly or indirectly from each entering into a Fiscal Sponsorship Agreement with the other.

The undersigned also attach hereto required documents regarding Fiscal Sponsorship, as detailed in Section VI.

n/a

Signature of Grantee (Fiscal Sponsor) Officer — Date
Printed Name and Title:

Signature of Sponsored Organization Officer — Date
Printed Name and Title:

SECTION II
GRANT ACTIVITY INFORMATION

A. Describe how the community need, stated problem / issue, and target population are effectively validated. The description must include how the public services target population is vulnerable or how the arts, culture, community/economic development, or environmental activities will especially support low- to moderate income areas.

1. Provide substantive data and other quality information to show the issue is a priority need of the community. *(3,000 character count limit)*

This project will addresss the Hawaii Dept. of Health (DOH), Developmental Disabilities Division (DDD) 2018-2020 Strategic plan Goal 1 to provide "Opportunities to receive quality services in the most integrated services, engage in community life, and control personal resources" and Goal 2, to provide "opportunities to seek employment." Activities also address Age-Friendly Honolulu, #1 as it will enable seniors to actively participate in activities that keep them socially engaged, healthy, active.

SECOH currently serves 184 and has a wait list of 45 adults with disabilities that are not receiving any services. Our clients have physical and cognitive disabilities including Down's syndrome, Autistic Spectrum Disorders, Cerebral Palsy, developmental disabilities, and other conditions that require specialized support. They range in age from young adults that recently aged out of the public school system to seniors up to age 85. Their skills span a wide range:
- Communication - 46% are verbal; 15% are partially verbal; 20% are non-verbal; and 17% use another form of communication; and 2% sign or use a communication device.
- Mobility – 62% walk on their own; 17% are wheelchair bound; 18% walk with assistance; and 3% use a walker or gait belt.
- Independence – 33% require line of sight supervision; 20% require 1:1 supervision; 16% must never be left unattended; 11% require arms-length supervision; 13% require assistance or supervision for personal care; and 6% require assistance for everything.

SECOH serves Honolulu County residents at 2 locations: Diamond Head Founder's Center (DH) and Sister Agnes' Leeward Center (SALC) in Kapolei. Many clients live in areas where there are no appropriate services. With a fleet of 12 vehicles, SECOH provides daily transportation to and from our service locations to 60 individuals from almost every community across Oahu. All of our clients are dependent on their family and/or foster family, Medicaid Waiver services, and many also receive public benefits.

SECOH's DH campus has 2 programs, and clients are assigned based on age and capabilities:
- ADH at DH provides group activities for seniors and older middle-aged adults. (44 enrolled; 18 waitlisted) These clients require more intensive services and support to keep them socially, physically, and mentally engaged. Without ADH, they would have little or no interaction with peers, and many would lack any community integration opportunities.
- ADH PATHWAYS at DH and SALC serves young adults that have recently aged out of the public school system. Pathways DH currently has 53 clients enrolled (10 waitlisted) and SALC has 28 enrolled (17 waitlisted). Pathways clients are more capable, and many have the potential of developing life and job skills and participating in community activities such as volunteering.

2. Provide a thorough analysis of the community's priority need / problem and its impact on the community. *(3,000 character count limit)*

IMPACT ON INDIVIDUALS – This DH renovation project will directly benefit individuals with disabilities:
1) Currently SECOH serves seniors in a single room where they engage in social and recreational activities and eat their meals. This project will create a dedicated senior dining room out of a space that was vacated 10 years ago and is currently unsafe and unusable. The new dining room will have multiple trough type sinks that are wheelchair accessible, and the new space will enable SECOH to serve the seniors currently on the waitlist.
2) A new job training center will be created and enable SECOH to provide new Independent Employment Supports (IES) and Discovery & Career Planning (DCP) services, both Medicaid Waiver job skill-building programs. These services will address a gap group of adults with disabilities that are capable of developing job skills but require more time and support than they receive from other job training programs. These clients are able to learn job tasks, however, they have difficulty meeting the demands of a typical job in the general public. For example, one client of SECOH's is able to successfully complete her job responsibilities but has been through five different employers. SECOH's IES and DCP services will provide these clients with the opportunity to learn job skills in the safe environment of the SECOH campus, along with skilled SECOH staff. New DCP services will help individuals to complete a career plan and develop the skills needed to be employed; while new IES services will include job coaching, working with employers, and other supervisory activities.

IMPACT ON FAMILY - Services not only improve the independence and quality of life of persons with disabilities, but also improve the quality of life of their family. Many of the families we work with are vulnerable to caregiver burnout, and for most of our families, SECOH services are also provide economic benefit. If services were unavailable, they would be required to be caregivers, and unable to retain gainful employment to support their household.

IMPACT ON COMMUNITY - Services to persons with disabilities positively impact the community at large: assisting them to be independent and reach their greatest potential will reduce or prevent the need for more intensive levels of care, such as institutionalization.

3. Provide a description of the Grant Activity. This description will be used as the scope of services in the contract. *(1,000 character count limit)*

Renovations to SECOH's Diamond Head Campus will provide much needed space to: 1) serve more seniors with a new dining room to be created by reconfiguring and improving an unused and unsafe space; 2) expand the array of services for young adults to include Individual Employment Supports (IES) and Discovery and Career Planning (DCP) with a new store, kitchen, conference room, and updated bathrooms.

B. Describe the proposed plan

1. Describe why you chose this Grant Activity and how it will effectively address the community's problem / need. *(2,000 character count limit)*

There is an unmet need of services for adults with disabilities in Honolulu County. This project will increase SECOH's capacity to serve up to 18 more clients and expand its array of life and job skill-building activities. Renovations will develop the following spaces:

1) A senior dining room (674 sq ft) will be created in an unused space. SECOH currently serves 12 seniors, and has a list of 18 seniors for the ADH program at DH.

2) A new job training center will include a "store" for ADH Pathways clients to stock and "sell" items to other clients, staff, and family members; a kitchen to practice life skills and job skills; a conference group for individualized and small group training, family meetings, and staff meetings.

2. Provide measurable outcomes, describe how outcomes are aligned with the purposes and priorities of the Grants in Aid Fund, and describe how outcomes directly benefit the target population. *(3,000 character count limit)*

Public Services should begin with a statement of the number of individuals that the Grant Activity will directly benefit during the Grant Term.

Arts, Culture, Community/Economic Development or Environment should begin with a statement as to how the Grant Activity supports the sustainable improvement in the well-being and quality of life of local communities, especially low to moderate income areas.

This renovation will expand and enhance SECOH's ability to: serve more individuals with disabilities, one of the priority populations of the Honolulu County GIA; address the DOH DDD strategic plan goals to improve their quality of life and provide opportunities for employment; and address priority #1 of Age-Friendly Honolulu.

Renovations to the DH Campus will build the capacity to serve more clients and expand the array of activities offered by SECOH to include IES and DCP. By increasing the capability of SECOH to persons with disabilities, we are also addressing the lack of sufficient services to serve the population of persons with disabilities in Honolulu County.

These tasks will be completed for each of the buildings to be renovated:

SENIOR DINING ROOM
- Demo the four small rooms to create a senior dining room.
- Use energy efficient air conditioner and LED lighting.
- Install drywall, vinyl flooring, and hurricane resilient windows.
- Install wheelchair accessible trough sinks.

JOB AND LIFE SKILLS CENTER
- Demo interior walls to create a store, kitchen, and conference room.
- Use energy efficient appliances, air conditioner, and LED lighting.
- Install drywall, vinyl flooring, and hurricane resilient windows.
- Improve the ADA bathrooms.

3. Provide an action plan to achieve the stated measureable outcomes. If the Grant Activity involves a partnership, provide a description of each partner's role. Must include measurable milestones, specific events, or other performance measures appropriate to achieving the outcomes. *(3,000 character count limit)*

Immediately upon approval and release of funds, SECOH will retain a contractor for this project. The President/Chief Executive Officer (CEO) and accountant will ensure that contact is competitive with the prevailing rates of renovations of similar size and scope, and that the

contractor is qualified, properly licensed, and insured. The contractor will also be required to ensure the work proceeds in a manner that is safe while clients are on campus, many of them unaware of safety issues during renovations.

At least bi-monthly, the CEO will work with the contractor to assess the progress of the renovation to ensure it is proceeding as planned, and within budget. The accountant will ensure timely submission of invoices, in the required format, to Honolulu County for reimbursement.

A Renovation Committee of the Board of Directors will be formed to provide expertise for this project. They will conduct an inspection and approve the satisfactory completion of each of the renovation deliverables.

4. Provide a budget narrative that explains how the budget in Section III will achieve the desired outcomes. (*3,000 character count limit)*

EXPENSES: This project has a total cost of $403,705:

$116,722 Renovate space for the senior dining room.
$25,983 Air Conditioning for the senior dining room.
$78,073 Store, kitchen, conference room, and 2 bathrooms.
$220,778 TOTAL PROJECT

REVENUES: SECOH requests $200,000 of the total amount required for this project. The remaining $20,778 will be requested from the Atherton Family Foundation. Private foundations require that at least 50% of the funding be in place before they will accept a renovation proposal, so an award from the Honolulu GIA will be leveraged to secure the additional necessary funds for the project.

All of the funds received from the Honolulu City and County Grants in Aid program will go towards the renovation. SECOH will not allocate any funds to administration or indirect costs.

5. Provide a timeline that is complete, realistic and appropriate to achieve the desired outcomes. This timeline should also be reflected in Section IV. *(3,000 character count limit)*

The timeline has been scheduled in phases to minimize the disruption of services throughout the Diamond Head Campus.

October 2022 – November 2023: Retain contractor(s), secure renovation materials.

November 2023 – January 2024: Renovate space to create the senior dining room.

February 2024 – March 2024: Renovate the former Administration Building to create the kitchen, store, conference room.

Note: No permitting is required as the renovations will not change the footprint of the buildings.

C. Provide evidence of the agency's ability to perform the proposed grant activity through past performance, current capacity and/or plan to acquire the capacity to perform.

1. Provide data that demonstrates proven success in offering the same, similar, or related activities to achieve the proposed outcomes. *(3,000 character count limit)*

The CEO Bridget Panee will direct this project. She has been with SECOH for 29 years, starting out as a Program Instructor. In 2010 she was appointed Vice President of Operations, and in 2015 she was appointed President/CEO. In 2017 Bridget was named a Weinberg Fellow by the Harry and Jeanette Weinberg Foundation.

At the time Bridget began working at SECOH, it's sole program was to care for a population of individuals that required services due to the deinstitutionalization of Waimano Home. In 2014 Bridget saw the growing need for services to persons with disabilities aging out of the DOE, and created the ADH Pathways Program specifically focusing on services for young adults. To accommodate these new services, she planned and oversaw a renovation of 1,400 sq. ft. in three rooms on the Diamond Head Campus. This renovation was completed on time, within budget, and enabled SECOH to open the Pathways at Diamond Head program in January 2015. In a short period of time this program was filled to capacity. In the past five years, Bridget has successfully completed renovations at the Diamond Head and Kapolei locations.

2. Describe the applicant's capacity to successfully achieve the proposed outcomes.
OR
Provide a plan to acquire the capacity to successfully achieve the proposed outcomes (including how the applicant has acquired similar capacity in the past).

Responses should include organizational knowledge, staffing, fiscal resources, facilities and other resources, stakeholders and relationships, and other relevant resources. *(3,000 character count limit)*

SECOH will retain a contractor experienced and skilled at renovation projects of similar size and scope. In preparation of this project, SECOH retained cost estimates from Millennium Contractors and Craig's Air Conditioning, both contractors that have completed several renovation projects at the Diamond Head and Kapolei locations. These contractors are well versed with ADA requirements, and able to complete their work while on-site with the population of individuals with disabilities served by SECOH. They safely and respectfully manage renovation activities, sometimes in close proximity to ongoing client activities. Due to the nature of the population served by SECOH, privacy and safety are priority concerns when retaining a contractor. In working with any contractor, President and CEO Bridget Panee works with the Board of Directors and an accountant to ensure the cost of the renovation is competitive and in alignment with prevailing rates of comparable work.

The Board of Directors is comprised of seven individuals dedicated to the mission and work of SECOH. Three Board members form a Renovation Committee and provide expertise to the project. They include: Chair Debbie Hiraoka, SH Consulting LLC; John McKenna, President/CEO of Hawaiiana Management Company; and Darren Ota, Vice President, Central Pacific Lease. They will inspect the renovations and be responsible for approving and attesting to the satisfactory completion of project.

SECOH is fortunate to have a 65-year lease for the Diamond Head Property with the State of Hawaii, Department of Land and Natural Resources. The lease term ends March 14, 2041, and payment is $120 annually. The lease includes terms that require the property be used to serve persons with disabilities.

SECOH has an operating budget of $4 million, and sufficient funds to cover renovation costs in advance of reimbursements from the City and County of Honolulu for this project.

D. Describe the applicant's sustainability and/or additional long-term benefit to the community

1. Provide a plan for sustaining and / or expanding activities beyond the applicable grant period. *(2,000 character count limit)*

The renovation will contribute to the long-term sustainability of SECOH by increasing the capacity of the Diamond Head Campus to serve more persons with disabilities and extend the array of services to include job skill-building activities.
- Once the senior dining room is completed, SECOH will have the capacity to admit some or all of the 18 seniors currently on the wait list. (Note: The number of individuals that will be accomodated in the new space is dependent on the intensity of client needs, staffing, and other resources.)
- Upon completion of the job training center, SECOH will apply for approval to secure reimbursements to provide IES and DCP in the Medicaid Waiver program.

These improvements will increase the capacity of SECOH to increase its funding to sustain the programs and organization as a whole.

In addition: the new air conditioning system, kitchen appliances, and LED lighting fixtures will be energy efficient; new windows will improve the security of the buildings and hurricane resilience; and the trough sinks, vinyl planking, and interior walls and trim will help maintain a sanitary environment for SECOH's clients.

2. Describe the applicant's capacity and resources to carry out the above plan (staffing, funding, etc.) beyond the grant period. *(2,000 character count limit)*

SECOH has completed multiple renovation projects, including two supported by the Honolulu City Grants in Aid Program, and two by the State Legislature Grants in Aid Program. Each of these projects were completed on time and within budget, and all goals and objectives were achieved as planned.

Upon completion of renovations, SECOH will retain the additional employees necessary to serve more persons senior and to provide IES an DCP services. SECOH retains ProService Hawaii to manage all of its payroll and human resource activities, and works with a consultant grant writer to raise the funds necessary for renovations, program improvements, and other expenses not covered by DOH DDD reimbursements for services.

SECOH has a full-time accounting clerk, and contracts with Custom Bookkeeping to manage its finance and accounting. SECOH has worked with Custom Bookkeeping for five years, and accounting policies and procedures are in compliance with Generally Accepted Accounting Practices.

E. No CITY funds or assistance. The highest consideration will be given to applicants that do not receive other funding or any form of assistance from the CITY. While applicants that receive other funding or assistance from the CITY may apply for Grants in Aid funding, the extent of funding or assistance already received in relation to services provided must be considered prior to awarding Grants in Aid funds. A percentage of the sub-total criteria points will be awarded to Grantees based on the criteria below and the information about past funding / assistance from the CITY that follows.	
The applicant has received no award from the CITY within the last 3 years.	**10%**
The applicant has received 1-2 awards from the CITY within the last 3 years.	**7%**
The applicant has received 3-5 awards from the CITY within the last 3 years.	**5%**
The applicant has received between 6-9 awards from the CITY within the last 3 years.	**3%**
The applicant has received 10 or more awards from the CITY within the last 3 years.	**0%**

GRANTEE RECEIPT OF CITY GRANTS

Identify all CITY grants received by Grantee (or Fiscal Sponsor) in the last three (3) years. Information will be verified by the CITY.

1. Grant Activity Name & Contract #: _____
   Grant Period: __ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: s

2. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

3. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

4. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled

F. Age Friendly Honolulu

Consideration is to be given to applicants that incorporate the vision and goals of the Age-Friendly Honolulu Program (as codified in ROH Chapter 2, Article 22), including but not limited to (1) enabling residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active; and (2) removing barriers to inclusion for and providing support services to vulnerable residents and/or have physical limitations.

To be eligible for the bonus points as an Age-Friendly Honolulu Project an organization must demonstrate the proposal aligns with Age-Friendly Honolulu's priorities by completing the following TWO steps:

1) Go the following website https://www.hiphi.org/age-friendly-honolulu/ to access an Age-Friendly Honolulu training video. The video should be watched by at least one (1) person from the non-profit organization in a leadership position (Executive Director, Administrator, or equivalent). This video will define an "age-friendly city" and explain what types of projects align with the Age-Friendly Honolulu Vision.

2) Complete the section below by selecting which Age-Friendly Honolulu category best fits the activities of your organization and providing a brief description of how your proposal is an Age-Friendly Honolulu project.

☒ Enabling Residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active, particularly at the oldest ages

☐ Providing Kupuna with meaningful roles in the community, including mentors, volunteers, or through intergenerational programming

☐ Removing barriers to support community inclusion and accessibility for persons of all abilities.

3) How is your proposal an Age-Friendly Honolulu Project and explain how your organization can meet the additional reporting requirements if awarded? *(2,000 character count limit)*

The renovations proposed by SECOH will address Age-Friendly Honolulu category #1. SECOH currently serves 12 seniors with disabilities and has a list of 18 seniors waitlisted. Renovations will increase SECOH's capacity to serve more seniors by creating a new dining room at the DH campus.

SECOH's services to seniors are designed to keep them actively engaged, socially, physically, and mentally. Without the Adult Day Health services provided by SECOH, these seniors would spend their days at home with little or no interaction with peers, and dependent on their family for community activities. Seniors at SECOH participate in art, games, chair exercises, community outings, birthday and holiday celebrations, and many other enrichment activities.

APPENDIX A: TIER II GRANT PROPOSAL (Grants $25,000 to $200,000)
SOLICITATION NO. RGP-DCS-GIA2024

Instructions: The proposal below must be completed in full. Responses must be provided in the fillable boxes provided. Where annotated, the fillable boxes have predetermined maximum limits on character counts. Letters, numbers, punctuation marks, and spaces are included in the character count limits.

SECTION I
SUMMARY

A. Grantee Legal Name:	Special Olympics Hawaii Inc.
B. Is Grantee a Fiscal Sponsor?	☐ Yes ☒ No
C. Grant Activity Name:	Healing Through Sport

D. Briefly describe the Grantee's background, history (including year established), and mission. *(400 character count limit)*

Special Olympics Hawaii (SOHI) was established in 1968. Our mission is to provide year-round sports training and athletic competition for children and adults with intellectual disabilities (ID), giving them continuing opportunities to develop physical fitness, demonstrate courage and participate in the sharing of gifts, skills and friendships with their families, other athletes and the community.

E. Briefly describe the Grant Activity and public need being filled. *(400 character count limit)*

In FY2024 there is a great need to re-establish routine, physical activity, and socialization for Special Olympics Hawaii's athletes, families, and volunteers. SOHI's full, year round, in person sports programming will welcome reengagement through consistent opportunities for comradery, achievement, and ongoing personal development. SOHI sports grows community and offers a safe path to wellbeing.

F. Briefly summarize Grant Activity outcomes and measures of success, including number and description of those served. *(400 character count limit)*

Special Olympics Hawaii will provide sports competitions, training and practices to 700 athletes with intellectual disabilities and unified partners. We will register 100 families through our Ohana Task Force outreach and engage 700 volunteers. SOHI will help to heal and move our community forward with people, time, and the restoration of our full, year round, in person sports programming.

G. Council District
Check all districts that will benefit from the Grant Activity. Provide the amount requested per district. Amounts must be in whole numbers only.

☒ District 1 $35,400.00	☒ District 2 $10,200.00	☒ District 3 $31,400.00
☒ District 4 $17,000.00	☒ District 5 $24,600.00	☒ District 6 $21,400.00
☒ District 7 $19,000.00	☒ District 8 $18,400.00	☒ District 9 $22,600.00

Total Amount Requested (must be $25,000 to $200,000)	$200,000.00

H. Type of Grant Activity (pick ONE category that best reflects the Grant Activity):		
1. Public Services: Projects in this category will support qualified public services and programs for the target populations deemed by the CITY to be most vulnerable.		
☐ A. Public Service – Seniors	☐ B. Public Service - Children	☒ C. Public Service - Disabilities
☐ D. Public Service – Homeless	☐ E. Public Service – Domestic Violence	☐ F. Public Service – Substance Abuse
☐ G. Public Service – Mental Health	☐ H. Public Service – Other (describe):	
2. Arts, Culture, Community/Economic Development, and the Environment: Projects in this category will support the sustainable improvement in the well-being and quality of life of local communities, especially low- to moderate income areas.		
☐ A. Arts	☐ B. Culture	☐ C. Community Development
☐ D. Economic Development	☐ E. Environment	

GRANTEE'S CERTIFICATION AND SIGNATURE

The undersigned, subject to personal liability and penalty under applicable law, certifies that he or she: (i) is authorized to sign this Grant Proposal; (ii) personally prepared or reviewed the matters found in this Grant Proposal (including any related documents/attachments); (iii) asserts all statements made in this Grant Proposal (including all attachments) are true, accurate and complete; (iv) has the requisite skills and knowledge to assert the foregoing certification; and (v) has complied and shall continue to comply with all applicable requirements of Chapter 6, Article 29 of the Revised Ordinances of Honolulu 1990, as amended (Link), regarding private organizations receiving grants of public funds from the City and County of Honolulu.

Signature of Grantee (Fiscal Sponsor) Officer
Printed Name and Title: Daniel Epstein, President & CEO

11/14/22
Date

CERTIFICATE OF THE BOARD OF DIRECTORS NO OBLIGATIONS IN ARREARS

The undersigned Chairman of the Board of Special Olympics Hawaii Inc. ("Grantee") hereby certifies that the Grantee or any principal of the Grantee or sponsored organization (where the Grantee is a Fiscal Sponsor) is not in arrears on any financial or other obligation owed to the City & County of Honolulu, a municipal corporation of the State of Hawaii.

(Signature)

Mike Betz
(Print name)

CERTIFICATE OF THE BOARD OF DIRECTORS AUTHORIZATION TO ASSIGN AUTHORITY

The undersigned Chairman of the Board of Special Olympics Hawaii Inc. ("Grantee") hereby certifies that Daniel Epstein (name), President & CEO (title), has been authorized by the Board of Directors to sign proposals, contracts, and related documents on behalf of the Grantee. Accordingly, I hereby assign the authority by the Board to execute proposals, contracts, and contract amendments on behalf of the Grantee, and further certify that the assigned is given the power and authority to do all things necessary to implement, maintain, amend, or renew such contracts, including but not limited to the delegation of signing authority to another employee of the Grantee.

(Signature)

Mike Betz
(Print name)

STATE OF HAWAII)
CITY AND COUNTY OF HONOLULU)

On this 24th day of October, 2022, before me appeared Mike Betz, personally known to me, who, being by me duly sworn, did say that he/~~she~~ is the Chairman of Special Olympics Hawaii Inc. and that the corporation has no corporate seal, and that said instrument was signed in behalf of said corporation by authority of its Board of Directors, and said he acknowledged said instrument to be the free act and deed of said corporation.

ELAINE S. GARO NOTARY PUBLIC Comm. No. 93-615 STATE OF HAWAII

Notary Public, State of Hawaii Elaine S. Garo

My Commission expires: 4/29/2025

Doc. Date: No Date # Pages 1
Name: Elaine S. Garo First Circuit Doc.
Description: Grants in Aid Appendix A Tier II: Grant Proposal-Certificate of the BOD's No Obligations in Arrears/Authorization to Assign Authority

Signature Date 10/24/22

NOTARY CERTIFICATION

ELAINE S. GARO NOTARY PUBLIC Comm. No. 93-615 STATE OF HAWAII

FISCAL SPONSOR

The Fiscal Sponsor is a nonprofit organization that assumes legal, financial and programmatic responsibility for the activities of groups or individuals engaged in work that furthers the fiscal sponsor's mission and their own respective purposes. The Fiscal Sponsor is called the Grantee in this Grant Proposal. The CITY's legal relationship is with the Grantee, and the CITY will disburse Grant funds to the Grantee. The Sponsored Organization is the organization under this Grant Proposal that the Grantee (Fiscal Sponsor) chooses to support to implement the Grant Activity.

Accordingly, if the Grantee is a Fiscal Sponsor, the following should be completed by both the Grantee (Fiscal Sponsor) and the Sponsored Organization. By initialing and signing below, the Grantee (Fiscal Sponsor) and the Sponsored Organization indicate they have reviewed and come to an agreement regarding each of the following items:

Grantee/Fiscal Sponsor Initials	Sponsored Organization Initials	Agreed upon items
		Response herein to Section III Question 1
		Response herein to Section III Question 2
		Response herein to Section III Question 3
		Response herein to Section III Question 4
		Response herein to Section III Question 5
		Response herein to Section III Question 6
		Grant Activity: Budget/Funding (Section III)
		Grant Activity Preliminary Schedule of Activities (Section IV)

In addition to the foregoing, the Fiscal Sponsor and the Sponsored Organization each hold the CITY harmless and will defend and indemnify the CITY and its officers, employees, and agents, individually and in their official capacities, from all claims of liability for damages arising directly or indirectly from each entering into a Fiscal Sponsorship Agreement with the other.

The undersigned also attach hereto required documents regarding Fiscal Sponsorship, as detailed in Section VI.

Signature of Grantee (Fiscal Sponsor) Officer — Date
Printed Name and Title:

Signature of Sponsored Organization Officer — Date
Printed Name and Title:

SECTION II
GRANT ACTIVITY INFORMATION

A. Describe how the community need, stated problem / issue, and target population are effectively validated. The description must include how the public services target population is vulnerable or how the arts, culture, community/economic development, or environmental activities will especially support low- to moderate income areas.

1. Provide substantive data and other quality information to show the issue is a priority need of the community. *(3,000 character count limit)*

People with ID have cognitive limitations that affect their ability to communicate, process information, and adapt to new situations. They have difficulty in handling social situations, struggle with self-care skills, and many have an IQ score below 70. Having an intellectual disability was the highest independent risk factor for contracting COVID-19, controlling for race, ethnicity, and other variables. Those with intellectual disabilities were six times more likely to die from COVID-19 than other members of the population (Wendy Ross, MD, April 20, 2021).

SOHI's initial response to Covid-19 was to keep our athletes, families, and volunteers safe and healthy. Following government restrictions and Special Olympics guidelines, we cancelled sports events, practices and all other in person activities. The resulting isolation and inactivity often intensified and exacerbated the underlying daily difficulties of living with an intellectual disability. Strategies our athletes, families and caregivers implemented to address ID and improve quality of life prior to Covid-19 were abruptly halted. Changes in routine are particularly disruptive for individuals with ID and, as daily patterns changed so did the outlook of many athletes. The pandemic highlighted the emotional traumas that result from the inequities that people with ID already face.

The Substance Abuse and Mental Health Administration lays out many immediate and delayed emotional, physical, and cognitive reactions to trauma. Many of these reactions make it harder to go to work or find a job, engage with friends or family, or navigate systems. At the same time, these symptoms can be misinterpreted as a person being lazy, angry, difficult or uncommitted. This misinterpretation can often lead to a person being in conflict with family, healthcare providers, or service agencies as they struggle to meet expectations.

As we resurface from isolation many Special Olympics participants continue to be challenged in managing what is now being referred to as collective world trauma. This creates stress that can show up in different ways and Special Olympics athletes may take more time to recover than others. The CDC reports that people with ID may have had difficulty and/or been unable to comply with public health guidance like wearing masks and physical distancing. Having reduced access to the support they had before social distancing they are now experiencing trauma with reactions that include: shock, denial, anger, mood swings, difficulty concentrating, anxiety, withdrawal from others, trouble sleeping, or fatigue.

Special Olympics Hawaii is addressing this essential need for healing our community of athletes, unified partners, families and volunteers through our sport driven programming.

2. Provide a thorough analysis of the community's priority need / problem and its impact on the community. *(3,000 character count limit)*

"Sport is a preserver of health." This simple statement by Hippocrates is a foundational concept that has endured 2400 years. Neuroscience research now shows that sport—the

activity that has brought humans entertainment and joy for thousands of years—has both physiological and psychological healing effects.

SOHI's sport programming and community outreach create a foundation for healing both individual and collective trauma. SOHI's network heals on a micro level through engagement of individuals in our sport programs, and on a macro level by working to heal collective trauma within our neighborhoods, partner organizations, and schools. NAMI Chicago reported on the impact of community healing: "Connecting to resources, and healing at an intimate and interpersonal level, through trusted community networks has the power to infuse healing broadly."

With some government services depleted and understaffed, SOHI can help to address the challenges of individuals with ID. Disability healthcare costs in Hawaii are 31% of total healthcare costs. Healing through sport has the following effects which can impact health and quality of life for people with ID, thus reducing the need for additional paid services:

*Stress: 75% to 90% of doctor visits are for stress-related illnesses. Sports causes the body to release endorphins-chemicals in the brain that relieve pain and stress, and reduces the levels of stress hormones, cortisol and adrenaline.
*Mood: Sports has an immediate effect on one's frame of mind. Team sports has the added benefit of positive social interaction.
*Mental Health: Sports can have long-term effects on mental health. Children who take part in team sports have better mental well-being when they become adults.
*Addiction: Researchers in Korea found sports helps combat internet addiction and reduces the likelihood of smoking.
*Depression: Studies show that exercise improves symptoms of depression and reduces the risk of relapse. Exercise was found to be as effective as standard antidepressant treatment in one study. When immersed in sport people are distracted from the stressors and challenges of daily life. This temporary respite helps to avoid getting bogged down by negative thoughts.
*Sleep: Exercise can improve the quality of sleep by helping people fall asleep more quickly and deepening the quality of sleep which can improve mood and mental function the next day.
*Sharp Mind: Sports can help improve concentration and keep you mentally sharp as you age. Sports improve mental abilities, including critical thinking, learning and using good judgment.
*Self-Confidence: As strength, skills and stamina builds through physical activity it can lead to improved self-image in all areas of your life.
*Leadership and Team-Building: Participating in sports has been shown to improve leadership skills. Teens who participate in sports are more likely to exhibit leadership qualities than those who don't, and adopt a healthy team mindset in the workplace

3. Provide a description of the Grant Activity. This description will be used as the scope of services in the contract. *(1,000 character count limit)*

In FY2024, Special Olympics Hawaii will once again provide our full, year-round, in person sports seasons to our athletes with intellectual disabilities. The victories of any athlete are not often about a solitary person overcoming limitations on their own but rather about a reliable network of support. To that end, SOHI will offer a welcoming, meaningful, and healing community for our sports participants, families, and volunteers:

*700 athletes and unified partners will train, practice and compete in 3 sport seasons. With our last typical season held in 2019, all sports will again be offered.

*100 family members will join the Ohana Task Force. On average 3 family member are involved with each athlete on some level – coaching, helping with fundraisers, driving them to practice, cheering them on.
*700 volunteers will give of their time and talents at our major competitions. Through their service our athletes will thrive, our families will smile, and our volunteers find purpose.

B. Describe the proposed plan

1. Describe why you chose this Grant Activity and how it will effectively address the community's problem / need. *(2,000 character count limit)*

When people and communities are recovering from stressful events they often look to sports as a way to reconnect, refocus, and heal. The wide appeal of sports combined with the accessibility for individuals with ID to participate in sports through SOHI and our extensive family and volunteer networks make our organization an inspirational stronghold for the community.

In 2022, as we were able to hold in person events, the joy of reunion was palpable. While our event participation was less as each family gauged their readiness for a return to in person activities, we were struck by the depth of emotion expressed by athletes, families and volunteers who did return. Across the board they voiced how much they had missed our community and were concerned that we would be able to offer sports at the same level as we had pre-Covid. Moving forward, that is just what we intend to do as we recognize the impact of our programming.

As volunteers moved, family structure changed, friends and relatives died and/or dealt with long-haul Covid-19, some in our community now find they are depleted physically, mentally, and/or emotionally. For these reasons, it is imperative that SOHI return, full strength, full schedule and full of enthusiasm. As we reach out to people in early 2023 we expect to have facilities, practice fields, training opportunities, and volunteer commitments close to pre-Covid-19 levels allowing for FY2024 to be a time of community healing with athletes and unified partners geared up and ready to compete.

2. Provide measurable outcomes, describe how outcomes are aligned with the purposes and priorities of the Grants in Aid Fund, and describe how outcomes directly benefit the target population. *(3,000 character count limit)*

Public Services should begin with a statement of the number of individuals that the Grant Activity will directly benefit during the Grant Term.

Arts, Culture, Community/Economic Development or Environment should begin with a statement as to how the Grant Activity supports the sustainable improvement in the well-being and quality of life of local communities, especially low to moderate income areas.

SOHI will serve 1500 people including and/or directly assisting the GIA target population of individuals with intellectual disabilities by providing sports programming that will encourage community engagement, growth, and restoration. Measurable outcomes are as follows:

*700 athletes and partners will train, practice and compete
*100 family members will register with our Ohana Task Force
*700 volunteers will support sports competitions

Our athletes with disabilities require assistance, as do all humans. In our organization family members and volunteers provide that help by drawing on their skills and talents. As it turns out, it is truly a reciprocal relationship. Volunteers report a wide variety of benefits including meaningful involvement, life purpose, personal satisfaction, increased tolerance and re-examination of personal values. Approximately 82% of family members also volunteer – some consistently, some occasionally, with many taking a season or more as a coach. Family and volunteer bonds grow and are deepened, sports season to sports season.

Special Olympics research shows 70% of families say their involvement has a positive effect on time spent as a family, 82% of siblings say that Special Olympics has a positive family effect, and families report athletes show increased social skills. Our Ohana Task Force is run by family members who reach out to new families offering their insights, providing practical information and emotional support. They are active at State Games, educational sessions held by SOHI, delegation meetings, and online. 75% say that Special Olympics provides positive social networking opportunities outside of the family structure.

As athletes are surrounded by positive experiences and people in sports, their confidence grows as does their quality of life. While numbers are quantifiable, the sphere of influence over a lifespan is immeasurable. We can observe at each practice and competition personal growth, comradery, a shared moment. An unknown source noted: We are often only as strong as our friends and family make us, only as strong as our community, only as strong as the resources we have.

3. Provide an action plan to achieve the stated measureable outcomes. If the Grant Activity involves a partnership, provide a description of each partner's role. Must include measurable milestones, specific events, or other performance measures appropriate to achieving the outcomes. *(3,000 character count limit)*

SOHI will directly serve 1500 individuals through this grant with programs provided 100% free. Our programming is designed to involve people with intellectual disabilities with the greater community, promoting inclusion and working to eliminate discrimination. Our community participates year round in the activities below and most delegations continue to practice and meet throughout holiday breaks. We track participation numbers through registration on our Games Management System for our largest events held in May/June, August, and October/November.

Specific Events: SOHI will serve 700 athletes and unified partners, 700 volunteers and 100 family members through 3 sports seasons. Seasons include practices for a minimum of 6-8 weeks, sports training and education.

1. The Holiday Classic Sports season includes bocce, basketball and bowling. Holiday Classic Games will take place at Joint Base Pearl Harbor Hickam and Kaneohe Marine Corp Base, our dedicated partners, in late November 2023, the date depending on facility and military volunteer availability. Oahu games and local competitions will take place in October and November as preparation and qualifying events for State Games. Bowling facilities are in very short supply and our military partners, including Schofield Barracks, have continued to work with us to ensure this very popular sport, which truly showcases the spirit of Special Olympics and inclusion, is able to continue.

2. The summer sports season includes softball, powerlifting, track and field, and swimming. State Summer Games will take place on the last weekend of May 2024 or in early June depending on the availability of the University of Hawaii with whom we have partnered for

many years to provide sport facilities and dorm rooms which we use for housing athletes. Oahu games and local competitions take place in May as preparation and qualifying events for State Games.

3. Our fall sports season includes bocce and soccer with State Games taking place at Waiau District Park in August and qualifying competitions taking place on Oahu in July. SOHI has worked with the Parks and Recreation Department to secure facilities not only for this event but for practices for all seasons at various parks and facilities throughout Oahu.

4. SOHI also provides 3 seasons of League Play for our Unified Champion Schools. We hold a season of Flag Football, basketball, and Mov Band League Play- a walking challenge using a movement tracker.

SOHI has many partners including the following top 5 Volunteer groups with whom we have partnered for years:
1. Matson - 1988 - 100 volunteers - Softball Throw
2. Hawaiian Cement - 1997 - 30 volunteers - Shot Put
3. Servco - 2003 - 85 volunteers- Awards
4. Elite Parking Services - 2009 - 50 volunteers- Cheer for Champions/Softball Skills/Various Events
5. Hawaii Gas - 1999 - 100 volunteers- Track & Field Level 3/YAP

4. Provide a budget narrative that explains how the budget in Section III will achieve the desired outcomes. (*3,000 character count limit)*

Funding will support our outcomes by providing essential staff support through salaries and benefits, activity supplies, equipment rentals, IT management, facility expenses such as utilities, maintenance and security, and administrative supplies and requirements.

Salaries and Benefits: SOHI has a small staff that requires Directors and VP's to be actively and directly in contact with athletes, coaches and volunteers.

Director of Sports: The Director of Sports is responsible for ensuring SOHI offers quality sports programming that meets SOI training and competition standards. This includes constant contact with coaches, athletes, families, and volunteers. The Director of Sports is involved with the logistical management of all sports events and competitions, and overall organizational sports education including coaches clinics and virtual programming.

Office, IT and Volunteer Coordinator: This position is responsible for the volunteer recruitment and management of Oahu's volunteers for all games, competitions and events. In addition, this position manages all of SOHI's IT needs and programs, and handles all office management such as ordering supplies and vendor relations.

Facility/Site Rent & Utilities, Maintenance, and Security:
We are requesting funding for these monthly expenses to provide a safe and welcoming environment at our new facility for our community.

IT & Administrative expenses: Cloud storage and reliable IT management are critical to maintain the programming we provide. Our annual independent audit assures our community and our donors/granters that our financial processes are accurate and compliant.

Program Activity Supplies:
This line item will provide necessary supplies to carry out the grant activities primarily to be used for the purchase of volunteer shirts, meals, awards, sports equipment and general supplies needed to sustain our sports programming.

Equipment Rentals: tents, tables, chairs, sound & safety systems, and portable restrooms are required for all events.

5. Provide a timeline that is complete, realistic and appropriate to achieve the desired outcomes. This timeline should also be reflected in Section IV. *(3,000 character count limit)*

SOHI will adhere to the following schedule in order to provide the desired outcomes for our community:

October 2023
Athlete/partner practices held for basketball/bocce/bowling
Local Competitions held
Preparation for Holiday Classic Games
Basketball League Play
November 2023
Athlete/partner practices held for basketball/bocce/bowling
Preparation for Holiday Classic
Holiday Classic Games Held
Mov Band League Play
December 2023
Athlete practices/training continue in December, not sports specific
Staff planning for annual events and wrap up/analyzation of prior year competitions and events
Mov Band League Play
January 2024
Coaches Clinic planning
Flag Football practice/training begins for school-based teams in Middle and High School
Unified Flag Football and Coaches Training Clinic
Summer Games negotiations and logistics planning
February 2024
Unified Middle and High School Flag Football Competition
Athletes and partners begin practice/training in Softball, Track and Field, Swimming and Powerlifting for local competitions and Summer Games qualification
Summer Games supply purchasing and logistics planning
LETR planning/fundraising
March 2024
Unified Middle and High School Flag Football Final Competition
Coaches Clinics held for Softball, Track and Field, Swimming and Powerlifting
Athletes and unified partners continue training and practice in Summer Games sports
Summer Games supply purchasing and logistics planning, meetings with key volunteers
LETR planning/fundraising event
April 2024
Oahu Track and Field, Swimming & Powerlifting Competitions take place
Oahu Softball Tournament takes place at Central Oahu Regional Park (possibly May)
Athletes and unified partners continue training and practice in Summer Games sports
Summer Games supply purchasing and logistics planning, meetings with key volunteers
LETR planning/fundraising event
Mov Band League Play

May 2024
Athletes and partners continue to practice/train for Summer Games
Summer Games logistics set up and warehouse day, supply distribution, key volunteer pre games meetings
Summer Games held Memorial weekend if UH approved
Torch Run takes place at Games
Mov Band League Play
June 2024
Summer Games if moved to June per UH
Post Event close out of Summer Games
Athletes and partners practice/train for soccer and bocce
Coaches Clinic held for Soccer and Bocce
July 2024
Athletes and partners practice/train for soccer and bocce
Preparation for Aukake Classic
August 2024
Athletes and partners practice/train for soccer and bocce
Preparation for Aukake Classic
Aukake Classic Games held at Waiau District Park
September 2024
Coaches Clinic held for bowling, bocce, basketball
Athletes and partners practice/train Holiday Classic
Post event close out of Aukake Classic

C. Provide evidence of the agency's ability to perform the proposed grant activity through past performance, current capacity and/or plan to acquire the capacity to perform.

1. Provide data that demonstrates proven success in offering the same, similar, or related activities to achieve the proposed outcomes. *(3,000 character count limit)*

SOHI runs large fundraising events as well as large sports events. In October 2022, we held a fundraiser called Over the Edge. At this event we sign up volunteers who raise funds to be allowed to repel down the Hyatt Regency Waikiki Beach Resort and Spa. This event requires multiple safety measures and logistics, training of participants, and coordination with the hotel staff as well as the Over the Edge Staff. We have held this event for 13 years – actually much less than over our 50 years of holding sports events and competitions. Throughout the event, and in the debriefing after the event with Over the Edge staff, they mentioned numerous time that SOHI runs the best Over the Edge event in the nation. They said that Over the Edge sends their staff to our event to see how a great event is run. One of their technicians said he felt like he already knew us though he had never been here because at their office the staff always refers to the Special Olympics Hawaii event. Another technician said, "You have to be a great tech to go to Hawaii" and further explained this is because their skills must match the quality of the event. Matt, the Site Safety Supervisor noted that we lived up to their expectations and ended by saying to his staff, "I told you so!"

From an inside perspective SOHI holds ourselves to a very high standard. Every aspect of our programming, sports competitions, and events are scrutinized on a continuous basis and adjusted to meet unexpected and new circumstances. We plan months in advance with input from the venues and facilities we partner with including coaches, Heads of Delegations, key volunteers, the entire staff, schools and athletes. It is an ongoing, rich process with a tremendous volume of detail required for each aspect of performance. From an outside

perspective it confirms our dedication to holding superior events to receive feedback from a respected organization.

2. Describe the applicant's capacity to successfully achieve the proposed outcomes.
OR
Provide a plan to acquire the capacity to successfully achieve the proposed outcomes (including how the applicant has acquired similar capacity in the past).

Responses should include organizational knowledge, staffing, fiscal resources, facilities and other resources, stakeholders and relationships, and other relevant resources. *(3,000 character count limit)*

SOHI has an Oahu Staff of 11 fulltime employees, and 2 part time athletes. 9 of our fulltime Staff are directly involved with our athletes, partners, families, and volunteers, and additional staff provide the administrative requirements for our organization. Our three senior staff members have a combined 70 years with Special Olympics Hawaii, and provide in-depth institutional knowledge.

Each staff member is responsible for coordinating components of our State Games and special events, such as running Olympic Town, the Healthy Athlete venue, transportation, hospitality or running a sports venue such as track and field, for thousands of attendees. This experience, several times a year, gives every staff member the confidence, capability and knowledge to problem solve, plan logistics, organize, compromise, and meet the continued, often urgent, needs of our stakeholders with compassion and conviction.

Our long term relationships with the University of Hawaii, Joint Base Pearl Harbor Hickam, Schofield, and Kaneohe Marine Corp Base, the Department of Education, the Parks and Recreations Department, Kamehameha Schools, Iolani Schools and others, make it possible for SOHI to have facility options we need for our services.

Mission partners such as First Hawaiian Bank, Par Hawaii, and Walmart provide funding, personnel, facilities and expertise. Long term Corporate Sponsors such as Hawaii Cement, Matson, and Nordstrom, along with dedicated foundations are additional, consistent supporters. Our Board of Directors provides guidance, experience and financial support.

D. Describe the applicant's sustainability and/or additional long-term benefit to the community

1. Provide a plan for sustaining and / or expanding activities beyond the applicable grant period. *(2,000 character count limit)*

With over 50 years of providing services SOHI has always persevered and progressed. Through economic downturns, Covid-19, market instability, and more we have continued to provide programming. We are looking forward to providing additional services at our permanent home in Kapolei/Ewa Beach as we complete our outdoor sports court and Health and Fitness Building. Services will include a powerlifting and training station, a cardio and strength area, on open, multi-use area for exercise classes, and a medical and screening zone for monthly private screenings and exams. We plan for additional sports such as volleyball and pickle ball to engage youth and Kupuna on our outdoor play court.

The long-term benefits to the community may be best described in one of many nominations for our "Outstanding Male Athlete of the year:

The love of sports, friends and opportunities Special Olympics brings means the world to Joe. These were three things missing in Joe's life during his school years. Since becoming a SOHI athlete we have watched Joe grow and overcome many obstacles. Joe has developed a circle of friends who he engages in healthy activities outside of SOHI. He encourages others and demonstrates some impressive abilities. In fact, Joe broke a state record in the plank at almost 9 minutes! Now that is brave in the attempt! Joe brought a whole lot of hustle and laughs to the athletes during the holo holo walking club. Joe has joined in Golf this year and it is amazing to watch his concentration, hours together golfing 2-3 times a week. He's all fired up and excited for basketball. He is attentive to direction, learning, and playing together as a team. He is not so shy anymore and proud to represent Special Olympics!

When individuals in a community excel, work to be healthy, give back, and spread joy we all benefit. Joe is one of many such stories.

2. Describe the applicant's capacity and resources to carry out the above plan (staffing, funding, etc.) beyond the grant period. *(2,000 character count limit)*

SOHI's confidence in our resources and partners has actually grown over the last 3 years as several of our supporters have been willing and able to extend funding to our organization throughout the pandemic. As we move into 2023 and 2024 commitments to our organization remain strong. Our mission partners, year round partners and year round supporters are expected to offer continued support. With the opportunity to re-instate our in person fundraiser such as Cop on Top, Tip A Cop, and Over the Edge our revenues in this area remain steady and this year, Over the Edge exceeded expectations by $20,000. Grant support for Healthy Athlete and Unified Champion Schools is secured for 2023 as is foundation support.

In 2020 and early 2021 SOHI had some staff turnover due to people moving to the mainland, family situations, and other considerations. We are very pleased to be back to our staffing of 11 full time employees. Our current crew has had the opportunity to receive in depth training, holding local competitions, coaches clinics, and large fundraising events. With our experienced staff, partners, volunteers and families our ability to hold sports events and maintain programming is high.

*SOHI has every intention of providing in person sports and we will continue to offer weekly virtual programming. While in person sports is very much needed for our community as described in this grant application, virtual programming has proven to be beneficial especially for people off island, ill, or just loving the extra time with community. If we are required to shut down we will once again provide online sports training and competitions through virtual means to complete these grant requirements.

E. No CITY funds or assistance. The highest consideration will be given to applicants that do not receive other funding or any form of assistance from the CITY. While applicants that receive other funding or assistance from the CITY may apply for Grants in Aid funding, the extent of funding or assistance already received in relation to services provided must be considered prior to awarding Grants in Aid funds. A percentage of the sub-total criteria points will be awarded to Grantees based on the criteria below and the information about past funding / assistance from the CITY that follows.	
The applicant has received no award from the CITY within the last 3 years.	**10%**
The applicant has received 1-2 awards from the CITY within the last 3 years.	**7%**
The applicant has received 3-5 awards from the CITY within the last 3 years.	**5%**
The applicant has received between 6-9 awards from the CITY within the last 3 years.	**3%**
The applicant has received 10 or more awards from the CITY within the last 3 years.	**0%**

GRANTEE RECEIPT OF CITY GRANTS

Identify all CITY grants received by Grantee (or Fiscal Sponsor) in the last three (3) years. Information will be verified by the CITY.

1. Grant Activity Name & Contract #: Supporting Friendly Aging for People with ID CT DCS 2300054
   Grant Period: 10/1/2022-9/30/2023 Grant Amount: $200.000.00
   Grant Purpose: Providing healthy age prevention activities
   Grant Activity Status: ☒ Underway ☐ Completed ☐ Canceled
   Administrating Division: DCS

2. Grant Activity Name & Contract #: A Cohesive Programming Approach for People with Intellectual Disabilities CT DCS 2200052
   Grant Period: 10/1/2021-9/30/2022 Grant Amount: $200,000.00
   Grant Purpose: Virtual and In Person Sports & Wellness Programming
   Grant Activity Status: ☐ Underway ☒ Completed ☐ Canceled
   Administrating Division: DCS

3. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

4. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____

F. Age Friendly Honolulu

Consideration is to be given to applicants that incorporate the vision and goals of the Age-Friendly Honolulu Program (as codified in ROH Chapter 2, Article 22), including but not limited to (1) enabling residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active; and (2) removing barriers to inclusion for and providing support services to vulnerable residents and/or have physical limitations.

To be eligible for the bonus points as an Age-Friendly Honolulu Project an organization must demonstrate the proposal aligns with Age-Friendly Honolulu's priorities by completing the following TWO steps:

1) Go the following website https://www.hiphi.org/age-friendly-honolulu/ to access an Age-Friendly Honolulu training video. The video should be watched by at least one (1) person from the non-profit organization in a leadership position (Executive Director, Administrator, or equivalent). This video will define an "age-friendly city" and explain what types of projects align with the Age-Friendly Honolulu Vision.

2) Complete the section below by selecting which Age-Friendly Honolulu category best fits the activities of your organization and providing a brief description of how your proposal is an Age-Friendly Honolulu project.

☒ Enabling Residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active, particularly at the oldest ages

☐ Providing Kupuna with meaningful roles in the community, including mentors, volunteers, or through intergenerational programming

☐ Removing barriers to support community inclusion and accessibility for persons of all abilities.

3) How is your proposal an Age-Friendly Honolulu Project and explain how your organization can meet the additional reporting requirements if awarded? *(2,000 character count limit)*

Special Olympics Hawaii sports and activities are inclusionary on all levels and age is no exception! There is no upper age limit for participation. Some of our most dedicated delegations consist primarily of adults over 50 who have developed long term friendships that include social activities outside of Special Olympics and involve family members who have also developed friendships. Our year round sports programming with practices and events keeps our aging athletes moving and motivated to be healthy. Since individuals with intellectual disabilities age earlier and die 16-20 years earlier than their peers it is imperative they have programming that is free and accessible to support them as they age. If 65 is considered a senior for a typical individual, most individuals with ID would then be considered seniors at age 50. An ongoing, active, social lifestyle, such as offered by Special Olympics, can help to mitigate some aging risks and increase the opportunity for a fun, meaningful senior lifestyle!

APPENDIX A: TIER II GRANT PROPOSAL (Grants $25,000 to $200,000)
SOLICITATION NO. RGP-DCS-GIA2024

Instructions: The proposal below must be completed in full. Responses must be provided in the fillable boxes provided. Where annotated, the fillable boxes have predetermined maximum limits on character counts. Letters, numbers, punctuation marks, and spaces are included in the character count limits.

SECTION I
SUMMARY

A. Grantee Legal Name:	Surfrider Spirit Sessions (SSS) (www.surferspirit.org
B. Is Grantee a Fiscal Sponsor?	☐ Yes ☑ No
C. Grant Activity Name:	Spirit Sessions Mentoring and Out of School Time (OST) Programming

D. Briefly describe the Grantee's background, history (including year established), and mission. *(400 character count limit)*

Created in 2006, SSS is dedicated to building healthy communities by supporting at-risk and adjudicated youth through holistic, ocean-based mentoring programs, experiential āina-based education and cultural activities.
Under new leadership, we are looking to expand the reach of our program through additional out of school time (OST) options and monthly activities.

E. Briefly describe the Grant Activity and public need being filled. *(400 character count limit)*

SSS programs are designed to provide an uplifting space for youth to focus on values & behaviors that are healthy and to connect them to the land, the culture, & other adults and youth who will support them on a positive path. We do this through
- 8 week surf mentoring
- Community days
- Jr Mentor program
- Monthly events
- Out of school time (OST) programs

F. Briefly summarize Grant Activity outcomes and measures of success, including number and description of those served. *(400 character count limit)*

SSS expects to serve
- 8 week surf program: 65 youth
- Community events: 75 youth
- OST programs: 30 youth
- Family days: 30 families

Expected outcomes include reduced truancy, drug use and court involvement; improved family relationships; improved job and life skills; enhanced self-confidence, self-esteem & physical health; increased cultural and environmental awareness.

G. Council District
Check all districts that will benefit from the Grant Activity. Provide the amount requested per district. Amounts must be in whole numbers only.

District 1 $39,005	District 2 $ 3,510	District 3 $ 5,279
District 4 $ 5,279	District 5 $ 10,703	District 6 $ 17,747
District 7 $ 21,307	District 8 $ 33,640	District 9 $ 39,005
Total Amount Requested (must be $25,000 to $200,000)	$ 175,475	

H. Type of Grant Activity (pick ONE category that best reflects the Grant Activity):		
1. Public Services: Projects in this category will support qualified public services and programs for the target populations deemed by the CITY to be most vulnerable.		
☐A. Public Service – Seniors	☑B. Public Service - Children	☐ C. Public Service - Disabilities
☐ D. Public Service – Homeless	☐ E. Public Service – Domestic Violence	☐ F. Public Service – Substance Abuse
☐ G. Public Service – Mental Health	☐ H. Public Service – Other (describe):	
2. Arts, Culture, Community/Economic Development, and the Environment: Projects in this category will support the sustainable improvement in the well-being and quality of life of local communities, especially low- to moderate income areas.		
☐ A. Arts	☐ B. Culture	☐ C. Community Development
☐ D. Economic Development	☐ E. Environment	

GRANTEE'S CERTIFICATION AND SIGNATURE

The undersigned, subject to personal liability and penalty under applicable law, certifies that he or she: (i) is authorized to sign this Grant Proposal; (ii) personally prepared or reviewed the matters found in this Grant Proposal (including any related documents/attachments); (iii) asserts all statements made in this Grant Proposal (including all attachments) are true, accurate and complete; (iv) has the requisite skills and knowledge to assert the foregoing certification; and (v) has complied and shall continue to comply with all applicable requirements of Chapter 6, Article 29 of the Revised Ordinances of Honolulu 1990, as amended (Link), regarding private organizations receiving grants of public funds from the City and County of Honolulu.

Signature of Grantee (Fiscal Sponsor) Officer
Printed Name and Title: Meta Dunn, Exec. Director

14 Nov 2022
Date

CERTIFICATE OF THE BOARD OF DIRECTORS NO OBLIGATIONS IN ARREARS

The undersigned of the Board ("Grantee") hereby certifies that the Grantee or any principal of the Grantee or sponsored organization (where the Grantee is a Fiscal Sponsor) is not in arrears on any financial or other obligation owed to the City & County of Honolulu, a municipal corporation of the State of Hawaii.

Karen M Radius Tello
(Signature)

KAREN M. RADIUS TELLIO
(Print name)

CERTIFICATE OF THE BOARD OF DIRECTORS AUTHORIZATION TO ASSIGN AUTHORITY

The undersigned of the Board ("Grantee") hereby certifies that META DUNN (name), EXECUTIVE DIRECTOR (title), has been authorized by the Board of Directors to sign proposals, contracts, and related documents on behalf of the Grantee. Accordingly, I hereby assign the authority by the Board to execute proposals, contracts, and contract amendments on behalf of the Grantee, and further certify that the assigned is given the power and authority to do all things necessary to implement, maintain, amend, or renew such contracts, including but not limited to the delegation of signing authority to another employee of the Grantee.

Karen M Radius Tello
(Signature)

KAREN M RADIUS TELLIO
(Print name)

STATE OF HAWAII)
CITY AND COUNTY OF HONOLULU)

On this 10th day of November, 2022, before me appeared Karen M Radius Tellio, personally known to me, who, being by me duly sworn, did say that ~~he~~/she is the President of the Board of Surfrider Spirit Sessions and that the corporation has no corporate seal, and that said instrument was signed in behalf of said corporation by authority of its Board of Directors, and said she acknowledged said instrument to be the free act and deed of said corporation.

B. Paio
Notary Public, State of Hawaii

My Commission expires: 6/28/2026

B. PAIO NOTARY PUBLIC Comm. No. 06-361 STATE OF HAWAII

B. PAIO NOTARY PUBLIC Comm. No. 06-361 STATE OF HAWAII

Doc. Date: None # Pages 1
Name: B. Paio 1st Circuit
Doc. Description: Certificate of the Board of Directors No Obligations in Arrears, Certificate of the Board of Directors Authority to Assign Authority

B. Paio 10 NOV 2022
Signature Date
NOTARY CERTIFICATION

FISCAL SPONSOR

The Fiscal Sponsor is a nonprofit organization that assumes legal, financial and programmatic responsibility for the activities of groups or individuals engaged in work that furthers the fiscal sponsor's mission and their own respective purposes. The Fiscal Sponsor is called the Grantee in this Grant Proposal. The CITY's legal relationship is with the Grantee, and the CITY will disburse Grant funds to the Grantee. The Sponsored Organization is the organization under this Grant Proposal that the Grantee (Fiscal Sponsor) chooses to support to implement the Grant Activity.

Accordingly, if the Grantee is a Fiscal Sponsor, the following should be completed by both the Grantee (Fiscal Sponsor) and the Sponsored Organization. By initialing and signing below, the Grantee (Fiscal Sponsor) and the Sponsored Organization indicate they have reviewed and come to an agreement regarding each of the following items:

Grantee/Fiscal Sponsor Initials	Sponsored Organization Initials	Agreed upon items
		Response herein to Section III Question 1
		Response herein to Section III Question 2
		Response herein to Section III Question 3
		Response herein to Section III Question 4
		Response herein to Section III Question 5
		Response herein to Section III Question 6
		Grant Activity: Budget/Funding (Section III)
		Grant Activity Preliminary Schedule of Activities (Section IV)

In addition to the foregoing, the Fiscal Sponsor and the Sponsored Organization each hold the CITY harmless and will defend and indemnify the CITY and its officers, employees, and agents, individually and in their official capacities, from all claims of liability for damages arising directly or indirectly from each entering into a Fiscal Sponsorship Agreement with the other.

The undersigned also attach hereto required documents regarding Fiscal Sponsorship, as detailed in Section VI.

NA

Signature of Grantee (Fiscal Sponsor) Officer — Date

Printed Name and Title:

Signature of Sponsored Organization Officer — Date

Printed Name and Title:

SECTION II
GRANT ACTIVITY INFORMATION

A. Describe how the community need, stated problem / issue, and target population are effectively validated. The description must include how the public services target population is vulnerable or how the arts, culture, community/economic development, or environmental activities will especially support low- to moderate income areas.

1. Provide substantive data and other quality information to show the issue is a priority need of the community. *(3,000 character count limit)*
SSS works with keiki whose challenges run deep and for whom many of the programs do not have the capacity to support their needs. The youth in our programs are dealing with multiple issues: many have mental health issues, law violations, truancy, substance abuse or live in homes where poverty, violence or other forms of trauma are pervasive.

Additionally, Hawai'i has a unique context in that addressing broader cultural, historical and intergenerational trauma is especially important. This real trauma includes but is not limited to the loss of land, language and cultural identity. The impacts of trauma from various sources are felt throughout the island, more so now as a result of COVID and the increase in public awareness of the impacts of trauma. In July 2022, the Hawaii legislature recognized the importance of addressing this issue by passing State Bill 2482, designating the implementation of the office of Wellness and Resiliency.

The research on toxic stress and adverse childhood experiences indicates the existence of a growing public health crisis for the State with implications for Hawaii's educational, juvenile justice, criminal justice, and public health systems, and can be seen in statistics such as:

About 2,200 more children in Hawaii struggled with anxiety and depression in 2020 – a 23% increase compared with 2016.
Additionally, Hawaii's age-adjusted suicide rate (15.6%) was higher than the national level in 2019 (13.9%).

The 2022 Kids Count Data Book found that Hawaii ranked in the lowest third of the United States when it comes to the educational (35th) and economic (34th) well-being of children.

2021 DOE reports
- Over 3,000 youth were identified as experiencing homelessness at some point during the school year
- Ninth-grade promotions decreased to 85% in 2021 from 93% in 2020
- Graduation rate increased to 86% but college entry rates decreased by 5 percentage points, dropping to 50%
- 31,795 students, or 20%, were at high risk for chronic absenteeism, which is a 15% increase
- The ACLU released a 2019 report finding Hawai'i has disproportionate referral and suspension rates, especially of Hawaiian/Pacific Islander students who are suspended at 3x times the national average.

HPD reported a 10% increase in juvenile arrests from 2020 to 2021 for a total of 1,772 arrests.

Despite a decrease of 5% in calls to CPS between 2020 to 2021, those cases referred for intervention increased by 30% for a total of 5,001 with 1,331 confirmed - of which 656 were on the island of Oahu.

There was a 612% increase in the number of domestic violence services to youth between 2020 and 2021 for a total of 605 youth being serviced.

2. Provide a thorough analysis of the community's priority need / problem and its impact on the community. *(3,000 character count limit)*
As shown in the statistics above, our keiki are in need of support. Now, more than ever, after over two years of the pandemic where the mental and physical health impacts are just at the infancy of manifesting its longer term impacts, it is vital that we address these needs with greater, yet measured and deliberate urgency and care.

SSS services teens involved in the Juvenile Justice System, residential programs, foster care, and youth grappling with personal and family challenges such as loss, depression, anxiety, bullying, and suicidal ideations. Abuse, neglect, homelessness, systemic racism, pandemics, societal unrest and uncertainty, and poverty all leave traumatic markers. Research shows that youth who have been exposed to trauma, especially complex trauma, often develop ways of coping that allow them to survive and function day to day. While these coping mechanisms are designed to keep them safe in the midst of the trauma, the long term impacts are significant not just in their life but in society as a whole. Youth who have experienced trauma have significantly higher rates of emotional, behavioral, and immediate and long-term health problems. They often struggle with self-esteem, which puts them at risk for substance use, suicide, and other negative outcomes. They have numerous academic difficulties, including below-grade level reading, high rate of learning disabilities, poor school attendance, and failure to advance to the next grade or graduate.

The cumulative economic and social burden of complex trauma in childhood is extremely high as well. Based upon data from a variety of sources, a conservative annual cost of child abuse and neglect is an estimated $103.8 billion, or $284.3 million per day (in 2007 values). This number includes both direct costs—about $70.7 billion—which include the immediate needs of maltreated children (hospitalization, mental health care, child welfare systems, and law enforcement) and also indirect costs—about $33.1 billion—which are the secondary or long-term effects of child abuse and neglect (special education, juvenile delinquency, mental health and health care, adult criminal justice system, and lost productivity to society).

On the flip side, research also shows that even for those youth/people who have faced multiple adverse childhood experiences (ACEs), those who have positive childhood experiences (PCEs) through healthy support systems (within and outside of their homes) are more resilient and able to minimize the negative impacts of trauma in their lives. Some examples of PCEs are being able to talk with family about feelings, feeling as though there is family who will stand by them during difficult times, participating in community traditions, feeling a sense of belonging in high school, feeling supported by friends, and having at least two non-parent adults who take a genuine interest in them. While preventing ACEs is critical, creating PCEs is just as imperative and urgent.

3. Provide a description of the Grant Activity. This description will be used as the scope of services in the contract. *(1,000 character count limit)*

- 3 8-week surf mentoring sessions - 4 hour sessions that include surfing, environmental & cultural lessons, life skills training, journaling, water safety training, and beach clean-ups.
- 3 community service & family events - mentees teach the skills they learned through our program to younger keiki & family members.
- Jr Mentor program - youth assist staff and adult volunteer mentors on the beach, at events and support their peers in sessions.
- Orientations and trainings for volunteers, interns and staff
- Monthly activities that help youth and mentors remain engaged and maintain lasting relationships outside of the program.
- 6 Week-long out of school time (OST) programs - fall, spring and 4 weeks in the summer - partial day programs that align with our themes, expand the array of ocean- based activities, and deepen their knowledge of Hawaiian and Pacific Island culture through trips to museums and cultural sites and experiential opportunities with kūpuna and other experts in the field.

B. Describe the proposed plan

1. Describe why you chose this Grant Activity and how it will effectively address the community's problem / need. *(2,000 character count limit)*
The work we do at SSS aligns with Positive Childhood Experiences (PCEs) in that we create a safe space for youth to feel heard, to connect, and to be able to express themselves without judgment. Research further shows that mentoring opportunities dramatically reduce incidences of truancy, recidivism, substance abuse, acts of aggression, depression and anxiety while increasing pro-social attitudes and improving relationships with parents and adults.

We have the additional benefit of having the ocean and access to nature, which adds an even greater level of healing and restoration. Studies show how connection with nature, especially salt water, positively impacts our immune systems as well as reduces stress and anxiety. Culturally Hawaiians have engaged in rituals utilizing Pi Kai for cleansing and healing because they understood the healing and curative powers of water long before science substantiated this knowledge. Through our program, we are able to highlight the wisdom and importance of these cultural practices.

SSS is aligned with the resiliency findings from the Kauai Longitudinal Study, which confirms that island youth can turn their lives around and succeed with the help of supportive adult role models, meaningful activities, strong connections to their community and culture, and life skills and employment training. Spirit Sessions provides these - as well as exhilarating fun, ocean therapy and a sense of accomplishment.

2. Provide measurable outcomes, describe how outcomes are aligned with the purposes and priorities of the Grants in Aid Fund, and describe how outcomes directly benefit the target population. *(3,000 character count limit)*

Public Services should begin with a statement of the number of individuals that the Grant Activity will directly benefit during the Grant Term.

Arts, Culture, Community/Economic Development or Environment should begin with a statement as to how the Grant Activity supports the sustainable improvement in the well-being and quality of life of local communities, especially low to moderate income areas.

We anticipate servicing the following number of individuals in each program area:

8 Week Surf Sessions - 65 youth annually - 20% of the youth may be re-referred to the program if they are found to need additional support
Jr Mentors - 6-8 Jr Mentors per 8-week surf session
Community + Family Days - Minimum 75 community youth and 30 of the mentees families annually
Mentors - 15-20 volunteer mentors per surf sessions ; of which 30% will be kūpuna
Monthly Activities - Minimum of 10 participants each month for a total of 120 participants annually
OST Programming - 10 -15 youth each session. For a total of 60 youth -50% of participants may come from our other programs

We have seen that many of our youth need more than just the 8-week surf program to help maintain the positive momentum built through the program. We also have identified that there is a subset of the youth who need a second chance at our program. Some of these need the second chance because circumstances have prevented them from successfully completing the program. Others need another run through the program due to the depth of the challenges they are facing and the recognition that the design of our program - both with its connections to positive adults as well as the connection to nature - is an effective means to support them in their growth and transformation. Our own data shows the longer youth stay connected, the more they improve, but we have noticed that some youth are hesitant to initially engage in the 8- week program. Providing offerings to introduce them to our program with a shorter time commitment, such as the OST programs and community days, will provide them an opportunity to get some support and hopefully entice them to stay involved.

Our goal is that through our programs at least 80% of the participants will:

- Show an improvement in educational attainment in the form of improved grades, reduction in missing assignments, improved attendance and/or a decrease in behavioral referrals
- Report feeling more accepted by their peers and more connected to their family.
- Report that they are more likely to say no to drugs, alcohol, skipping school, or getting in fights as a result of being in our program.
- Express greater feelings of self-worth and more hope and higher aspirations for the future.
- Report an increased interest in learning to live a healthier lifestyle.
- Demonstrate that they have a greater concern for taking actions to care for and protect our ʻāina.
- Have a better understanding of Hawaiian culture and values.

For those in our Jr Mentor program, they will also report an increase in leadership skills, feel more confident talking in public, and have a resume that can be used for future employment or educational attainment.

3. Provide an action plan to achieve the stated measurable outcomes. If the Grant Activity involves a partnership, provide a description of each partner's role. Must include measurable milestones, specific events, or other performance measures appropriate to achieving the outcomes. *(3,000 character count limit)*

November - December - Session debrief, appreciations and outcomes reporting
Wrap up from the last session, debrief with staff, mentors, jr mentors and send surveys out to mentees. End of year appreciation events take place during this time. Review program materials and set timelines for ensuring that any repairs, program updates, etc are completed before the 2024 season begins. Ensure staff for Spring session secured. Host two monthly events.

January - February - Annual Fundraiser + 2024 Season Kick off
Begin preparation for 2024 Season and annual fundraiser; begin recruitment for Spring session. Orientations for Mentors and Jr Mentors. Recruit staff and youth for the Spring break program. Host two monthly events.

March - April - Spring Session
8 week surf sessions begin; Spring break OST session runs; In April begin outreach for Summer programs and ensure programming lineup for summer is secured. Mentees complete pre and post program surveys. Recruit staff for the Summer OST program. Host two monthly events. Community Day takes place during week 5 or 6 of surf programming.

May & August - Inter-Session Planning
Wrap up from the last session, debrief with staff, mentors, Jr mentors and send surveys out to mentees. begin recruitment for Summer session. Orientations for Mentors and Jr Mentors. Recruit youth for Summer break program. Host monthly event.

June - July - Summer Session
8 week surf sessions begin; Summer OST time session runs; In July ensure programming lineup for fall OST program is secured. Mentees complete pre and post program surveys. Host two monthly events. Community Day takes place during week 5 or 6 of surf programming.

September - October - Fall Session
8 week surf sessions begin; Fall OST session runs. Host two monthly events. Community Day takes place during week 5 or 6 of surf programming. Mentees complete pre and post program surveys.

4. Provide a budget narrative that explains how the budget in Section III will achieve the desired outcomes. *(3,000 character count limit)*
Section III budgets outline SSS administrative and program costs and salaries associated with running our 8 week surf mentoring programs, monthly and community events and OST programs.

Personnel costs include salaries for an FTE Executive Director and 2 Program Managers and 6 PTE employees and an Administrative Assistant. Personnel costs are matched by our Office of Youth Services grant and smaller private foundation grants.

Funds requested for support of our personnel cost include activities such as community outreach; recruitment of youth mentors, and volunteers; program development and implementation; youth tracking and reporting; training and development and more.

Program Activity supplies include all program supplies such as nutritious meals and snacks for youth, tents, t-shirts, rash guards, surfboard repair items, wax, leashes, graduation certificates and leis, stipends for Jr Mentors, transportation and other activity supplies.

Professional and Contractual Services covers a portion of the CPA to manage payroll, bills, accounting and tax services as well as consulting fees for program development with UH Manoa TRTH Center.

Administrative costs include reduced office rent from Kamehameha Schools. It also includes a portion of our telephone, internet and cell phone costs and truck maintenance.

Conference/Training costs and travel costs are embedded to ensure that we are able to provide adequate training and support to our staff and program leaders. Trainings are related to safety, surfing, and trauma informed youth development

Secured Funding Sources:
SSS has secured $123,000 of the required budget to provide annual sessions.
The Annual Surf to the Turf Golf Tournament, held in February, is our board-driven fundraiser which yields $20,000 – 30,000 each year in unrestricted funds. Additional funds from private donors, foundations and governmental entities provide funding for program support and special projects.

Pending Funding Sources:
We currently have pending grants with the Women's Fund of Hawaii and the Outrigger Duke Kahanamoku Foundation. The Executive Director, being new, is in the process of reviewing additional funding opportunities to ensure the ongoing financial support and growth of the programming.

In-kind Support
Currently, in-kind support includes reduced office and equipment storage space provided by Kamehameha Schools, valued at $20,000 per year.

Volunteer hours continue to provide measurable and impactful support to SSS programs and services. In 2021, SSS captured volunteer hours valued, according to the Federal volunteer rate of $28.54 per hour, at over $71,000 of manpower.

Interns from UH and community at large.

Additionally, private foundations and donors provide resources such as new surfboards, tents, logo rash guards, ocean cameras, and other program equipment.

5. Provide a timeline that is complete, realistic and appropriate to achieve the desired outcomes. This timeline should also be reflected in Section IV. *(3,000 character count limit)*
The following timeline shows how we will execute program:

PREPARING FOR 8-WEEK SURF + OUT OF SCHOOL TIME (OST) PROGRAMS January/ February/May/August
- Confirm calendar for the year and ensure that it is made public via website, transmission to partners, mentors and students and through email campaigns
- Conduct youth outreach to referral organizations via presentations, email campaigns, and phone solicitation.
- New mentor outreach and vetting via presentations, networking, email and social media.
- Conduct background checks.
- Review/update internal agency forms, communications, and website
- Finalize program curriculum with themes, speakers, videos, and activities
- Ensure all transportation, permits, and locations for all programs have been secured or timelines for processing are denoted
- Inspect equipment/supplies – replace and upgrade
- Maintain mentor/youth files and upload to database
- Process youth pre/post surveys and compile outcomes reporting
- Schedule `Ohana Surf Events
- Process new youth and mentor applications
- Hold a mentor orientation three times a year
- Hold Jr. Mentor orientations for existing and new interns/Jr. Mentors 3 times a year
- Recruit + train staff for OST programming

SESSION IMPLEMENTATION March/April;June/July;Sept/Oct
- March & April 2024 - 8 week Spring Surf Session, Spring OST Program
- June - July 2024 - 8 week Summer Surf Session, Summer OST Program
- September and October 2024 - 8 week Fall Surf Session, Fall OST Program
- Monthly events are scheduled throughout the year and announced during programming as well as via email campaigns, calls and on our website

Each of the sessions (both 8 Week Surf Mentoring and OST programs) will consist of the following activities:
- Implementation of curriculum and culturally-aligned activities
- Employ 3-4 Jr. Mentors and 3-4 Interns per session
- Monitor attendance, mentor-mentee matches, and Jr. Mentor/Interns hours through sign-in sheets
- Hold a Community Service Day (for the 8-week surf sessions)
- Hosting a Family Day
- Conduct student pre & post survey for program youth and families
- Continue outreach for mentors and youth, including community events and orientations
- Hold graduation ceremony or end of program celebration at the end of each session
- Provide feedback to referral agents and agencies on attendance & progress of youth

WRAPPING UP THE SESSION YEAR November/December
- Debrief program session and make improvements or adjustments
- Inventory session supplies (fix, replace, etc.)
- Compile/review yearly outcomes and analyze for trends
- Preparation and dissemination annual report to stakeholders
- Hold Mentor Appreciation Event
- Debrief year with staff to identify gaps, needs and fixes
- Review effectiveness of curriculum and resources and enhance
- Review staffing pattern and funding with Board
- Analyze budget and spending for following year's budget

C. Provide evidence of the agency's ability to perform the proposed grant activity through past performance, current capacity and/or plan to acquire the capacity to perform.

1. Provide data that demonstrates proven success in offering the same, similar, or related activities to achieve the proposed outcomes. *(3,000 character count limit)*

SSS has been providing youth mentoring services and culturally aligned diversion programs for 15 years on Oahu, serving over 1000 youth with amazing outcomes. Our programs are geared at youth ages 13-18 offering intervention and preventative services. SSS has had great success in working with a variety of youth providing therapeutic ocean activities and challenging opportunities to build self-esteem and confidence, learn new coping skills, bond to adult role models and peers, and find new ways of thinking about their situations.

The following youth self-reported impacts have been collected through pre & post surveys, tracking changes in behaviors and perceptions:
• 88% reported a strong positive shift in self-esteem and confidence.
• 97% experienced a positive shift in peer/adult relationships with mentors and building trust.
• 91% showed an increased interest in citizenship including participating in community service activities and beach clean-ups.
• 86% reported they now care more about school and getting their work done on time.
• 85% reported an increased interest in learning to live a healthier lifestyle.
• 72% showed a better understanding of Hawaiian culture and values.
• 83% reported caring more about taking care of the environment.
• 97% reported they think it is cool to participate in Spirit Sessions.
• 100% reported being able to surf after completing the core program.

Additional qualitative feedback from mentor reports, parent feedback, youth journals and staff notes clearly demonstrate the positive impact Spirit Sessions has on youth (See our testimonial letters in Attachments VI).

The community need for our experiential outdoor learning activities increased due to the mental and physical challenges that arose during the pandemic. SSS was able to provide our 8-week Surf Spirit Sessions throughout the pandemic period because surfing and ocean activities were encouraged when few activities were allowed. Social workers and parents reported that youth who participated in our programs benefited psychologically and physically because of being outside, learning new skills, and being a part of a larger collective group of positive mentors and peers.

2. Describe the applicant's capacity to successfully achieve the proposed outcomes.
OR
Provide a plan to acquire the capacity to successfully achieve the proposed outcomes (including how the applicant has acquired similar capacity in the past).

Responses should include organizational knowledge, staffing, fiscal resources, facilities and other resources, stakeholders and relationships, and other relevant resources. *(3,000 character count limit)*
Spirit Sessions has consistently worked with 60-80 program youth per year over the last 15 years. Even during the shutdowns during the pandemic, SSS continued to hold Spirit Sessions via zoom and with a modified schedule on the beach. We were one of the few organizations serving youth in-person during this challenging COVID pandemic.

Fiscal Resources:
SSS garners sufficient funding and has the means to purchase or obtain (in-kind) the supplies, materials, equipment, services, and personnel required to provide high quality mentoring programs for Oahu's children and students in need.

Community Support:
SSS has worked with over 200 trained and experienced volunteer mentors, many of whom have mentored for numerous years. Mentors include teachers, nurses, doctors, lawyers, business owners, financial planners, contractors, marine biologists, and military personnel. SSS has strict criteria for qualifying and credentialing mentors who commit to 8 consecutive Saturdays, attend mentor training, and are willing to mentor youth outside of sessions.

Stakeholders and Leadership:
SSS is led by a diverse Board of Directors and Advisory Board, which include business leaders, attorneys, judges, realtors, service providers and bankers. Founder and former Executive Director, Cynthia Derosier, remains actively involved and provides direct support and consultation to staff. The board is active in putting on an Annual "Surf to the Turf Golf Tournament" each year that provides much needed unrestricted funds and recruits new donors and supporters to the mission.

Program Manager, Sam Rodrigues, has over 20 years of experience in social work with Hawaii's Child Protective Services, is an original Beach Boy, and has been involved with SSS since the first pilot project in 2006. Executive Director, Meta Dunn, has 20+ years of community building, management, and leadership in both the non-profit and corporate sectors. She has her bachelor's degree in Social Work, Master's of Ministry with a focus on Intercultural Studies, and Master's of Urban Planning and Policy with a focus on International Development. Additionally, she is certified as a Wellness Coach and Group Fitness Instructor and 200-hour Trauma Informed Yoga Instructor.

Other Resources:
SSS works with a variety of professionals volunteering their time and passion to mentoring our youth. In 2020, SSS captured over 2500 volunteer hours ($28.54 per hour) valued at $71,350 in support of the SSS mission. Private foundations have provided a 2012 Nissan truck, new surfboards, a logo tent, logo rash guards, ocean cameras and other program equipment in the past few years. Restaurants and grocery stores have provided food either as donation or a reduced rate.

D. Describe the applicant's sustainability and/or additional long-term benefit to the community

1. Provide a plan for sustaining and / or expanding activities beyond the applicable grant period. *(2,000 character count limit)*
SSS partners with organizations with similar missions (Outrigger Duke Kahanamoku Foundation, Kids Hurt Too, Nalu Studies, Partners in Development, Kinai Eha, and Family and Specialty Courts) to serve youth and families in need. Cost-sharing collaborations reduce the cost of fundraising, office space, program development, volunteer training, and youth referrals. In the bigger picture, it assists with furthering our mission and impact in the community.

Collaboration with organizations such as Outrigger Duke Kahanamoku Foundation and the Honolulu Ocean Safety and Lifeguard Services allows SSS to add critical water safety training to our programs that benefit both youth and adult mentors in being more safety conscious and able to assist in times of emergency needs.

A partnership with the University of Hawaii Manoa School of Social Work provides SSS with BSW students for long-term practicums. These capable students can participate in program activities, evaluate and enhance our curriculum and program design, track program outcomes, assist with community outreach and fundraising, and expand marketing through special projects.

We are currently in year six of a six-year renewable core grant with the Office of Youth Services, which we plan to submit a new application for the next round of funding. In addition to research for additional funding opportunities from past and new funding sources, our new Executive Director is looking into opportunities for partnership with organizations such as the International Surf Therapy programs and UH Mānoa Truth, Racial Healing & Transformation Center and universities & organizations focused on providing culturally based, resilience-informed, nature based programming as a means of strengthening our offerings, providing staff development and positioning ourselves to be able to secure funding not just from foundations and grants, but also through insurance reimbursements and other creative sources of funding.

2. Describe the applicant's capacity and resources to carry out the above plan (staffing, funding, etc.) beyond the grant period. *(2,000 character count limit)*

As a result of the support from relief funds for COVID and loyal donors and funders, SSS has been in a position this year to be able to operate with sufficient capacity and resources to carry out the program activities, allowing SSS to look confidently into the future.
A new Executive Director joined the organization in March 2022 and has taken these past 8 months working alongside the staff and volunteers to better understand how our program runs, evaluate areas for improvement and understand the shifting needs of the community as we move out of the pandemic and confront the challenges that have surfaced. We recognize that our programs offer vital outdoor experiential components that our youth need to stay healthy, active and focused and are looking for ways to expand our offerings.
Current development activities include strengthening community support through new grant opportunities and collaborations, corporate sponsorships and private donors. Our Annual "Surf to the Turf Golf Tournament" has been performing very well and is a popular event. Feedback shows a high level of player and sponsor satisfaction, and commitments for future tournament support have been growing. The 9th Annual "Surf to the Turf" Golf Tournament is slated for February 2023.
SSS is very fortunate to have a base of experienced, committed and passionate volunteers and over the last two months we have seen an increase of new mentors who are excited to recruit others and find creative ways to support the organization.,
In-kind donations of below market rate office space, office utilities and surfboard storage has greatly reduced our monthly overhead. Our current extensive inventory of surfboards, jerseys, other program materials, and a pick-up truck will keep our programs running cost effectively for the next few years.

E. No CITY funds or assistance.
The highest consideration will be given to applicants that do not receive other funding or any form of assistance from the CITY. While applicants that receive other funding or assistance from the CITY may apply for Grants in Aid funding, the extent of funding or assistance already received in relation to services provided must be considered prior to awarding Grants in Aid funds.

A percentage of the sub-total criteria points will be awarded to Grantees based on the criteria below and the information about past funding / assistance from the CITY that follows.

The applicant has received no award from the CITY within the last 3 years.	**10%**
The applicant has received 1-2 awards from the CITY within the last 3 years.	**7%**
The applicant has received 3-5 awards from the CITY within the last 3 years.	**5%**
The applicant has received between 6-9 awards from the CITY within the last 3 years.	**3%**
The applicant has received 10 or more awards from the CITY within the last 3 years.	**0%**

GRANTEE RECEIPT OF CITY GRANTS

Identify all CITY grants received by Grantee (or Fiscal Sponsor) in the last three (3) years. Information will be verified by the CITY.

1. Grant Activity Name & Contract #: CT-DCS-180057
   Grant Period: 1/1/19 to 12/31/19 Grant Amount: $80,000
   Grant Purpose: Youth Mentoring Program
   Grant Activity Status: ☐ Underway ☑ Completed ☐ Canceled
   Administrating Division: Department of Community Service

2. Grant Activity Name & Contract #: CT-DCS-200077
   Grant Period: 1/1/20 - 12/31/20 Grant Amount: $85,000
   Grant Purpose: Youth Mentoring Program
   Grant Activity Status: ☐ Underway ☑ Completed ☐ Canceled
   Administrating Division: Department of Community Service

3. Grant Activity Name & Contract #: CT-DCS-2100076
   Grant Period: 1/1/21 to 12/31/21 Grant Amount: $91,651
   Grant Purpose: Youth Mentoring Program
   Grant Activity Status: ☐ Underway ☑ Completed ☐ Canceled
   Administrating Division: Department of Community Service

4. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: Underway Completed Canceled

F. Age Friendly Honolulu

Consideration is to be given to applicants that incorporate the vision and goals of the Age-Friendly Honolulu Program (as codified in ROH Chapter 2, Article 22), including but not limited to (1) enabling residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active; and (2) removing barriers to inclusion for and providing support services to vulnerable residents and/or have physical limitations.

To be eligible for the bonus points as an Age-Friendly Honolulu Project an organization must demonstrate the proposal aligns with Age-Friendly Honolulu's priorities by completing the following TWO steps:

1) Go the following website https://www.hiphi.org/age-friendly-honolulu/ to access an Age-Friendly Honolulu training video. The video should be watched by at least one (1) person from the non-profit organization in a leadership position (Executive Director, Administrator, or equivalent). This video will define an "age-friendly city" and explain what types of projects align with the Age-Friendly Honolulu Vision.

2) Complete the section below by selecting which Age-Friendly Honolulu category best fits the activities of your organization and providing a brief description of how your proposal is an Age-Friendly Honolulu project.

☐ Enabling Residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active, particularly at the oldest ages

☑ Providing Kupuna with meaningful roles in the community, including mentors, volunteers, or through intergenerational programming

☐ Removing barriers to support community inclusion and accessibility for persons of all abilities.

3) How is your proposal an Age-Friendly Honolulu Project and explain how your organization can meet the additional reporting requirements if awarded? *(2,000 character count limit)*

SSS utilizes Kūpuna as volunteers, mentors, and board members to work with youth in our 8-week Surf Spirit Sessions, Community Service Days and events. Kūpuna are involved in surf instruction and invited as guest speakers on cultural and environmental topics. As we expand into our OST programs, we look forward to integrating more Kūpuna into the programming as well.

Surfing is something that the people of Hawaii can do well into their 80's. Our own Sam Rodrigues "Uncle Sam" who is one of Hawaii's early Beach Boys and a well-respected Kūpuna in the surf community is a prime example of this. Many of the SSS mentors are retired and still have the ability and strength to teach kids to surf and mentor them. We will actively outreach to this community to ensure at least 30% of our mentors are 60+.

Kūpuna are invited to attend sessions on the sidelines, participate in graduation, and attend Community Service Days and `Ohana Surf Event.

APPENDIX A: TIER II GRANT PROPOSAL (Grants $25,000 to $200,000)
SOLICITATION NO. RGP-DCS-GIA2024

Instructions: The proposal below must be completed in full. Responses must be provided in the fillable boxes provided. Where annotated, the fillable boxes have predetermined maximum limits on character counts. Letters, numbers, punctuation marks, and spaces are included in the character count limits.

SECTION I
SUMMARY

A. Grantee Legal Name:	Susannah Wesley Community Center
B. Is Grantee a Fiscal Sponsor?	☐ Yes ☒ No
C. Grant Activity Name:	Family Stabilization, Strengthening & Educational Advancement

D. Briefly describe the Grantee's background, history (including year established), and mission. *(400 character count limit)*

SWCC is a non-profit established in 1899, serving the Kalihi-Palama community. We are a social service organization dedicated to empowering youth, adults and families who have great social and economic challenges to achieve self-sufficiency and independence. Our mission is to serve as an instrument of God's love to nurture, offer hope, and enhance the well-being of the community.

E. Briefly describe the Grant Activity and public need being filled. *(400 character count limit)*

SWCC will provide Family Stabilization, Strengthening & Educational Advancement support to Kalihi families with children who are at high risk of failing to grade advance. Services include home visits, parent education and skill development, youth enrichment & resiliency activities, homework support, tutoring, school attendance and performance monitoring and intergenerational learning activities.

F. Briefly summarize Grant Activity outcomes and measures of success, including number and description of those served. *(400 character count limit)*

SWCC will assist 25 disadvantaged Kalihi families improve food and housing security; increase coping, conflict resolution & communication skills; and increase parent knowledge of how to support academic performance. SWCC will also assist 125 at-risk students increase life and resiliency skills; increase exposure to different cultures, interests, & careers; and improve academic performance.

G. Council District
Check all districts that will benefit from the Grant Activity. Provide the amount requested per district. Amounts must be in whole numbers only.

☐ District 1 $	☐ District 2 $	☐ District 3 $
☐ District 4 $	☐ District 5 $	☒ District 6 $100,000.00
☒ District 7 $100,000.00	☐ District 8 $	☐ District 9 $

Total Amount Requested (must be $25,000 to $200,000)	$200,000.00

H. Type of Grant Activity (pick ONE category that best reflects the Grant Activity):		
1. Public Services: Projects in this category will support qualified public services and programs for the target populations deemed by the CITY to be most vulnerable.		
☐ A. Public Service – Seniors	☐ B. Public Service - Children	☐ C. Public Service - Disabilities
☐ D. Public Service – Homeless	☐ E. Public Service – Domestic Violence	☐ F. Public Service – Substance Abuse
☐ G. Public Service – Mental Health	☒ H. Public Service – Other (describe): Disadvantaged FAMILIES (serving the entire household)	
2. Arts, Culture, Community/Economic Development, and the Environment: Projects in this category will support the sustainable improvement in the well-being and quality of life of local communities, especially low- to moderate income areas.		
☐ A. Arts	☐ B. Culture	☐ C. Community Development
☐ D. Economic Development	☐ E. Environment	

GRANTEE'S CERTIFICATION AND SIGNATURE

The undersigned, subject to personal liability and penalty under applicable law, certifies that he or she: (i) is authorized to sign this Grant Proposal; (ii) personally prepared or reviewed the matters found in this Grant Proposal (including any related documents/attachments); (iii) asserts all statements made in this Grant Proposal (including all attachments) are true, accurate and complete; (iv) has the requisite skills and knowledge to assert the foregoing certification; and (v) has complied and shall continue to comply with all applicable requirements of Chapter 6, Article 29 of the Revised Ordinances of Honolulu 1990, as amended (Link), regarding private organizations receiving grants of public funds from the City and County of Honolulu.

Signature of Grantee (Fiscal Sponsor) Officer — Date 11/21/22

Printed Name and Title: Tom N. Chun, Executive Director

CERTIFICATE OF THE BOARD OF DIRECTORS NO OBLIGATIONS IN ARREARS

The undersigned of the Board ("Grantee") hereby certifies that the Grantee or any principal of the Grantee or sponsored organization (where the Grantee is a Fiscal Sponsor) is not in arrears on any financial or other obligation owed to the City & County of Honolulu, a municipal corporation of the State of Hawaii.

(Signature)

Lorrin Hirano
(Print name)

CERTIFICATE OF THE BOARD OF DIRECTORS AUTHORIZATION TO ASSIGN AUTHORITY

The undersigned of the Board ("Grantee") hereby certifies that Joni Chun (name), Executive Director (title), has been authorized by the Board of Directors to sign proposals, contracts, and related documents on behalf of the Grantee. Accordingly, I hereby assign the authority by the Board to execute proposals, contracts, and contract amendments on behalf of the Grantee, and further certify that the assigned is given the power and authority to do all things necessary to implement, maintain, amend, or renew such contracts, including but not limited to the delegation of signing authority to another employee of the Grantee.

(Signature)

Lorrin Hirano
(Print name)

STATE OF HAWAII)
CITY AND COUNTY OF HONOLULU)

On this 9th day of November, 2022, before me appeared Lorrin Hirano, personally known to me, who, being by me duly sworn, did say that he/~~s~~he is the President of Susannah Wesley Community Cent~~and~~ that the corporation has no corporate seal, and that said instrument was signed in behalf of said corporation by authority of its Board of Directors, and said officer acknowledged said instrument to be the free act and deed of said corporation.

Notary Public, State of Hawaii

My Commission expires: SOO KYUNG PAUPE EXPIRATION: March 9, 2026

Doc. Date: Undated # Pages 1
Name: Soo Kyung Paupe First Circuit
Doc. Description: certificate of the Board of Directors no obligation in arrears
Signature 11/9/2022
Date

NOTARY CERTIFICATION
SOO KYUNG PAUPE
EXPIRATION: March 9, 2026

SECTION II
GRANT ACTIVITY INFORMATION

A. Describe how the community need, stated problem / issue, and target population are effectively validated. The description must include how the public services target population is vulnerable or how the arts, culture, community/economic development, or environmental activities will especially support low- to moderate income areas.

1. Provide substantive data and other quality information to show the issue is a priority need of the community. *(3,000 character count limit)*

Prior to COVID-19, Kalihi had among the highest rates of families struggling with poverty, and this has significantly increased since the onset of the pandemic. COVID-19 widened the economic and educational gap for families living in poverty, creating further stress on families. Grandparents and other household members are sharing co-parenting responsibilities leaving the need for family stabilization, strengthening and educational support.

The Department of Education's Strive HI Report for 2021-22 school year [1] indicates of the 10 schools that feed into Farrington High School (FHS):

- 53% of students are chronically absent (missing more than 15 days of school)
- 69% of 3rd graders are reading at grade level
- Only 38% of students are on track to English Proficiency

The 2022 Smarter Balance Assessment shows Language Arts and Math test scores of students in these schools are significantly behind statewide averages [2] at key grades, 3rd grade and 6th grade, the transition into middle school:

- At 3rd grade: Lang Arts 36%, compared to 49% statewide achievement (SA)
- At 3rd grade: Math 36%, compared to 51% SA
- At 6th grade: Language Arts 30%, compared to 50% SA
- At 6th grade: Math 26%, compared to 35% SA

A 2018 Community Profile report of the Farrington Area, conducted by the UH Center on the Family, highlighted the following for the Kalihi:

- Per capita income is $21,599 and the rate of children in families dependent upon public assistance is 42.8%, compared to 26.3% statewide
- 43% children in families receive public assistance, and 46% of students live in low-income housing
- The community is one of the most ethnically diverse in the state, and serves as the first home to incoming immigrants seeking to settle in the state: 17.4% of residents are new immigrants, compared to 6.8% statewide
- Farrington High School has a population that reflects the community, with consistently high numbers of Asians and Pacific Islanders: 58.1% Filipino, 15.8% Micronesian, 9.4% Hawaiian, and 8.8% Samoan. 18% of student population is English Language Learners, speaking 21 different languages [3] & [4]

The Department of Education reported its analysis of recent overall student testing data [5]:

- 23% of economically disadvantaged students were at grade level in English language arts and 16% were at grade level in math
- Micronesians scored the lowest, with only 9.4% at grade level in English language arts and only 5.2% at grade level in math
- Native Hawaiians and Pacific Islanders were the next lowest, with about 20% at grade level in English language arts and less than 15% at grade level in math

The Farrington High School Comprehensive Needs Assessment identified the following needs and approaches to improve academic outcomes [3]:

- Provide academic support
- Collaborate w/feeder middle schools
- Find ways to monitor student progress

See Attachment for Data References

2. Provide a thorough analysis of the community's priority need / problem and its impact on the community. *(3,000 character count limit)*

Poverty, low levels of education, language and cultural barriers challenge youth and families in Kalihi and prevent them from achieving stability and reaching their full potential. Many children and youth in the community have limited or no out-of-school supervision, lack opportunities for constructive, positive development activities, and/or are English Language Learners (ELL) with poor language skills.

Parents struggle to make ends meet and have difficulty understanding and navigating the systems to support their children and family. The instability of the entire family negatively impacts every member of the household in both the short and long term. At SWCC, we see families exhibit instability in each of these sectors:

- Economic instability - Low family income is tied to material hardship and negatively impacts the social-emotional development of children.
- Employment instability – Parent employment has been linked to lower academic achievement and negative behaviors among their children.
- Family instability – Changes in family structure such as divorce, step-parents or live in partners, prior to age 6 have the strongest negative impacts.
- Residential instability - Moving homes means moving schools, and this impacts the learning and relationships of children.

Collectively, these challenges result in increased stress on families, increased negative school behavioral incidences, poor academic performance, lack of community engagement and erosion of the family unit.

An individual's success begins when foundational priorities are met. [6] As indicated in "Maslow's hierarchy of needs" the foundation of these priorities is basic needs such as food, clothing, housing, and adequate sleep. Schools are not equipped to fully support families in this way and must rely on community-based organizations to help stabilize families so students are successful.

Meeting family basic needs requires money and/or the ability to navigate various systems such as public assistance and resource opportunities. Unfortunately, many economically disadvantaged families in Kalihi are unable to access resources due to language challenges, lack of awareness of opportunities, and limited access to technology to apply for opportunities.

As shared in the demographic Kalihi profile, many are immigrants and as newcomers, they also need additional assistance with learning about western education and supporting their children in Hawaii's educational system and developing skills needed to successful overcome life challenges.

The proposed Family Stabilization, Strengthening and Education Advancement Program offers a comprehensive & intensive approach in addressing the needs of vulnerable disadvantaged families.

3. Provide a description of the Grant Activity. This description will be used as the scope of services in the contract. *(1,000 character count limit)*

Strong families are essential to the well-being of children, adults and the community. SWCC will utilize a whole family/intergenerational approach in its proposed Family Stabilization, Strengthening & Education Advancement Program which offers comprehensive services summarized below:

Family stabilization & strengthening: home visits, assistance with basic material needs and access to public benefits, assistance with strengthening coping, conflict resolution, & communication skills, parenting education, assistance with developing relationships with teachers/counselors, training on how to monitor student attendance & performance, & group intergenerational learning activities.

Educational advancement & youth development: homework assistance, tutoring, youth enrichment & resiliency development activities, & provision of alternative learning options such as GED.

B. Describe the proposed plan

1. Describe why you chose this Grant Activity and how it will effectively address the community's problem / need. *(2,000 character count limit)*

FSSEAP was chosen as the grant activity because Kalihi is overrepresented in the # of socially and economically disadvantaged youth and families who are eager to learn and grow to achieve their fullest potential but need supportive assistance as they develop skills to meet life challenges.

FSSEAP has 3 main service areas, each with essential functions that support the overall attainment of program goals and objectives which will support achieving English proficiency and reducing chronic absenteeism.

Youth and Family Outreach: The team of Outreach & Development Specialists (ODS) informs the general community of program services, special events and pop-up services and cultivates relationships with youth, families, and natural referral sources such as schools and community provider agencies.

Family Stabilization, Strengthening & Education Advancement: The team, comprised of the Case Managers, Family Support Specialist & Education Liaison (FSS Team) works intensively with families to identify their needs, develop and monitor service plans, coordinate supportive services, develop skills to strengthen the family unit, and support grade advancement for their traditional, in school students.

Out of School Time Youth Development: Hours immediately following school and when school is out of session are when youth are most likely to engage in risky behavior such as drugs, alcohol, sex, and other illegal behaviors. The team of Outreach & Development

Specialists (ODS), with the guidance and oversight of the Program Director, is responsible for planning and implementing out of school time activities.

The goal of the activities is to provide a safe, structured and supervised environment where students strengthen resistance to risky behaviors through recreational, social development, mentoring, homework assistance/tutoring, and enrichment activities. The ODS Team is trained to integrate the Why Try, youth resiliency curricula, in daily programming.

2. Provide measurable outcomes, describe how outcomes are aligned with the purposes and priorities of the Grants in Aid Fund, and describe how outcomes directly benefit the target population. *(3,000 character count limit)*

Public Services should begin with a statement of the number of individuals that the Grant Activity will directly benefit during the Grant Term.

Arts, Culture, Community/Economic Development or Environment should begin with a statement as to how the Grant Activity supports the sustainable improvement in the well-being and quality of life of local communities, especially low to moderate income areas.

PROPOSED NUMBER TO BE SERVED:
A. 25 families will receive intensive stabilization and strengthening services
B. 20 students will receive intensive educational advancement support
C. 125 students will attend life skills and enrichment activities
D. 100 program participants will attend learning activities and opportunities

PROPOSED SERVICE OUTCOMES:
A. Families receiving intensive stabilization and strengthening services will improve/increase (as applicable):
- Food and housing securing;
- Coping, conflict resolution & communication skills; and/or
- Knowledge of how to support student academic performance

B. Students receiving educational advancement support will improve/increase (as applicable):
- School attendance;
- Academic performance;
- Life and resiliency skills; and/or
- Exposure to different cultures, interests, careers and opportunities

PROPOSED GRANT SERVICE ACTIVITIES TO ACHIEVE OUTCOMES:

1. FAMILY STABILIZATION & STRENGTHENING SERVICE ACTIVITIES:
- Home visits to observe families in natural living environment
- Assistance with basic material needs & access to public benefits
- Parenting Ed through a highly interactive curriculum that provides tools to help participants lead their student through difficult situations. The skills learned help solve problem behaviors and conflict. Parents also learn how to help their student perform better in school.
- Assistance with developing relationships with teachers & counselors
- Training & support in monitoring student attendance & academic performance
- Referrals to other resources & higher level of care as needed

- Family case management to ensure diverse needs of the family are addressed as planned
- Family Nights focus on sharing, communicating, and strengthening relationships.

2. EDUCATIONAL ADVANCEMENT/LEARNING SERVICE ACTIVITIES:
- Homework support that is integrated into afterschool youth programming. Dedicated time is scheduled to offer students quiet workspace & access to internet & technology to complete work assignments.
- Tutoring for students who need more intensive support for grade advancement.
- Youth enrichment activities that spark curiosity and allow them to explore different cultures, interests, careers, and opportunities.
- On-site & distance learning opportunities to earn high school equivalency.
- Attendance & academic performance monitoring to identify earliest opportunity for intervention support to support successful grade advancement.
- Youth resiliency development through the evidence-based Why Try curriculum. Why Try uses a strength-based approach successful at improving a student's attendance records, classroom engagement, academic performance and ability to achieve goals.

The FSSEAP provides a public service by supporting socially and economically disadvantaged students and families in Kalihi as they remove barriers and develop skills to achieve their fullest potential.

3. Provide an action plan to achieve the stated measureable outcomes. If the Grant Activity involves a partnership, provide a description of each partner's role. Must include measurable milestones, specific events, or other performance measures appropriate to achieving the outcomes. *(3,000 character count limit)*

PRE-CONTRACT AWARD (July 2023 – September 2023)
1. Recruitment and Outreach
- Update outreach plan to families, schools and community partners

2. Host a 'Back to School' event at SWCC
- Invite medical facilities (immunizations, eye exams and physical and dental checks) and hair school (haircuts) to participate
- Secure school supplies such as: backpacks, paper, pencils, markers, glue, etc. to distribute to participants
- Create and distribute flyers to community partners

3. Develop Youth Enrichment Activity Plans
- Identify activities which will increase protective factors and decrease risk factor
- Develop an activity plan including needed materials or transportation

4. Train & Orient Program Staff and College Interns
- Orient staff on the new grant including scope of service, outcomes, outputs, expectations and role and responsibilities

5. Implement Outreach Plan

6. Recruit, Train & Maintain Tutor Resource Pool

START OF CONTRACT GRANT CYCLE (October 1, 2023 – September 30, 2024)
Beginning first day of grant and continued throughout the grant cycle:

1. Launch/Continue Family Stabilization & Strengthening Services:
- Meet with family to conduct a brief intake and share details of program services, including participation expectations
- Complete program registration forms
- Schedule home visit to introduce services to household members
- Identify family goals, including learning objectives of adult(s) and student(s)
- Identify family strengths and complete comprehensive needs assessment
- Identify resources and collaboratively develop a Family Strengthening & Education Plan
- Introduce Parenting Adolescents Wisely (PAW) curriculum and collaboratively works on a schedule to complete the curriculum in 12-14 weeks
- Conduct 2 weekly meetings with families (1 dedicated to PAW curriculum and 1 dedicated on other family stabilization and strengthening efforts)
- Train and support parents on how to contact and work with teachers and counselors
- Monitor progress on Family Strengthening & Education Plan and update as needed
- Host monthly intergenerational/family nights

2. Launch/Continue Education Advancement Services:
- Continue outreach efforts to at-risk youth throughout the year
- Promote and conduct afterschool youth enrichment activities throughout the year
- Implement Why Try youth resiliency curriculum
- Assess student school attendance and academic performance during homework support time
- Test, enroll and monitor academic progress of eligible learners in the high school equivalency (GED) program throughout the year
- Match tutors to student needs as needed
- Schedule and coordinate adult learning opportunities (i.e. adult literacy, financial literacy)

MONTHLY THROUGHOUT THE GRANT CYCLE:
1. Solicit feedback from program participants on program activities and possible improvements
2. Complete required monthly (and quarterly) reports
3. Schedule and conduct unit meeting with staff to review progress to Project deliverables

4. Provide a budget narrative that explains how the budget in Section III will achieve the desired outcomes. (*3,000 character count limit)*

The ability to achieve the proposed program outcome is dependent upon the direct program staffing design which accounts for 82% of the program budget or $164,034 (direct salaries and fringe benefits). Budgeted positions include:

- PROGRAM DIRECTOR (.20 FTE) to provide leadership, direct the daily operations and administration of the program and provide direct mental health and case management services as needed.

- Two (2) OUTREACH & DEVELOPMENT SPECIALISTS (each at .50 FTE) to establish relationships with individuals and families; provide stabilization assistance and resource connections; provide youth and family development and skill building activities; provide out of school time enrichment activities; and serve as mentors and supporters.

- Two (2) CASE MANAGER II (each at .50 FTE) to provide comprehensive, intensive case management services for vulnerable children, adolescents, and their families to improve their quality of life and maintain the highest ability to function within the community. Maximum caseload for high needs cases is 12-15/full time worker.

- One (1) FAMILY SUPPORT SPECIALIST (.50 FTE) to offer practical help and emotional support to families experiencing short or long-term difficulties; assess their needs and eligibility for various types of public assistance and support them through the application processes.

- EDUCATION LIAISON (.50 FTE) to conduct outreach, education needs assessments, service planning and coordination, and educational support services to improve the educational outcomes for traditional (in school) learners. Services include monitoring school attendance and academic progress, linking tutors to meet the needs of students, & assisting students with credit recovery efforts.

5% of requested funds or $8,856 is budgeted for administrative staff salary and fringe benefits. Budgeted positions include:

- GRANTS ADMINSTRATIVE OFFICER (.05 FTE) to serve as the program's contract compliance and risk management officer: develops and maintains internal mechanisms and controls and necessary tools to assess on-going program performance and compliance.

- HR/ACCOUNTING ASSOCIATE (.05 FTE) to perform daily fiscal and human resources activities – oversees cash receipt process, reviews and processes expenditure payments, prepares billings and invoices, manages accounts receivables and accounts payable, conducts employee onboarding and background clearances, and oversees payroll process.

The remainder of the proposed budget will be used for core operating expenses:

PROFESSIONAL & CONTRACTUAL FEES (CONSULTANTS) provide specialized services that support the program, and total $10,708. This includes payroll and human resources, accounting, auditing and tax services.

OTHER EXPENSES include: utilities ($2,600); repair/maintenance ($2,600), copier rental ($182); program activities ($6,300); telecommunications ($1,120); and property, liability, auto & cyber insurance ($3,600).

5. Provide a timeline that is complete, realistic and appropriate to achieve the desired outcomes. This timeline should also be reflected in Section IV. *(3,000 character count limit)*

SWCC proposes to deliver the following impact by the end of grant period:

1. 25 unduplicated families will be provided with stabilization and strengthening assistance.
- To achieve this deliverable, family outreach efforts will begin 3 months prior to the start of the grant period, allowing for a starting enrollment of 6 families in October 2023.
- Thereafter, 1-2 new families/month will be enrolled as families are stabilized and discharged from the service.

2. 20 unduplicated students will receive intensive education advancement support

- To achieve this deliverable, student outreach efforts will begin 3 months prior to the start of the grant period, allowing for a starting enrollment of 7 in October 2023. Included in this starting count are new and continuing students.
- Thereafter, 1 - 2 will be enrolled per month.

3. 125 unduplicated students will attend life skills and enrichment activities
- To achieve this deliverable, promotion of learning opportunities will begin 3 months prior to the start of the grant period, allowing for a starting enrollment of 70 in October 2023.
- Thereafter, 2-15 students each month will be enrolled though continued outreach efforts. Note: Wide range of enrollment factors school year breaks.

4. 100 individuals will participate in learning activities and opportunities
- To achieve this deliverable, promotion of activities will begin 3 months prior to the start of the grant period, allowing for starting participant count of 50 for October 2023.
- Thereafter, 1-15 participants will attend learning activities each month. Note: Wide range considers school year breaks.

C. Provide evidence of the agency's ability to perform the proposed grant activity through past performance, current capacity and/or plan to acquire the capacity to perform.

1. Provide data that demonstrates proven success in offering the same, similar, or related activities to achieve the proposed outcomes. *(3,000 character count limit)*

Highlights of our FY20-22 achievements in our provision of Family Stabilization, Strengthening and Educational Advancement service array include:
A. 100% of families suffering food insecurity were provided basic food assistance
B. 100% of families who were homeless or at-risk of becoming homeless were assisted with access to housing assistance
C. 100% of families in need of medical care were assisted with access to healthcare
D. 100% of families were assisted with access to public benefits and/or workforce development
E. 100% of families reported Home Based Parenting services had a positive impact on their life.
F. 85% of youth participants in our Out of School Time Youth Development program experienced increase in protective factors and/or reduced risk factors.
G. Maintained high parent engagement - 100% of families participated in at least 70% of meetings with their family case manager.
H. 106 individuals assisted with unemployment at the start of the pandemic
I. 8 individuals awarded City Emergency Housing Vouchers
J. 534 (unduplicated) families were provided with basic needs assistance (Initial RURP, diapers, household needs, school supplies, hygiene items, bus pass, etc.)
K. 40 individuals benefited from the Parenting Wisely Curriculum

2. Describe the applicant's capacity to successfully achieve the proposed outcomes.
OR
Provide a plan to acquire the capacity to successfully achieve the proposed outcomes (including how the applicant has acquired similar capacity in the past).

Responses should include organizational knowledge, staffing, fiscal resources, facilities and other resources, stakeholders and relationships, and other relevant resources. *(3,000 character count limit)*

There are 7 core strengths that enable SWCC to successfully deliver family stabilization, strengthening and education advancement services:

1. AGENCY EXPERIENCE: SWCC has been serving the community for over 123 years has over 47 years experience working with at-risk youth and families. Youth services offered include: afterschool recreational activities, truancy prevention services, life skills, financial literacy & ESL classes, summer fun, and distance learning (high school equivalency diploma program).

2. COMMUNITY TRUST: Residing in the same location in Kalihi for over 100 years, SWCC has become a trusted organization in the community. Community trust is further enhanced with 50% of the current Youth & Family Services program staff living within the Kalihi community and having shared experiences & cultural understanding that offers insights to community needs and engagement strategies.

3. LANGUAGE CAPACITY: SWCC staff language capacity includes: Spanish, Ilocano, Vietnamese, Japanese, Hawaiian, and Chuukese.

4. SERVICE DELIVERY FLEXIBILITY: Recognizing that program participants may have mobility or transportation challenges, work during normal business hours; or have caregiving responsibilities that impact their ability to fully engage in program services, SWCC offers services at our primary location (1117 Kaili Street), in-home, and in the community as needed. Program services are also offered at various times (including evening and weekends (as needed) to meet the needs of clients.

5. ON-SITE EMERGENCY FOOD PANTRY (AND DIAPER ASSISTANCE) A core need for family stabilization is access to food. SWCC has offered emergency food assistance for over 40 years and recently began providing diaper assistance to the community.

6. FACILITIES: In 1997, we constructed our Harry & Jeanette Weinberg Youth Center that includes: 1,100 +sq ft air-conditioned recreation room with recreational equipment. The area is used for arts & crafts, games, playing pool and foosball; An 800 sq. ft. arts & crafts room used for student activities, meetings and homework; a learning center that is equipped with computers, two meeting rooms that are also used for youth activities, and classroom space; and a 6,000 sq ft. gym and is used for basketball, volleyball, dodge ball and other sports, games and events.

7. FISCAL RESOURCES - SWCC is nationally sponsored by the United Methodist Women (UMW). The UMW provides a minimum of $20,000 annually for programs that support the development of women and children. In 2022, the UMW transferred the property from which SWCC has been operating from for over 100 years to SWCC. The value of the property is $3.4M.

D. Describe the applicant's sustainability and/or additional long-term benefit to the community

1. Provide a plan for sustaining and / or expanding activities beyond the applicable grant period. *(2,000 character count limit)*

With limited funding streams available for multi-year financial support, it has become an unfortunate common practice among community-based organizations to create a patch quilt

of resources to continue valued community services. Similar to families we serve who live paycheck to paycheck, with grave uncertainty, program funding must be secured annually to merely survive.

SWCC utilizes interim strategies, such as City GIA, to bridge times of funding uncertainty as longer term strategies are pursued/implemented. Longer-term strategies include:
1. Securing multi-year contracts that are at least $200K/year; and
2. Diversifying program funding base using a community/village approach to address the needs of the community. This includes developing partnerships with the Kalihi Business Association (KBA), private foundations, and local churches.

Progress in longer-term strategies include:
1. The KBA recently updated its mission to include supporting education in the community. Businesses of the KBA have invested their time and resources to support agency programs.
2. Foundations: Since 2020, SWCC has received financial support from the Takitani, Cooke, Atherton, Sparkjoy, McInerny and Hawaii Community Foundations and the Teresa Hughes Trust.
3. Local Churches: SWCC is affiliated with the United Methodist Church. Over the last 2 years, contributions have doubled.
4. Secured a four-year ($250K/year) contract for the FSSEAP that will begin on January 1, 2023. The funds however are restricted and cannot be used to serve Compact of Free Association (COFA) individuals or families (Micronesians).

With this funding restriction, SWCC is applying for other annual and multi-year funding sources to ensure all in need, have access to FSSEAP services. The following funding sources will be pursued:
1. State Office of Youth Services (multi-year) - $200,000/yr
2. Takitani Foundation (annual) - $50,000
3. Hawaii Community Foundation (annual) - $50,000

2. Describe the applicant's capacity and resources to carry out the above plan (staffing, funding, etc.) beyond the grant period. *(2,000 character count limit)*

The executive and senior leadership of SWCC is responsible for ensuring SWCC has the capacity and resources to sustain and build our services to youth and families. The key personnel include:

JONI N. CHUN, EXECUTIVE DIRECTOR, has over 25 years of non-profit experience serving in numerous roles including: program fiscal planning & development, quality assurance, and program performance and risk management. Chun is the designated lead for fund diversification and has already begun cultivating relationships with the Kalihi Business Association, the Hawaii Community Foundation, private foundations and local churches.

KOREEN GARCIA, YOUTH PROGRAM DIRECTOR, has 20 years experience providing family therapy, counseling, parenting, psychoeducation and crisis intervention and 7+ years of government-funded program management & contract experience.

TONI HIGDON, GRANT ADMINISTRATIVE OFFICER, has over 20 years of grant management experience. T. Higdon is the designated lead to implement quality assurance strategies to verify grant implementation and ensure quality client service delivery. Higdon services as a Peer Review/Team

Leader with Council on Accreditation, a national organization attesting social service organization are implementing best practice standards.

DOMINIC INOCELDA, LICENSED CLINICAL SOCIAL WORKER (retiree of SWCC), has over 35 years of social work experience including providing clinical/field supervision of over 100 practicum students. D. Inocelda, has agreed to serve as the field supervisor for BSW/MSW interns.

Additional resources that will be utilized to support this effort will be drawn from our Board of Directors, and network of United Methodist Churches.

E. No CITY funds or assistance. The highest consideration will be given to applicants that do not receive other funding or any form of assistance from the CITY. While applicants that receive other funding or assistance from the CITY may apply for Grants in Aid funding, the extent of funding or assistance already received in relation to services provided must be considered prior to awarding Grants in Aid funds. A percentage of the sub-total criteria points will be awarded to Grantees based on the criteria below and the information about past funding / assistance from the CITY that follows.	
The applicant has received no award from the CITY within the last 3 years.	**10%**
The applicant has received 1-2 awards from the CITY within the last 3 years.	**7%**
The applicant has received 3-5 awards from the CITY within the last 3 years.	**5%**
The applicant has received between 6-9 awards from the CITY within the last 3 years.	**3%**
The applicant has received 10 or more awards from the CITY within the last 3 years.	**0%**

GRANTEE RECEIPT OF CITY GRANTS

Identify all CITY grants received by Grantee (or Fiscal Sponsor) in the last three (3) years. Information will be verified by the CITY.

1. Grant Activity Name & Contract #: CT-DCS-200078
   Grant Period: 10-1-2019-12/31/20 Grant Amount: $125,000.00
   Grant Purpose: Increase the education levels and employability of young adults in the Kalihi-Palama community by providing outreach, case management services to CBase, ABE, ESL, and Distance Learning students. NOTE: Contract period extended due to impacts of COVID restrictions on service delivery.
   Grant Activity Status: ☐ Underway ☒ Completed ☐ Canceled
   Administrating Division: Department of Community Services

2. Grant Activity Name & Contract #: CT-DCS-2200053
   Grant Period: 10/1/21-9/30/22 Grant Amount: $200,000.00
   Grant Purpose: Assist families to secure food, housing, employment and public benefits and assist children who are at-risk of failing grade advancement with intensive educational supporitve services
   Grant Activity Status: ☐ Underway ☒ Completed ☐ Canceled
   Administrating Division: Department of Community Services

3. Grant Activity Name & Contract #: CT-DCS-2300055
   Grant Period: 10/1/22-9/30/23 Grant Amount: $200,000
   Grant Purpose: Assist families to secure food, housing, employment and public benefits and assist children who are at-risk of failing grade advancement with intensive educational supporitve services

Grant Activity Status: ☒ Underway ☐ Completed ☐ Canceled
Administrating Division: Department of Community Services

4. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

5. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

6. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

7. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

8. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

9. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

10. Grant Activity Name & Contract #: _____
    Grant Period: _____ Grant Amount: _____
    Grant Purpose: _____
    Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
    Administrating Division: _____

F. Age Friendly Honolulu
Consideration is to be given to applicants that incorporate the vision and goals of the Age-Friendly Honolulu Program (as codified in ROH Chapter 2, Article 22), including but not limited to (1) enabling residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active; and (2) removing barriers to inclusion for and providing support services to vulnerable residents and/or have physical limitations.

To be eligible for the bonus points as an Age-Friendly Honolulu Project an organization must demonstrate the proposal aligns with Age-Friendly Honolulu's priorities by completing the following TWO steps:

1) Go the following website https://www.hiphi.org/age-friendly-honolulu/ to access an Age-Friendly Honolulu training video. The video should be watched by at least one (1) person from the non-profit organization in a leadership position (Executive Director, Administrator, or equivalent). This video will define an "age-friendly city" and explain what types of projects align with the Age-Friendly Honolulu Vision.

2) Complete the section below by selecting which Age-Friendly Honolulu category best fits the activities of your organization and providing a brief description of how your proposal is an Age-Friendly Honolulu project.

☒ Enabling Residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active, particularly at the oldest ages

☐ Providing Kupuna with meaningful roles in the community, including mentors, volunteers, or through intergenerational programming

☐ Removing barriers to support community inclusion and accessibility for persons of all abilities.

3) How is your proposal an Age-Friendly Honolulu Project and explain how your organization can meet the additional reporting requirements if awarded? *(2,000 character count limit)*

25.4% of Kalihi families have co-resident grandparents raising grandchildren. SWCC recognizes that co-parenting goes beyond grandparents and many of our children are also being parented by aunts, uncles, and older siblings. SWCC's proposed Family Stabilization, Strengthening and Educational Advancement Program will take a Whole Family Approach and focus on stronger integration of all adult household members, engaging with their children through meaningful program activities. We will provide our families learning and modeling opportunities to teach topics such as health and wellness, reading routine, and social-emotional learning.

APPENDIX A: TIER II GRANT PROPOSAL (Grants $25,000 to $200,000)
SOLICITATION NO. RGP-DCS-GIA2024

Instructions: The proposal below must be completed in full. Responses must be provided in the fillable boxes provided. Where annotated, the fillable boxes have predetermined maximum limits on character counts. Letters, numbers, punctuation marks, and spaces are included in the character count limits.

SECTION I
SUMMARY

A. Grantee Legal Name:	Teach For America Inc.
B. Is Grantee a Fiscal Sponsor?	☐ Yes ☒ No
C. Grant Activity Name:	Teacher Recruitment and Professional Development

D. Briefly describe the Grantee's background, history (including year established), and mission. *(400 character count limit)*

Teach For America(TFA) finds, develops, and supports a diverse network of leaders who expand opportunity for children from classrooms, schools, and every sector and field that shapes the broader systems in which schools operate. TFA was established in 1990 and launched its Hawai'i region in 2006 with the hope and promise of providing the opportunity of an excellent education to all of our keiki.

E. Briefly describe the Grant Activity and public need being filled. *(400 character count limit)*

Our grant activities will focus on the recruitment and professional development of diverse teachers to fuel exceptional, equity-minded leadership and foster learning to transform systems to put equity at the center, so the children in communities where we work will reach key educational milestones indicating they are on a path to economic mobility and co-creating a future filled with possibility.

F. Briefly summarize Grant Activity outcomes and measures of success, including number and description of those served. *(400 character count limit)*

Our teachers will directly impact over 9,000 students in Title 1 schools across O'ahu. The outcomes and measures of success of our grant will include: 1) Recruitment events and meetings that will lead to at least 55 new teachers for the 2024 – 2025 school year and will 2) Provide high quality group professional development events and training to grow the leadership and skills of our teachers.

G. Council District
Check all districts that will benefit from the Grant Activity. Provide the amount requested per district. Amounts must be in whole numbers only.

☒ District 1 $140,000	☒ District 2 $20,000	☐ District 3 $
☐ District 4 $	☐ District 5 $	☐ District 6 $
☒ District 7 $10,000	☒ District 8 $10,000	☒ District 9 $20,000

Total Amount Requested (must be $25,000 to $200,000)	$200,000

H. Type of Grant Activity (pick ONE category that best reflects the Grant Activity):		
1. Public Services: Projects in this category will support qualified public services and programs for the target populations deemed by the CITY to be most vulnerable.		
☐ A. Public Service – Seniors	☒ B. Public Service - Children	☐ C. Public Service - Disabilities
☐ D. Public Service – Homeless	☐ E. Public Service – Domestic Violence	☐ F. Public Service – Substance Abuse
☐ G. Public Service – Mental Health	☐ H. Public Service – Other (describe):	
2. Arts, Culture, Community/Economic Development, and the Environment: Projects in this category will support the sustainable improvement in the well-being and quality of life of local communities, especially low- to moderate income areas.		
☐ A. Arts	☐ B. Culture	☐ C. Community Development
☐ D. Economic Development	☐ E. Environment	

GRANTEE'S CERTIFICATION AND SIGNATURE

The undersigned, subject to personal liability and penalty under applicable law, certifies that he or she: (i) is authorized to sign this Grant Proposal; (ii) personally prepared or reviewed the matters found in this Grant Proposal (including any related documents/attachments); (iii) asserts all statements made in this Grant Proposal (including all attachments) are true, accurate and complete; (iv) has the requisite skills and knowledge to assert the foregoing certification; and (v) has complied and shall continue to comply with all applicable requirements of Chapter 6, Article 29 of the Revised Ordinances of Honolulu 1990, as amended (Link), regarding private organizations receiving grants of public funds from the City and County of Honolulu.

Signature of Grantee (Fiscal Sponsor) Officer
Printed Name and Title: Jill Baldemor, Executive Director

11/7/22
Date

CERTIFICATE OF THE BOARD OF DIRECTORS NO OBLIGATIONS IN ARREARS

The undersigned of the Board ("Grantee") hereby certifies that the Grantee or any principal of the Grantee or sponsored organization (where the Grantee is a Fiscal Sponsor) is not in arrears on any financial or other obligation owed to the City & County of Honolulu, a municipal corporation of the State of Hawaii.

(Signature)

Joshua Griggs
(Print name)

CERTIFICATE OF THE BOARD OF DIRECTORS AUTHORIZATION TO ASSIGN AUTHORITY

The undersigned of the Board ("Grantee") hereby certifies that Jill Baldemor (name), Executive Director (title), has been authorized by the Board of Directors to sign proposals, contracts, and related documents on behalf of the Grantee. Accordingly, I hereby assign the authority by the Board to execute proposals, contracts, and contract amendments on behalf of the Grantee, and further certify that the assigned is given the power and authority to do all things necessary to implement, maintain, amend, or renew such contracts, including but not limited to the delegation of signing authority to another employee of the Grantee.

(Signature)

Joshua Griggs
(Print name)

STATE OF HAWAII)
CITY AND COUNTY OF HONOLULU)

On this 4 day of November, 2022, before me appeared Joshua Griggs, personally known to me, who, being by me duly sworn, did say that he/she is the EVP, Talent, Ops & CFO of Teach For America and that the corporation has no corporate seal, and that said instrument was signed in behalf of said corporation by authority of its Board of Directors, and said CFO acknowledged said instrument to be the free act and deed of said corporation.

Notary Public, State of ~~Hawaii~~ Georgia

My Commission expires: 1/13/26

Jeffrey Dear
Notary Public, Fulton County, Georgia
My Commission Expires 01/13/2026

Doc. Date: _____ # Pages _____
Name: _____ ____ Circuit
Doc. Description: _____

Signature Date
NOTARY CERTIFICATION

SECTION II
GRANT ACTIVITY INFORMATION

A. Describe how the community need, stated problem / issue, and target population are effectively validated. The description must include how the public services target population is vulnerable or how the arts, culture, community/economic development, or environmental activities will especially support low- to moderate income areas.

1. Provide substantive data and other quality information to show the issue is a priority need of the community. *(3,000 character count limit)*

In an October 24, 2022 CNN article "Nation's Report Card' shows new evidence of Covid-19's devastating impact on US children's education", the findings based on the National Assessment of Educational Progress reading and math exams, often called the "Nation's Report Card" states fourth and eighth graders fell behind in reading and had the largest ever decline in math is one of many alarming reports that should underscore that efforts to improve and transform public education as a priortity need.

US Secretary of Education Miguel Cardona, states in this article, "If this is not a wake-up call for us to double down our efforts and improve education, even before it was – before the pandemic, then I don't know what will,". Cardona suggested widespread teacher shortages are a "symptom of decades of underinvestment" in schools and called on districts to pay teachers more competitively.

The report shows the pandemic affected all students but had a disproportionate impact on the most vulnerable, who fared the worst. Scores on the eighth-grade math exams declined across most racial and ethnic groups as well as for lower, middle and high performing students. The gaps between

"What we're seeing is (lower performing) students … dropping even faster and we're also seeing students who were not showing declines – students at the top, meaning students at the higher performing levels – they were holding steady before the pandemic or even improving,"

"Now all the students, regardless of their ability, are dropping. That is the point we need to be taking away from this report."

Locally, Hawaii's public school students continue to struggle. Disruptions and inconsistencies caused by nearly two years of "pandemic learning" led to significant erosion in core subjects. While the 2022 Strive HI Statewide reports slight gains in the proficiency over the past year in the core subjet areas of Math, Science, and English Language Arts – they are still below pre-pandemic achievement levels, which were already critically low, and indicate that students are still behind on their studies.

The statewide proficiency level for 2022 are as follows:
Math 38%
Science 40%
English Languge Arts 52%

While these numbers should be alarming enough, when you compare the high-needs students characterized as English Language Learners, Economically Disadvantaged, and/or students receiving special education services vs their non-disadvantaged peers the results are even more alarming. As the achievement gap is 34% in English Languge Arts, as the non

high needs proficeny is at 71% whereas the high needs student proficeny is at 37%. For math the achievement gap is 29%, as the non high needs proficeny is at 54% whereas the high needs student proficeny is at 25%.

The Strive HI report also included an alarming increase in chronic absenteeism, defined as missing 15 or more school days. As this jumped from 18% of studnets in 2021 to 37% of students in 2022.

2. Provide a thorough analysis of the community's priority need / problem and its impact on the community. *(3,000 character count limit)*

In Hawaiʻi P-20 Partnerships for Education March 22, 2022 press release, it's shared that 51% of Hawaii's public school graduates from the Class of 2021 went on to college in the first fall after graduation. While a slight increase from the 50% enrollment rate seen from the Class of 2020, we are still down from the pre-pandemic rate of 55%.

Long before the COVID-19 pandemic, our education system has been failing to meet its promise to all children. Indigenous, People of Color and children growing up in low-income communities are often denied access to an excellent education—and with it the opportunity for economic mobility and the chance to thrive.

According to the Aloha United Way's ALICE (Asset Limited, Income Constrained, Employed) Report, "Education is one of the few ways ALICE families can get ahead in the long run. Yet it is a challenge for these families to find quality, affordable childcare, strong public schools, and affordable higher education." Chronic poor performance in school can lead students to become disengaged in their education, which has led to students dropping out or not pursuing education beyond high school. This in turn creates a glut of unskilled workers who must rely on low-wage jobs, and who often are employed in more than one such position to merely "make it by" here in Hawaiʻi.

Below is information that helps to underline some of the current and future impacts to our students and community as it relates to the cost of living in Hawaiʻi, along with the additional financial burdens for those whose education ends during high school or at graduation.

According to a Bureau of Labor Statistics report, workers age 25 and over who attained less than a high school diploma had the lowest median weekly earnings ($626) and highest unemployment rate (8.3 percent) among those at all education levels. Workers with graduate degrees (master's, professional, and doctoral degrees) had the highest earnings and lowest unemployment rates.

The difference in earnings between those who go to college and those who don't is growing – over a lifetime, individuals with a bachelor's degree make 84% more than those with only a high school diploma.

High school graduates are three times more likely to live in poverty than college graduates, and eight times more likely to depend on public assistance.

Hawaiʻi residents with bachelor's degrees earn on average $29,000 more per year than residents with only a high school diploma, and are less likely to be unemployed.

Our students are stressed. Some are houseless. Some have parents who must work multiple jobs to keep afloat financially and keep their family intact. These externalities, combined, lead to academic challenges including not being able to focus in school, and lack

of engagement, and ultimately mean students are not achieving at the levels we know they can be. Compounding these circumstances is the disproportionate affect the pandemic continues to have on these very students.

3. Provide a description of the Grant Activity. This description will be used as the scope of services in the contract. *(1,000 character count limit)*

Our grant activities will be directly aligned to our mission: Teach For America finds, develops, and supports a diverse network of leaders who expand opportunity for children from classrooms, schools, and every sector and field that shapes the broader systems in which schools operate.

Our activities will directly focus on the recruitment of individuals to join our program as teachers to work in one of our high need public schools on O‘ahu. These efforts will include one-on-one outreach and in-person and virtual group events for prospects locally and those on living on the continent throughout the applicant journey.

In addition to our recruitment efforts, we will host professional development learning opportunities designed to build and develop the leadership and skills for our teachers. These learning opportunities will be offered virtually and in-person, led by TFA staff and our community partners, topics will vary and be responsive to the needs of our teachers.

B. Describe the proposed plan

1. Describe why you chose this Grant Activity and how it will effectively address the community’s problem / need. *(2,000 character count limit)*

Hawaii’s public school students are struggling. Disruptions and inconsistencies caused by over two years of “pandemic learning” have led to erosion in student achievement and core subject proficiencies. The pandemic has also taken a significant toll on teachers, which has led to a significant increase in teacher retirements and resignations.

Our grant activities focus on the recruitment of new teachers and providing ongoing professional development, as these are two of the key components of our program that have consistently led to increases in student achievement and has led to greater access to college and career options post high school graduation.

Our state also has a documented multi-year teacher shortage which impacts the ability of our students to have access to an excellent and equitable education. A wide body of research consistently demonstrates that high-quality teaching is the most important factor impacting student learning. Unfortunately, students from lower socio-economic areas are less likely than their wealthier peers to have highly effective teachers in their classrooms. To combat this challenge, our nationally accredited Alternative Route to Credentialing program strives to provide our high need schools with passionate, dedicated and student-centered educators.

To ensure that the teacher candidates we recruit are successful in our schools, we provide a wide range of professional development opportunities. This support provided by TFA staff as well as many community partners is responsive to our teachers needs, supports them in strengthening their teaching practice, and positions them to prepare students for the rigors of education, college, and career.

Based on 17+ years of strong results, we are confident that our focus on recruitment and ongoing professional development is critical to our program and more importantly the success of the students our teachers work with.

2. Provide measurable outcomes, describe how outcomes are aligned with the purposes and priorities of the Grants in Aid Fund, and describe how outcomes directly benefit the target population. *(3,000 character count limit)*

Public Services should begin with a statement of the number of individuals that the Grant Activity will directly benefit during the Grant Term.

Arts, Culture, Community/Economic Development or Environment should begin with a statement as to how the Grant Activity supports the sustainable improvement in the well-being and quality of life of local communities, especially low to moderate income areas.

During the grant period, we expect that Teach For America Hawai'i teachers will impact over 9,000 students in many of O'ahu's highest need public schools.

Outcome 1: 50 new teachers will accept offers to join TFA and start teaching at HIDOE public schools for the 2024-2025 school year.

GIA Alignment: TFA recruits outstanding and diverse leaders early in their careers, who have demonstrated evidence of the values and leadership necessary to expand opportunity and access for all children inside and outside of the classroom. Our teachers are often hired to teach in the most hard-to-fill subject areas and in the hardest-to-staff schools on O'ahu. If not for our program many of the students in our communities would be taught by a long-term substitutes.

Outcome 2: 56 local recruitment, confirmation and matricultion events and one-to-one engagements focused on securing our next cohort of teachers for the 2024 -2025 school year

GIA Alignment: TFA-Hawai'i has long prioritized recruitment of Native Hawaiian and kama'aina applicants. This metric focus on both our traditional recruitment work aimed at college seniors and professionals to join our program and teach for the HIDOE, as well as our early recuitment efforts focused on high school students and college underclassmen, helping to ensure we have a strong bench of applicants for future years.

Both of these first two metrics are focused on the work we do to find quality teachers to join our program. Many factors contribute to a student's academic performance, including individual characteristics and family and neighborhood experiences. But research suggests that, among school-related factors, teachers matter most. When it comes to student performance on reading and math tests, teachers are estimated to have two to three times the effect of any other school factor, including services, facilities, and even leadership.

Outcome 3: 36 total group professional development events for TFA teachers.

GIA Alignment: Providing differentiated programming and development opportunities for our teachers is essential to helping them build and develop their own leadership and skills, which in turn positions them to support the needs of their students, while helping the them achieve better outcomes, and ultimately increasing access to greater opportunities.

3. Provide an action plan to achieve the stated measureable outcomes. If the Grant Activity involves a partnership, provide a description of each partner's role. Must include measurable milestones, specific events, or other performance measures appropriate to achieving the outcomes. *(3,000 character count limit)*

Our first 2 metrics, (1) number of new teachers who join TFA and start teaching for the HIDOE and (2) number of recruitment, confirmation and matriculation events and one-to-one engagements, are both aligned to our annual goal of increasing the numbers of teachers identifying as Kamaʻāina and/or Native Hawaiian, as well as our 2026 strategic direction goal of having 50% of our new teachers each year identifying in this way.

Our plan to meet and exceed our targeted outcomes, relies on our strategies that are carried out locally by a group of staff and volunteers, with additional support from our 200+ member national recruitment team. This group is responsible for implementing a wide range of virtual and in-person activities.

Locally, we have had good success with our "Campus Ambassadors" program. We hire college students at University of Hawai`i campuses at Mānoa, Hilo and West Oʻahu. These students help identify and secure opportunities to share about TFA to other students via campus clubs, classroom presentations, one on one meetings and through the use of various social media channels.

In addition, our local staff and volunteers work includes:
•direct outreach and recruitment of local college and high school candidates (group and individual meetings)
•classroom visits and presentations
•coordinating "Home for the Holidays" and "Home for Summer" Recruitment events
•attending job fairs
•partnering with others to host the annual "It's Great to Be a Teacher" event
•connect, steward and coach prospects through application and interview process to ensure strong candidacy, once admitted into TFA provide support for the HIDOE hiring process
•identify and partner with youth serving non-profits who have college aged staff interested in teaching
•provide our national recruiters information on our region to support their efforts to encourage Hawaiʻi students on the continent to consider coming home to teach

Our third metric is focused on professional development. We offer a wide variety of learning opportunities to build the leadership and skills of our teachers. Our first and second-year teachers are expected to participate as part of our certification and training program. We also offer additional optional development opportunities to the alumni in our program, these can include:
•Content-based learning communities: to ensure teachers have access to uniquely tailored resources for their content areas
•Conferences: these include professional development opportunities to foster learning in a wide range of topics from Technology, Innovation and Social Entrepreneurship to Diversity, Culture, Student Empowerment and Advocacy
ʻAina-based experiences: led and hosted by community partners that help connect our teachers to place and elevate the voices and knowledge of Hawaiʻi.
•School Leader Community of Practice: provides an avenue for our alumni school leaders to connect with each other and retired kupuna educators for problem solving and felowship.l

4. Provide a budget narrative that explains how the budget in Section III will achieve the desired outcomes. (*3,000 character count limit)*

Our grant application includes a budget request for $200,000, which if awarded will be used to support a portion of salaries and fringe benefits for our executive director and five of our full-time direct service staff members, along with funds to cover a portion of our rent for our Honolulu office. This funding will help ensure we are able to serve and positively impact 9,000+ low-income children in our highest need schools across O‘ahu and will support our ability to successfully implement our recruitment, confirmation, matriculation and group professional development activities.

The largest annual cost to operate our program is for our personnel expenses, and our largest non-personnel expense is for our office rent. As such our budget request is to support a portion of these costs that are essential for our work and our ability to meet and exceed our outcomes.

Administrative Salaries and Fringe Benefits:
Jill Baldemor has been leading the work of our Hawai‘i region as our Executive Director for the past 16 years. She is responsible for leading our program and cultivating and holding important relationships, including many of our relationship with key personnel at the HIDOE. Jill provides critical coaching, support and leadership to our regional staff team. As such we have allocated a portion of her salary and fringe benefits to this grant. Her leadership is an essential component of our ability to achieve our outcomes.

Direct Salaries and Fringe Benefits:
This line items covers a portion of the salaries and fringe benefits for five of our full-time staff members that will provide direct services as part of this grant, including our Managing Director Regional Team Initiatives, Director Pre-Service and Regional Team Initiatives, two Directors, Regional Team Initiatives and one of our Manager Regional Team Initiatives.

These five full time staff memebrs have responsibility and accountability for our recruitment, confirmation and matriculation efforts, that help us build a strong pipeline of leaders to work as teachers in our schools. In addition this group is also responsible for scheduling, coordinating and leading many of our monthly group professional development opportunities provided to our corps member and alumni teachers on O‘ahu.

Office Rent:
We have included a portion of our Honolulu office rent in our budget. In addition to providing office space for our administrative, recruitment and program staff, we utilize the office for team planning meetings, many of our small group professional development opportunities, recruitment events and meetings and the majority of our interviews for our local candidates.

5. Provide a timeline that is complete, realistic and appropriate to achieve the desired outcomes. This timeline should also be reflected in Section IV. *(3,000 character count limit)*

Recruitment Timeline (Metrics 1 and 2)
In order to meet and ultimately exceed our goal of 50 new teachers we plan to hold at least 56 recruitment, confirmation and matricultion events and one-to one engagements. Nationally we currently have 3 application windows for those interested in joining our program. There are specific steps to becoming a corps member, and each application deadline follows this progression on its own unique timeline. These application windows occur from September through March and include an application deadline, notification if selected to an interview,

virtual or in person interview, admission decision and regional placement, and confirmation of accepting or declining offer.

Each of these application windows last between 45 and 60 days. As these windows overlap with each other our staff and volunteers are actively engaged throughout the process. From August through May they work to build the pipeline of applicants through events and one-one meetings as noted above. In addition, this group of staff and volunteers is both proactive and responsive to candidates as they are actively in the application window. During this period, they provide resources to help prepare them for the interview, answer questions, and often connect them with current corps members and alumni who can help provide additional insights to the process and experience in our program.

After accepting their offer, this team continues engaging with these accepted applicants to help prepare them for the work ahead. We have found this to be a very important part of our effort, as it has helped us exceed the national average of accepted applicants who actual join and start our summer training program.

During June and July, this team uses this time to evaluate and reflect on the previous year, develop new and/or adapt strategies for the coming year, prepare new materials, start scheduling and address hiring needs.

Professional Development
In order to meet our outcome of at least 36 group professional development events, we will host a variety of group learning sessions to support our teachers continued growth and development. In each month of the year, we will have at least three of these learning opportunities for our teachers to support their continued growth and development. These in-person, hybrid and virtual opportunities will be planned by our program staff and facilitated by TFA staff, alumni and education and community partners. The majority of these sessions will be scheduled for evenings and weekends.

As part of our nationally accredited alternative route to credentialing program, we provide our corps members a syllabus that details the expectations and timeline for them to be able to receive their teacher certification as part of our program. In addition to these requirements for teacher certification, we also offer optional opportunities for professional development to our corps members and alumni teachers throughout the year.

C. Provide evidence of the agency's ability to perform the proposed grant activity through past performance, current capacity and/or plan to acquire the capacity to perform.

1. Provide data that demonstrates proven success in offering the same, similar, or related activities to achieve the proposed outcomes. *(3,000 character count limit)*

Teach For America works in partnership with nearly 250 urban and rural communities across the country to expand educational opportunity for children. Founded in 1990, TFA recruits and develops a diverse corps of outstanding leaders who make an initial two-year commitment to teach in high-need schools and become lifelong leaders in the effort to end educational inequity. Today, TFA is a force of 67,000 alumni and corps members working in more than 9,000 schools nationwide in pursuit of profound systemic change. From classrooms to districts to state houses across America, they are reimagining education to realize the day when every child has an equal opportunity to learn, lead, thrive, and co-create a future filled with possibility. TFA is a proud member of the AmeriCorps national service network

TFA's approach to teacher development has proven itself to be an effective approach to recruiting, training, and supporting a diverse cohort of new teachers. Significant research—including three recent experimental studies that meet the Institute of Education Sciences What Works Clearinghouse—substantiates that post-baccalaureate programs like TFA, which combine a robust, holistic, and selective admissions model within accelerated pre-service clinical training program, along with an intensive on-going classroom-based clinical support program for the first two years of a new teacher's professional career, can and do produce effective new educators.

Here in Hawaiʻi, the depth and strength of our training programming is demonstrated by our fully approved status by the Hawaii Teacher Standards Board to recommend teachers for licensure as a state-approved alternative route to credential program. In addition to the state approval we have also maintained national accreditation since 2016, making Hawaiʻi the first TFA region in the nation to achieve such designation.

The Hawaiʻi region was launched in 2006, with the support and partnership of HIDOE, HSTA, and many members of the business community. Over the past sixteen years we have successfully recruited and trained over 1000 individuals to teach in our high need public schools, including 245 kamaʻāina, 80 people who identify as Native Hawaiians, and many more with "ties" to Hawaiʻi (i.e. familial ties, past employment, educational experiences, etc.)

Today, our local network includes over 525 diverse leaders living and working in Hawaiʻi This includes our 126 corps members (1st and 2nd year teachers), teaching at 23 of our high need schools and over 220 alumni who continue to work as teachers, mid-level leaders, administrators and educational officers within Hawai'i's public charters and traditional schools. The majority of our teachers are working in the defined shortage content areas (Math, English, Science and Special Education). Our largest geographical placement area has been in the Nānākuli-Wai'anae complex. Today we have over 100 teachers working in this complex area.

2. Describe the applicant's capacity to successfully achieve the proposed outcomes.
OR
Provide a plan to acquire the capacity to successfully achieve the proposed outcomes (including how the applicant has acquired similar capacity in the past).

Responses should include organizational knowledge, staffing, fiscal resources, facilities and other resources, stakeholders and relationships, and other relevant resources. *(3,000 character count limit)*

We are confident that we have the capacity needed to successfully achieve the proposed outcomes in our proposal. Below we have shared some brief information on our Organizational Knowledge, Staffing, Fiscal Resources, Facilities and Partnerships to help demonstrate these capabilities.

Organizational Knowledge

TFA has been actively working to transform into a "Learning Organization", leveraging our scale and diversity to evolve from a network of remarkable individuals to a connected, thriving community working together collectively to enhance learning, innovation, and collective action to move towards our near-term priorities and long-term vision. Locally, we have had strong and consistent leadership that understands our education landscape, has built important partnerships and is keenly aware of the levers to utilize the resources, support and knowledge available from our national organization.

Staffing

Our regional staff team has 19 full-time staff members with diverse backgrounds and experiences: 13 staff members are alumni of TFA, 14 identify as kamaʻāina and 6 as Native Hawaiian. Our staff have work experiences in rural and urban areas across our state, country and around the world. The diversity of backgrounds, perspectives, and experiences brought by each of our team members helps to strengthen our regional work. In addition to our full-time staff, we have a diverse and talented group of over 45 part time staff that add their passion, knowledge, and experiences to positively impact our efforts.

Fiscal Resources

Our region's current annual budget is $5,361,413. We will raise about 70% of our budget locally through a mix of public funds (state, federal and county) and private funds (individuals, corporations and foundations). Our national organization has also made a commitment to our region and this year is investing almost $1.7M in Strategic Investment funds, which helps assure all money raised in Hawaiʻi directly benefits our community.

Facilities

We have a lease for our Oʻahu office in Waterfront Plaza. This office provides adequate desk space, conference rooms, audiovisual, office equipment and supplies available to accommodate our programming and operation needs.

Partnerships

Partnerships are particularly important in Hawaiʻi where we have one statewide education system and where community is central to our culture. We connect the members of our network with partner organizations and work to find organizational synergies that further collective impact. While we bring diverse people and perspectives to the table, we strive do so as a respected and trusted partner.

Our partnerships include: HIDOE, Johns Hopkins University, Chaminade University, Teacher Leader Network, HawaiiKidsCan, Hui for Excellence in Education and many others. It is our aim to continue to cultivate relationships with these and other community organizations to help us grow and strengthen our program and ability to impact our high-need students.

D. Describe the applicant's sustainability and/or additional long-term benefit to the community

1. Provide a plan for sustaining and / or expanding activities beyond the applicable grant period. *(2,000 character count limit)*

The guiding principle of our Strategic Direction is "Sustainability". Through the lens of our regional values, kuleana calls us to develop a sustainable model of funding and leverage our limited resources (both financial and people) in strategic and sustainable ways; ʻohana calls us to develop authentic relationships and interconnected, culturally responsive programming that leads to sustainable impact in our communities; aloha calls us to foster a strong community that fuels and sustains our people for the long term. Our principle of sustainability implies several strategic choices in how we aspire to maximize our impact in our work.

In our first 10 years, we grew our geographical footprint and increased the number of incoming corps members; in this decade, we have and will continue to focus on strengthening our impact through the quality of our teachers and the engagement and leadership of our alumni, with an emphasis on contributing to long term impact in our community.

In our first 10 years, we created, piloted, and evolved our own rigorous and innovative programming; in this decade, we have and will continue to focus on developing systems and structures that hold institutional knowledge, facilitate learning, and leverage the strength and wisdom of our diverse communities.

We are focused and committed to making choices that will both support our current work in a sustainable manner, while also allowing us and those in our network to increase the impact on our students and the overall education system.

Our development team has and will continue to focus on growing the number of donors, and increasing and securing multi-year funding support from sources who deeply believe in our program and the importance of public education. Lastly, our national commitment to maintaining a strong presence and funding support in communities that serve a large population of native students, helps to ensure that our program will be able to sustain beyond this current grant.

2. Describe the applicant's capacity and resources to carry out the above plan (staffing, funding, etc.) beyond the grant period. *(2,000 character count limit)*

While we certainly hope to be able to count on the City and County of Honolulu to invest in our work for the foreseeable future, our board and staff at both the local and national level are committed to our work continuing here for the long-term. As previously stated, our national organization has made a long-term commitment to native communities, including Hawai‘i. This financial commitment has recently averaged $1M per year and increased this year to $1.7M

Locally, our board and staff are committed to raising the funds needed to at least maintain our current annual operations level. While fundraising is no easy task, we are proud to have been able to steadily grow and diversify our base of funders and are committed to the fundraising necessary to ensure we have the funds to support our important work.

We have included a few important reasons that lead us to believe we will continue to have the capacity and resources to carry out our work beyond this grant period:

• Secured a $1.5M reoccurring allocation from the Hawai‘i State Legislature to fund our contract with the Hawai‘i Department of Education

• Secured MOUs with our 2 university partners that provides a continuous revenue stream

• Grown the number of “major donor” level commitments from local foundations and individuals

• Strong and diverse regional board that includes 18 of Hawai’i’s prominent community and business leaders

In addition to the capacity to raise the needed funds, we have a seasoned and committed staff team that has created a strong staff culture and has had very little turnover. Our region has constantly been ranked at or near the top in our annual staff culture survey results and 100% of staff agree that “TFA is a great place to work”.

E. No CITY funds or assistance. The highest consideration will be given to applicants that do not receive other funding or any form of assistance from the CITY. While applicants that receive other funding or assistance from the CITY may apply for Grants in Aid funding, the extent of funding or assistance already received in relation to services provided must be considered prior to awarding Grants in Aid funds. A percentage of the sub-total criteria points will be awarded to Grantees based on the criteria below and the information about past funding / assistance from the CITY that follows.	
The applicant has received no award from the CITY within the last 3 years.	**10%**
The applicant has received 1-2 awards from the CITY within the last 3 years.	**7%**
The applicant has received 3-5 awards from the CITY within the last 3 years.	**5%**
The applicant has received between 6-9 awards from the CITY within the last 3 years.	**3%**
The applicant has received 10 or more awards from the CITY within the last 3 years.	**0%**

GRANTEE RECEIPT OF CITY GRANTS

Identify all CITY grants received by Grantee (or Fiscal Sponsor) in the last three (3) years. Information will be verified by the CITY.

1. Grant Activity Name & Contract #: Teacher Recruitment and Professional Development Contract # CT-DCS-2300056
   Grant Period: 10.1.22 - 9.30.23 Grant Amount: $200,000
   Grant Purpose: Recuit and train teachers for our high need schools.
   Grant Activity Status: ☒ Underway ☐ Completed ☐ Canceled
   Administrating Division: DCS

2. Grant Activity Name & Contract #: Teacher Recruitment And Professional Development CT-DCS-2100077
   Grant Period: 10.5.20 - 9.30.21 Grant Amount: $125,000
   Grant Purpose: Recuit and train teachers for our high need schools.
   Grant Activity Status: ☐ Underway ☒ Completed ☐ Canceled
   Administrating Division: DCS

3. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

4. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____

F. Age Friendly Honolulu

Consideration is to be given to applicants that incorporate the vision and goals of the Age-Friendly Honolulu Program (as codified in ROH Chapter 2, Article 22), including but not limited to (1) enabling residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active; and (2) removing barriers to inclusion for and providing support services to vulnerable residents and/or have physical limitations.

To be eligible for the bonus points as an Age-Friendly Honolulu Project an organization must demonstrate the proposal aligns with Age-Friendly Honolulu's priorities by completing the following TWO steps:

1) Go the following website https://www.hiphi.org/age-friendly-honolulu/ to access an Age-Friendly Honolulu training video. The video should be watched by at least one (1) person from the non-profit organization in a leadership position (Executive Director, Administrator, or equivalent). This video will define an "age-friendly city" and explain what types of projects align with the Age-Friendly Honolulu Vision.

2) Complete the section below by selecting which Age-Friendly Honolulu category best fits the activities of your organization and providing a brief description of how your proposal is an Age-Friendly Honolulu project.

☐ Enabling Residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active, particularly at the oldest ages

☒ Providing Kupuna with meaningful roles in the community, including mentors, volunteers, or through intergenerational programming

☐ Removing barriers to support community inclusion and accessibility for persons of all abilities.

3) How is your proposal an Age-Friendly Honolulu Project and explain how your organization can meet the additional reporting requirements if awarded? *(2,000 character count limit)*

Over the past three years we have had a small group of retried kūpuna education leaders, provide one-on-one mentorship to our TFA school leaders (vice principals and principals). In addition, these kūpuna have led and facilitated a Community of Practice series for this group of young school leaders. At each of these sessions the kūpuna start by sharing a story of inspiration based on a preassigned topic. This is followed by interactive discussions focused on solutions to current challenges on the topic, which often leads to learnings for both kupuna and our current school leaders. These sessions end in small group breakout sessions, that allow for deep engagement and sharing of solutions to the current challenges being faced by the school leaders.

Based on the success of these efforts, we will continue offering this intergenerational programming. In addition, we are excited to pilot a similar program where we recruit kūpuna to mentor our newest teachers. It is our hope to recruit enough kupuna that each of our new teachers can have a mentor. At this point, our plan is to make the initial connections between the kūpuna and our new teachers and invite the kūpuna to join us at the event we host to welcome our new teachers. We will then encourage both the teacher and kūpuna to find time connect and keep in touch as they best see fit. In addition, we will provide a few reminders throughout the year to the kūpuna that would be beneficial for them to reach out and check-in on their mentees.

APPENDIX A: TIER II GRANT PROPOSAL (Grants $25,000 to $200,000)
SOLICITATION NO. RGP-DCS-GIA2024

Instructions: The proposal below must be completed in full. Responses must be provided in the fillable boxes provided. Where annotated, the fillable boxes have predetermined maximum limits on character counts. Letters, numbers, punctuation marks, and spaces are included in the character count limits.

SECTION I
SUMMARY

A. Grantee Legal Name:	The Alcoholic Rehabilitation Services of Hawaii Inc., dba Hina Mauka
B. Is Grantee a Fiscal Sponsor?	☐ Yes ☒ No
C. Grant Activity Name:	Built -In Closet System Upgrades

D. Briefly describe the Grantee's background, history (including year established), and mission. *(400 character count limit)*

Hina Mauka began in 1969 as a program at the Hawaii State Hospital. Hina Mauka established itself as The Alcoholic Rehabilitation Services of Hawaii Inc., in July 1977 and has over 50 years of experience. Hina Mauka's mission is to foster hope and healing for people in Hawaii recovering from alcohol and substance use disorders and related behavioral health challenges.

E. Briefly describe the Grant Activity and public need being filled. *(400 character count limit)*

Our existing building which was built back in 1995 is over 27 years old and thus the original 48 bedrooms need to be renovated in order to bring them up to safety code standards of a healthcare facility. Hina Mauka treats treat those who suffer from multiple behavioral health issues and in order to treat them adequately we need to renovate the "built in" cabinetry within those 24 existing rooms.

F. Briefly summarize Grant Activity outcomes and measures of success, including number and description of those served. *(400 character count limit)*

Eighty people are on the waitlist for residential services at any given time. A grant to ensure the safety of clients will give us the capacity to provide access to effective acute care for 600+ residential clients a year who have costly and chronic behavioral health and medical conditions.

G. Council District
Check all districts that will benefit from the Grant Activity. Provide the amount requested per district. Amounts must be in whole numbers only.

☐ District 1 $	☐ District 2 $	☒ District 3 $200,000
☐ District 4 $	☐ District 5 $	☐ District 6 $
☐ District 7 $	☐ District 8 $	☐ District 9 $

Total Amount Requested (must be $25,000 to $200,000)	$200,000

H. Type of Grant Activity (pick ONE category that best reflects the Grant Activity):		
1. Public Services: Projects in this category will support qualified public services and programs for the target populations deemed by the CITY to be most vulnerable.		
☐ A. Public Service – Seniors	☐ B. Public Service - Children	☐ C. Public Service - Disabilities
☐ D. Public Service – Homeless	☐ E. Public Service – Domestic Violence	☒ F. Public Service – Substance Abuse
☐ G. Public Service – Mental Health	☐ H. Public Service – Other (describe):	
2. Arts, Culture, Community/Economic Development, and the Environment: Projects in this category will support the sustainable improvement in the well-being and quality of life of local communities, especially low- to moderate income areas.		
☐ A. Arts	☐ B. Culture	☐ C. Community Development
☐ D. Economic Development	☐ E. Environment	

GRANTEE'S CERTIFICATION AND SIGNATURE

The undersigned, subject to personal liability and penalty under applicable law, certifies that he or she: (i) is authorized to sign this Grant Proposal; (ii) personally prepared or reviewed the matters found in this Grant Proposal (including any related documents/attachments); (iii) asserts all statements made in this Grant Proposal (including all attachments) are true, accurate and complete; (iv) has the requisite skills and knowledge to assert the foregoing certification; and (v) has complied and shall continue to comply with all applicable requirements of Chapter 6, Article 29 of the Revised Ordinances of Honolulu 1990, as amended (Link), regarding private organizations receiving grants of public funds from the City and County of Honolulu.

Signature of Grantee (Fiscal Sponsor) Officer
Printed Name and Title: Alan Johnson, President and CEO

11/21/2022
Date

CERTIFICATE OF THE BOARD OF DIRECTORS NO OBLIGATIONS IN ARREARS

The undersigned of the Board ("Grantee") hereby certifies that the Grantee or any principal of the Grantee or sponsored organization (where the Grantee is a Fiscal Sponsor) is not in arrears on any financial or other obligation owed to the City & County of Honolulu, a municipal corporation of the State of Hawaii.

(Signature)

Colin Lau
(Print name)

CERTIFICATE OF THE BOARD OF DIRECTORS AUTHORIZATION TO ASSIGN AUTHORITY

The undersigned of the Board ("Grantee") hereby certifies that Alan Johnson (name), President + CEO (title), has been authorized by the Board of Directors to sign proposals, contracts, and related documents on behalf of the Grantee. Accordingly, I hereby assign the authority by the Board to execute proposals, contracts, and contract amendments on behalf of the Grantee, and further certify that the assigned is given the power and authority to do all things necessary to implement, maintain, amend, or renew such contracts, including but not limited to the delegation of signing authority to another employee of the Grantee.

(Signature)

Colin Lau
(Print name)

STATE OF HAWAII)
CITY AND COUNTY OF HONOLULU)

On this 18th day of November, 2022, before me appeared Colin Lau, personally known to me, who, being by me duly sworn, did say that he/she is the Vice Chair of Hina Mauka, Board of Directors and that the corporation has no corporate seal, and that said instrument was signed in behalf of said corporation by authority of its Board of Directors, and said Vice Chair acknowledged said instrument to be the free act and deed of said corporation.

Heather Butler
Notary Public, State of Hawaii

My Commission expires:

Doc. Date: 11/18/22 # Pages 1
Name: Heather Butler 1st Circuit
Doc. Description: Cert of BOD no obligations
cert of BOD Auth to Assign Authority
Heather Butler 11/18/22
Signature Date

NOTARY CERTIFICATION

My commission expires: 06/14/2023

HEATHER BUTLER NOTARY 15-212 PUBLIC STATE OF HAWAII

HEATHER BUTLER NOTARY 15-212 PUBLIC STATE OF HAWAII

SECTION II
GRANT ACTIVITY INFORMATION

A. Describe how the community need, stated problem / issue, and target population are effectively validated. The description must include how the public services target population is vulnerable or how the arts, culture, community/economic development, or environmental activities will especially support low- to moderate income areas.

1. Provide substantive data and other quality information to show the issue is a priority need of the community. *(3,000 character count limit)*

Hina Mauka is the only organization in Hawaii that treats patients with multiple chronic conditions (MCC) that include substance use disorders (alcohol, meth opioids), co-occurring behavioral disorders (depression, anxiety, PTSD) and co-morbid physical disorders (heart and liver disease, diabetes, hypertension) in an integrated residential facility. Many MCC patients are homeless and suffer from acute medical and behavioral health conditions. The 2020 Oahu homeless count of 4,448 estimated that 57% were unsheltered. Ranging from 27% to 35%, many have substance abuse, mental illness, or physical conditions while 26% were Native Hawaiian or Other Pacific Islanders. The report identified substance abuse, mental illness, physical illness, in addition to disability, job loss, and inability to pay rent as factors driving unsheltered homelessness.

MCC patients are considered "high utilizers " of healthcare and the Judiciary system. National studies indicate that about 5% of our population accounts for 50% of healthcare costs. Studies also report that Medicaid patients with a disability due to a chronic illness, have a 70% probability of presenting with behavioral health challenges. People that have chronic pain issues and behavioral health problems still need improved complex treatments for MCC. Opiates and methamphetamine are often the self-prescribed "default" remedy, which perpetuates the cycle of abuse. Without integrated treatment, the more severe MCC are stuck in a repeated cycle of hospitalization, homelessness or incarceration.

In recent national studies, around 33%-35% of people who are exposed to the effects of SARS-CoV-2 incur trauma to the extent that they develop a variety of clinically significant symptoms of anxiety, depression, substance use, insomnia and post-traumatic stress. People who had an acute infection of SARS-CoV-2 suffer from cognitive impairment with a functional disability that persists for many months often leading to depression and anxiety as well as substance use disorders. Grief, stress, depression and anxiety as well as suicides and overdose are predicted to overwhelm our healthcare systems following the end of the pandemic. During a pandemic, people are reluctant to access needed healthcare such that their untreated chronic conditions worsen from moderate to chronic, increasing the need for complex treatments. An integrated approach is needed to treat people who have exacerbating complex problems involving behavioral health to achieve better health outcomes.

Our in-patient facility which was built in 1995 is near the Koolau Mountains on the Windward Side of Oahu and due to excessive rain, mold/mildew, and humidity we need to replace our built in cabinetry which is falling down due to age and wear and tear to keep up with our growing demand for services. Unfortunately, our contracts and fundraising efforts cannot provide funding for this critical need to replace our inpatient room cabinetry.

2. Provide a thorough analysis of the community's priority need / problem and its impact on the community. *(3,000 character count limit)*

As a result of untreated complex problems involving substance use disorders, co-occurring disorders and physical health disorders, these consistent users of the system cost our state an average of $82,000 per year per person. (Homeless in Hawaii: Facts and Resources, 2021). In a report published by the Hawaii Health Department in January 2020: "Hawaii community members who experience homelessness and chronic homelessness are especially at risk for substance dependence issues." Hawaii has the 3rd highest per capita homelessness in the nation at 2.7 times higher than the national average.

Aside from alcohol, methamphetamine remains Hawaii's most prevalent drug used among adults. Hawaii also has one of the highest rates of incarceration due to methamphetamine-related convictions" (State of Reform.com). Individuals become "trenched" into the system and without effective coordination of care coupled with adequately funded resources, the hope for a productive lifestyle is either short-lived or not imaginable or even attainable. "Homelessness [and drug activity] is a serious problem for...small and mid-sized businesses who have to grow accustomed to property damage and customer complaints linked to a rising tide of what they deem threatening or criminal street behavior" (Star-Advertiser 2019).

There are Weed and Seed projects starting in Chinatown as well as Joint Outreach Centers in Kaneohe and Honolulu to get complex patients into treatment. There is a diversion to treatment effort at OCCC to reduce or remove jail terms if the offender completes treatment. Some of them have complex problems that will necessitate complex treatments.

While people with multiple chronic conditions are a much smaller part of our population, not treating complex patients with complex treatment solutions results in exorbitant healthcare and Judiciary costs due to the frequent use of emergent and hospital care as well as recidivism when they cycle back into criminal activity and jail. Many homeless people or certain high users of emergent and hospital care don't respond well to housing and case management at first unless they receive special treatment because their medical problems are too complex. Some patients have pain that is too difficult to treat within the primary care setting because they have substance abuse challenges or underlying untreated depression/PTSD in addition to their physical health conditions that cause the pain. There is a constant negative feedback loop since it seems that nothing is helping the patient. Many primary care physicians choose acute-care strategies for this problem, including a revolving door of opiate prescriptions. Generally, these are middle-aged patients in their 40's, 50's, and 60's and often have depression/PTSD as well as complex medical problems in addition to their substance use disorder. Such patients need residential services that can address multiple complex issues.

3. Provide a description of the Grant Activity. This description will be used as the scope of services in the contract. *(1,000 character count limit)*

Hina Mauka will utilize funds to demolish the existing built-in closets which were originally made with pressboard and replace them with termite-treated, solid wood frames and metal shelving units. This will not only provide more usable space for our residential clients but will ensure sustainability and longevity in our wet weather Koolau location.

B. Describe the proposed plan

1. Describe why you chose this Grant Activity and how it will effectively address the community's problem / need. *(2,000 character count limit)*

Without new closets and cabinets, services would be impaired. The rooms are in disrepair due to wear and tear for housing residential clients. These clients need treatment that is an integrated health care approach because evidence clearly shows it is the most efficacious and cost-effective approach to treating substance abuse, mental and physical health problems among chronically homeless people. We also chose this model because we already have the necessary capacities and infrastructure to successfully treat behavioral health issues among the chronically homeless. However, we currently do not have adequate funding and resources to offer integrated primary care treatments and services that address client issues with diabetes, hypertension, malnutrition, or other chronic health conditions.

In order for us to properly provide adequate in-patient facilities we need to upgrade our rooms. This will ensure that each individual has adequate space, to house their personal belongings, allowing them to better focus on their treatment and recovery.

2. Provide measurable outcomes, describe how outcomes are aligned with the purposes and priorities of the Grants in Aid Fund, and describe how outcomes directly benefit the target population. *(3,000 character count limit)*

Public Services should begin with a statement of the number of individuals that the Grant Activity will directly benefit during the Grant Term.

Arts, Culture, Community/Economic Development or Environment should begin with a statement as to how the Grant Activity supports the sustainable improvement in the well-being and quality of life of local communities, especially low to moderate income areas.

This grant will enable Hina Mauka to provide residential treatment services to over 600 clients a year. Given our current percentages, Hina Mauka expects that 100% will have a chronic substance use disorder condition. They will range in age from 18 to 100 and will come from every socio-economic background.

Nearly every patient is low-income, meeting the state requirements for eligibility for government services. Most of the patients are Native Hawaiian/Polynesian mix (49%), Asian (22%) and Caucasian (20%).

The majority of those with a chronic substance use disorder have a primary drug of choice of Methamphetamine/Ice (60%), Alcohol (21%) and Marijuana (8%). Prescription drug abuse is on the rise, substantially increasing every year. While patients do have a preference in drugs, the vast majority are frequently using more than one drug.

About 40% will have co-occurring mental health issues such as depression, anxiety, PTSD, or even psychotic conditions. Hina Mauka estimates that around 65-70% of residential patients will have other chronic medical conditions such as asthma, COPD, renal infection, cardiac concerns and/or diabetes. Many of the patients will have experienced physical and mental abuse or domestic violence. Approximately 25% will be homeless.

According to the Department of Health, which records outcomes for all licensed treatment centers, almost 67% achieve employment and 84% have no new arrests. About 94% have no further hospitalization admittances and almost 92% have no emergency room visits. About 84% have stable living conditions and approximately 80% have had no psychological distress since discharge.

3. Provide an action plan to achieve the stated measureable outcomes. If the Grant Activity involves a partnership, provide a description of each partner's role. Must include measurable milestones, specific events, or other performance measures appropriate to achieving the outcomes. *(3,000 character count limit)*

Hina Mauka will work closely with the state as well as contractors to ensure that all work meets the regulatory codes and requirements of the grant. Hina Mauka's Facility maintenance department will review all drawings, quotes, and work performed by the contractor to ensure compliance with the scope of work.

Hina Mauka has an extensive administrative and accounting department that is experienced in reporting requirements. Hina Mauka has over 25 contracts which include annual monitoring of contract requirements. All contracts, including reports, are current and in good standing.

4. Provide a budget narrative that explains how the budget in Section III will achieve the desired outcomes. *(3,000 character count limit)*

The budget is $400,000 of which this grant would provide 50% or $200,000. Other sources of funding would be foundation funding and Hina Mauka Board of Directors and internal sources.

5. Provide a timeline that is complete, realistic and appropriate to achieve the desired outcomes. This timeline should also be reflected in Section IV. *(3,000 character count limit)*

48 Closet Rebuilds 4/per month
Goes out for bid / awarding of contract to lowest acceptable bidder (Month 1)
Purchase Materials for Rebuild (Month 1)
Demo Existing Built in Closets
    Beginning Month 2 (Demo 5 Closets)
    Beginning Month 6 (Demo 4 Closets)
Reconstruct new Closets
    Beginning Month 2 (Demo 5 Closets)
    Beginning Month 6 (Demo 4 Closets)

C. Provide evidence of the agency's ability to perform the proposed grant activity through past performance, current capacity and/or plan to acquire the capacity to perform.

1. Provide data that demonstrates proven success in offering the same, similar, or related activities to achieve the proposed outcomes. *(3,000 character count limit)*

As a large treatment provider for low income residents with over 50 years of experience, Hina Mauka has state licenses (STF), national accreditation (CARF) and about 25 contracts with government and ensures to provide residential treatment services.

Operations began in 1995 when Hina Mauka successfully constructed the residential facility (24,000 sq. ft.) which was funded by State Grant-in-Aids Funds as well as numerous local foundations and businesses.

In 2008, Hina Mauka successfully completed a Three Phase building project (2,400 sq. ft.) to expand outpatient services, which was funded by a planning and subsequent construction CDBG grant in 2004 and 2005 with generous donations from The Harry and Jeannette Weinberg Foundation and the Harold K.L. Castle Foundation.

The residential expansion project planning began in 2013 and the design phase started in 2014. This 16-bed residential expansion project was funded by State Grant-in-Aid Funds, City and County Grant-in-Aid Funds, Hina Mauka Board of Directors and various local foundations and has been completed in March 2018.

Greater capacity has required the replacement of our sump pump system which was funded by CDBG grant and was completed in February 2017.

Hina Mauka employs about 120 employees throughout the adult and adolescent programs. We have had long-term leadership with CEO and President Alan Johnson, who has guided Hina Mauka since opening their doors in 1995. Under his leadership is a strong and competent management team, who has the ability to oversee, plan and implement a project of this size.

2. Describe the applicant's capacity to successfully achieve the proposed outcomes.
OR
Provide a plan to acquire the capacity to successfully achieve the proposed outcomes (including how the applicant has acquired similar capacity in the past).

Responses should include organizational knowledge, staffing, fiscal resources, facilities and other resources, stakeholders and relationships, and other relevant resources. *(3,000 character count limit)*

As previously stated above, Hina Mauka has experience in remodeling facilities. In 2018, Hina Mauka added an additional 16 beds (8 rooms) to our then existing 48 bed (24 rooms) facility. Once the notice to proceed is given, Hina Mauka will be well positioned to immediately begin the implementation of the project. The project is expected to take 12 months to complete, and we are confident that we have the leadership team in place to ensure that the project will be completed on budget and according to the specified timeline for installation.

D. Describe the applicant's sustainability and/or additional long-term benefit to the community

1. Provide a plan for sustaining and / or expanding activities beyond the applicable grant period. *(2,000 character count limit)*
Once the installation of the cabinetry is completed, no additional funding will be needed for the project.

2. Describe the applicant's capacity and resources to carry out the above plan (staffing, funding, etc.) beyond the grant period. *(2,000 character count limit)*

Hina Mauka has been in operation for over 50 years to provide substance abuse and behavioral health programs and services for low-income individuals. The contracts we secure provide us with the resources to maintain our building, but do not provide funding for capital improvements. Therefore, we look to funding sources like the City GIA for capital resources to build new additions and improvements when needed.

Once the project is completed, we don't anticipate the need for further funding for cabinetry for at least the next 10 years.

E. No CITY funds or assistance. The highest consideration will be given to applicants that do not receive other funding or any form of assistance from the CITY. While applicants that receive other funding or assistance from the CITY may apply for Grants in Aid funding, the extent of funding or assistance already received in relation to services provided must be considered prior to awarding Grants in Aid funds. A percentage of the sub-total criteria points will be awarded to Grantees based on the criteria below and the information about past funding / assistance from the CITY that follows.	
The applicant has received no award from the CITY within the last 3 years.	**10%**
The applicant has received 1-2 awards from the CITY within the last 3 years.	**7%**
The applicant has received 3-5 awards from the CITY within the last 3 years.	**5%**
The applicant has received between 6-9 awards from the CITY within the last 3 years.	**3%**
The applicant has received 10 or more awards from the CITY within the last 3 years.	**0%**

GRANTEE RECEIPT OF CITY GRANTS

Identify all CITY grants received by Grantee (or Fiscal Sponsor) in the last three (3) years. Information will be verified by the CITY.

1. Grant Activity Name & Contract #: CT-DCS-2000080
   Grant Period: 11/1/2019 – 10/10/2020 Grant Amount: $125,000
   Grant Purpose: Flooring Renovations Related to Safety Issues
   Grant Activity Status: ☐ Underway ☒ Completed ☐ Canceled
   Administrating Division: Community Services

2. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

3. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

4. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled

F. Age Friendly Honolulu

Consideration is to be given to applicants that incorporate the vision and goals of the Age-Friendly Honolulu Program (as codified in ROH Chapter 2, Article 22), including but not limited to (1) enabling residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active; and (2) removing barriers to inclusion for and providing support services to vulnerable residents and/or have physical limitations.

To be eligible for the bonus points as an Age-Friendly Honolulu Project an organization must demonstrate the proposal aligns with Age-Friendly Honolulu's priorities by completing the following TWO steps:

1) Go the following website https://www.hiphi.org/age-friendly-honolulu/ to access an Age-Friendly Honolulu training video. The video should be watched by at least one (1) person from the non-profit organization in a leadership position (Executive Director, Administrator, or equivalent). This video will define an "age-friendly city" and explain what types of projects align with the Age-Friendly Honolulu Vision.

2) Complete the section below by selecting which Age-Friendly Honolulu category best fits the activities of your organization and providing a brief description of how your proposal is an Age-Friendly Honolulu project.

☐ Enabling Residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active, particularly at the oldest ages

☐ Providing Kupuna with meaningful roles in the community, including mentors, volunteers, or through intergenerational programming

☐ Removing barriers to support community inclusion and accessibility for persons of all abilities.

3) How is your proposal an Age-Friendly Honolulu Project and explain how your organization can meet the additional reporting requirements if awarded? *(2,000 character count limit)*

APPENDIX A: TIER II GRANT PROPOSAL (Grants $25,000 to $200,000)
SOLICITATION NO. RGP-DCS-GIA2024

Instructions: The proposal below must be completed in full. Responses must be provided in the fillable boxes provided. Where annotated, the fillable boxes have predetermined maximum limits on character counts. Letters, numbers, punctuation marks, and spaces are included in the character count limits.

SECTION I
SUMMARY

A. Grantee Legal Name:	The ALS Association Golden West Chapter
B. Is Grantee a Fiscal Sponsor?	☐ Yes ☒ No
C. Grant Activity Name:	Excellence in ALS Care Initiative
D. Briefly describe the Grantee's background, history (including year established), and mission. *(400 character count limit)*	
Founded in 1986, the Golden West Chapter (GWC), in partnership with local volunteer leaders, began serving Hawaii's ALS community in 2014. The GWC's mission is to discover treatments and cures for ALS, and to serve, advocate for, and empower people affected by ALS to live their lives to the fullest.	
E. Briefly describe the Grant Activity and public need being filled. *(400 character count limit)*	
ALS is a devastating fatal disease. Until there are effective treatments and cures, the GWC will provide essential services and support to Honolulu's ALS community that are proven to help people live longer and better with ALS. GWC care services and outreach teams will consult with patients, caregivers, loved ones and healthcare professionals to ensure access to critical information and resources.	
F. Briefly summarize Grant Activity outcomes and measures of success, including number and description of those served. *(400 character count limit)*	
Data will demonstrate that the GWC care services and outreach teams are supporting at least 45 people diagnosed with ALS and their loved ones. Targeted healthcare professionals have access to at least one specialty training to improve awareness and appropriate treatment of ALS. The GWC will produce at least one outreach event in Honolulu with hundreds participating in support of the ALS community.	

G. Council District **Check all districts that will benefit from the Grant Activity. Provide the amount requested per district. Amounts must be in whole numbers only.**		
☒ District 1 $22,393	☒ District 2 $11,296	☒ District 3 $22,393
☒ District 4 $7,531	☒ District 5 $44,787	☒ District 6 $48,552
☒ District 7 $7,531	☒ District 8 $26,159	☒ District 9 $7,531
Total Amount Requested (must be $25,000 to $200,000)	$198,171	

H. Type of Grant Activity (pick ONE category that best reflects the Grant Activity):		
1. Public Services: Projects in this category will support qualified public services and programs for the target populations deemed by the CITY to be most vulnerable.		
☐ A. Public Service – Seniors	☐ B. Public Service - Children	☒ C. Public Service - Disabilities
☐ D. Public Service – Homeless	☐ E. Public Service – Domestic Violence	☐ F. Public Service – Substance Abuse
☐ G. Public Service – Mental Health	☐ H. Public Service – Other (describe):	
2. Arts, Culture, Community/Economic Development, and the Environment: Projects in this category will support the sustainable improvement in the well-being and quality of life of local communities, especially low- to moderate income areas.		
☐ A. Arts	☐ B. Culture	☐ C. Community Development
☐ D. Economic Development	☐ E. Environment	

GRANTEE'S CERTIFICATION AND SIGNATURE

The undersigned, subject to personal liability and penalty under applicable law, certifies that he or she: (i) is authorized to sign this Grant Proposal; (ii) personally prepared or reviewed the matters found in this Grant Proposal (including any related documents/attachments); (iii) asserts all statements made in this Grant Proposal (including all attachments) are true, accurate and complete; (iv) has the requisite skills and knowledge to assert the foregoing certification; and (v) has complied and shall continue to comply with all applicable requirements of Chapter 6, Article 29 of the Revised Ordinances of Honolulu 1990, as amended (Link), regarding private organizations receiving grants of public funds from the City and County of Honolulu.

Cherryl Goldstein

Signature of Grantee (Fiscal Sponsor) Officer
Printed Name and Title: Cherryl Goldstein, VP of Development

11/7/2022

Date

CERTIFICATE OF THE BOARD OF DIRECTORS NO OBLIGATIONS IN ARREARS

The undersigned of the Board ("Grantee") hereby certifies that the Grantee or any principal of the Grantee or sponsored organization (where the Grantee is a Fiscal Sponsor) is not in arrears on any financial or other obligation owed to the City & County of Honolulu, a municipal corporation of the State of Hawaii.

Jan R Medusky
(Signature)

Jan R Medusky
(Print name)

CERTIFICATE OF THE BOARD OF DIRECTORS AUTHORIZATION TO ASSIGN AUTHORITY

The undersigned of the Board ("Grantee") hereby certifies that Cheryl Goldstein (name), VP of Development (title), has been authorized by the Board of Directors to sign proposals, contracts, and related documents on behalf of the Grantee. Accordingly, I hereby assign the authority by the Board to execute proposals, contracts, and contract amendments on behalf of the Grantee, and further certify that the assigned is given the power and authority to do all things necessary to implement, maintain, amend, or renew such contracts, including but not limited to the delegation of signing authority to another employee of the Grantee.

Jan R Medusky
(Signature)

Jan R Medusky
(Print name)

STATE OF HAWAII)
CITY AND COUNTY OF HONOLULU)

On this 16th day of November, 2022 before me appeared Jan Medusky, personally known to me, who, being by me duly sworn, did say that he/she is the Board Member of AUJA Golden West Chapter and that the corporation has no corporate seal, and that said instrument was signed in behalf of said corporation by authority of its Board of Directors, and said he acknowledged said instrument to be the free act and deed of said corporation.

Heidi Wurm
Notary Public, State of Hawaii

My Commission expires: 4/18/2025

HEIDI WURM NOTARY 21-27 PUBLIC STATE OF HAWAII

Doc. Date: 11/16/22 # Pages 1
Name: Heidi Wurm Circuit
Doc. Description: Section I Summary Appendix A: Tier II Grant Proposal
Signature 11/16/22 Date

NOTARY CERTIFICATION

HEIDI WURM NOTARY 21-27 PUBLIC STATE OF HAWAII

SECTION II
GRANT ACTIVITY INFORMATION

A. Describe how the community need, stated problem / issue, and target population are effectively validated. The description must include how the public services target population is vulnerable or how the arts, culture, community/economic development, or environmental activities will especially support low- to moderate income areas.

1. Provide substantive data and other quality information to show the issue is a priority need of the community. *(3,000 character count limit)*

The target population to be served includes people living with ALS, loved ones and caregivers, and healthcare professionals. ALS is a fatal neurodegenerative disease that robs a person of the ability to move, talk, swallow, and breathe. ALS affects women and men of all ages, ethnicities and socioeconomic backgrounds; military veterans are twice as likely to be diagnosed with ALS than civilians. Typically, life expectancy is 2-5 years from symptom onset or diagnosis. As with all neurodegenerative diseases, little is known about the causes, and today there are no effective therapies or cures for ALS. Access to expert care is a priority; GWC programs and services, offered at no charge to families, are unduplicated.

Medical care for people with ALS is complex; disease progression varies widely and there is no test to confirm an ALS diagnosis. In Hawaii, few doctors, home care providers, or allied health professionals are trained in the unique respiratory, feeding and endurance concerns associated with ALS, often resulting in conflicting recommendations, frustrated and confused patients and caregivers, accelerated disease progression and even death.

Most people diagnosed with ALS remain at home for the duration of care. Approximately 15% of those diagnosed also experience frontotemporal dementia. Medical complications associated with ALS include choking, mobility issues and frequent falls, skin sores, and more. Physical challenges are compounded by mental health issues. People with ALS and their caregivers report high degrees of isolation and anxiety.

People diagnosed with ALS are extremely vulnerable as they become unable to work, care for themselves, communicate or engage with others in the community without assistance; and oftentimes family members are required to stop working to assume a caregiver role. Loss of income coincides with rising expenses; in the later stages of the disease, equipment and care costs can reach over $200,000 per year. Most people are not properly insured to cover these expenses and many face considerable financial challenges that increase after the diagnosis.

The GWC's evidence-based Excellence in ALS Care Initiative is proven to help people live 9-12 months longer and with greater quality of life. Designed to address the medical, social, emotional, and financial challenges of ALS, the GWC's wraparound model of care emphasizes coordination among expert care managers, social workers, and health care providers in clinical and community and home-based settings at no charge to the ALS community. Since 2020, the GWC is effectively leveraging telehealth service delivery models to ensure safety and increase access to professional care for Honolulu's ALS community. Golden West Chapter educational programs and outreach activities provide connection and hope. The GWC's continuum of care also includes opportunities to advance ALS research and public policy initiatives that benefit the entire ALS community.

2. Provide a thorough analysis of the community's priority need / problem and its impact on the community. *(3,000 character count limit)*

ALS cannot be effectively navigated alone; proactive and robust expert care is required. Honolulu is home to most of the GWC's clients in Hawaii; in Honolulu the GWC serves approximately 50 people with ALS and their circles of support.

ALS affects the entire family and community, not just the person diagnosed. Often diagnosed in the prime of life and without any warning or prior family history, individuals with ALS are typically unable to work, and the loss of income is devastating to the household. Moreover, spouses and/or adult children typically have to choose between continuing to work and leaving their job to care for their loved one, in order to make ends meet as costs of care increase. Younger children are also affected; in addition to the emotional impact of living in a home where a loved one has a terminal disease, children often take on caregiving roles. Families often have to mobilize a community of support to meet basic needs, because the person with ALS cannot be left alone. For many, this is extremely stressful.

The GWC's Care Manager on Oahu builds relationships with each client and their loved ones and serves as an advocate to ensure access to community resources, help manage future issues, and provide solutions for each client's constantly changing needs throughout the course of the disease. In addition to addressing the needs of clients, the GWC team, including the Care Manager, Equipment Loan Program Assistant, and Assistant Director of Community Outreach, develops one-to-one relationships with clients, as well as clinicians, allied health professionals, vendors and community supporters in order to better serve the ALS community.

The GWC assisted with the launch of the Kaiser Permanente ALS clinic in Honolulu and seeks to develop additional multidisciplinary clinic partnerships in Honolulu with The Queens Medical Center and UH. At a time when the GWC is experiencing new and increased demand for services, leveraging telehealth approaches has served to increase access to care and community connection, and today, as a result of a strong GWC partnership, Honolulu's ALS community has access to UCSF's virtual multidisciplinary clinic team.

The GWC continues to develop best practices that address the greatest needs of Hawaii's ALS ohana. New topic specific online educational webinars and support groups have contributed to higher client and community engagement. The GWC team is focused on addressing challenges, sharing successes, and encouraging healthy strategies for living fully with ALS, participating in the search for effective treatments and cures and coping with grief and loss.

3. Provide a description of the Grant Activity. This description will be used as the scope of services in the contract. *(1,000 character count limit)*

Grant Activities will include:

• Providing Professional Care Management and Community Outreach activities to serve Honolulu's ALS community
• Conducting and documenting care management consultations, including virtual visits to assess client and caregiver needs for resources, support and/or equipment, and multidisciplinary clinic participation
• Providing equipment loans to improve function, safety, communication and quality of life for people with ALS and their loved ones

• Hosting ALS support groups in Honolulu to decrease isolation, provide information and introduce resources to clients, family members and friends
• Conducting an ALS awareness and education event in Honolulu for families living with ALS
• Conducting one or more ALS care training programs for healthcare professionals

B. Describe the proposed plan

1. Describe why you chose this Grant Activity and how it will effectively address the community's problem / need. *(2,000 character count limit)*

Grant activities are integral to ensuring the health and safety of the ALS community, a highly vulnerable population. The GWC's evidence-based model of care is designed to address the challenges of living with ALS; all activities are offered online and free of charge. No other organization facilitates these essential, comprehensive programs for this population in Honolulu.

Professional care management and community outreach are central to the GWC's Excellence in ALS Care Initiative. Honolulu's Care Manager connects clients to vital information, community resources, educational and research opportunities, other people living with ALS, and access to durable medical equipment, assistive technology and communication devices. The Care Manager assesses needs and assists with referrals to medical, legal, financial, transportation, in-home care and counseling services.

ALS specialty clinics combine multidisciplinary medical treatment with clinical research opportunities to identify the causes, potential treatments and cures for ALS. During quarterly in-person or online clinic visits, a team of specialists including a neurologist, nutritionist, respiratory therapist, speech therapist, physical and/or occupational therapist, social worker, and GWC Care Manager, develops individualized treatment plans for each client.

Support groups are valuable forums for learning strategies to meet the challenges of living with ALS and a safe space to find emotional support. Support groups are open to people with ALS, caregivers, family members and friends. GWC ALS awareness and community outreach events, along with educational webinars also provide opportunities to gather, connect and learn about a range of issues and topics of interest to the ALS community.

2. Provide measurable outcomes, describe how outcomes are aligned with the purposes and priorities of the Grants in Aid Fund, and describe how outcomes directly benefit the target population. *(3,000 character count limit)*

Public Services should begin with a statement of the number of individuals that the Grant Activity will directly benefit during the Grant Term.

Arts, Culture, Community/Economic Development or Environment should begin with a statement as to how the Grant Activity supports the sustainable improvement in the well-being and quality of life of local communities, especially low to moderate income areas.

In alignment with the priorities of the Grants in Aid Fund, grant activity will benefit economically and/or socially disadvantaged populations including seniors, persons with disabilities, and children.
The average age for an ALS diagnosis is between 40-70, with an average age of 55; many diagnosed are seniors and many others have children in the household. Approximately 90% of people diagnosed with ALS will require devices to accommodate physical disabilities.

Some Chapter clients also struggle with housing and homelessness issues, domestic violence, substance abuse, and mental health issues, especially after an ALS diagnosis. Grant activities, both in person and online, are offered to the target population at no charge and will benefit at least 45 people in Honolulu diagnosed with ALS, and at least 90 people affiliated as their caregivers and members of their support system, including those in healthcare fields. At least 250 more individuals will be served via community outreach, advocacy, awareness, and education events.

1. At least 45 people living with ALS and their caregivers (at least 90 people) will indicate greater awareness and understanding of strategies for living with the disease, evidenced by observations and informal surveys. Consultation with a professional Care Manager and access to multidisciplinary clinical care, as well as community based support groups, educational and awareness events, will ensure that people with ALS and their caregivers have advocates, allies and assistance to navigate their journey with ALS.

2. Grant activity will result in approximately 30 medical professionals and care providers at nursing homes, hospice agencies and/or community/allied health organizations benefiting from specialized ALS training.

3. A minimum of 250 people will participate in at least one community event designed to increase awareness of ALS, as well as inform the ALS community about resources, research and treatment options, as indicated by topics presented/event agendas, observations and informal survey. Many virtual and in person Chapter events feature vendors and service providers and provide a forum for obtaining information, and asking questions directly of experts in specific fields related to ALS care, research, and more.

4. At least three equipment loans will be facilitated each month, ensuring that people living with ALS in Honolulu have access to essential equipment designed to help people with ALS maintain and enhance independence, health and safety while also providing caregivers with tools to facilitate care, communication and decrease anxiety.

3. Provide an action plan to achieve the stated measureable outcomes. If the Grant Activity involves a partnership, provide a description of each partner's role. Must include measurable milestones, specific events, or other performance measures appropriate to achieving the outcomes. *(3,000 character count limit)*

Honolulu's Care Manager will reach out to every known individual with ALS in the region via a number of methods including phone, email, text, video conference and face to face visits in the client's home when safe to do so, at medical appointments and at community events. The Care Manager will perform this type of outreach on a monthly basis and more frequently as needed.

Honolulu's Care Manager will identify equipment needs of clients and work closely with the GWC's Equipment Loan Program (ELP) Assistant to provide Honolulu's ALS community with access to loans of durable medical equipment, assistive technology and communication devices. The Care Manager will be responsible for oversight and supervision of the Chapter's loan program, including budgeting, staffing, vendor relations and more. The ELP Assistant is responsible for daily activities such as consulting with clients virtually and in person (following COVID protocols), scheduling appointments, deliveries and pickups, maintaining inventory (including purchasing, labeling, cleaning, testing and repairing equipment), issuing loan agreements, and maintaining equipment loan information in the Chapter's database.

Honolulu's Care Manager will help to plan, facilitate, and promote support groups on a monthly basis (virtual and in person). The Care Manager will also plan and coordinate online Honolulu based training for medical and healthcare professionals and medical vendors and suppliers.

Honolulu's Care Manager will provide key support to multidisciplinary clinics including Kaiser Permanente, Honolulu, and UCSF's virtual clinic, and will network with medical professionals to explore opportunities to launch new clinic programs.

The GWC's Assistant Director of Community Outreach will organize, promote and produce in person and online events to attract and engage the ALS community, potential program partners, corporate supporters and the general public in ALS awareness, advocacy, outreach and educational activities.

All activities will be documented and reported on a monthly basis. The GWC management team will provide oversight and supervision related to all grant activities.

4. Provide a budget narrative that explains how the budget in Section III will achieve the desired outcomes. *(3,000 character count limit)*

The GWC's Hawaii-based staff are essential to achieving programmatic goals in Honolulu and deliverables related to project funding. Deeply committed to the GWC's mission and vision, Hawaii based staff develop the necessary relationships with clients, donors and community stakeholders to maximize the GWC's effectiveness and impact.

GIA funding will be used to ensure GWC Care Services in Honolulu, including client consultation, equipment loans, educational programs and community events. The proposed budget includes salary and benefits for Honolulu's Care Manager (80%). GIA funding will also support the GWC's Assistant Director of Community Outreach position (80%) and Equipment Loan Program Assistant (50%). Oversight of Care Services will be provided by the GWC's Director of Care Services (15%). Additional staff support will be provided by the GWC; those functions include operations and general care services support, data management, accounting, and marketing. The GWC VP's of Community Outreach and Care Services will also provide oversight for grant related activities.

The GWC expenses related to rent for office space and an equipment loan program storage unit are also included in this grant request. Every budget item is crucial for maintaining high quality care services, assuring continuity of care and addressing new and emerging needs of Honolulu's ALS community.

5. Provide a timeline that is complete, realistic and appropriate to achieve the desired outcomes. This timeline should also be reflected in Section IV. *(3,000 character count limit)*

During a 12-month period from October 1, 2023 through September 30, 2024, the proposed program will benefit more than 45 people living with ALS and hundreds of others, including their loved ones, family members, friends, colleagues and caregivers as well as community members, medical professionals, and individuals who have lost loved ones to ALS. Gatherings will be conducted safely online and in person or utilize a "hybrid" approach, following public health guidelines in Honolulu. Recognizing the physical and financial hardships posed by travel when living with ALS disease progression, the GWC is committed to accessibility and inclusivity by leveraging best practices in telehealth to achieve better outcomes for the ALS community.

Each Quarter the GWC will:

• Plan, publicize and conduct at least 3 support groups (1 per month, for a minimum of 12 annually)
• Conduct a minimum of 15 consultations or visits for people with ALS to assess client and caregiver needs for resources, support and equipment
• Provide ongoing care management services including implementation and revision of treatment plans as needed
Provide equipment loans as needed to improve function, communication and quality of life (a minimum of 3 loans per month)
• Cultivate relationships with individuals, organizations, and vendors in support of expert care and opportunities for Hawaii's ALS community to participate in research

In Quarter 1 the GWC will:
- Plan and promote an ALS care training for healthcare professionals and/or family caregivers
- Conduct a minimum of 15 consultations or visits for people with ALS
- Provide equipment loans as needed to improve function, communication and quality of life (a minimum of 3 loans per month)
- Plan, publicize and conduct at least 3 support groups

In Quarter 2 the GWC will:
- Conduct an ALS care training program
- Plan and promote an ALS community education/outreach event
- Conduct a minimum of 15 consultations or visits for people with ALS
- Provide equipment loans as needed to improve function, communication and quality of life (a minimum of 3 loans per month)
- Plan, publicize and conduct at least 3 support groups

In Quarter 3 the GWC will:
- Plan and promote an ALS community education/outreach event
- Conduct a minimum of 15 consultations or visits for people with ALS
- Provide equipment loans as needed to improve function, communication and quality of life (a minimum of 3 loans per month)
- Plan, publicize and conduct at least 3 support groups

In Quarter 4 the GWC will:
- Conduct an ALS community outreach event
- Conduct a minimum of 15 consultations or visits for people with ALS
- Provide equipment loans as needed to improve function, communication and quality of life (a minimum of 3 loans per month)
- Plan, publicize and conduct at least 3 support groups

C. Provide evidence of the agency's ability to perform the proposed grant activity through past performance, current capacity and/or plan to acquire the capacity to perform.

1. Provide data that demonstrates proven success in offering the same, similar, or related activities to achieve the proposed outcomes. *(3,000 character count limit)*

The GWC is very capable of executing an evidence based "wraparound" multidisciplinary system of care for those living with ALS in Hawaii. At a time when there still are no effective therapies or cures for ALS, the GWC's model of care is proven to help people live 9-12 months longer than those who do not have access to care or the few medications that slow progression and increase life expectancy by 2-4 months.

Since 2003, the GWC has grown from serving less than 300 people with ALS to serving close to 1900 people with ALS. Today the GWC is one of the largest ALS patient service organizations in the US by many measures, serving between 5-10% of the country's patient population and connected to more than 100% of the predicted patient population in many regions served.

Age is a key risk factor for ALS; 1 in 400 adults over the age of 40 are at risk. Most GWC clients are in the earlier stages of disease progression when access to expert care can make a meaningful difference and when participation in clinical trials is an option. In the last decade, client engagements have increased by 76% and equipment loans have quadrupled.

The GWC is affiliated with and has helped launch more multidisciplinary ALS clinics than most other ALS organizations in the US. Multidisciplinary clinics are a crucial aspect of care that conform to the needs of clients served, as specialists in neurology, physical therapy, occupational therapy, speech therapy, nutrition, gastroenterology, pulmonology, respiratory therapy, palliative care, and more, are required to address the medical issues facing people diagnosed with ALS.

Since launching services in Hawaii in 2014, the number of clients benefitting from programs has grown by 28%. In Hawaii where ALS medical expertise is scarce, the GWC's history and reputation has led to an increased number of newly diagnosed individuals connecting with services earlier in the diagnosis. Given the median age of Honolulu residents and the fact that many Honolulu residents are veterans, GWC services are vital. To meet needs and ensure access to care in Hawaii, the GWC continues to increase investment in care management hours, community outreach and engagement activities, access to equipment loans and direct assistance grants and new initiatives to achieve greater inclusivity for diverse, underserved, and underrepresented populations.

Drawing on relationships and experiences, every year, the GWC strengthens partnerships with medical and academic institutions, affiliated vendors and service providers, nonprofit organizations, veteran and eldercare resources, corporations, and grant makers and philanthropists, as well as county, state and federal agencies to achieve better outcomes for Hawaii's ALS ohana. In 2022, the GWC earned its 10th consecutive highest level rating from Charity Navigator, an independent evaluator. Only 5% of charities receive this exceptional designation demonstrating transparency and trustworthiness.

2. Describe the applicant's capacity to successfully achieve the proposed outcomes.
OR
Provide a plan to acquire the capacity to successfully achieve the proposed outcomes (including how the applicant has acquired similar capacity in the past).

Responses should include organizational knowledge, staffing, fiscal resources, facilities and other resources, stakeholders and relationships, and other relevant resources. *(3,000 character count limit)*

Building upon past successes in Honolulu and throughout the GWC's service area, as well as upon the GWC's pandemic experience, the GWC is well positioned to achieve the proposed outcomes. GWC staff have expertise, credibility and experience within the ALS community and have demonstrated the ability to raise funds, engage partners, and earn the trust of clients and donors. All efforts in Honolulu are executed by a GWC Care Manager (CM), an Assistant Director of Community Outreach (ADCO), and an Equipment Loan Program (ELP) Assistant.

Honolulu's CM is a highly qualified specialist who provides care management, conducts support groups, facilitates loans of durable medical equipment and augmentative communication devices, leads community education programs and supports outreach and engagement activities. The GWC's CM works to recruit and collaborate with medical providers to promote and provide expert and specialized ALS care.

The GWC's CM works in close partnership with the GWC's ELP Assistant and ADCO. Together they coordinate and collaborate to ensure that every individual diagnosed with ALS and their loved ones have access to essential multidisciplinary care and services. The GWC's ELP Assistant has years of experience working with the ALS community; this team member possesses the expertise, sensitivity and dedication to provide thorough product demonstrations, equipment fittings, orientations and to troubleshoot issues that arise.

The GWC's ADCO is a powerful member of the team responsible for generating client and volunteer engagement, as well as ALS awareness and community support. In addition to supporting the Hawaii care services team, this professional drives funding and achieves focused programmatic goals through the annual Hawaii Walk to Defeat ALS, the largest gathering and celebration of people living with ALS and loved ones lost to this devastating disease in the state.

With the strong reliance on telehealth strategies in recent years, the GWC has been able to engage UCSF and Loma Linda University's ALS Association Certified Treatment Centers of Excellence to offer virtual multidisciplinary clinic services to benefit Honolulu's ALS community. Prior to coordinating telemedicine options, Hawaii's residents were required to travel to California or other states to access multidisciplinary clinical care. The GWC has also developed a successful satellite clinic model that may be ideal for addressing the lack of medical expertise in ALS in the future.

The GWC will continue to leverage partnerships and telehealth approaches to address acute and emerging needs. Examples of recent successes include the GWC's new ASK ME webinar series focused on important topics of interest such as care strategies, ALS research, and more. New monthly online support groups for targeted interest groups including veterans, individuals under the age of 50 living with ALS, ventilator users, and the bereaved have also been well received.

D. Describe the applicant's sustainability and/or additional long-term benefit to the community

1. Provide a plan for sustaining and / or expanding activities beyond the applicable grant period. *(2,000 character count limit)*

With GIA funding, grant activities will help ensure services this year and help maximize the GWC's effectiveness in developing sources of support for new needs and gaps in services that are identified. Ongoing program evaluation will provide guidance for program enhancements to meet future constituent needs and to provide additional long term benefit to the ALS community.

In 2020 and 2021, the GWC experienced a decline in philanthropic support from a variety of sources. Whereas the GWC noted that the number of donor households declined in those years, in 2022 that trend may be shifting. And during this time period, the needs of the ALS community have grown and inflation is driving expenses up. With GIA support, the GWC will continue to provide access to necessary services for this very vulnerable population.

Plans for future growth, supported by public and private sources of funding, include:

- Increasing client outreach and engagement
- Establishing relationships with additional medical, clinic and community partners
- New programming to address emotional well being for families, including children living with family members diagnosed with ALS
- Developing formalized training programs for in home care providers of people with ALS
- Identifying and bringing ALS research opportunities to Honolulu's ALS community

2. Describe the applicant's capacity and resources to carry out the above plan (staffing, funding, etc.) beyond the grant period. *(2,000 character count limit)*

A GIA grant will provide the resources for the GWC to carry out the above plans and provide the GWC with the opportunity to engage new donors and grantmakers and explore additional opportunities to secure public sources of funding.

Everything the GWC is able to accomplish is made possible by contributions and grants from philanthropists and funders who care about people living with ALS. The GWC's ability to provide much needed services to the ALS community is dependent upon our ability to raise the money each year required to maintain, improve and expand services and resources.

The GWC's fiscal year runs from February 1 – January 31; planning is underway but not yet Board approved for FYE 2024. The GWC's fundraising plan includes donation revenue consisting of major gifts and planned gifts, public funding, corporate sponsorships and foundation grants, general contributions from individuals and families, and community outreach event support.

Even with the challenges posed this year, including the economic uncertainty ahead, the GWC continues to innovate and develop effective approaches to improve access to care, and advance ALS research now and long into the future.

The GWC's motivated Board of Directors and capable staff have a proven track record of achieving program and fundraising goals in partnership with committed funders. The GWC's new strategic plan will be adopted by the Board in February 2023. This new five year plan will set the stage for patient centric mission critical activities and fundraising efforts to support those endeavors.

GIA funding is crucial at this time. Grant activities will have a long lasting positive benefit beyond the grant period by bolstering the lives of people facing an ALS diagnosis, advancing medical care and scientific research opportunities in Hawaii, and engaging people to learn about the impact of ALS as well as to share support for this community.

E. No CITY funds or assistance. The highest consideration will be given to applicants that do not receive other funding or any form of assistance from the CITY. While applicants that receive other funding or assistance from the CITY may apply for Grants in Aid funding, the extent of funding or assistance already received in relation to services provided must be considered prior to awarding Grants in Aid funds. A percentage of the sub-total criteria points will be awarded to Grantees based on the criteria below and the information about past funding / assistance from the CITY that follows.	
The applicant has received no award from the CITY within the last 3 years.	**10%**
The applicant has received 1-2 awards from the CITY within the last 3 years.	**7%**
The applicant has received 3-5 awards from the CITY within the last 3 years.	**5%**
The applicant has received between 6-9 awards from the CITY within the last 3 years.	**3%**
The applicant has received 10 or more awards from the CITY within the last 3 years.	**0%**

GRANTEE RECEIPT OF CITY GRANTS

Identify all CITY grants received by Grantee (or Fiscal Sponsor) in the last three (3) years. Information will be verified by the CITY.

1. Grant Activity Name & Contract #: Excellence in ALS Care CT-DCS-2300057
   Grant Period: October 1, 2022 - September 30, 2023 Grant Amount: $199,994
   Grant Purpose: Care Services for Honolulu's ALS community
   Grant Activity Status: ☒ Underway ☐ Completed ☐ Canceled
   Administrating Division: Department of Community Services-Public Services/Disabilities

2. Grant Activity Name & Contract #: Excellence in ALS Care CT-DSC-2100074
   Grant Period: October 1, 2020 - September 30, 2021 Grant Amount: $125,000.00
   Grant Purpose: Care Services for Honolulu's ALS community
   Grant Activity Status: ☐ Underway ☒ Completed ☐ Canceled
   Administrating Division: Department of Community Services-Public Services/Disabilities

3. Grant Activity Name & Contract #: Excellence in ALS Care CT-DSC-2000012
   Grant Period: October 1, 2019 - September 30, 2020 Grant Amount: $124,952.00
   Grant Purpose: Care Services for Honolulu's ALS community
   Grant Activity Status: ☐ Underway ☒ Completed ☐ Canceled
   Administrating Division: Department of Community Services-Public Services/Disabilities

4. Grant Activity Name & Contract #: _____
   Grant Period: _ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled

F. Age Friendly Honolulu

Consideration is to be given to applicants that incorporate the vision and goals of the Age-Friendly Honolulu Program (as codified in ROH Chapter 2, Article 22), including but not limited to (1) enabling residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active; and (2) removing barriers to inclusion for and providing support services to vulnerable residents and/or have physical limitations.

To be eligible for the bonus points as an Age-Friendly Honolulu Project an organization must demonstrate the proposal aligns with Age-Friendly Honolulu's priorities by completing the following TWO steps:

1) Go the following website https://www.hiphi.org/age-friendly-honolulu/ to access an Age-Friendly Honolulu training video. The video should be watched by at least one (1) person from the non-profit organization in a leadership position (Executive Director, Administrator, or equivalent). This video will define an "age-friendly city" and explain what types of projects align with the Age-Friendly Honolulu Vision.

2) Complete the section below by selecting which Age-Friendly Honolulu category best fits the activities of your organization and providing a brief description of how your proposal is an Age-Friendly Honolulu project.

☒ Enabling Residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active, particularly at the oldest ages

☒ Providing Kupuna with meaningful roles in the community, including mentors, volunteers, or through intergenerational programming

☒ Removing barriers to support community inclusion and accessibility for persons of all abilities.

3) How is your proposal an Age-Friendly Honolulu Project and explain how your organization can meet the additional reporting requirements if awarded? *(2,000 character count limit)*

The GWC's proposal addresses all Age-Friendly categories, primarily Priorities 1 and 3.

The GWC's mission includes serving, advocating for, and empowering people affected by ALS to live their lives to the fullest. Given that the majority of our clients, including family members and caregivers, are seniors who are often facing serious medical challenges and progressive physical impairment, our programs are designed to create customized 1:1 client relationships and approaches for maintaining health, independence, and well-being for everyone served. We accomplish this through periodic home and telehealth visits, assessments, and consultations as needed. These engagements lead to increased community connection and respite care, access to durable medical equipment and communication devices as well as related training, injury and fall prevention, and strategies for navigating emergency room experiences.

Considering our client population's needs and limitations, GWC programs are also designed to be inclusive and accessible for a diverse, multigenerational, and multicultural community. The GWC aims to increase access to care, while reducing inequities and minimizing barriers to services and resources, including for those who are traditionally underrepresented and underserved. Isolation, injury, and burnout are serious issues for our community, especially for senior caregivers. Our services promote safety and ameliorate caregiver fatigue.

All services are offered at no charge, and the GWC can easily report the required data collected on a monthly basis and participate in monthly meetings.

APPENDIX A: TIER I GRANT PROPOSAL (Grants between $5,000 and $10,000)
SOLICITATION NO. RGP-DCS-GIA2024

Instructions: The proposal below must be completed in full. Responses must be provided in the fillable boxes provided. Where annotated, the fillable boxes have predetermined maximum limits on character counts. Letters, numbers, punctuation marks, and spaces are included in the character count limits.

SECTION I
SUMMARY

A. Grantee Legal Name:	The Filipino Community Center, Inc.
B. Is Grantee a Fiscal Sponsor?	☐ Yes ☒ No
C. Grant Activity Name:	The 2023 Filipino Fiesta

D. Briefly describe the Grantee's background, history (including year established), and mission. *(400 character count limit)*

Established in 1991, the Filipino Community Center, Inc (FilCom Center). aims to develop, own, and operate a community center that provides social, economic and education services and to promote and perpetuate Filipino culture and customs in the State of Hawaii. It was formally inaugurated in June, 2002 and operates a three-story facility that covers 50,000 square feet over two acres by the historic Old Sugar Mill in suburban Waipahu.

E. Briefly describe the single event, performance, class, or other non-programmatic Grant Activity and need being filled. *(400 character count limit)*

The 2023 Annual Filipino Fiesta is scheduled to take place on May 6, 2023 and will continue the rich tradition of celebrating "all things Filipino" in Hawaii. The 2023 celebration is being brought back to Waipahu to the Filipino Community Center and the surrounding area to bring a lively, exciting and authentic Filipino cultural experience for Hawaii and visitors to our Oahu to enjoy.

F. Briefly summarize single event, performance, class, or other non-programmatic Grant Activity outcomes and measures of success, including number and description of those served. *(400 character count limit)*

The Filipino Fiesta is the largest Filipino celebration in Hawaii, attracting over 10,000 people every year, with participation from about 100 organizations, community groups and businesses. It provides attendees a glimpse into the rich culture and history of the Philippines and its special connection to Hawaii and includes food, cultural activities, performances, and more.

G. Council District
Check all districts that will benefit from the Grant Activity. Provide the amount requested per district. Amounts must be in whole numbers only.

☒ District 1 $1,111	☒ District 2 $1,111	☒ District 3 $1,111
☒ District 4 $1,111	☒ District 5 $1,111	☒ District 6 $1,111
☒ District 7 $1,111	☒ District 8 $1,111	☒ District 9 $1,112

☐ District 7 $	☐ District 8 $	☒ District 9 $10,000
Total Amount Requested (must be between $5,000 and $10,000)	$10,000	

H. Type of Grant Activity (pick ONE category that best reflects the Grant Activity):		
1. Public Services: Single event, performance, class, or other non-programmatic projects in this category will support qualified public services and programs for the target populations deemed by the CITY to be most vulnerable.		
☐ A. Public Service – Seniors	☐ B. Public Service - Children	☐ C. Public Service - Disabilities
☐ D. Public Service – Homeless	☐ E. Public Service – Domestic Violence	☐ F. Public Service – Substance Abuse
☐ G. Public Service – Mental Health	☐ H. Public Service – Other (describe):	
2. Arts, Culture, Community/Economic Development, and the Environment: Single event, performance, class or other non-programmatic projects in this category will support the sustainable improvement in the well-being and quality of life of local communities, especially low- to moderate income areas.		
☐ A. Arts	☒ B. Culture	☐ C. Community Development
☐ D. Economic Development	☐ E. Environment	

GRANTEE'S CERTIFICATION AND SIGNATURE

The undersigned, subject to personal liability and penalty under applicable law, certifies that he or she: (i) is authorized to sign this Grant Proposal; (ii) personally prepared or reviewed the matters found in this Grant Proposal (including any related documents/attachments); (iii) asserts all statements made in this Grant Proposal (including all attachments) are true, accurate and complete; and (iv) has the requisite skills and knowledge to assert the foregoing certification and (v) has complied and shall continue to comply with all applicable requirements of Chapter 6, Article 29 of the Revised Ordinances of Honolulu 1990, as amended (Link), regarding private organizations receiving grants of public funds from the City and County of Honolulu.

Signature of Grantee (Fiscal Sponsor) Officer

Date 11/18/2022

Printed Name and Title:

Edmund C. Aczon,
Chair, Board of Directors

CERTIFICATE OF THE BOARD OF DIRECTORS NO OBLIGATIONS IN ARREARS

The undersigned Edmund Aczon of the Board of FilCom Center ("Grantee") hereby certifies that the Grantee or any principal of the GRANTEE or sponsored organization (where the Grantee is a Fiscal Sponsor) is not in arrears on any financial or other obligation owed to the City & County of Honolulu, a municipal corporation of the State of Hawaii.

(Signature)

Edmund C. Aczon
(Print name)

CERTIFICATE OF THE BOARD OF DIRECTORS AUTHORIZATION TO ASSIGN AUTHORITY

The undersigned Arlina Agbayani of the Board of FilCom Center ("Grantee") hereby certifies that Edmund Aczon (name), Board chair (title), has been authorized by the Board of Directors to sign proposals, contracts, and related documents on behalf of the Grantee. Accordingly, I hereby assign the authority by the Board to execute proposals, contracts, and contract amendments on behalf of the Grantee, and further certify that the assigned is given the power and authority to do all things necessary to implement, maintain, amend, or renew such contracts, including but not limited to the delegation of signing authority to another employee of the Grantee.

(Signature)

Arlina Agbayani
(Print name)

STATE OF HAWAII)
CITY AND COUNTY OF HONOLULU)

On this 29 day of November, ~~201~~ 2022, before me appeared Arlina Agbayani personally known to me, who, being by me duly sworn, did say that he/she is the Board Secretary of FilCom Center and that the corporation has no corporate seal, and that said instrument was signed in behalf of said corporation by authority of its Board of Directors, and said She acknowledged said instrument to be the free act and deed of said corporation.

Tura E. Long

Notary Public, State of Hawaii

Notary Public, First Judicial Circuit
State of Hawaii

My Commission expires: My commission expires: April 25, 2024

TURA E. LONG NOTARY 95-320 PUBLIC STATE OF HAWAII

Doc. Date: Undated # Pages One
Name: Tura E. Long First Circuit
Doc. Description: Certificate of the Board of Directors NO obligations in arrears

Signature NOV 29 2022
Date

NOTARY CERTIFICATION

TURA E. LONG NOTARY 95-320 PUBLIC STATE OF HAWAII

FISCAL SPONSOR

The Fiscal Sponsor is a nonprofit organization that assumes legal, financial and programmatic responsibility for the activities of groups or individuals engaged in work that furthers the fiscal sponsor's mission and their own respective purposes. The Fiscal Sponsor is called the Grantee in this Grant Proposal. The CITY's legal relationship is with the Grantee, and the CITY will disburse Grant funds to the Grantee. The Sponsored Organization is the organization under this Grant Proposal that the Grantee (Fiscal Sponsor) chooses to support to implement the Grant Activity.

Accordingly, if the Grantee is a Fiscal Sponsor, the following should be completed by both the Grantee (Fiscal Sponsor) and the Sponsored Organization. By initialing and signing below, the Grantee (Fiscal Sponsor) and the Sponsored Organization indicate they have reviewed and come to an agreement regarding each of the following items:

Grantee/Fiscal Sponsor Initials	Sponsored Organization Initials	Agreed upon items
		Response herein to Section II A Question 1
		Response herein to Section II A Question 2
		Response herein to Section II B Question 1
		Response herein to Section II B Question 2
		Response herein to Section II B Question 3
		Response herein to Section II B Question 4
		Response herein to Section II C Question 1
		Grant Activity: Budget/Funding (Section III)
		Grant Activity Preliminary Schedule of Activities (Section IV)

In addition to the foregoing, the Fiscal Sponsor and the Sponsored Organization each hold the CITY harmless and will defend and indemnify the CITY and its officers, employees, and agents, individually and in their official capacities, from all claims of liability for damages arising directly or indirectly from each entering into a Fiscal Sponsorship Agreement with the other.

The undersigned also attach hereto required documents regarding Fiscal Sponsorship, as detailed in Section VI.

_____ _____

Signature of Grantee (Fiscal Sponsor) Officer — Date

Printed Name and Title:

_____ _____

Signature of Sponsored Organization Officer — Date

Printed Name and Title:

SECTION II
GRANT ACTIVITY INFORMATION

A. Describe how the community need, stated problem / issue, and target population are effectively validated. The description must include how the single event, performance, class, or other non-programmatic public services target population is vulnerable or how the arts, culture, community/economic development, or environmental activities will especially support low- to moderate income areas.

1. Provide a thorough analysis of the community's priority need / problem and its impact on the community. *(1,000 character count limit)*

The project serves to fill two specific and intertwined needs, intricately tied to the FilCom Center's mission: to perpetuate the Filipino Community in Hawaii and to empower the surrounding Waipahu community that is the home of the Center.

Within recent years, the world has seen a growing interest in Filipino culture, catalyzed by the cuisine of the Philippines (ube), the notoriety of its people (two Miss Universe winners, comedian Jo Koy, etc.) and places (Boracay, Manila, etc.). The Filipino Fiesta serves to fulfill the growing interest and bring "all things Filipino" to one place.

Second, because the FilCom Center is based out of Waipahu, bringing the celebration back to Waipahu makes perfect sense for the organization. The vision for the event is to highlight the center as well as the heritage of the entire Waipahu area as it is part of our plan to outreach to Waipahu businesses and organizations to achieve our inclusive aspirations for the project.

2. Provide a description of the single event, performance, class, or other non-programmatic Grant Activity. This description will be used as the scope of services in the contract. *(1,000 character count limit)*

The 2023 Filipino Fiesta will be held on May _6,2023__ and will be brought back to Waipahu at the FilCom Center as the centerpiece, with the surrounding area on Mokuola and Waipahu Streets creating the extended area for the celebration to take place. The event comprises of the following components: food booths, a Philippine cultural village, a marketplace, heritage & historical exhibits and live entertainment including cultural/indigenous productions and contemporary/family performances.

The event intends to employ a community-based approach that will activate the Waipahu community and the Filipino community on the island. Attendance will be free and open to the public to encourage people to attend, participate, and engage with the celebration to gain exposure to the Filipino Culture and the Waipahu community. The "cultural tourism" attraction of the event will be a draw for visitors and tourists alike, providing a variety of activity options for all attendees on premises.

B. Describe the proposed plan

1. Describe why you chose this Grant Activity and how it will effectively address the community's problem / need. *(500 character count limit)*

The Fiesta serves as another important piece of the manifestation of FilCom's center's mission. Hundreds of thousands of people over _30_ years have attended the annual event

and have been exposed to Filipino culture, allowing greater appreciation and understanding of the history, culture and people of the largest ethnic group in Hawaii. The 2023 celebration will build upon the equity that the event has created over the years.

2. Provide measurable outcomes, describe how outcomes are aligned with the purposes and priorities of the Grants in Aid Fund, and describe how outcomes directly benefit the target population. *(500 character count limit)*

Public Services should begin with a statement of the number of individuals that the Grant Activity will directly benefit during the Grant Term.

Arts, Culture, Community/Economic Development or Environment should begin with a statement as to how the Grant Activity supports the sustainable improvement in the well-being and quality of life of local communities, especially low to moderate income areas.

The measurable come in three parts:

Location: We are holding the event in Waipahu, which has been traditionally lower and more moderate in income compared to other areas.

Attendance: We are targeting 20,000 people in attendance.

Participants: We are targeting to have at least 50 community groups, businesses, and organizations actively participate and lead various components of the collective of the community-driven event.

3. Provide an action plan to achieve the stated measurable outcomes. If the single event, performance, class, or other non-programmatic Grant Activity involves a partnership, provide a description of each partner's role. Must include measurable milestones, specific events, or other performance measures appropriate to achieving the outcomes. *(1,000 character count limit)*

PLANNING & OUTREACH
Event Planning Meetings
Budget Draft
Finalize Budget
Outreach to Community & Cultural Organizations
Participant's Meeting

LOGISTICS
Secure Permits & Logistical Components
Secure Police and Security Detail
Secure Equipment

SPONSORSHIP
Outreach to Potential Sponsors
Finalize Sponsors

ENTERTAINMENT
Solicit for FF2020 Entertainment
Entertainment Program

MARKETPLACE

Solicitation for Marketplace Participants

MARKETING
"Save The Date" Announcement
Content Production
PR/Media Releases
Send PR/Media Releases
Run Social Media Ads
Media Interviews, Features, etc.
Run Advertising

POST-EVENT
Pay Outstanding Invoices & Reimbursements
Input and Analysis of Surveys and Data
Thank You Notes

4. Provide a narrative that explains how the budget in Section III and the deliverable schedule in Section IV will achieve the desired outcomes. *(1,000 character count limit)*

The monies requested from the will be utilized for the following;

• Pay/make deposits for services and equipment required for the event such including facilities costs, equipment rental (tables, tents, chairs, staging, etc.), security guards, permits and insurance, trash bins, portable toilets, event signage, etc.
• The funding will assist non-profit organizations in providing resources for their Filipino cultural displays. We hope to encourage more organizations to participate and create cultural displays to showcase and share with attendees.

• In order to have a well-attended event, we focus on publicizing the Annual Filipino Fiesta through several marketing platforms including media placements (radio, TV, Filipino-specific, etc.), social media, tourist media, public relations, promotional collateral, and outreach efforts. Additionally, we hope we will also be able to secure media partners in local television and radio.

C. Provide evidence of the agency's ability to perform the proposed grant activity through past performance, current capacity and/or plan to acquire the capacity to perform.

1. Describe the applicant's capacity to successfully achieve the proposed outcomes.
OR
Provide a plan to acquire the capacity to successfully achieve the proposed outcomes (including how the applicant has acquired similar capacity in the past).

Responses should include organizational knowledge, staffing, fiscal resources, facilities and other resources, stakeholders and relationships, and other relevant resources. *(1,000 character count limit)*

The Filipino Community Center, also known as FilCom Center, was inaugurated on June 11, 2002 and stands as the embodiment of the Filipino Community's collective dream. It serves as a dynamic learning and service center not just for Filipinos but for the immediate Waipahu community and beyond. The FilCom Center has hosted numerous events that have been available to the general public and has served as a catalyst and integral piece in the

economic revitalization for Waipahu. Since its inception _20_ years ago, the annual Filipino Fiesta has become the FilCom Center's signature community event. It has evolved into Hawaii's largest Filipino celebration. The event is a rich cultural celebration that showcases the richness and variety of Filipino culture to the rest of Hawaii's multi-ethnic residents, as well as its visitors. The organization is well-equipped personnel-wise through its board, contributors, and volunteers to implement this annual event, as it has for many years.

D. No CITY funds or assistance. The highest consideration will be given to applicants that do not receive other funding or any form of assistance from the CITY. While applicants that receive other funding or assistance from the CITY may apply for Grants in Aid funding, the extent of funding or assistance already received in relation to services provided must be considered prior to awarding Grants in Aid funds. A percentage of the sub-total criteria points will be awarded to Grantees based on the criteria below and the information about past funding / assistance from the CITY that follows.	
The applicant has received no awards from the CITY within the last 3 years.	**10%**
The applicant has received 1-2 awards from the CITY within the last 3 years.	**7%**
The applicant has received 3-5 awards from the CITY within the last 3 years.	**5%**
The applicant has received 6-9 awards from the CITY within the last 3 years.	**3%**
The applicant has received 10 or more awards from the CITY within the last 3 years.	**0%**

GRANTEE RECEIPT OF CITY GRANTS

Identify all CITY grants received by Grantee (or Fiscal Sponsor) in the last three (3) years. Information will be verified by the CITY.

1. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

2. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

3. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

4. Grant Activity Name & Contract #: _____

E. Age Friendly Honolulu

Consideration is to be given to applicants that incorporate the vision and goals of the Age-Friendly Honolulu Program (as codified in ROH Chapter 2, Article 22), including but not limited to (1) enabling residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active; and (2) removing barriers to inclusion for and providing support services to vulnerable residents and/or have physical limitations.

If awarded bonus points for being an Age-Friendly Honolulu project, the Grantee will be subject to additional reporting requirements.

To be eligible for the bonus points as an Age-Friendly Honolulu project an organization must demonstrate the proposal aligns with Age-Friendly Honolulu's priorities by completing the following TWO steps:

1) Go the following website https://www.hiphi.org/age-friendly-honolulu/ to access an Age-Friendly Honolulu training video. The video should be watched by at least one (1) person from the non-profit organization in a leadership position (Executive Director, Administrator, or equivalent). This video will define an "age-friendly city" and explain what types of projects align with the Age-Friendly Honolulu Vision.

2) Complete the section below by selecting which Age-Friendly category best fits the activities of your organization and providing a brief description of how your proposal is an Age-Friendly Honolulu project.

☒ Enabling Residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active, particularly at the oldest ages

☐ Providing Kupuna with meaningful roles in the community, including mentors, volunteers, or through intergenerational programming

☐ Removing barriers to support community inclusion and accessibility for persons of all abilities.

3) How is your proposal an Age-Friendly Honolulu project and explain how your organization can meet the additional reporting requirements if awarded? *(2,000 character count limit)*

Hawaii's Filipino community has been actively pursuing solutions to continue the perpetuation of Filipino culture and community for generations to come. The Filipino Fiesta has been the brightest beacon for such, encouraging patrons of all ages, lifestyles, etc. to actively engage and partake in the variety of activities offered at the event. In fact, many of our volunteers reflect the "Bayanihan spirit" of coming together as a collective community to exist in the celebratory space to learn and grow from one another.

The best example of this can be seen through the "Cultural Village" component of the event. This integral piece of the event features elaborate cultural displays and activities prepared by various Filipino cultural groups and families that come from various regions of the Philippines. These include games such as *Patintero* (Filipino tag game), *Tinikling* (bamboo dancing), barong Tagalog displays (Filipino formal attire), *Eskrima* (Filipino martial arts), etc. In addition to the Filipino cultural and regional groups, the University of Hawaii Filipino language organizations will be involved, providing language exposure for the attendees.

We believe that anyone at any age can learn and be a part of the celebration of Filipino culture!

APPENDIX A: TIER II GRANT PROPOSAL (Grants $25,000 to $200,000)
SOLICITATION NO. RGP-DCS-GIA2024

Instructions: The proposal below must be completed in full. Responses must be provided in the fillable boxes provided. Where annotated, the fillable boxes have predetermined maximum limits on character counts. Letters, numbers, punctuation marks, and spaces are included in the character count limits.

SECTION I
SUMMARY

A. Grantee Legal Name:	The Legal Clinic
B. Is Grantee a Fiscal Sponsor?	☐ Yes ☒ No
C. Grant Activity Name:	Immigration Legal Services for Oahu's Most Vulnerable

D. Briefly describe the Grantee's background, history (including year established), and mission. *(400 character count limit)*

The Legal Clinic (TLC) was incorporated in 2019 as an independent 501c3 nonprofit, with a mission to restore hope, dignity, and justice for low-income immigrants through high-quality immigration legal services, education and advocacy. TLC was founded by a group of immigration lawyers, church members, and community leaders to address the dire needs of their constituents who could not obtain citizenship, work authorization, or relief from deportation.

E. Briefly describe the Grant Activity and public need being filled. *(400 character count limit)*

TLC is filling a critical service gap on O'ahu where residents are being deported, separated from their families, or left unable to vote, travel, or work legally, without citizenship status or access to immigration legal professionals to navigate complex policies and applications. TLC assists low-income Honolulu residents with legal counsel, informs them of their rights and options, and engages law students and others in providing immigration legal services.

F. Briefly summarize Grant Activity outcomes and measures of success, including number and description of those served. *(400 character count limit)*

TLC will provide free high quality immigration legal services to 85 unique individuals (eligible low-income immigrants or migrants); coordinate at least 3 immigration related trainings, workshops or events; and provide training in immigration legal services to at least 5 law students and/or non-immigration attorneys. Over 1,000 individuals will learn about immigrant justice matters through these efforts.

G. Council District
Check all districts that will benefit from the Grant Activity. Provide the amount requested per district. Amounts must be in whole numbers only.

☒ District 1 $5,000	☒ District 2 $15,000	☒ District 3 $5,000
☒ District 4 $5,000	☒ District 5 $5,000	☒ District 6 $20,000
☒ District 7 $30,000	☒ District 8 $30,000	☒ District 9 $10,000
Total Amount Requested (must be $25,000 to $200,000)	$125,000	

H. Type of Grant Activity (pick ONE category that best reflects the Grant Activity):		
1. Public Services: Projects in this category will support qualified public services and programs for the target populations deemed by the CITY to be most vulnerable.		
☐ A. Public Service – Seniors	☐ B. Public Service - Children	☐ C. Public Service - Disabilities
☐ D. Public Service – Homeless	☐ E. Public Service – Domestic Violence	☐ F. Public Service – Substance Abuse
☐ G. Public Service – Mental Health	☒ H. Public Service – Other (describe): Immigrants/Immigration Services	
2. Arts, Culture, Community/Economic Development, and the Environment: Projects in this category will support the sustainable improvement in the well-being and quality of life of local communities, especially low- to moderate income areas.		
☐ A. Arts	☐ B. Culture	☐ C. Community Development
☐ D. Economic Development	☐ E. Environment	

GRANTEE'S CERTIFICATION AND SIGNATURE

The undersigned, subject to personal liability and penalty under applicable law, certifies that he or she: (i) is authorized to sign this Grant Proposal; (ii) personally prepared or reviewed the matters found in this Grant Proposal (including any related documents/attachments); (iii) asserts all statements made in this Grant Proposal (including all attachments) are true, accurate and complete; (iv) has the requisite skills and knowledge to assert the foregoing certification; and (v) has complied and shall continue to comply with all applicable requirements of Chapter 6, Article 29 of the Revised Ordinances of Honolulu 1990, as amended (Link), regarding private organizations receiving grants of public funds from the City and County of Honolulu.

Bettina Mok

Signature of Grantee (Fiscal Sponsor) Officer
Printed Name and Title: Bettina Mok, Executive Director

11/16/22
Date

CERTIFICATE OF THE BOARD OF DIRECTORS NO OBLIGATIONS IN ARREARS

The undersigned of the Board ("Grantee") hereby certifies that the Grantee or any principal of the Grantee or sponsored organization (where the Grantee is a Fiscal Sponsor) is not in arrears on any financial or other obligation owed to the City & County of Honolulu, a municipal corporation of the State of Hawaii.

(Signature)

Corey Park
(Print name)

CERTIFICATE OF THE BOARD OF DIRECTORS AUTHORIZATION TO ASSIGN AUTHORITY

The undersigned of the Board ("Grantee") hereby certifies that Bettina Mok (name), Executive Director (title), has been authorized by the Board of Directors to sign proposals, contracts, and related documents on behalf of the Grantee. Accordingly, I hereby assign the authority by the Board to execute proposals, contracts, and contract amendments on behalf of the Grantee, and further certify that the assigned is given the power and authority to do all things necessary to implement, maintain, amend, or renew such contracts, including but not limited to the delegation of signing authority to another employee of the Grantee.

(Signature)

Corey Park
(Print name)

STATE OF HAWAII)
CITY AND COUNTY OF HONOLULU)

On this 17th day of November, 2022, before me appeared Corey Park, personally known to me, who, being by me duly sworn, did say that he/she is the President of the Board of The Legal Clinic and that the corporation has no corporate seal, and that said instrument was signed in behalf of said corporation by authority of its Board of Directors, and said he acknowledged said instrument to be the free act and deed of said corporation.

TERRI LYNN K K TANAKA
NOTARY PUBLIC
No. 06-57
STATE OF HAWAII

Notary Public, State of Hawaii

My Commission expires: January 29, 2024

Doc. Date: 11/17/2022 # Pages 15
Name: Terri Lynn K.K. Tanaka First Circuit
Doc. Description: Certificate of the Board of Directors authorization to assign authority

Signature 11/17/2022
Date

NOTARY CERTIFICATION

TERRI LYNN K K TANAKA
NOTARY PUBLIC
No. 06-57
STATE OF HAWAII

SECTION II
GRANT ACTIVITY INFORMATION

A. Describe how the community need, stated problem / issue, and target population are effectively validated. The description must include how the public services target population is vulnerable or how the arts, culture, community/economic development, or environmental activities will especially support low- to moderate income areas.

1. Provide substantive data and other quality information to show the issue is a priority need of the community. *(3,000 character count limit)*

A new study[1] categorizes Hawai`i as a "legal capacity desert" due to the scarce immigration legal services for low-income residents. Hawai`i has the undesirable distinction of leading the nation in the fewest number of charitable immigration attorneys per undocumented immigrant–only one such attorney per 31,541 residents, as compared to the national average of 1:3,158. We can no longer afford to ignore this gap in critical legal services.

The study states that programs that offer immigration legal assistance, such as that of The Legal Clinic (TLC), *"improve the life trajectories of countless immigrants and US families each year…In an era when badly needed reforms of the US immigration system have proven politically elusive, they provide a measure of access to justice, assisting immigrants to secure status, relief, and benefits for which they are eligible under the law."*

Nearly 1 in 5 Hawai`i residents are born outside of the U.S, and most live in Honolulu (75%). Approximately 110,000 are non-citizens. An estimated 40,000 are eligible to apply for citizenship but have not done so due to lack of awareness or lack of access to resources and assistance. Many of the 70,000 who are not currently eligible for citizenship may qualify for other protections such as lawful permanent residency, asylum, or DACA (Deferred Action for Childhood Arrivals) status. Low-income immigrants are among the most vulnerable members of our community, and sadly, Honolulu ranks sixth lowest in terms of immigrant integration among the nation's 100 largest cities.[2]

Immigrants and migrants, including COFA residents (citizens of Compacts of Free Association nations), fill crucial roles in our county's economic well-being. A quarter of Honolulu's healthcare workers are foreign-born (primarily from the Philippines). Immigrants play an outsize role in agriculture (2 in 5 workers statewide), as well as in tourism/ recreation/ hospitality (1 in 3 workers statewide) Yet just under one 25% of Hawai`i's immigrants earn less than $32,000 per year[3], and over 42% (108,000+) live at or below what is considered the "Household Survival" level in Hawai`i.[4]

Many immigrants in the City & County of Honolulu want nothing more than to secure their immigration status in order to be able to vote, travel freely, work legally, be eligible for health benefits and student loans, and support their families. Sadly, most do not have the means to pursue this dream. Often, they are unaware of how to proceed, are fearful of authorities because of prior experience in their native lands, or do not know they have options.

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[1] *Charitable Legal Immigration Programs and the US Undocumented Population*, Journal on Migration & Human Security, Sept 2022.

[2] *Immigrants and Migrants in Hawai`i*, New American Economy, May 2021.

[3] *A Snapshot of the Immigrant Population of Hawai'i*, New American Economy, Nov 2022.

[4] *ALICE: A Study of Financial Hardship in Hawai`i*, Aloha United Way, 2020.

2. Provide a thorough analysis of the community's priority need / problem and its impact on the community. *(3,000 character count limit)*

Tens of thousands of Honolulu residents experience lack of security on a daily basis, due to immigration status –whether they need to renew a green card, can't navigate the lengthy citizenship application, or are in fear of deportation—they simply don't know where to turn for help and most can't afford private attorney fees. Immigration law is complex and Hawai`i has few public sector attorneys who specialize in it.

The Legal Clinic was founded to address this need and is dedicated to providing free expert counsel to low-income immigrants and migrants in Hawaiʻi. Client rreferrals are steadily increasing from other attorneys, social workers, and providers such as Catholic Charities and Legal Aid Society who have limitations on the types of client matters they can work on. In any given month, 5-15 prospective clients are on TLC's waitlist, without doing any outreach. In the attached letter of support, Assistant Public Defender Lee Hayakawa writes "*TLC has been a godsend for the Office of Public Defender…[which is] ill-equipped to provide legal immigration advice to the indigent, non-citizen clientele that we serve...The help and advice that we have received from TLC has made an enormous difference in the lives of our clients, and the lives of our clients' families.*"

It hurts our community and economy when immigrant workers are not eligible for covered healthcare, can't vote, or don't report crimes for fear of reprisal. Hawaii's immigrant residents are more than twice as likely to lack health insurance than their US-born counterparts (NAE). The COVID pandemic has exposed how high the risk is to the public when those without healthcare coverage are hesitant to seek medical attention. Gaining permanent residency would help many become eligible for healthcare.

Family separation is also a risk. Lapsed legal status makes a local resident vulnerable to detention and deportation. Even long-time residents without significant criminal records can be picked up by Immigration & Customs Enforcement (ICE), detained at length, and deported – all without being entitled to an attorney who could inform them of their rights and options. Defendants in immigration court do not have the right to a public defender. In 2018, 132 immigrants were held in Honolulu's federal detention center with removal orders. Detention and deportation are catastrophic events, both for the individuals and their families. While detained, they should be given a resource list of legal services–but here in Hawaiʻi, that page is blank. No law practice here can currently manage to respond adequately to the number of potential requests for help.

TLC's 2 attorneys are among just 7 public interest immigration attorneys in Hawaiʻi who can represent undocumented residents in immigration court. TLC now takes on the majority of removal defense and asylum cases. Expanding TLC's capacity to do this work is urgent and of great benefit to the City & County of Honolulu.

3. Provide a description of the Grant Activity. This description will be used as the scope of services in the contract. *(1,000 character count limit)*

TLC will provide free immigration legal services to at least 85 individuals-from both rural and urban Oʻahu-who would otherwise not be able to afford an attorney. TLCʻs paralegal and attorneys will meet with clients in person or by phone to provide advice and counsel and to help with legal paperwork such as status change applications, relief from deportation, and

support for family reunifications. Attorneys will represent clients in immigration court when needed.

To help increase the number of individuals able to provide immigration legal services in Honolulu, TLC will also provide training or mentorship to at least 7 law students and/or pro-bono non-immigration attorneys—through workshops, internships, or other coaching. TLC will offer or participate in at least three workshops, events, and/or trainings that promote immigrant rights and/or training in immigration legal services.

B. Describe the proposed plan

1. Describe why you chose this Grant Activity and how it will effectively address the community's problem / need. *(2,000 character count limit)*

By providing direct legal services to Honolulu's most vulnerable immigrants and by training law students and non-immigration private attorneys in the complex practice of immigration law, TLC is filling a critical gap in services for low-income residents, while also investing in the longer-term capacity needs of the sector.

TLC has shown its effectiveness already in its first three years of operation by having assisted over 400 clients and having trained at least 10 law students and 5 pro bono attorneys in aspects of immigration law practice. At least 3 law students at UH William S. Richardson School of Law have stated that the work of TLC has helped influence their decision to pursue a career in immigration law.

TLC has grown from a 2-person operation in 2019, to a staff of six in just over three years, including two full-time immigration attorneys and a paralegal who just became a DOJ-Accredited Representative (ACR), meaning, a non-attorney authorized by the U.S. Department of Justice to assist clients with U.S. Citizenship & Immigration Services (USCIS) applications. Lia Nakao is one of only five active ACRs in the state.

If every year, one or two more attorneys and a new ACR were to begin providing immigration legal services in Honolulu for the benefit of the low-income target population, hundreds more immigrant residents a year could have the opportunity to move forward on their path to permanent residency or naturalized citizenship. Honolulu residents with removal orders would have a greater chance of avoiding deportation, and more families would avoid separation as a result. Employers could also count on their workers having proper work authorization when their immigration status is valid and current.

TLC aims to expand its reach and increase its visibility in immigrant-dense areas like Waipahu and Kalihi, and more rural parts of Honolulu County, in order to encourage more immigrant and COFA residents to seek assistance with their immigration status needs.

2. Provide measurable outcomes, describe how outcomes are aligned with the purposes and priorities of the Grants in Aid Fund, and describe how outcomes directly benefit the target population. *(3,000 character count limit)*

Public Services should begin with a statement of the number of individuals that the Grant Activity will directly benefit during the Grant Term.

Arts, Culture, Community/Economic Development or Environment should begin with a statement as to how the Grant Activity supports the sustainable improvement in the well-being and quality of life of local communities, especially low to moderate income areas.

- 85 immigrants from households earning ≤ 200% of the federal poverty threshold will gain free legal services from TLC.
- 7 law students or non-immigration attorneys will gain training in immigration legal practices.
- TLC will coordinate at least 3 workshops or other events on immigrant rights, immigration law practice, or other immigration related topics.

These outcomes are aligned with the City GIA Fund objectives, which state that funds must be used to provide services to economically- and/or socially-disadvantaged populations, and to the most vulnerable target populations. Most low-income immigrants—both documented and undocumented—fall into this category, and are often unable to gain or retain employment, healthcare, voting rights, or other benefits, due to their immigration status.

Immigration legal cases are typically very complex, labor-intensive, and costly. The Immigration Law & Justice Network estimates that one defensive asylum or cancellation of removal case can take 80-100 hours of an attorney‘s time. Even a more routine matter like application for citizenship or document renewal can take over 15 hours of an attorney or ACR‘s time when one factors in the time required for initial screening and intake, tracking down client documents, follow-up meetings, and helping clients secure language interpretation or transportation to hearings. Thus serving 85 clients with specialized, high quality services during a one-year period, in addition to putting on events and training others in immigration law practice is an ambitious, but realistic, proposal.

Immigrants and their families will benefit from TLC‘s expert legal team‘s guidance, and be able to explore options for permanent residency, citizenship, or other justice-related needs in a safe and confidential environment. TLC will offer assistance with green card or citizenship applications, removal defense, family-sponsored petitions, asylum applicaitons, and document renewals, among other services. Clients will be reassured that their human rights will be protected under the law, through legal counsel. By extension, family members and employers of the petitioning immigrants may also benefit, from the petitioners being able to pursue many more opportunities for work and education, should they obtain permanent legal status or citizenship.

Recognizing that TLC alone can not quickly meet the demand of the thousands of low-income Honolulu residents who need immigration legal services, the outcome of training more law students and private attorneys in the practice of immigration law, is designed to ensure that there will be more “hands on deck” when it comes to providing immigration legal services for this vulnerable community in the future. It is an upstream strategy to cultivating more interest and talent in this sector over time. In effect, TLC is creating internships and future jobs for more immigration law practitioners, including more such positions at TLC in the coming years.

3. Provide an action plan to achieve the stated measureable outcomes. If the Grant Activity involves a partnership, provide a description of each partner’s role. Must include measurable milestones, specific events, or other performance measures appropriate to achieving the outcomes. *(3,000 character count limit)*

Direct Legal Services:

TLC will provide legal services for up to 10 clients a month for at least 9 months, serving a total of 85 clients over the contract period. Clients are referred by other clients, social workers, and other service providers or attorneys. Staff will meet with each client via phone, video call, or in person. When needed, staff will attend court hearings and USCIS appointments with clients, or visit them in the federal detention center.

A TLC paralegal/ACR or legal assistant conducts an initial eligibility screening and intake call with a new client, and then if needed, schedules an initial consultation with a TLC attorney. Clients are then asked to provide any required documents or information pertaining to their case. TLC staff use a case management system to track case and client information and schedule follow-up appointments as needed throughout the year.

Success will be measured by whether a matter is resolved or not, and while much of the outcome of a case depends on the decisions of the federal agencies and on a client's history, TLC's legal team members play a signficant role in filing client applications, representing them in immigration court, and ensuring that the clients are well aware of their options and the consequences of certain decisions.

Training and Mentorship:

TLC will work closely with the Refugee & Immigration Law Clinic (RILC) at the William S. Richardson School of Law (UH) to recruit law student interns for TLC internships. This process usually begins in January with TLC and RILC staff discussing timeline and opportunities. Student candidate interviews follow, and usually by March, TLC will have selected up to 3 interns for the summer. These internships typically take place in June and July, with interns participating in actual case research, briefs, client appointments, workshops, and assigned readings.

TLC attorneys will also recruit and coach non-immigration attorneys who are interested in the practice of immigration law. TLC expects that these attorneys will assist low-income clients at some point, or that they will volunteer for one of TLC's client workshops. Training can take the form of an in-person or virtual session—such as on how to review citizenship application (N-400) forms. Or it can be through ongoing 1-on-1 coaching to help a volunteer attorney manage a client case.

Events: In both October 2023 and February 2024, TLC will put on a training of this kind, for non-immigration attorneys, or coordinate an immigration law workshop or clinic for immigrant residents. In June of 2024, TLC will engage student interns in putting on a citizenship workshop or know-your-rights workshop for immigrant or migrant residents. Success will be measured by the interns' and non-TLC attorneys' applied work during their time volunteering for TLC, by the completion of the required internship hours or pro bono casework, and by the feedback received from the students and attorneys who participated.

4. Provide a budget narrative that explains how the budget in Section III will achieve the desired outcomes. (*3,000 character count limit)*

The proposed budget would support the salaries and benefits of a full-time paralegal over ten months, 2 months of a full-time immigration attorney's time, and 2 months of the executive director's time. Additionally, the budget includes $10,000 for accounting/bookkeeping contractor support, for help preparing the monthly reports and financials; $4,000 for contracted language translation and interpretive services, 50% of office rent for ten months, 50% of telecommunications (phone service, videoconferencing, mass texting) for 6 months, and $1,200 in office supplies.

TLC's paralegal, Lia Nakao, has recently earned the designation of DOJ-Accredited Representative, which will allow her to have her own client caseload, even without a law degree. The ACR can assist clients on USCIS-facing applications and matters, and increases TLC's capacity to serve more clients, freeing up our attorneys for more complex cases.

As immigration law is constantly changing and can be quite complex, it requires attorneys and paralegals specializing in this area to provide high quality legal counsel to our clients. Given that there are so few immigration attorneys available to work for nonprofit organizations, it's important for TLC to offer competitive salaries for our legal staff. The immigration attorney is budgeted for just two months of time since most of the wages for that position will likely be covered by other funding sources.

The executive director (ED) is responsible for oversight of the grant-related implementation and reporting, as well as for financial and staff management, office administration, partnership development, and fundraising that will support the continued grant activities. 15% to 20% of the ED's time, year-round, is spent on managing and overseeing the staff, training, planning, reporting, and financial tracking of the City GIA related activities.

TLC will seek funding for the remaining staff salaries from other sources, with likely renewal funding from Hawaii Justice Foundation (IOLTA and ILAF funds), our national partner Immigration Law & Justice Network (formerly National Justice for Our Neighbors), First United Methodist Church, several foundations, and possibly also from the State of Hawai'i. We are actively seeking new funders and increasing our individual donor base.

5. Provide a timeline that is complete, realistic and appropriate to achieve the desired outcomes. This timeline should also be reflected in Section IV. *(3,000 character count limit)*

Oct-Dec 2023: During this quarter, TLC's legal team will provide direct immigration legal services to 10 unique clients, all of whom must meet our low-income eligibility requirements. Some will include complex matters like asylum petitions and removal/deportation defense, while others could be applications for citizenship or green card renewals. A focus will be on providing greater access to residents in rural parts of the county. During this time, TLC will also put on an immigrant justice related workshop, training, or event, and begin planning for another that will take place in February 2023.

Jan-Mar 2024: TLC's legal team will serve 24 more (unique) clients, in addition to continuing to work on any pending matters from the previous quarter. This includes attending federal immigration court hearings and mandated client appointments at U.S Citizenship and Immigration Service offices. It could also involve visits to clients in the federal detention center in Honolulu. At least one volunteer attorney or intern may assist with immigration legal services. The legal team puts on a know-your-rights clinic or legal assistance workshop or training in February.

Apr-Jun 2024: TLC's legal team serves 26 additional (unique) clients during this quarter, with the aid of pro bono attorneys when appropriate, and will continue working on open client cases from prior months. Attorneys will also select summer law student interns and onboard them by June.

July-September 2024: At least 2 law students complete summer internships with TLC. TLC attorneys put on a legal service training for them and for non-immigration attorneys, and if possible, also engage them in assisting clients in service clinic setting. The TLC legal team

serves 26 additional clients and provides ongoing counsel for existing clients during this final quarter of the grant period.

TLC's ED and bookkeeper work year-round on GIA monthly reports, financial management, payroll, and other administrative tasks.

C. Provide evidence of the agency's ability to perform the proposed grant activity through past performance, current capacity and/or plan to acquire the capacity to perform.

1. Provide data that demonstrates proven success in offering the same, similar, or related activities to achieve the proposed outcomes. *(3,000 character count limit)*

Since September 2019, TLC has provided direct legal services to over 400 clients, from over 35 different countries of origin. During the City GIA FY22 contract period, TLC provided legal counsel and representation to over 60 Honolulu clients, some with more than one immigration legal matter. Cases include people applying for citizenship, permanent legal status, visa renewals, family reunification through immigration, and other legal tasks; as well as clients appearing at hearings before ICE and in immigration court to appeal denial of status, removal orders, and other legal procedures. Under 20% of TLC's cases involve brief service or routine filings, but most are more involved, including removal defense matters and family-based petitions (41%); escape from violence, including asylum requests (13%); citizenship applications (22%); and work authorizations (4%). A significant number of matters can take more than a year to resolve.

As part of its ongoing work, TLC has assisted several hundred green card holders with applying for naturalization through one-day citizenship workshops that we co-organized with UNITE HERE Local 5 hotel and hospitality workers' union and with area churches. With the onset of the health pandemic, large group events were suspended, and TLC adapted nimbly to remote service delivery – the protocols for which also contribute to enabling TLC to serve rural areas of the City & County of Honolulu.

During the height of the pandemic – which has disproportionately affected immigrants and migrants – TLC rallied community partners and administered over $400,000 in CARES relief through distribution of food, food vouchers, cash assistance for rent, supplies, and short-term employment for people in Honolulu.

TLC is affiliated with the Immigration Law & Justice Network (formerly National Justice for Our Neighbors/NJFON), a national network of 19 legal clinics that collectively serve over 5,000 low-income immigrants, refugees, and asylum-seekers each year. NJFON contributes annual funding as well as weekly legal coaching and peer network support and connects TLC to other sites that experience similar needs and challenges, and that can offer ideas to promote local solutions.

The Hawai'i State Bar Association's Young Leaders Division presented TLC with the 2019 "Liberty Bell" award in recognition of our work, and a 2020 "legal services audit" by NJFON found that "TLC has courageously jumped into videos in service to the immigrant community…and garner respect from partner organizations and specialists (like interpreters and social workers) throughout the community. The site has been nimble and responsive to immigrant needs. It is clear to us that [TLC is] carrying out excellent work on behalf of low-income immigrants in Hawai'i."

2. Describe the applicant's capacity to successfully achieve the proposed outcomes.
OR

Provide a plan to acquire the capacity to successfully achieve the proposed outcomes (including how the applicant has acquired similar capacity in the past).

Responses should include organizational knowledge, staffing, fiscal resources, facilities and other resources, stakeholders and relationships, and other relevant resources. *(3,000 character count limit)*

TLC's legal team consists of 2 FT immigration attorneys, a DOJ-Accredited Representative paralegal, and a legal assistant. TLC is blessed to have donated office space in a church, and a second office is now open in downtown Honolulu.

Senior staff attorney Omar Vaquerano is a member of the Bar in New York and in El Salvador. He has a JD from Emory U. School of Law, Master of Laws from USC's Gould School of Law, and Bachelor of Laws in El Salvador. Omar was an Associate at 2 commercial arbitration firms and worked in complex immigration law at private firms in California. Omar has experience in immigration court and with a wide range of immigration legal matters, and he has supervised a legal team of five who served hundreds of immigrant clients a year. Omar is fluent in English and Spanish and speaks basic French.

Attorney Kara Teng received her law degree from the UH Richardson School of Law where she helped re-establish the school's Refugee & Immigration Law Clinic. She is a member of the Hawai` State Bar. Kara worked for 2 years in San Francisco Immigration Court, where she advised federal judges on complex client matters. Previously, she clerked at the Hawaiʻi Second Circuit Court. Kara is one of the only public interest attorneys in Hawaiʻi with the experience and commitment to handle such demanding cases as detention and removal.

Lia Nakao recently attained USDOJ Accredited Representative status, allowing her to assist clients in many legal matters without an attorney present. TLC is now also a USDOJ "Recognized" organization. Lia has a BA from UH Mānoa and a Paralegal Certificate of Achievement from KCC. After interning at TLC, Lia joined the staff in 2020.

ED Bettina Mok has worked in non-profit management for 26+ years. She has successfully helped launch TLC, secured public and private funding, and cultivated a growing donor and volunteer base. She has an MA in International Administration, and significant experience in fundraising, employee supervision, budgeting and financial management, volunteer and board management, event planning, and program development.

TLC contracts with a CPA accountant, Lacambra & Associates, and with language interpretation services. TLC often collaborates with others who serve a similar client population, including Pacific Gateway Center, Waipahu Safe Haven, Catholic Charities, UNITE HERE Local 5, area churches, and the Filipino Community Center. TLC is an active member of Hawai`i Coalition for Immigrant Rights, National Partnership for New Americans, Immigration Law & Justice Network, and NJFON. The UH Refugee & Immigration Law Clinic has partnered with TLC on recruiting and placing law student interns and coordinating client workshops. TLC and Legal Aid Society's Hawaiʻi Immigrant Justice Center co-host periodic video conference calls for immigration legal service providers throughout the state to share updates and information about immigration policy, challenges, and strategies.

D. Describe the applicant's sustainability and/or additional long-term benefit to the community

1. Provide a plan for sustaining and / or expanding activities beyond the applicable grant period. *(2,000 character count limit)*

TLC has worked diligently to build up an individual donor base since 2019 (202 individual donors in 2022 alone), as well as successfully obtaining both private foundation grants and public funding awards from City & County of Honolulu and more recently, the State of Hawaiʻi. Local churches and businesses have also pitched into support our operations and events.

100% of TLC board members conribute personal donations and help seek funding from other sources. In 2023, TLC receives annual pledges from our national affiliate Immigration Law & Justice Network (formerly NJFON), the Hawaiʻi Judiciary Indigent Legal Assistance Fund, and First United Methodist Church (which donates office space year-round). TLC will receive its first federal appropriations funding in 2023 to assist with service expansion to neighbor islands. TLC's board-led development committee works closely with the ED to create an annual fundraising plan that can support a steadily—and sustainably—growing budget. We also recently completed our first five-year strategic plan.

In 2022, TLC added an "Engagement" Coordinator to our team, so that we have a stronger social media presence and more regular communications with prospective and existing donors. We are planning to secure corporate sponsorships for events and will prioritize law firms that have a vested interest in upskilling their attorneys in immigration law.

Pro bono attorney support is a good way for TLC to leverage community resources in pursuit of our mission. Through its national partners, TLC is also seeking out more national funder support, and will apply for other government funds when the opportunity arises.

2. Describe the applicant's capacity and resources to carry out the above plan (staffing, funding, etc.) beyond the grant period. *(2,000 character count limit)*

TLC's ED is a long-time nonprofit management and fundraising professional and has put in place the tools needed to build and track our growing individual donor base, in addition to writing grant proposals, and putting on annual benefit events. We use donor software Bloomerang to track all donations and acknowledgments, and excel and Quickbooks to manage the financial side of revenues. Our contracted bookkeeper Lacambra & Associates are CPAs, and very dedicated to our cause.

We will retain other fundraising specialists on short-term contracts until we have the funding to hire a year-round development manager – which we plan to do by summer of 2023. These specialists help with things like grant writing and research, leading board fundraising trainings, and advising us on planned giving strategies. The development manager role will focus on cultivating major donor giving and corporate sponsorships.

TLC has a strong and active board with expertise and networks to increase support from the immigrant community, unions, faith-based institutions, businesses, individuals, and state and city agencies. TLC is proud to count some state and city representatives among our supporters, all of whom recognize the immediate value of our work. We are also making headway in engaging private law firms in our work and trainings, and we aim to secure more of them as recurring event sponsors. TLC's national affiliate offers us pro bono counseling in fundraising as well, and underwrites the costs of our participation in fundraising workshops and legal networks.

TLC is grateful to the City and County of Honolulu and its GIA commissioners for this opportunity.

E. No CITY funds or assistance. The highest consideration will be given to applicants that do not receive other funding or any form of assistance from the CITY. While applicants that receive other funding or assistance from the CITY may apply for Grants in Aid funding, the extent of funding or assistance already received in relation to services provided must be considered prior to awarding Grants in Aid funds. A percentage of the sub-total criteria points will be awarded to Grantees based on the criteria below and the information about past funding / assistance from the CITY that follows.	
The applicant has received no award from the CITY within the last 3 years.	**10%**
The applicant has received 1-2 awards from the CITY within the last 3 years.	**7%**
The applicant has received 3-5 awards from the CITY within the last 3 years.	**5%**
The applicant has received between 6-9 awards from the CITY within the last 3 years.	**3%**
The applicant has received 10 or more awards from the CITY within the last 3 years.	**0%**

GRANTEE RECEIPT OF CITY GRANTS

Identify all CITY grants received by Grantee (or Fiscal Sponsor) in the last three (3) years. Information will be verified by the CITY.

1. Grant Activity Name & Contract #: CT-DCS-2000081 Immigration Legal Services for the Most Vulnerable
   Grant Period: 9/13/19 to 9/30/20 Grant Amount: $125,000
   Grant Purpose: To support free immigration legal services for the most vulnerable.
   Grant Activity Status: ☐ Underway ☒ Completed ☐ Canceled
   Administrating Division: Department of Community Services

2. Grant Activity Name & Contract #: CT-DCS-2100081 Immigration Legal Services for the Most Vulnerable
   Grant Period: 2/1/21 to 11/1/21 Grant Amount: $125,000
   Grant Purpose: To support free immigration legal services for the most vulnerable.
   Grant Activity Status: ☐ Underway ☒ Completed ☐ Canceled
   Administrating Division: Department of Community Services

3. Grant Activity Name & Contract #: CT-DCS-2200054 Immigration Legal Services & Training
   Grant Period: 11/1/21 to 10/31/22 Grant Amount: $200,000
   Grant Purpose: To train law students and non-immigration attorneys in immigration law and to provide free immigration legal services for the most vulnerable residents.
   Grant Activity Status: ☒ Underway ☐ Completed ☐ Canceled
   Administrating Division: Department of Community Services

4. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

5. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

6. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

7. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

8. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

9. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

10. Grant Activity Name & Contract #: _____
    Grant Period: _____ Grant Amount: _____
    Grant Purpose: _____
    Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
    Administrating Division: _____

APPENDIX A: TIER II GRANT PROPOSAL (Grants $25,000 to $200,000)
SOLICITATION NO. RGP-DCS-GIA2024

Instructions: The proposal below must be completed in full. Responses must be provided in the fillable boxes provided. Where annotated, the fillable boxes have predetermined maximum limits on character counts. Letters, numbers, punctuation marks, and spaces are included in the character count limits.

SECTION I
SUMMARY

A. Grantee Legal Name:	The Rehabilitation Hospital of the Pacific (REHAB)
B. Is Grantee a Fiscal Sponsor?	☐ Yes ☒ No
C. Grant Activity Name:	Rebuilding Lives through Cancer Rehabilitation

D. Briefly describe the Grantee's background, history (including year established), and mission. *(400 character count limit)*

Founded in 1953, REHAB is the only acute-care rehabilitation hospital in Hawaii serving the entire Pacific. Touching 11,000+ lives annually, REHAB rebuilds lives together with individuals and families by providing exemplary patient care services for those with physical and cognitive disabilities, utilizing a continuum of rehabilitation services advanced through education, technology and research.

E. Briefly describe the Grant Activity and public need being filled. *(400 character count limit)*

Cancer patients and survivors struggle from symptoms of the disease and side effects from related treatment, impacting functional status and quality of life. This grant will enable REHAB to offer comprehensive cancer rehabilitation to lessen or reverse the disabling side effects of cancer and related treatment to help ensure anyone on Oahu diagnosed with cancer can not only survive but thrive.

F. Briefly summarize Grant Activity outcomes and measures of success, including number and description of those served. *(400 character count limit)*

Over 12 months, REHAB will offer cancer rehabilitation to approximately 4,320 duplicated adults over 18 on Oahu who have been diagnosed/treated for any type of cancer, customized according to functional skills and patient endurance. Developed by REHAB trained program staff, 1-to1 sessions will be offered at our Nuuanu outpatient clinic and focus on maximizing functional staus and quality of life.

G. Council District
Check all districts that will benefit from the Grant Activity. Provide the amount requested per district. Amounts must be in whole numbers only.

☐ District 1 $	☐ District 2 $	☐ District 3 $
☐ District 4 $	☒ District 5 $37,500	☒ District 6 $125,000
☒ District 7 $37,500	☐ District 8 $	☐ District 9 $

Total Amount Requested (must be $25,000 to $200,000)	$200,000

H. Type of Grant Activity (pick ONE category that best reflects the Grant Activity):		
1. Public Services: Projects in this category will support qualified public services and programs for the target populations deemed by the CITY to be most vulnerable.		
☐ A. Public Service – Seniors	☐ B. Public Service - Children	☒ C. Public Service - Disabilities
☐ D. Public Service – Homeless	☐ E. Public Service – Domestic Violence	☐ F. Public Service – Substance Abuse
☐ G. Public Service – Mental Health	☐ H. Public Service – Other (describe):	
2. Arts, Culture, Community/Economic Development, and the Environment: Projects in this category will support the sustainable improvement in the well-being and quality of life of local communities, especially low- to moderate income areas.		
☐ A. Arts	☐ B. Culture	☐ C. Community Development
☐ D. Economic Development	☐ E. Environment	

GRANTEE'S CERTIFICATION AND SIGNATURE

The undersigned, subject to personal liability and penalty under applicable law, certifies that he or she: (i) is authorized to sign this Grant Proposal; (ii) personally prepared or reviewed the matters found in this Grant Proposal (including any related documents/attachments); (iii) asserts all statements made in this Grant Proposal (including all attachments) are true, accurate and complete; (iv) has the requisite skills and knowledge to assert the foregoing certification; and (v) has complied and shall continue to comply with all applicable requirements of Chapter 6, Article 29 of the Revised Ordinances of Honolulu 1990, as amended (Link), regarding private organizations receiving grants of public funds from the City and County of Honolulu.

Stephanie Nadolny

Signature of Grantee (Fiscal Sponsor) Officer
Printed Name and Title: Stephanie Nadolny, President & CEO

12/5/2022
Date

CERTIFICATE OF THE BOARD OF DIRECTORS NO OBLIGATIONS IN ARREARS

The undersigned of the Board ("Grantee") hereby certifies that the Grantee or any principal of the Grantee or sponsored organization (where the Grantee is a Fiscal Sponsor) is not in arrears on any financial or other obligation owed to the City & County of Honolulu, a municipal corporation of the State of Hawaii.

_____
(Signature)

Glenn O. Sexton
(Print name)

CERTIFICATE OF THE BOARD OF DIRECTORS AUTHORIZATION TO ASSIGN AUTHORITY

The undersigned of the Board ("Grantee") hereby certifies that Stephanie Nadolny (name), President & CEO (title), has been authorized by the Board of Directors to sign proposals, contracts, and related documents on behalf of the Grantee. Accordingly, I hereby assign the authority by the Board to execute proposals, contracts, and contract amendments on behalf of the Grantee, and further certify that the assigned is given the power and authority to do all things necessary to implement, maintain, amend, or renew such contracts, including but not limited to the delegation of signing authority to another employee of the Grantee.

_____
(Signature)

Glenn O. Sexton
(Print name)

STATE OF HAWAII)
CITY AND COUNTY OF HONOLULU)

On this 22nd day of November, 2022, before me appeared Glenn O. Sexton, personally known to me, who, being by me duly sworn, did say that he/~~she~~ is the Chairman of the Board of The Rehabilitation Hospital of the Pacific (REHAB) and that the corporation has no corporate seal, and that said instrument was signed in behalf of said corporation by authority of its Board of Directors, and said Chairman acknowledged said instrument to be the free act and deed of said corporation.

C. DENISE FLEMING NOTARY 06-195 PUBLIC STATE OF HAWAII

_____
Notary Public, State of Hawaii

My Commission expires: 4/09/2022

Doc. Date: 11/22/2022 # Pages 22
Name: C. Denise Fleming 1st Circuit
Doc. Description: Certificate of the Board of Directors no Obligations in Arrears

_____ 11/22/2022
Signature Date

NOTARY CERTIFICATION

C. DENISE FLEMING NOTARY 06-195 PUBLIC STATE OF HAWAII

FISCAL SPONSOR

The Fiscal Sponsor is a nonprofit organization that assumes legal, financial and programmatic responsibility for the activities of groups or individuals engaged in work that furthers the fiscal sponsor's mission and their own respective purposes. The Fiscal Sponsor is called the Grantee in this Grant Proposal. The CITY's legal relationship is with the Grantee, and the CITY will disburse Grant funds to the Grantee. The Sponsored Organization is the organization under this Grant Proposal that the Grantee (Fiscal Sponsor) chooses to support to implement the Grant Activity.

Accordingly, if the Grantee is a Fiscal Sponsor, the following should be completed by both the Grantee (Fiscal Sponsor) and the Sponsored Organization. By initialing and signing below, the Grantee (Fiscal Sponsor) and the Sponsored Organization indicate they have reviewed and come to an agreement regarding each of the following items:

Grantee/Fiscal Sponsor Initials	Sponsored Organization Initials	Agreed upon items
		Response herein to Section III Question 1
		Response herein to Section III Question 2
		Response herein to Section III Question 3
		Response herein to Section III Question 4
		Response herein to Section III Question 5
		Response herein to Section III Question 6
		Grant Activity: Budget/Funding (Section III)
		Grant Activity Preliminary Schedule of Activities (Section IV)

In addition to the foregoing, the Fiscal Sponsor and the Sponsored Organization each hold the CITY harmless and will defend and indemnify the CITY and its officers, employees, and agents, individually and in their official capacities, from all claims of liability for damages arising directly or indirectly from each entering into a Fiscal Sponsorship Agreement with the other.

The undersigned also attach hereto required documents regarding Fiscal Sponsorship, as detailed in Section VI.

_____ _____

Signature of Grantee (Fiscal Sponsor) Officer — Date

Printed Name and Title:

_____ _____

Signature of Sponsored Organization Officer — Date

Printed Name and Title:

SECTION II
GRANT ACTIVITY INFORMATION

A. Describe how the community need, stated problem / issue, and target population are effectively validated. The description must include how the public services target population is vulnerable or how the arts, culture, community/economic development, or environmental activities will especially support low- to moderate income areas.

1. Provide substantive data and other quality information to show the issue is a priority need of the community. *(3,000 character count limit)*

Every year, nearly 67,000 individuals of all ages in Hawaii are either living with cancer or have just received the devastating diagnosis and desperately need access to comprehensive cancer rehabilitation to manage side effects of treatment and improve recovery.

Cancer is the 2nd leading cause of death among Hawaii residents, with cancers of the prostate, lung/bronchus and breast among the most common diagnoses among men and women. Honolulu County not only has the highest incidence rate of cancer in the state, residents on Oahu account for the majority of cancer deaths, nearly 7 in 10. Between 2014 – 2018, an average of 1,233 residents developed breast cancer, 855 residents were diagnosed with prostate cancer, 467 were afflicted with cancers of the lung and bronchus and 385 faced a diagnosis of colorectal cancer (Hawaii Cancer at a Glance, 2014-2018).

Although long-term survival rates of cancer are steadily increasing with advances in early detection, patients are often left to cope with the debilitating short- and long-term side effects of cancer treatment (Yale Medicine). Hawaii's dramatic shift to an aging population could lead to a cataclysmic health crisis over the next decade, since the mean age of cancer diagnosis is in individuals over age 60 and 2 in 3 cancer survivors are older than 65, many undergoing cancer treatment with co-morbidities (Hawaii Cancer at a Glance, 2014-2018). Cancer patients suffering from the aftermath of treatment must have access to comprehensive cancer rehabilitation to prevent or mitigate the crippling impact of acute, chronic and late-occurring problems, particularly for Hawaii residents over age 65, projected to comprise a little more than 1 in 5 of the state's total population in less than a decade (DBET, Dec 2021).

Many cancer-related treatments, like chemotherapy and radiation, are essential to eradicate cancer but take a toll on the body months and even years after treatment ends. Cancer patients often suffer adverse effects of treatment, including bone loss, joint stiffness and numbness in the hands and feet, all which can mean poor balance, increased risk of falls, bone fractures and joint injuries (cancer.net, 2018). More than 8 in 10 cancer survivors experience cancer-related fatigue, an often incapacitating side effect of treatment negatively impacting activities of daily living and quality of life if left untreated (American Cancer Society, 2020).

The great news is that comprehensive cancer rehabilitation not only reduces cancer symptoms but is also a non-pharmacological way to minimize treatment side effects (Ferioli, et al., 2018). As Hawaii's first comprehensive cancer rehabilitation program in Hawaii, REHAB is working to improve the quality of life for cancer patients and survivors to lessen or reverse the disabling side effects of cancer and related treatments.

2. Provide a thorough analysis of the community's priority need / problem and its impact on the community. *(3,000 character count limit)*

Individuals living with cancer struggle not only from symptoms of the disease, but also adverse effects of related treatments, impacting physical activity and quality of life.

Nearly 2 in every 5 men and women will be diagnosed with cancer at some point in their lifetimes, which means there is a high probability either you, a family member or someone you love will be faced with this devastating disease (National Cancer Institute, 2020). A diagnosis of cancer is overwhelming, but the undesired side effects of treatment often interfere with daily activities and drastically reduce independence. Unfortunately, these symptoms and adverse effects can last for months and even years, leading to bone loss, damage to the peripheral nervous system, pain, fatigue, sleep disorders and the host of psychological issues accompanying the diagnosis, such as depression and anxiety (Ferioli, et al., 2018).

For example, many breast cancer survivors experience long-term physiological side effects from treatment like pain, weakness or range of motion limitations, making even the simple task of securing a seatbelt an incredible challenge (Courneya, 2003). Unfortunately, referrals to cancer rehabilitation are not currently standard parts of care, although treatment-related issues respond positively to rehabilitation interventions, such as physical exercise (Ferioli et al., 2018). Regrettably, the majority of cancer survivors report that exercise is not even discussed with their oncologist or primary care physician during treatment and recovery (American Society of Clinical Oncology, 2019).

In Mayo Clinic studies, only 2 of 66% of cancer patients with functional impairments received referrals to rehabilitation services, while only 1 in 5 patients suffering with metastatic breast cancer received physical or occupational therapy for shoulder pain, swelling or muscle weakness and scarring. Although cardiac and pulmonary rehabilitation is covered by most medical insurance, cancer rehabilitation is only covered when ordered by a physician for specific impairments for which therapy is deemed medically necessary. (Kaiser Health News, 2011). That means many cancer survivors may not be covered for cancer rehabilitation, despite cancer-related global side effects interfering with daily life, such as fatigue so severe a simple trip to the grocery store is burdensome.

Cancer rehabilitation customized to the specific type of cancer, can significantly lessen debilitating side effects, significantly improving the prognosis, recovery and quality of life for cancer patients and survivors, particularly older adults who often experience physical comorbidities prior to diagnosis (American Society of Clinical Oncology, 2019). Through REHAB's cancer rehabilitation program, the first program in the state, we are helping ensure anyone diagnosed with cancer has the best chance to not only survive but to thrive as independently as possible.

3. Provide a description of the Grant Activity. This description will be used as the scope of services in the contract. *(1,000 character count limit)*

Over 12 months, REHAB will offer its comprehensive cancer rehabilitation program to approximately 4,320 duplicated vulnerable adults over 18 on Oahu who have been diagnosed and treated for any type of cancer. REHAB will design a customized rehabilitation program for each cancer patient or survivor, with frequency and duration of rehabilitation sessions individualized based on functional skills and patient endurance. Offered at our Nuuanu outpatient clinic on Oahu, participants will engage in 1-to-1 customized rehabilitative sessions with trained program staff to maximize functional status and quality of life, with nutrition education and management of post-surgical scars/pain additional components of the program.

B. Describe the proposed plan

1. Describe why you chose this Grant Activity and how it will effectively address the community's problem / need. *(2,000 character count limit)*

Cancer rehabilitation is instrumental in mitigating the physical and mobility issues that occur during and after treatment, lessening side effects and helping patients improve their quality of life.

In 2014, REHAB successfully piloted Hawaii's first cancer rehabilitation program for breast cancer survivors on active treatment or who had completed treatment. Patients participating in the program experienced benefits in both functional status and quality of life. The cancer rehabilitation program was subsequently expanded to include cancer patients and survivors with any cancer diagnosis, with over half of participants experiencing gains in balance, less fatigue and improved levels of social support. Patients participating in REHAB's cancer rehabilitation program also experienced improvements in cardiorespiratory endurance, reductions in resting blood pressure, decreases in body fat and improvements in muscular fitness and balance/endurance.

Cancer cases are on the rise in Hawaii, most likely due to better awareness, more sensitive testing and earlier detection. Sadly, pandemic-related closures resulted in many residents postponing routine cancer screenings and diagnostic procedures, which may account for the steady increase in the general cancer population, with REHAB encountering patients with more severe stages of cancer within the past few years. The consequences of COVID-related interruptions to cancer prevention will be an increase in cancer diagnoses over the next few years, including types more advanced and difficult to treat according to the American Cancer Society and National Institute of Health. REHAB must ensure these cancer patients and survivors have access to comprehensive cancer rehabilitation. REHAB's cancer rehabilitation program provides tangible health benefits to young and old cancer patients and survivors, reducing treatment side effects and lowering both the risk of cancer recurrence and mortality through personalized therapy.

2. Provide measurable outcomes, describe how outcomes are aligned with the purposes and priorities of the Grants in Aid Fund, and describe how outcomes directly benefit the target population. *(3,000 character count limit)*

Public Services should begin with a statement of the number of individuals that the Grant Activity will directly benefit during the Grant Term.

Arts, Culture, Community/Economic Development or Environment should begin with a statement as to how the Grant Activity supports the sustainable improvement in the well-being and quality of life of local communities, especially low to moderate income areas.

Over 12 months, REHAB's cancer rehabilitation program will serve approximately 4,320 duplicated vulnerable individuals ages 18 and over on Oahu who have been diagnosed with any type of cancer and are experiencing disabling side effects accompanying the diagnosis, and/or medical treatment and intervention.

Measurable Outcomes:

1. At the end of 12 months, approximately 4,320 duplicated cancer patients or survivors who have undergone or are currently undergoing medical treatment will receive individualized cancer rehabilitation sessions, with duration based on cancer type, functional skills and patient endurance.
2. A minimum of 80% of cancer patients and survivors completing cancer rehabilitation

sessions will increase functional status at the end of the program.

3. A minimum of 80% of cancer patients and survivors completing cancer rehabilitation will improve quality of life at the end of sessions as evidenced by a Quality-of-Life Instrument.

Directly Benefiting the Target Population
Aligned with City GIA priorities, REHAB's cancer rehabilitation program will directly impact cancer patients and survivors of all gender identities ages 18 and over on Oahu dealing with the disabling functional and global side effects of treatment that threaten to diminish their independence and quality of life. These patients are among Oahu's most vulnerable, all of whom desperately need personalized and comprehensive cancer rehabilitation to rebuild their lives during and after cancer treatment. All participants have obtained clearance from their medical oncologist and will receive individualized, 1-to-1 cancer rehabilitation sessions with trained program staff.

REHAB's cancer rehabilitation program addresses temporary and long-term disabling side-effects among Oahu's vulnerable cancer patients and survivors by 1) improving physical strength to offset limitations caused by cancer and related treatments; 2) increasing ability for self-care; 3) reducing support needed from caregivers; 4) enhancing community reintegration; and 5) preserving and restoring function by managing impairments.

3. Provide an action plan to achieve the stated measureable outcomes. If the Grant Activity involves a partnership, provide a description of each partner's role. Must include measurable milestones, specific events, or other performance measures appropriate to achieving the outcomes. *(3,000 character count limit)*

REHAB's team of trained program staff at the outpatient clinic on Oahu (REHAB at Nuuanu) will work with cancer patients and survivors to develop a personalized cancer rehabilitation program, with the goal of increasing their functional status so they love their life just as much as they did before cancer.

1. REHAB will work with primary care providers, surgeons, medical oncologists and radiation oncologists throughout Oahu for referrals of cancer patients on active treatment or who have completed treatment and need cancer rehabilitation.

2. Cancer patients receive individualized 1-to-1 cancer rehabilitation sessions with trained program staff on an outpatient basis. These rehabilitative sessions will be customized according to cancer diagnosis and include such activities as exercises, strength and endurance training, electrical stimulation for pain management, nutrition education and post-surgical pain and scar management.

3. Patients will undergo an assessment based on cancer type. These measurements may include EEG, as well as vibration sensation or monofilament testing to provide information regarding chemotherapy induced peripheral neuropathy, which impacts balance and other functional activities (e.g., holding a mug, opening a door, walking, etc.).

4. Patients will complete a Quality-of-Life Questionnaire after cancer rehabilitation.

4. Provide a budget narrative that explains how the budget in Section III will achieve the desired outcomes. (*3,000 character count limit)*

The total cost of REHAB's Cancer Rehabilitation Program is estimated at $250,502 over 12 months, of which $200,000 is requested through City Grant-in-Aid funds.

$200,000 represents salaries, benefits and fringe of four (4) Therapy Technicians, one (1) Physical Therapist (PT), and one (1) Health and Lifestyle Coordinator, who will be responsible for working directly with clients who are currently receiving cancer treatment or who have completed treatment, including pre-evaluation and post-evaluation of functional status prior to and following cancer rehabilitation therapy sessions.

Salaries and Wages
$138,156 is budgeted toward the salaries/wages of the Rehabilitation Technicians ($19.85 base rate/hr x 6,960 hrs).

$15,250 is budgeted toward the salary/wages of the PT ($63.54 base rate/hr x 240 hours).

$7,013 is budgeted for the salary/wages of the Health & Lifestyle Coordinator ($33.08 base rate/hr x 212 hrs).

Fringe Benefits
$39,581 is budgeted toward a portion of the estimated $79,383 allocated for benefits @$10.71 benefit rate/hr x 7,412 hrs for (4) Rehabilitation Technicians, (1) Physical Therapist and (1) Health & Lifestyle Coordinator. The remaining balance of $39,802 for benefits will be covered through REHAB Agency funds.

Other costs not requested through City GIA:
Expenditures to be secured through a grant include: $3,000 for the cost of our annual Polar Team licenses for program staff; $3,700 for the cost of EKG electrodes (4-lead & 12-lead), EKG paper, spirometer turbines, batteries for Polar Heart Rate Pods, Participant Journals/Logbooks to record session activities and Cavi-Wipes for infection control; and an additional $4,000 for equipment (BSM 270B Stadiometer @ $2,000 and other exercise equipment, such as kettle bells, dumbbells, barbells and balance pods @ $2,000).

5. Provide a timeline that is complete, realistic and appropriate to achieve the desired outcomes. This timeline should also be reflected in Section IV. *(3,000 character count limit)*

Program Supplies Ordered and Equipment Purchased	Oct-23
Patients recommended to cancer rehabilitation program. Assessments and Quality of Life Questionnaire to participants upon completion of sessions.	Oct-23 – Sept-24
410 duplicated cancer patients and survivors served through REHAB's cancer rehabilitation program. (Oct: 420; Nov: 420; Dec: 390)	Oct-23 - Dec-23
410 duplicated cancer patients and survivors served through REHAB's cancer rehabilitation program. (Jan: 390; Feb: 420; Mar: 420)	Jan-24 - Mar-24
330 duplicated cancer patients and survivors served through REHAB's cancer rehabilitation program. (Apr: 360; May: 390; Jun: 240)	Apr-24 - Jun-24
290 duplicated cancer patients and survivors served through REHAB's cancer rehabilitation program. (Jul: 210; Aug: 240; Sep: 420)	Jul-24 - Sep-24

C. Provide evidence of the agency's ability to perform the proposed grant activity through past performance, current capacity and/or plan to acquire the capacity to perform.

1. Provide data that demonstrates proven success in offering the same, similar, or related activities to achieve the proposed outcomes. *(3,000 character count limit)*

For the past 70 years, REHAB has been a community leader in advanced rehabilitation treatments and development of specialized rehabilitation care programs for the people of Hawaii and the Pacific, caring for survivors of catastrophic injuries and illnesses.

REHAB is the only facility in the state of Hawaii to offer access to a full continuum of care for inpatient acute care rehabilitation therapy and outpatient therapy. This includes wellness programs benefiting adolescents and kupuna statewide who are recovering from a stroke, traumatic brain injury, spinal cord injury, complicated orthopedic and neurological disorders, amputation, and debilitative diseases. More than half of REHAB patients are 62 and older. REHAB's world-class-level of treatment available right here in Hawaii allows patients to remain close to home with their families during the recovery process, rather than needing to seek care on the mainland and suffer from separation from a network of physical and social support.

Despite another incredibly challenging year of COVID-19, REHAB touched 7,582 individuals in fiscal year 2021 through specialized experts, state-of-the-art equipment and customized powerful programs that empower patients to reach optimal health.

In 2014, REHAB launched Hawaii's first 12-week pilot cancer rehabilitation program specifically for women diagnosed with breast cancer in response to the lack of cancer rehabilitation programs available in the state. Building on the success of the pilot program, REHAB established Hawaii's first ever cancer rehabilitation program in 2016, using exercise to lessen or reverse side effects of cancer-related treatment for the oncology population. Since launching the program, referrals for cancer rehabilitation consistently exceed maximum available slots, demonstrating the critical need for this program, particularly with the lack of available programs on Oahu.

REHAB's cancer rehabilitation specialists, including physical therapists and rehabilitation technicians, are certified to provide the highest level of quality to those diagnosed with cancer and create a program tailored toward improving quality of life. REHAB will level successful years of program implementation to offer cancer rehabilitation to Oahu's oncology population regardless of insurance coverage and build capacity through training.

REHAB is the only program in the state offering clinical experience in cancer rehabilitation for students aspiring to a career in healthcare. Unfortunately, pandemic-related campus closures at University of Hawaii necessitated the postponement of our internship program out of an abundance of caution for both patients and students. We are currently revisiting the internship program and will look for ways to continue partnering with UH at Manoa's College of Education Department of Kinesiology and Rehabilitation Science (UH KRS) to strengthen pathways for cancer rehabilitation specialists on Oahu.

2. Describe the applicant's capacity to successfully achieve the proposed outcomes.
OR
Provide a plan to acquire the capacity to successfully achieve the proposed outcomes (including how the applicant has acquired similar capacity in the past).

Responses should include organizational knowledge, staffing, fiscal resources, facilities and other resources, stakeholders and relationships, and other relevant resources. *(3,000 character count limit)*

REHAB provides exemplary patient care services for Oahu's disabled, helping vulnerable individuals restore function, optimize independence and improve quality of life, impacting 11,000 + lives annually.

Cheri Teranishi-Hashimoto, PT, DPT, MS, MSPT will oversee the REHAB cancer rehabilitation program. With over 20 years of experience as a physical therapist, Cheri is one of only 4 Women's Health Board Certified Physical Therapists and the only American Board of Physical Therapy Specialists certified in oncology in Hawaii. Cheri holds a master's degree in Physical Therapy and Doctor of Physical Therapy degree from Des Moines University – Osteopathic Medical Center. Cheri holds certifications as a PORi Certified Oncology Rehabilitation Specialist, ACSM Cancer Exercise Trainer, Cancer Exercise Institute Certified Cancer Specialist and UNCCRI Level 2 Certified Cancer Exercise Specialist. In 2017, she was one of five healthcare providers recognized as a Healthcare Hero by the Healthcare Association of Hawaii for her dedication, commitment and outstanding service to patients.

Cheryl Kozai, RN, FACHE serves as REHAB's Vice President, Clinical Services and Chief Nursing Officer. Kozai has 18 years of experience in nursing leadership, strategic planning, business development, practice management and healthcare finance. Kozai comes to REHAB from Waianae Coast Comprehensive Health Center, where she served as Senior Director of Integrated Health Services. She also worked as a Hawaii Pacific Health Medical Group director and Outpatient Services Director for Pali Momi Medical Center. As a seasoned healthcare nursing professional, Kozai will oversee inpatient/outpatient therapy, clinical support teams and clinical care coordination.

REHAB has access to innovative technology to enable customized rehabilitation sessions for each patient. For example, REHAB utilizes Pilates equipment to elongate the spine, joints and muscles to enhance flexibility, strength, stamina and balance. Gyrotonic equipment facilitates stimulation of the nervous system while increasing range of motion and improving strength among cancer patients and survivors. Other equipment is designed to improve gait/standing balance and upper extremity movement, with the Alter-G designed to help cancer patients and survivors gain mobility and strength with less pain, minimizing stress to the body.

With more than 25 years of experience in hospital management, Stephanie Nadolny serves as REHAB's CEO, overseeing day-to-day operations of the hospital and ensuring quality patient services, growth and financial viability. Nadolny comes to REHAB from Spaulding Rehabilitation Hospital Cape Code where she had operational responsibility for a 60-bed inpatient rehabilitation facility with five outpatient satellites and a physicians' practice. Nadolny is a graduate of University of New Hampshire with a B.S. in therapeutic recreation and a Master of Healthcare Administration from University of New Hampshire.

D. Describe the applicant's sustainability and/or additional long-term benefit to the community

1. Provide a plan for sustaining and / or expanding activities beyond the applicable grant period. *(2,000 character count limit)*

REHAB is expanding philanthropic support as the state recovers from a prolonged pandemic to ensure vulnerable cancer patients and survivors on Oahu have access to cancer rehabilitation both now and beyond the grant period.

In 1984, Rehabilitation Hospital of the Pacific Foundation (REHAB Foundation) was created to support REHAB's mission through philanthropic support – developing strategies that generate revenue through philanthropic campaigns aimed at offsetting costs for hospital programs impacting the care of patients and their families not covered by private or government insurance. For nearly 40 years, REHAB Foundation has provided funding that directly impacts the care of patients and their families, from patient care programs and cutting-edge technologies to clinical education and financial assistance to support uninsured or underinsured patients.

Cancer rehabilitation is covered under therapy services if the patient is referred for a specific impairment, such as surgery-related range of motion issues or swallowing difficulties following radiation. Unfortunately, cancer rehabilitation to combat disabling side effects of related treatments, such as fatigue or generalized muscle weakness, is not yet covered by insurance plans. Because of proven benefits of diminishing and even reversing the side effects of cancer-related treatment, REHAB's cancer rehabilitation program will be offered to cancer patients and survivors free of charge or for a nominal fee.

As REHAB patient census volume slowly returns to pre-pandemic levels and major fundraisers are relaunched, we anticipate special events revenues and regular funding streams to sustain the cancer rehabilitation program in subsequent years. A $200,000 grant from City GIA would help ensure cancer patients and survivors on Oahu have access to this life-changing program as we rebound from financial impacts of a prolonged pandemic and expand philanthropic partners who support the vision of cancer rehabilitation.

2. Describe the applicant's capacity and resources to carry out the above plan (staffing, funding, etc.) beyond the grant period. *(2,000 character count limit)*

With 70 years of experience offering specialized rehabilitation programs to Oahu's most vulnerable and a qualified staff of cancer rehabilitation specialists, REHAB is well poised to offer the highest level of cancer rehabilitation beyond the grant period.

We are also committed to expanding Oahu's bandwidth by reinstituting our internship program in the future in partnership with UH KRS to build capacity to expand the number of certified Clinical Cancer Exercise Specialists on Oahu.

Our commitment to excellence is reflected by REHAB's accreditation through the Joint Commission and membership in the Healthcare Association of Hawaii, as we work with partners and stakeholders to achieve an equitable and sustainable healthcare system in Hawaii for patients and communities. REHAB continues to be recognized for Hawaii Business magazine's Top 250, the premier ranking of Hawaii's largest companies and nonprofits. In Fiscal Year 2021, our Return to Home/Community rate was 91.1%, a clear indication of moving patients from illness/injury to home, with outpatient support to continue rehabilitation.

As one of only a handful of Women's Health Board Certified Physical Therapists and 1 of only 2 Board of Physical Therapy Specialists certified in oncology in Hawaii, Cheri Teranishi-Hasimoto leads a team of qualified program staff and therapists who are committed to creating specialized programs aimed at enhancing the quality of life for cancer patients and survivors on Oahu.

This request to the City for $200,000 in Grant-in-Aid funds will ensure vulnerable individuals dealing with the debilitating effects of cancer treatments have access to our life-changing cancer rehabilitation program as we emerge from the pandemic and diversify revenue streams that offset program costs not covered by insurance.

E. No CITY funds or assistance. The highest consideration will be given to applicants that do not receive other funding or any form of assistance from the CITY. While applicants that receive other funding or assistance from the CITY may apply for Grants in Aid funding, the extent of funding or assistance already received in relation to services provided must be considered prior to awarding Grants in Aid funds. A percentage of the sub-total criteria points will be awarded to Grantees based on the criteria below and the information about past funding / assistance from the CITY that follows.	
The applicant has received no award from the CITY within the last 3 years.	**10%**
The applicant has received 1-2 awards from the CITY within the last 3 years.	**7%**
The applicant has received 3-5 awards from the CITY within the last 3 years.	**5%**
The applicant has received between 6-9 awards from the CITY within the last 3 years.	**3%**
The applicant has received 10 or more awards from the CITY within the last 3 years.	**0%**

GRANTEE RECEIPT OF CITY GRANTS

Identify all CITY grants received by Grantee (or Fiscal Sponsor) in the last three (3) years. Information will be verified by the CITY.

1. Grant Activity Name & Contract #: Rebuilding Lives, Restoring Hope through Pulmonary Recovery Program; #CT-DCS-23000
   Grant Period: 10/1/22 - 9/30/23 Grant Amount: $200,000
   Grant Purpose: To offer the Pulmonary Recovery Program to mitigate respiratory issues
   Grant Activity Status: ☒ Underway ☐ Completed ☐ Canceled
   Administrating Division: Department of Community Service

2. Grant Activity Name & Contract #: Recovery, Rebuilding Confidence and Restoring Hope through Rehabilitation #CT-DCS-2200055
   Grant Period: 10/1/21 – 9/30/22 Grant Amount: $184,500
   Grant Purpose: To maximize protection for patients, visitors and staff using Ultraviolet-C (UVC) mobile and wall units
   Grant Activity Status: ☐ Underway ☒ Completed ☐ Canceled
   Administrating Division: Department of Community Service

3. Grant Activity Name & Contract #: iCARE – Restoring Hope and Independence through Cancer Rehabilitation #CT-DCS-2100072
   Grant Period: 10/1/20 – 9/30/21; Extended 3/31/22 Grant Amount: $124,486
   Grant Purpose: To offer iCARE cancer rehabilitation program to individuals recovering from cancer
   Grant Activity Status: ☐ Underway ☒ Completed ☐ Canceled
   Administrating Division: Department of Community Service

4. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

5. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

6. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

7. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

8. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

9. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

10. Grant Activity Name & Contract #: _____
    Grant Period: _____ Grant Amount: _____
    Grant Purpose: _____
    Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
    Administrating Division: _____

F. Age Friendly Honolulu
Consideration is to be given to applicants that incorporate the vision and goals of the Age-Friendly Honolulu Program (as codified in ROH Chapter 2, Article 22), including but not limited to (1) enabling residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active; and (2) removing barriers to inclusion for and providing support services to vulnerable residents and/or have physical limitations.

To be eligible for the bonus points as an Age-Friendly Honolulu Project an organization must demonstrate the proposal aligns with Age-Friendly Honolulu's priorities by completing the following TWO steps:

1) Go the following website https://www.hiphi.org/age-friendly-honolulu/ to access an Age-Friendly Honolulu training video. The video should be watched by at least one (1) person from the non-profit organization in a leadership position (Executive Director, Administrator, or equivalent). This video will define an "age-friendly city" and explain what types of projects align with the Age-Friendly Honolulu Vision.

2) Complete the section below by selecting which Age-Friendly Honolulu category best fits the activities of your organization and providing a brief description of how your proposal is an Age-Friendly Honolulu project.

☐ Enabling Residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active, particularly at the oldest ages

☐ Providing Kupuna with meaningful roles in the community, including mentors, volunteers, or through intergenerational programming

☐ Removing barriers to support community inclusion and accessibility for persons of all abilities.

3) How is your proposal an Age-Friendly Honolulu Project and explain how your organization can meet the additional reporting requirements if awarded? *(2,000 character count limit)*

N/A

APPENDIX A: TIER II GRANT PROPOSAL (Grants $25,000 to $200,000)
SOLICITATION NO. RGP-DCS-GIA2024

Instructions: The proposal below must be completed in full. Responses must be provided in the fillable boxes provided. Where annotated, the fillable boxes have predetermined maximum limits on character counts. Letters, numbers, punctuation marks, and spaces are included in the character count limits.

SECTION I
SUMMARY

A. Grantee Legal Name:	The Salvation Army
B. Is Grantee a Fiscal Sponsor?	☐ Yes ☒ No
C. Grant Activity Name:	Community Assistance Center - Pathway of Hope

D. Briefly describe the Grantee's background, history (including year established), and mission. *(400 character count limit)*

The Salvation Army's mission is to preach the gospel of Jesus Christ and to meet human needs in His name without discrimination. Established in 1894 in Honolulu, The Salvation Army Hawaiian and Pacific Islands Division (TSA) offers wrap-around case management; short-term rent/utilities assistance; substance use disorder treatment; food and other basic needs & more.

E. Briefly describe the Grant Activity and public need being filled. *(400 character count limit)*

Pathway of Hope (POH) helps families break the cycle of intergenerational poverty by providing 6-18 months of free strengths-based case management from professional Case Managers. Services include rent/utilities assistance, education and skills training, and more that promote resiliency & help families overcome barriers by meeting goals set in their individual action plans.

F. Briefly summarize Grant Activity outcomes and measures of success, including number and description of those served. *(400 character count limit)*

POH will provide case management for 112 individuals and 32 families, including 4 families with kupuna ages 65+. Clients are from ethnic minority/underserved populations struggling with housing, food security, and employment. Success will be measured by the clients' ability to increase hope, secure stable housing, employment, and other income; thereby increasing their family's long-term stability.

G. Council District
Check all districts that will benefit from the Grant Activity. Provide the amount requested per district. Amounts must be in whole numbers only.

☒ District 1 $37,500	☒ District 2 $12,500	☒ District 3 $31,250
☒ District 4 $12,500	☒ District 5 $25,000	☒ District 6 $25,000
☒ District 7 $12,500	☒ District 8 $12,500	☒ District 9 $31,250

Total Amount Requested (must be $25,000 to $200,000)	$200,000

H. Type of Grant Activity (pick ONE category that best reflects the Grant Activity):		
1. Public Services: Projects in this category will support qualified public services and programs for the target populations deemed by the CITY to be most vulnerable.		
☐ A. Public Service – Seniors	☐ B. Public Service - Children	☐ C. Public Service - Disabilities
☒ D. Public Service – Homeless	☐ E. Public Service – Domestic Violence	☐ F. Public Service – Substance Abuse
☐ G. Public Service – Mental Health	☐ H. Public Service – Other (describe):	
2. Arts, Culture, Community/Economic Development, and the Environment: Projects in this category will support the sustainable improvement in the well-being and quality of life of local communities, especially low- to moderate income areas.		
☐ A. Arts	☐ B. Culture	☐ C. Community Development
☐ D. Economic Development	☐ E. Environment	

GRANTEE'S CERTIFICATION AND SIGNATURE

The undersigned, subject to personal liability and penalty under applicable law, certifies that he or she: (i) is authorized to sign this Grant Proposal; (ii) personally prepared or reviewed the matters found in this Grant Proposal (including any related documents/attachments); (iii) asserts all statements made in this Grant Proposal (including all attachments) are true, accurate and complete; (iv) has the requisite skills and knowledge to assert the foregoing certification; and (v) has complied and shall continue to comply with all applicable requirements of Chapter 6, Article 29 of the Revised Ordinances of Honolulu 1990, as amended (Link), regarding private organizations receiving grants of public funds from the City and County of Honolulu.

Signature of Grantee (Fiscal Sponsor) Officer
Printed Name and Title: Major Phil Lum, Divisional Commander

November 17, 2022
Date

CERTIFICATE OF THE BOARD OF DIRECTORS NO OBLIGATIONS IN ARREARS

The undersigned of the Board ("Grantee") hereby certifies that the Grantee or any principal of the Grantee or sponsored organization (where the Grantee is a Fiscal Sponsor) is not in arrears on any financial or other obligation owed to the City & County of Honolulu, a municipal corporation of the State of Hawaii.

(Signature)

Eddie VIncent, Vice President/Director
(Print name)

CERTIFICATE OF THE BOARD OF DIRECTORS AUTHORIZATION TO ASSIGN AUTHORITY

The undersigned of the Board ("Grantee") hereby certifies that The Salvation Army, a California corporation (name), Philip Lum and Stephen A.Ball, Divisional Commander and Divisional Business Secretary (title), has been authorized by the Board of Directors to sign proposals, contracts, and related documents on behalf of the Grantee. Accordingly, I hereby assign the authority by the Board to execute proposals, contracts, and contract amendments on behalf of the Grantee, and further certify that the assigned is given the power and authority to do all things necessary to implement, maintain, amend, or renew such contracts, including but not limited to the delegation of signing authority to another employee of the Grantee.

(Signature)
Eddie Vincent, Vice President/Director

(Print name)

STATE OF HAWAII)
CITY AND COUNTY OF HONOLULU)

On this _____ day of_____, 202__, before me appeared _____, personally known to me, who, being by me duly sworn, did say that he/she is the _____ of _____ and that the corporation has no corporate seal, and that said instrument was signed in behalf of said corporation by authority of its Board of Directors, and said _____ acknowledged said instrument to be the free act and deed of said corporation.

PLEASE SEE CALIFORNIA NOTARY CERTIFICATE ATTACHED

Notary Public, State of Hawaii

My Commission expires:_____

Doc. Date:_____ # Pages _____
Name: _____ ____ Circuit
Doc. Description: _____

Signature Date
NOTARY CERTIFICATION

CALIFORNIA ACKNOWLEDGMENT **CIVIL CODE § 1189**

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of LOS ANGELES }

On OCTOBER 13, 2022 before me, G. IRIGOYEN-SALINAS, NOTARY PUBLIC
Date *Here Insert Name and Title of the Officer*

personally appeared EDDIE VINCENT
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

G. IRIGOYEN-SALINAS
Notary Public - California
Los Angeles County
Commission # 2320685
My Comm. Expires Mar 3, 2024

Place Notary Seal and/or Stamp Above

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature
Signature of Notary Public

OPTIONAL

Completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document: CERTIFICATE OF THE BOD AUTHO TO ASSIGN AUTHORITY

Document Date: _____ Number of Pages: _____

Signer(s) Other Than Named Above: _____

Capacity(ies) Claimed by Signer(s)

Signer's Name:	Signer's Name:
☐ Corporate Officer – Title(s):	☐ Corporate Officer – Title(s):
☐ Partner – ☐ Limited ☐ General	☐ Partner – ☐ Limited ☐ General
☐ Individual ☐ Attorney in Fact	☐ Individual ☐ Attorney in Fact
☐ Trustee ☐ Guardian or Conservator	☐ Trustee ☐ Guardian or Conservator
☐ Other:	☐ Other:
Signer is Representing:	Signer is Representing:

©2019 National Notary Association

THE SALVATION ARMY
A CALIFORNIA CORPORATION
RANCHO PALOS VERDES, CA

RESOLUTION FOR CORPORATE AUTHORITY

At a meeting of the Board of Directors of The Salvation Army, a corporation organized and existing under the laws of the State of California, the following resolution was adopted:

RESOLVED: Any of the following corporate directors or officers are hereby authorized to execute any and all agreements, contracts, real estate transactions, gift annuities, including the sale and transfer of securities, and other such legal documents that require the signature of corporate officers and which are deemed proper and advisable by the Board of Directors, effective September 1, 2022.

> Douglas Riley, President, or Eddie Vincent, Vice President, or Kelly Pontsler, Treasurer, any of whose signatures shall be attested to by one of the following: Terry O. Hughes, Secretary, Michael Zielinski, Assistant Treasurer, David Bentley, Assistant Secretary, or Howard S. Yamaguchi, Assistant Secretary. Any primary signatory may attest to the signature of any other primary signatory.

CERTIFICATION

I, Terry O. Hughes, Secretary of The Salvation Army, do hereby certify that the above and foregoing is a true and correct copy of a resolution passed by the Board of Directors of The Salvation Army at a meeting of said Board of Directors at which a quorum was present, duly called and held on August 17, 2022.

IN WITNESS WHEREOF: I have hereunto set my hand and affixed the seal of said Corporation on this 13th day of OCTOBER, **2022.**

Terry O. Hughes, Secretary

SECTION II
GRANT ACTIVITY INFORMATION

A. Describe how the community need, stated problem / issue, and target population are effectively validated. The description must include how the public services target population is vulnerable or how the arts, culture, community/economic development, or environmental activities will especially support low- to moderate income areas.

1. Provide substantive data and other quality information to show the issue is a priority need of the community. *(3,000 character count limit)*

Homelessness is one of the most challenging issues facing the State of Hawaii, which ranks second in the nation to New York for per capita homelessness. According to the most recent Partners in Care Oahu Continuum of Care Point in Time Count Report (July 6, 2022), most of Hawaii's 5,973 individuals experiencing homelessness live on Oahu (3,951 total individuals, including 545 keiki). Adult(s) with minor keiki account for nearly a quarter (22%) of the homeless population on Oahu.

Native Hawaiian and Pacific Islanders (NHPI) and Multiracial individuals made up the largest percentages of the Point in Time (PIT) Count population at 52% and 81%, respectively. Native Hawaiian or Pacific Islanders were 2.65 times (or 265%) more likely to represent individuals in the PIT Count compared to the general population of Oahu.

Moreover, 22% (742) of Oahu's homeless reported a mental health illness; 22% (749) reported a physical, developmental, or other disability; 18% (614) reported a substance use problem; 36% (1,239) reported one or more disabling conditions; 11% (382) were survivors of domestic violence; and 8% (276) were 60 years or older.

The most common self-reported causes of homelessness on Oahu were financial and/or employment factors: 23% reported the loss of a job; 22% were unable to pay rent; and 16% reported loss of money. Moreover, 19% reported their homelessness was a result of substance use; and 11% reported mental illness.

Many Oahu households are not far from slipping into homelessness. Even before COVID-19 in 2018, 32% of Oahu households were considered ALICE: Asset Limited, Income Constrained, Employed. These households earned above the Federal Poverty Level, but not enough to afford basic household necessities. Another 8% of households on Oahu were living below the Federal Poverty Level (United for ALICE data, 2018). The pandemic has only exacerbated these challenges. Indeed, the July 2022 PIT report found that 418 Oahu residents were experiencing homelessness as a direct result of the pandemic. This included a staggering 330 adults and 88 keiki in 260 households.

Families living in poverty or facing homelessness deal with many challenges – both emotional and physical – that makes it even more difficult for them to get back on their feet. A lack of hope often impedes the progress of adults from families living in poverty to make significant changes in their life trajectory.

The Salvation Army's Pathway of Hope (POH) addresses the many complex issues these families face by providing enhanced services that take a holistic approach to tackling loss of income, mental health challenges, substance use disorders, lack of basic needs, and more. Beyond these services, POH plays a critical role in increasing HOPE (i.e., psychological self-sufficiency) to help motivate families to embark on a path out of poverty and break the cycle of intergenerational poverty.

2. Provide a thorough analysis of the community's priority need / problem and its impact on the community. *(3,000 character count limit)*

Living in poverty has profound impacts on the health and well-being of families – from keiki to kupuna. Children who grow up poor have a much greater probability of being poor as adults. The more of their childhood they spend in poverty the greater the risk. ("Childhood and Intergenerational Poverty: The Long Term Consequences of Growing up Poor," R.L. Wagmiller, Jr., R.M. Adelman, 2009). Moreover, the longer a child is in poverty the harder it is to graduate from high school. A report by the Urban Institute found that while 90% of students who never experienced poverty went on to earn high school diplomas, only 62% of children who spent at least half of their childhoods in poverty did so. ("Escaping Poverty," C. Ratcliffe & E. C. Kalish, 2017).

Children growing up in poverty have higher rates of chronic illness such as asthma and obesity, which in turn lead to other health problems like diabetes and heart disease. They are more sedentary than their more well-off peers (2021 Health of Women and children report, Hawaii, United Health Foundation) and are more likely to be exposed to tobacco.

Poverty affects brain development and "the ability to succeed in life," said former president of the American Academy of Pediatrics, Benard Dryer, in a 2017 interview with Frontline. The impact of constant stress on the developing brain, particularly in the first two years of life can become toxic and result in permanent changes to how the brain works. Children with toxic stress on the brain later have more difficulties learning and struggle with controlling their impulses.

For adults, a study from the Boston Medical Center on the effects of housing instability found that being late on rent and having a homeless child increased the likelihood of mental health issues amongst parents, and especially mothers. Maternal depressive symptoms were common among these families, along with instances of food and energy insecurity. Lacking access to mental health resources further exacerbates these issues.

Kupuna living in poverty face significant health challenges. Diagnosing and treating poor seniors can be difficult due to lack of money or insurance to pay for treatment. Accessing public assistance programs can also be daunting to kupuna who have limited mobility. The aging homeless population experiences high rates of diabetes & hypertension. When kupuna are unable to meet even their basic needs, they are certainly unable to access supplemental and beneficial activities that support their health & longevity.

Poverty – and in the worst cases, homelessness – affect quality of life for all Honolulu residents. Lacking access to basic needs and/or a safe and stable home often results in increased use of crisis services such as shelters, emergency departments, detox programs, and psychiatric institutions; and greater engagement with other systems, like child welfare and criminal & juvenile justice – all of which create significant, preventable costs for public programs.

3. Provide a description of the Grant Activity. This description will be used as the scope of services in the contract. *(1,000 character count limit)*

The Salvation Army Community Assistance Center (CAC) will help families break the cycle of intergenerational poverty by providing intensive case management services to 32 families with minor children (at least 112 individuals), including 4 families with kupuna ages 65+. Using Pathway of Hope (POH), an evidence-informed approach developed and tested over

10 years by the national Salvation Army, trained case managers will provide 6-18 months of free support for families so they can successfully overcome barriers that keep them in poverty. The most significant barriers are housing, employment/income, food, and childcare. POH services include rent/utilities assistance, education and skills training, and more that promote resiliency and long term stability; and helps families overcome barriers by meeting goals set in their individual action plans. Families will also receive up to $1,000 of direct financial assistance to overcome their specific barriers.

B. Describe the proposed plan

1. Describe why you chose this Grant Activity and how it will effectively address the community's problem / need. *(2,000 character count limit)*

For more than three decades, The Salvation Army Community Assistance Center (CAC) has provided tens of thousands of low-income families and individuals on Oahu with financial assistance for rent, utility payments and other supports such as emergency food, clothing vouchers, furniture, and referrals to other agencies. CAC has learned from years of experience that it is essential to consider the unique needs and circumstances of the people seeking help, as individualized wrap-around services lead to more effective and longer lasting results. Moreover, CAC has learned that providing financial assistance is most successful when provider and client work together on solutions based on the client's financial and non-financial resources – such as the client's strengths and social networks – combined with the provider's support in landlord dispute mediation, housing search, and case management.

In response to these needs, CAC began implementing The Salvation Army's strength-based and evidence informed service approach called Pathway of Hope (POH) in 2020. Developed over 10 years by the national Salvation Army, POH enhances TSA's social service programming by offering intensive services to highly motivated clients who have expressed a commitment to breaking the cycle of crisis, and to embarking on a path out of intergenerational poverty.

POH effectively tackles the commmunity's problem/need by addressing the many complex challenges families in poverty face. At program intake, families complete several evidence-based assessments to evaluate their readiness to change, and their levels of hope and self-sufficiency. CAC partners with these families to develop a customized plan to act on the root causes of their specific issues and barriers to stability. Setting and achieving realistic goals increases their hope for the future, thereby motivating clients to stay on course and strengthen their family's long-term stability.

2. Provide measurable outcomes, describe how outcomes are aligned with the purposes and priorities of the Grants in Aid Fund, and describe how outcomes directly benefit the target population. *(3,000 character count limit)*

Public Services should begin with a statement of the number of individuals that the Grant Activity will directly benefit during the Grant Term.

Arts, Culture, Community/Economic Development or Environment should begin with a statement as to how the Grant Activity supports the sustainable improvement in the well-being and quality of life of local communities, especially low to moderate income areas.

The Salvation Army Community Assistance Center (CAC) Pathway of Hope (POH) will help Oahu families break the cycle of intergenerational poverty by providing 6-18 months of free, intensive case management services to 32 families with minor children (at least 112 individuals), including 4 families with kupuna ages 65+.

POH outcomes directly align with the priority of the Grants in Aid Fund by providing transformative social services to underserved populations deemed most vulnerable by the City & County of Honolulu: children living in poverty, kupuna ages 65+ living in poverty; individuals experiencing homelessness/on the verge of becoming homeless, including a majority native Hawaiian/Pacific Islanders; domestic violence survivors; and/or individuals suffering from the effects of substance abuse or poor mental health.

POH helps families overcome their specific barriers and embark on a journey out of poverty. Typical barriers faced by clients are unemployment, insufficient income, overdue rent/utility payments, food insufficiency, educational expenses, medical expenses, and lack of childcare. For families who complete their participation in case management using the Pathway of Hope approach:

- 90% will achieve one significant goal aligned with their action plan
- 75% will increase stability as indicated by the Client Self-Sufficiency Matrix
- 60% will increase hope as indicated by the Herth Hope Index
- 100% of clients who request emergency rent and utilities assistance will complete a workshop on household budgeting
- 80% of clients will say they are “satisfied” with services they received
- Clients will achieve at least 50% of their self-determined priority goals, e.g., to secure employment, increase income, enroll in college, etc.

These outcomes directly benefit the target population by promoting resiliency and long-term stability; and helping families overcome barriers by meeting goals set in their individual action plans. For example, last year CAC POH provided intensive case management services for 41 individuals in eight families (12 adults and 29 children).
Six of the eight families served avoided homelessness as a result of their engagement in the program.

One such family is a single grandmother taking care of her three teenage grandchildren who moved to Hawaii from Texas when their mother entered prison. The client took her grandchildren into her rented home, where she also cares for her elderly mother and an elderly female friend. With support from Pathway of Hope, the grandmother has been able to continue caring for the kupuna AND her grandchildren without losing her rental. By providing a safe and secure home, education, food, and clothing for her grandchildren, she is helping break the cycle of intergenerational poverty that her family has been facing.

3. Provide an action plan to achieve the stated measureable outcomes. If the Grant Activity involves a partnership, provide a description of each partner’s role. Must include measurable milestones, specific events, or other performance measures appropriate to achieving the outcomes. *(3,000 character count limit)*

Using Pathway of Hope (POH), an evidence-informed approach developed and tested over 10 years by the national Salvation Army, trained case managers will provide 6-18 months of free support for families so they can successfully overcome barriers that keep them in poverty.

POH families work closely with CAC Case Managers who support clients through every step of the POH journey out of intergenerational poverty. Services are delivered on an ongoing basis and include:

- Working with families to set individual goals and action plans.
- Completing spiritual assessment upon client intake.
- Offering quarterly life skills classes and classes for clients on coping and reducing stress.

- Providing 345 case management sessions to 32 families.
- Providing each family with up to $1,000 direct financial assistance (rent/utility, tuition or job training costs, bus passes, etc.) to overcome their specific barriers.
- Offering engaging TSA Kroc Center senior programming and/or home visits for kupuna ages 65+ living in 4 POH families. This includes personal training exercise classes, kupuna dance classes, Senior Mixed Plate, life enrichment classes, private swim lessons, health and wellness workshops, peer groups, and more.

Expertise from other community resources help address each of the complex issues POH families face. Clients are referred to other agencies and they make contact themselves – an important step to improve their self-agency. For example, Insight Global provides CAC career seekers with workshops and skill building. CAC frequently refers clients to the Helping Hands Community Clearinghouse for basic needs, the HIDOE GED program, Kapiolani Community College Admissions, U.S. Citizenship and Immigration Services, the Hawaii Disability Rights Center, among others.

Moreover, CAC POH integrates the expertise of other units of The Salvation Army into POH services. For example, Addiction Treatment Services and Family Treatment Services have decades of experience providing residential and out-patient substance use disorder treatment, including those recently released from incarceration and pregnant and parenting women.

Client progress will be measured by the Client Self Sufficiency Matrix, hope is measured by the Herth Hope Index, and the University of Rhode Island Change Assessment Scale (URICA) is used upon intake to evaluate readiness to change. Case notes are entered into WellSky and the Homeless Management Information System (HMIS). WellSky data and case notes are reviewed and evaluated for progress at 3, 6, 9, and 12 months after intake. Program quality is ensured by monthly case note reviews and quarterly reviews of WellSky data by the Divisional Pathway of Hope Case Manager, Abraleen Burke (MSW, LSW). Abraleen also meets with families and their Case Manager to review case progress. There is annual staff training in motivational interviewing, family-centered action planning, ethics and confidentiality standards, and policies and procedures.

4. Provide a budget narrative that explains how the budget in Section III will achieve the desired outcomes. (*3,000 character count limit)*

The Salvation Army respectfully requests $200,000 from the City & County of Honolulu to provide Pathway of Hope services to families with minor children and/or kupuna living in poverty. The total budget for this program is $616,740, of which $359,240 has already been secured and $57,500 is pending from reliable and repeat sources.

A Grant in Aid will permit the Salvation Army to add two new full-time Case Managers who will work directly with clients using the Pathway of Hope approach. The new Case Managers will increase the capacity of the Community Assistance Center to serve 32 families per year compared to 8-10 in previous years.

Case Managers are critical to every step of the clients' Pathway of Hope journey, including (but not limited to):

1. Qualifying and determining client eligibility for Pathway of Hope case management services and financial assistance available through the Community Assistance Center.
2. Conducting Pathway of Hope intake and client assessments as appropriate, including the Vulnerability Index and Service Prioritization Tool (VISPADT), and Pathway of Hope tools such as URICA, Client Sufficiency Matrix, and Herth Hope Index.

3. Facilitating one-on-one goal setting. With client input, recommending a reasonable action plan for each case using best practices from the Pathway of Hope manual.
4. Meeting with the client and/or maintaining client contact regularly to review and update the agreed upon Action Plan. Assisting clients in identifying barriers to success. Conducting motivational interviews to support clients in moving toward self-sufficiency.
5. Assisting clients in obtaining and appropriately utilizing community resources, particularly housing, employment, recovery support programs, educational opportunities, and other relevant services.
6. Building a positive network of relationships with community resources.
7. Working with clients to facilitate the transport to important appointments, including getting an ID, court appointments, food pantries, the Welfare office, etc.
8. Recording and maintaining accurate client information utilizing the Homeless Management Information System (HMIS), WellSky, and internal excel spreadsheets and database software.

The request will support direct salaries and benefits ($132,548) and administrative salaries and benefits ($21,242); as well as office rent ($14,381), and Program Activities Supplies ($31,829). The "Program Activities Supplies" expense category represents direct financial assistance up to $1,000 per family to remove specific barriers on their pathway out of poverty. Clients often need small amounts of financial help to take large steps forward, e.g., utilities payments, tuition or job training costs, fees to secure a state ID or copy of a birth certificate, bus passes to get to job interviews, suitable clothing for work, and help with childcare costs. Assistance also includes support for POH kupuna to engage in classes at TSA's Kroc Center and/or to receive home

5. Provide a timeline that is complete, realistic and appropriate to achieve the desired outcomes. This timeline should also be reflected in Section IV. *(3,000 character count limit)*

CAC proposes to serve a total of 32 families committed to change through Pathway of Hope within the project period of October 1, 2023-September 30, 2024. CAC POH accepts clients on a rolling basis, and their time in active service is highly variable – usually between 6-18 months.

With support from the City & County of Honolulu GIA, CAC plans to hire two new Case Managers by the end of October 2023, which will allow CAC to serve 13 families in October 2023, and steadily ramp up service until reaching its goal of serving 32 families by March 2024. CAC POH will deliver POH enhanced services for 32 families (including 4 families with kupuna ages 65+) through the remainder of the project period. Throughout the project term, families will receive free, intensive Case Management with the goal of promoting resiliency and helping families overcome barriers by meeting goals set in their individual action plans.

At the end of the project term, a total of 32 families will have received intensive case management and support to improve their self-sufficiency and level of hope. Client progress will be measured by the Client Self Sufficiency Matrix, hope is measured by the Herth Hope Index, and the University of Rhode Island Change Assessment Scale (URICA) is used upon intake to evaluate readiness to change. Evaluation data will be collected on the following schedule:

- Within 1 month of initial contact, CAC staff assists each head of household to complete the Herth Hope Index and the Client Self Sufficiency Matrix.
- Within 2 months of initial contact the head of household completes a Personal Strengths Assessment, a Spiritual Assessment, and signs the Working Together agreement.

- 3 months after completion of the initial assessments, and every 3 months thereafter until graduation from services, the head of household will be assessed for improvements in Herth Hope Index or Client Self- Sufficiency Matrix scores from their initial scores at intake.
- Clients will complete a satisfaction survey at 6 months and at graduation from services.

Case notes will be entered into WellSky and the Homeless Management Information System (HMIS) on a regular basis. WellSky data and case notes will be reviewed and evaluated for progress at 3, 6, 9, and 12 months after intake. Program quality will be ensured by monthly case note reviews and quarterly reviews of WellSky data by the Divisional Pathway of Hope Case Manager. She will also meet with families and their Case Manager regularly to review case progress. Annual staff training in motivational interviewing, family-centered action planning, ethics and confidentiality standards, and policies and procedures is ongoing.

C. Provide evidence of the agency's ability to perform the proposed grant activity through past performance, current capacity and/or plan to acquire the capacity to perform.

1. Provide data that demonstrates proven success in offering the same, similar, or related activities to achieve the proposed outcomes. *(3,000 character count limit)*

CAC is well-equipped to deliver the proposed program. For more than three decades, CAC has provided tens of thousands of low-income families and individuals on Oahu with financial assistance for rent, utility payments and other supports such as emergency food, clothing vouchers, furniture, and referrals to other agencies. Since the pandemic began in March 2020, the number of calls to CAC asking for financial assistance for overdue rent and utilities payments has sharply escalated. CAC staff currently responds to 30-50 calls and 7-15 walk-ins each week. Requests are from people who fear eviction or utility disconnection, and are desperate for information on where to turn for their unique needs. CAC responded by distributing over $2.3 million in food and rental assistance to 5,313 individuals between March 2020 and September 2021.

Under a $1.7 MM contract for rapid re-housing services with the State Homeless Programs Office from May 2017 – June 2021, in 2020 CAC nearly doubled the number of households served (54 households) over the number proposed (28 households). In 2020, Aloha United Way selected The Salvation Army as a Provider Agency for the COVID-19 Rent & Utility Assistance program (CRUA), during the first round of CARES Act funded rent & utility payment assistance.

As previously stated, last year The Salvation Army Community Assistance Center provided intensive case management to eight families last year, including six families that avoided homelessness as a result of their engagement in the program. One such family included a couple with three children. Two of the children are in elementary school and the youngest is in preschool. The mother is terminally ill and the father is in a job training program. With support from Pathway of Hope, this family recently moved into a house they are renting.

The Salvation Army's Hawaii programs also have the benefit of learning from the experiences of other Salvation Army territories in the central and southern United States, and in Canada and Bermuda where Pathway of Hope has been implemented for years. A 2021 impact report on 160 families engaged in Pathway of Hope in Canada and Bermuda found that 82.5% of participants experienced increased stability within an average of 7 months, 73.8% experienced increased hope, and 60% of participant goals were successfully achieved in four months.

2. Describe the applicant's capacity to successfully achieve the proposed outcomes.
OR
Provide a plan to acquire the capacity to successfully achieve the proposed outcomes (including how the applicant has acquired similar capacity in the past).

Responses should include organizational knowledge, staffing, fiscal resources, facilities and other resources, stakeholders and relationships, and other relevant resources. *(3,000 character count limit)*

Organizational knowledge: For more than three decades, the Community Assistance Center (CAC) has provided tens of thousands of low-income families and individuals on Oahu with financial assistance for rent, utility payments and other supports such as emergency food, clothing vouchers, furniture, and referrals to other agencies. In recognition of CAC's effectiveness and experience, is has been awarded funds for rent and utilities assistance from the City & County of Honolulu Emergency Solutions Grant and Grant in Aid program, the Emergency Food & Shelter Program, the State of Hawaii Homeless Programs Office, and private foundations and local corporations.

Staffing: Melanie Boehm, Divisional Director of Social Services oversees management of the CAC. Director of the Community Assistance Center Deann Aiu oversees delivery of Pathway of Hope and all aspects of program delivery through CAC. CAC will use a Honolulu Grant in Aid award to support two full time Case Managers, which will increase CAC's capacity to serve more families on their POH journey out of intergenerational poverty. Case Managers will report to the Divisional Pathway of Hope Case Manager Abraleen Burke (MSW, LSW), who oversees POH delivery and provides Case Management herself as well.

Fiscal resources: CAC programs are sustained in part by revenue secured by The Salvation Army from gifts in kind, special appeals, endowment distributions, associated organizations, and program reserve distributions. Multi-year support is expected from prior donors such as the AUW Safety Net program.

Facilities: CAC is based at the Kauluwela Corps Community Center located on the corner of Aala and Vineyard in downtown Honolulu but serves families from all Oahu neighborhoods.

Stakeholders and relationships: The Salvation Army Honolulu Advisory Board plays a very important role in an advisory capacity, acting as a liaison between the community and the Salvation Army. The 35 members of the Honolulu Advisory Board each bring contacts and resources from banking, the military, education, health care, senior services, food service, technology, media, commercial and residential development, real estate, law, marketing, construction, and accounting. CAC staff also have a network of community partners that assist families.

Other resources: The CAC benefits from program knowledge and experiences from other Salvation Army units. The Salvation Army delivers a wide variety of human services out of 18 Corps Community Centers and departments on Oahu, Maui, Hawaii Island, Kauai, and Molokai to over 60,000 people each year. Services span distribution of food, clothing, and other basic needs; emergency rent and utilities assistance; homeless outreach; wrap-around case management; youth services; drug and alcohol rehabilitation, and emergency disaster response.

D. Describe the applicant's sustainability and/or additional long-term benefit to the community

1. Provide a plan for sustaining and / or expanding activities beyond the applicable grant period. *(2,000 character count limit)*

The culture of integrated communication within the Salvation Army will help to sustain the CAC activities beyond the grant period. CAC is part of a nationwide Pathway of Hope initiative by The Salvation Army to gather and focus its considerable resources to break the cycle of crisis and vulnerability that repeats generation after generation. In every state and in Canada and Bermuda, The Salvation Army is marshalling its resources to address the root causes of poverty, all the while continuing its history of compassionate serving.

There is considerable support for CAC from The Salvation Army Western Territorial Headquarters in California. CAC front line staff receive training in the delivery of the Pathway of Hope approach, and the Hawaii development team, the Corps Officers, the Hawaii volunteer leadership, and the executive team members have all been trained in how to make the case for donations to local donors. The territorial headquarters provides CAC with proven evaluation tools and WellSky, the Salvation Army social services records database. Territorial headquarter experts in the Pathway of Hope approach meet with Hawaii POH staff at least twice a month for programmatic technical assistance as well as technical assistance in data integrity and the use of WellSky to capture client progress and date.

Ongoing Corps integration also supports program expansion. Every family walking the Pathway of Hope is referred to a Corps Community Center for spiritual support and faith-based activities. Program evaluations have shown that these families complete more goals and have higher hope and self-sufficiency scores. There are three Corps Community Centers in Kapolei, Kaneohe and in downtown Honolulu and so are accessible to many Oahu residents.

2. Describe the applicant's capacity and resources to carry out the above plan (staffing, funding, etc.) beyond the grant period. *(2,000 character count limit)*

The Salvation Army has a stable business model that has withstood historic fluctuations in funding as well as challenges with government contract reimbursements. The Salvation Army will maintain a highly diverse mix of revenue sources, including government contracts/fees, private foundation grants, individual and planned giving, corporate donations, allocations from the regional and national Salvation Army, program fees, retail revenue, gifts in-kind, and endowment earnings. CAC is also being considered for inclusion in a request for a multi-year grant from the Margaret A. Cargill Philanthropies for POH staff positions. The grant proposal includes other Salvation Army divisions on the continental U.S.

The Salvation Army has been a front-line provider of basic needs assistance since its founding in Hawaii and has 127 years of service delivery experience in the islands. Through its exemplary and long-standing substance use disorder treatment programs for men and women in Hawaii, The Salvation Army has deep organizational knowledge in strengths-based case management, which will be implemented through CAC POH.

Community collaboration and staff expertise also strengthen CAC POH ability to increase capacity and resources. CAC proactively and constantly searches for programs, people, funding, collaborations, and in-kind resources for CAC families. This includes education and skills training programs, new grants, food supplies, childcare, rent/utilities assistance, and local best practices. Divisional Pathway of Hope Case Manager Abraleen Burke, LSW, has years of prior experience in delivering social services for the Hawaii State Department of Health, Lanakila Pacific, Lunalilo Home, Hawaii Behavioral Health Services, and Papa Ola Lokahi. Through her various roles as a job coach, scholarship program

coordinator, employment specialist, and admissions director for a senior care facility, Ms. Burke has extensive knowledge of potential collaborators that she brings to CAC.

E. No CITY funds or assistance. The highest consideration will be given to applicants that do not receive other funding or any form of assistance from the CITY. While applicants that receive other funding or assistance from the CITY may apply for Grants in Aid funding, the extent of funding or assistance already received in relation to services provided must be considered prior to awarding Grants in Aid funds. A percentage of the sub-total criteria points will be awarded to Grantees based on the criteria below and the information about past funding / assistance from the CITY that follows.	
The applicant has received no award from the CITY within the last 3 years.	**10%**
The applicant has received 1-2 awards from the CITY within the last 3 years.	**7%**
The applicant has received 3-5 awards from the CITY within the last 3 years.	**5%**
The applicant has received between 6-9 awards from the CITY within the last 3 years.	**3%**
The applicant has received 10 or more awards from the CITY within the last 3 years.	**0%**

GRANTEE RECEIPT OF CITY GRANTS

Identify all CITY grants received by Grantee (or Fiscal Sponsor) in the last three (3) years. Information will be verified by the CITY.

1. Grant Activity Name & Contract #: Grant in Aid Fund 2022 CT-DCS-2200056
   Grant Period: 10/1/21-9/30/22 Grant Amount: $159,647
   Grant Purpose: Homelessness Diversion for People Exiting Substance Abuse Treatment & Incarceration
   Grant Activity Status: ☐ Underway ☒ Completed ☐ Canceled
   Administrating Division: Department of Community Services (DCS)

2. Grant Activity Name & Contract #: Grant in Aid Fund 2021 CT-DCS-2100082
   Grant Period: 10/1/20-9/30/21 Grant Amount: $125,000
   Grant Purpose: Diversion Program for Recently Incarcerated & Other Homeless Persons
   Grant Activity Status: ☐ Underway ☒ Completed ☐ Canceled
   Administrating Division: DCS

3. Grant Activity Name & Contract #: Grant in Aid Fund 2020 CT-DCS-200083
   Grant Period: 10/15/19-9/30/20 Grant Amount: $125,000
   Grant Purpose: Divert 150 individuals in financial crisis from shelter services
   Grant Activity Status: ☐ Underway ☒ Completed ☐ Canceled
   Administrating Division: DCS

4. Grant Activity Name & Contract #: Household Hardship Relief Fund, N/A
   Grant Period: 5/18/20-12/31/20 Grant Amount: 10% of approved applications
   Grant Purpose: COVID-19 Rent and Utilities Assistance

Grant Activity Status: ☐ Underway ☒ Completed ☐ Canceled
Administrating Division: Aloha United Way

5. Grant Activity Name & Contract #: Coronavirus Relief Fund Grant, 20HCF-105924
   Grant Period: 8/19/20-11/30/20 Grant Amount: $920,041
   Grant Purpose: feeding
   Grant Activity Status: ☐ Underway ☒ Completed ☐ Canceled
   Administrating Division: Hawaii Community Foundation

6. Grant Activity Name & Contract #: Coronavirus Relief Fund 20HCF-103930
   Grant Period: 8/19/20-11/30/20 Grant Amount: $258,750
   Grant Purpose: Kroc Keiki Learning Center
   Grant Activity Status: ☐ Underway ☒ Completed ☐ Canceled
   Administrating Division: Hawaii Community Foundation

7. Grant Activity Name & Contract #: Emergency Solutions Grant CT-DCS-2000176
   Grant Period: 2/27/20-1/31/21 Grant Amount: $105,323
   Grant Purpose: Homelessness Prevention
   Grant Activity Status: ☐ Underway ☒ Completed ☐ Canceled
   Administrating Division: DCS

8. Grant Activity Name & Contract #: Services for Older Adults MA-DCS-2100013
   Grant Period: 9/11/20-9/30/22 Grant Amount: Referral
   Grant Purpose: Adult Day Care and Senior Case Management Services
   Grant Activity Status: ☐ Underway ☒ Completed ☐ Canceled
   Administrating Division: DCS

9. Grant Activity Name & Contract #: Coronavirus Relief Fund 20HCF-105924
   Grant Period: 8/19/20-11/30/20 Grant Amount: $920,041
   Grant Purpose: Food vouchers
   Grant Activity Status: ☐ Underway ☒ Completed ☐ Canceled
   Administrating Division: Hawaii Community Foundation

10. Grant Activity Name & Contract #: Emergency Solutions Grant CV CT-DCS-2100125
    Grant Period: 7/17/21-4/30/22 Grant Amount: $285,728
    Grant Purpose: Homeless Prevention-CARES ESG
    Grant Activity Status: ☐ Underway ☒ Completed ☐ Canceled
    Administrating Division: DCS

F. Age Friendly Honolulu
Consideration is to be given to applicants that incorporate the vision and goals of the Age-Friendly Honolulu Program (as codified in ROH Chapter 2, Article 22), including but not limited to (1) enabling residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active; and (2) removing barriers to inclusion for and providing support services to vulnerable residents and/or have physical limitations.

To be eligible for the bonus points as an Age-Friendly Honolulu Project an organization must demonstrate the proposal aligns with Age-Friendly Honolulu's priorities by completing the following TWO steps:

1) Go the following website https://www.hiphi.org/age-friendly-honolulu/ to access an Age-Friendly Honolulu training video. The video should be watched by at least one (1) person from the non-profit organization in a leadership position (Executive Director, Administrator, or equivalent). This video will define an "age-friendly city" and explain what types of projects align with the Age-Friendly Honolulu Vision.

2) Complete the section below by selecting which Age-Friendly Honolulu category best fits the activities of your organization and providing a brief description of how your proposal is an Age-Friendly Honolulu project.

☒ Enabling Residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active, particularly at the oldest ages

☐ Providing Kupuna with meaningful roles in the community, including mentors, volunteers, or through intergenerational programming

☐ Removing barriers to support community inclusion and accessibility for persons of all abilities.

3) How is your proposal an Age-Friendly Honolulu Project and explain how your organization can meet the additional reporting requirements if awarded? *(2,000 character count limit)*

CAC Pathway of Hope proposes to serve four families with kupuna ages 65+ who are living in poverty. POH families caring for kupuna have additional costs and responsibilities they are unable to address because they are simply struggling to meet their basic needs. Indeed, most of the POH families caring for kupuna that approach CAC need emergency assistance with rent/utilities, medical expenses, food, and clothing. This does not consider the additional needs of kupuna such as social engagement and participation in activities that promote healthy and active lifestyles.

CAC POH will address these challenges for POH families caring for kupuna by providing up to $1,000 of direct financial assistance. Assistance will include support for kupuna to actively participate in classes and offerings at The Salvation Army's Kroc Center. Kroc Center kupuna programs keep seniors socially engaged, healthy, and active. Programs include: personal training exercise classes, kupuna dance classes, Senior Mixed Plate, life enrichment classes, private swim lessons, health and wellness workshops, peer groups, and more. POH Case Managers will work with families to coordinate participation in senior programs at Kroc Center, which are offered regularly throughout the week.

POH CAC already tracks the required, additional reporting information for all of its POH clients and will continue to do so for kupuna served throughout the project period. This includes the number of kupuna served and their residential zip codes. CAC will work with its

colleagues at Kroc Center to obtain photos and case studies/testimonials from the kupuna and families who benefit from Kroc Center programs throughout the project period.

Divisional Pathway of Hope Case Manager Abraleen Burke is already a member of the Kupuna Collective and will continue to attend monthly Kupuna Collective meetings via Zoom.

APPENDIX A: TIER II GRANT PROPOSAL (Grants $25,000 to $200,000)
SOLICITATION NO. RGP-DCS-GIA2024

Instructions: The proposal below must be completed in full. Responses must be provided in the fillable boxes provided. Where annotated, the fillable boxes have predetermined maximum limits on character counts. Letters, numbers, punctuation marks, and spaces are included in the character count limits.

SECTION I
SUMMARY

A. Grantee Legal Name:	The Wahiawā Center for Community Health (dba. "Wahiawā Health")
B. Is Grantee a Fiscal Sponsor?	☐ Yes ☒ No
C. Grant Activity Name:	Mālama Kūpuna - A New Gathering Space and Expansion of Services

D. Briefly describe the Grantee's background, history (including year established), and mission. *(400 character count limit)*

2011: Sen. Inouye advocated for access to healthcare in Central Oahu - designated as rural and medically underserved.
2018: Wahiawā Health designated as Federally Qualified Health Center providing primary care, mental health, and allied services.
In the spirit of Aloha and compassion, WH provides access to affordable, quality health care and wellness services to promote a healthy community

E. Briefly describe the Grant Activity and public need being filled. *(400 character count limit)*

Historically, our Kūpuna in Central O`ahu and North Shore were not intentionally sought to receive medical and support services. Our focus groups have shared the need for a Kūpuna gathering space. This grant proposal will allow WH to grow it's NEW Mālama Kūpuna program by supporting the Geriatrician and Care Coordinator positions and fund a renovation of our courtyard space for Kūpuna activities.

F. Briefly summarize Grant Activity outcomes and measures of success, including number and description of those served. *(400 character count limit)*

Our Mālama Kūpuna program began Oct 2022. Our goal is to have 300 patients enrolled in the program by Sept 2023. If awarded, we plan to renovate our courtyard to create a safe gathering space for our Kupuna to enjoy activities and health education. We will use the Age-Friendly IHI 4Ms model and screen 300 patients for mobility/medication issues, depression/dementia risk and provide services.

G. Council District
Check all districts that will benefit from the Grant Activity. Provide the amount requested per district. Amounts must be in whole numbers only.

☐ District 1 $	☒ District 2 $200,000	☐ District 3 $
☐ District 4 $	☐ District 5 $	☐ District 6 $
☐ District 7 $	☐ District 8 $	☐ District 9 $

Total Amount Requested (must be $25,000 to $200,000)	$200,000

H. Type of Grant Activity (pick ONE category that best reflects the Grant Activity):		
1. Public Services: Projects in this category will support qualified public services and programs for the target populations deemed by the CITY to be most vulnerable.		
☒ A. Public Service – Seniors	☐ B. Public Service - Children	☐ C. Public Service - Disabilities
☐ D. Public Service – Homeless	☐ E. Public Service – Domestic Violence	☐ F. Public Service – Substance Abuse
☐ G. Public Service – Mental Health	☐ H. Public Service – Other (describe):	
2. Arts, Culture, Community/Economic Development, and the Environment: Projects in this category will support the sustainable improvement in the well-being and quality of life of local communities, especially low- to moderate income areas.		
☐ A. Arts	☐ B. Culture	☐ C. Community Development
☐ D. Economic Development	☐ E. Environment	

GRANTEE'S CERTIFICATION AND SIGNATURE

The undersigned, subject to personal liability and penalty under applicable law, certifies that he or she: (i) is authorized to sign this Grant Proposal; (ii) personally prepared or reviewed the matters found in this Grant Proposal (including any related documents/attachments); (iii) asserts all statements made in this Grant Proposal (including all attachments) are true, accurate and complete; (iv) has the requisite skills and knowledge to assert the foregoing certification; and (v) has complied and shall continue to comply with all applicable requirements of Chapter 6, Article 29 of the Revised Ordinances of Honolulu 1990, as amended (Link), regarding private organizations receiving grants of public funds from the City and County of Honolulu.

Signature of Grantee (Fiscal Sponsor) Officer
Printed Name and Title: Bev Harbin, CEO

Date

CERTIFICATE OF THE BOARD OF DIRECTORS NO OBLIGATIONS IN ARREARS

The undersigned of the Board ("Grantee") hereby certifies that the Grantee or any principal of the Grantee or sponsored organization (where the Grantee is a Fiscal Sponsor) is not in arrears on any financial or other obligation owed to the City & County of Honolulu, a municipal corporation of the State of Hawaii.

_____
(Signature)

Jay Raymundo, Board President
(Print name)

CERTIFICATE OF THE BOARD OF DIRECTORS AUTHORIZATION TO ASSIGN AUTHORITY

The undersigned of the Board ("Grantee") hereby certifies that Beverly Harbin (name), Chief Executive Officer (title), has been authorized by the Board of Directors to sign proposals, contracts, and related documents on behalf of the Grantee. Accordingly, I hereby assign the authority by the Board to execute proposals, contracts, and contract amendments on behalf of the Grantee, and further certify that the assigned is given the power and authority to do all things necessary to implement, maintain, amend, or renew such contracts, including but not limited to the delegation of signing authority to another employee of the Grantee.

_____
(Signature)

Jay Raymundo, Board President
(Print name)

STATE OF HAWAII)
CITY AND COUNTY OF HONOLULU)

On this 15th day of November, 2022, before me appeared Jay Raymundo, personally known to me, who, being by me duly sworn, did say that he/she is the President of The Wahiawa Center for Community Health and that the corporation has no corporate seal, and that said instrument was signed in behalf of said corporation by authority of its Board of Directors, and said President acknowledged said instrument to be the free act and deed of said corporation.

SUNNY J. RAGUIRAG NOTARY PUBLIC No. 10-241 STATE OF HAWAII

_____
Notary Public, State of Hawaii

My Commission expires: August 01, 2026

SUNNY J. RAGUIRAG NOTARY PUBLIC No. 10-241 STATE OF HAWAII

Doc. Date: 11/15/2022 # Pages 15
Name: Sunny J. Raguirag 1st Circuit
Doc. Description: Certificate of the Board of Directors No Obligations in Arrears - FY24 Grants in Aid

_____ 11/15/2022
Signature Date
NOTARY CERTIFICATION

FISCAL SPONSOR

The Fiscal Sponsor is a nonprofit organization that assumes legal, financial and programmatic responsibility for the activities of groups or individuals engaged in work that furthers the fiscal sponsor's mission and their own respective purposes. The Fiscal Sponsor is called the Grantee in this Grant Proposal. The CITY's legal relationship is with the Grantee, and the CITY will disburse Grant funds to the Grantee. The Sponsored Organization is the organization under this Grant Proposal that the Grantee (Fiscal Sponsor) chooses to support to implement the Grant Activity.

Accordingly, if the Grantee is a Fiscal Sponsor, the following should be completed by both the Grantee (Fiscal Sponsor) and the Sponsored Organization. By initialing and signing below, the Grantee (Fiscal Sponsor) and the Sponsored Organization indicate they have reviewed and come to an agreement regarding each of the following items:

Grantee/Fiscal Sponsor Initials	Sponsored Organization Initials	Agreed upon items
		Response herein to Section III Question 1
		Response herein to Section III Question 2
		Response herein to Section III Question 3
		Response herein to Section III Question 4
		Response herein to Section III Question 5
		Response herein to Section III Question 6
		Grant Activity: Budget/Funding (Section III)
		Grant Activity Preliminary Schedule of Activities (Section IV)

In addition to the foregoing, the Fiscal Sponsor and the Sponsored Organization each hold the CITY harmless and will defend and indemnify the CITY and its officers, employees, and agents, individually and in their official capacities, from all claims of liability for damages arising directly or indirectly from each entering into a Fiscal Sponsorship Agreement with the other.

The undersigned also attach hereto required documents regarding Fiscal Sponsorship, as detailed in Section VI.

Signature of Grantee (Fiscal Sponsor) Officer — Date
Printed Name and Title: N/A

Signature of Sponsored Organization Officer — Date
Printed Name and Title: N/A

SECTION II
GRANT ACTIVITY INFORMATION

A. Describe how the community need, stated problem / issue, and target population are effectively validated. The description must include how the public services target population is vulnerable or how the arts, culture, community/economic development, or environmental activities will especially support low- to moderate income areas.

1. Provide substantive data and other quality information to show the issue is a priority need of the community. *(3,000 character count limit)*

The issue in Central O`ahu and North Shore is our Kūpuna have been forgotten – prior to and especially through the COVID-19 pandemic.

Wahiawā Health (WH) is a Federally Qualified Health Center (FQHC) Look-Alike designated by the Health Resources and Services Administration (HRSA) to provide health care for all residents in District 2 from Mililani, Wahiawā, Whitmore Village, Upper Kunia, and North Shore, regardless of ability to pay. Unfortunately, as the only Look-Alike in Hawaii, WH is not afforded the same financial support and malpractice discounts that all other 14 FQHCs receive in the state. Since we are not funded by HRSA, we rely on grants for non-billable services and programs.

It is our mission to identify and remove barriers to care so that all patients can receive the best care and live healthy lives. Our Kūpuna are particularly vulnerable. A barrier to care for elderly can be social isolation. This often leads to depression and higher rates of chronic disease such as diabetes, hypertention, cancer and stroke. Our Kūpuna need to be screened for depression, mobility, mentation and/or medication issues and they need socializing activities to empower them to grow old, gracefully, with dignity.

Between Nov 2021 - Oct 2022, WH saw 487 elderly (>64 y/o) patients. Of these 487 patients, 387 were screened for Social Determinants of Health (SDOH). HRSA mandates that we ask and report on the "core" SDOH factors which are Housing, Food, Transportation, Utilities and Social Integration. Of the 387 elderly screened, 254 (66%) had at least one core SDOH issue. 119 (31%) elderly patents reported varying degrees of social isolation. 25 patients reported seeing or talking to other people (socializing) less than once/week; 41 patients reported socializing once or twice a week; 44 patients reported socializing 3-5 times/week.

WH conducts a Community Health Needs Assessment (CHNA) every 3 years. The CHNA is very comprehensive to include (1) quantitative data (patient and community surveys) and (2) qualitative data (focus group discussions). Our CHNA 2018 and 2021 quantitative and qualitative data yielded "top 5 concerns". For elderly, needing a safe space to congregate scored very high. Our Kūpuna also expressed wanting health information on topics such as brain health, fall prevention, care-giving tips, and nutrition classes. WH needs physical space for our Kūpuna to congregate to enjoy such activities.

WH operates out of the old "Medical Arts" building on California Ave with a bustop in front. The building is shaped like a rectangle with an open courtyard in the middle. Before WH opened, the courtyard was used by people experiencing homelessness. The courtyard often smells of old urine and used needles have been found in the rocks. If WH can renovate and secure this space, it could be used as a place for our Kūpuna to congregate and do activities while receiving the necessary health screenings by our Geriatric Health Care Team.

2. Provide a thorough analysis of the community's priority need / problem and its impact on the community. *(3,000 character count limit)*

The Community Health Needs Assessments in Dec 2018 and Dec 2021 yielded good discussions with such groups as "The Rainbow Club" (a group of elderly women in the Wahiawā area). Elderly concerns were around the issue of safety. Apparently, some of our Kūpuna have tried to gather at the local McDonald's on Kamehameha Highway in downtown Wahiawā but felt it to be unsafe. This area tends to attract some folks that are experiencing homelessness and/or challenges with food insecurity - asking restaurant patrons for money or food. The Rainbow Club meets at one member's home. The bus stop is not close and so one member who still drives offers rides for the participants. Our Kūpuna seem to make do with what resources are available to them. And, obviously, this leaves many out who are less fortunate. As their community health center, WH plans to engage with such groups and our 487 elderly patients to maximize their potential to utilize services for support, health care services and social interaction.

The only other known program for Kūpuna to gather and do activities is at the Mililani YMCA. This program is funded by a grant and has maxed out their capacity to take on more participants. The Mililani YMCA currently has 80 elderly people in their program. They feed 80 meals/week and have activities such as gardening, bingo, guest speakers, movie night, etc. We feel the Mālama Kūpuna - A New Gathering Space and Expansion of Services would complement the Mililani YMCA program as our focus would be on health services, screenings and education. We would be able to accommodate the waitlisted folks from the Mililani YMCA program in addition to inviting our current patients (487 over the past year) to participate.

The number of residents who are Kūpuna (65+ years old) by census tracts are as follows: Census tracts 91 (Whitmore Village) = 519 Kūpuna; Census tract 92 (upper Wahiawā) = 1123 Kūpuna, Census tract 94 (lower Wahiawā) = 635 Kūpuna, Census tracts 99.02 and 99.04 (Haleiwa and Waialua) = 1066 Kūpuna. These regions total 3343 elderly residents.
Over the past 12 months (Oct 2022 TY) WH has seen 487 unduplicated patients 65+ years old. This means we are currently seeing less than half (46%) of the Kūpuna in our service area of District 2. Other characteristics of these Kūpuna are as follows: 60% male/40% female; 85% report ethnicity "other than White"; 398 Medicare recipients; 66 private insurance recipients and 23 Medicaid recipients.

Since its inception in September 2022, there is an opportunity to grow our Geriatrics Department and see more patients. Our Geriatrician was hired in September 2022. She has a Medical Care Coordinator designated for her patient panel. The MCC works to address all SDOH issues for patients. Through the pandemic, patients tended to stay home and forego preventive health and the necessary screenings relevant to their age and medical conditions. Currently, our call center is actively calling all patients overdue for services.

3. Provide a description of the Grant Activity. This description will be used as the scope of services in the contract. *(1,000 character count limit)*

This grant seeks to support our Geriatric Health Care Team (Geriatrician and Medical Care Coordinator) as they work to grow their panel of patients. This team focuses on Medicare Annual Wellness Visits, Chronic Care Management and Health Screenings relevant to elderly patients. WH as begun following the Age-Friendly care model from Institute for Healthcare Improvement (IHI) - the 4Ms model of care. The 4Ms stand for: (1) asking patients "What MATTERS to you?"; (2) screening for changes in MENTATION and depression; (3) screening

for MOBILITY issues; and (4) screening for MEDICATION issues to include potential for polypharmacy and drug-drug/drug-nutrient interactions.
Our new Mālama Kūpuna program is scheduled to enroll at least 300 patients 65 years old and older into the program by Sept 2023. The Mālama Kūpuna - A New Gathering Space and Expansion of Services has 2 main goals: (1) Within the grant period: Oct 2023 - Sept 2024: screen all 300 patients using the IHI 4Ms model; and (2) renovate the WH courtyard to provide a safe gathering space for group activities and socializing for our Kūpuna. Per our Kūpuna requests, the group activities would include special workshops on such topics as brain health, falls prevention, nutrition and aging, and aging in place tips and support.
WH is seeking IHI designation for Tier 1 of the IHI 4Ms model of care with technical assistance provided by University of Hawaii, John A Burns School of Medicine (UH, JABSOM) faculty. We plan to seek Tier 2 in the year 2023.

B. Describe the proposed plan

1. Describe why you chose this Grant Activity and how it will effectively address the community's problem / need. *(2,000 character count limit)*

Elderly patient (65+ y/o) interactions at WH include: Patient portal access; Telehealth; Telephone calls; Home visits; Health education; Counseling, One-on-One or in a Group setting at the center; Warm hand-offs; Care coordination; Outreach calls; Case management; Community resource assessments; Records management (scanning, release, etc.); Intakes (with or without medical services); Consultation; and Medication management. As of 11/16/2022 for the past 12 mos, WH had a total of 27,338 interactions with patients. 2982 were patients 65+ y/o; 6689 were unduplicated patients; and 759 were unduplicated 65+ years old. Average number of interactions for all patients (including the elderly subset) is 4 interactions/year.
Every interaction is an opportunity for engagement. WH is the best choice to engage our Kūpuna.
Engaging our Kūpuna means to purposefully align the conversation and goals with what matters to the patient."What matters to you today?" is the Institute for Healthcare Improvement model for patient-centered care - which is critical for our elderly patients. They have so much going on and culturally tend to be on the quiet, "don't want to bother anyone" side of the conversation. They have needs and we have the means to address all of their needs. Getting engaged with our Kūpuna, scheduling them for a wellness visit, or just a visit to address a specific medical need or question, signing them up for Mālama Kūpuna gatherings in our new courtyard for lifelong learning and support - are all ways we can decrease barriers for inclusion and enpower our Kūpuna to be as healthy as they can be.
WH is currently working with UH, JABSOM and IHI to gain Tier 1 certification in the IHI 4Ms model of care as an Age-Friendly Health System. By next Spring, we plan to go for Tier 2 certification. The measurable outcomes come from the IHI 4Ms model. We have started to build this model within our electronic health record. We will be ready to implement by next year.

2. Provide measurable outcomes, describe how outcomes are aligned with the purposes and priorities of the Grants in Aid Fund, and describe how outcomes directly benefit the target population. *(3,000 character count limit)*

Public Services should begin with a statement of the number of individuals that the Grant Activity will directly benefit during the Grant Term.

Arts, Culture, Community/Economic Development or Environment should begin with a statement as to how the Grant Activity supports the sustainable improvement in the well-being and quality of life of local communities, especially low to moderate income areas.

Becoming an Age-Friendly Health System entails reliably providing a set of four evidence-based elements of high-quality care, known as the “4Ms,” to all older adults in our health care system. When implemented together, the 4Ms represent a broad shift by health systems to focus on the needs of older adults.
The 4Ms — What Matters, Medication, Mentation, and Mobility — make care of older adults, which can be complex, more manageable. The 4Ms identify the core issues that should drive all decision making in the care of older adults. They organize care and focus on the older adult’s wellness and strengths rather than solely on disease. The 4Ms are relevant regardless of an older adult’s individual disease(s). They apply regardless of the number of functional problems an older adult may have, or that person’s cultural, racial, ethnic, or religious background. The 4Ms are a framework, not a program, to guide all care of older adults wherever and whenever they come into contact with our health system’s care and services. The intention is to incorporate the 4Ms into existing care, rather than layering them on top, in order to organize the efficient delivery of effective care. This integration is achieved primarily through redeploying existing health system resources.

By Sept 2023, WH will have enrolled at least 300 Kūpuna into their Mālama Kūpuna program. This grant seeks to screen all 300 (and potentially more) Kūpuna for what matters to them (including end of life and living will discussions); and any potential issues related to medication, mentation and mobility.
Currently, in the State of Hawaii, only 2 health care systems have embraced and achieved the IHI 4Ms model of care designation - Queen's Healthcare System and Kokua Kalihi Valley Health Center. We plan to bring this model of care to Central Oahu and North Shore.

The renovation of the courtyard is expected to be completed by May of 2024. Construction requests for bids have already been solicited. Upon completion of the renovated courtyard, we plan to ask the Hawaiian Civic Club to help us honor the space by designing a memorial for our Late Senator Dan Inouye - Wahiawā Health's founding advocate. We also plan to have Native Plants and hopefully, a gardening space.

By the end of this grant period, we plan to have at least one gathering event and become designated by IHI as a Tier 2 IHI 4Ms model of care provider.

3. Provide an action plan to achieve the stated measureable outcomes. If the Grant Activity involves a partnership, provide a description of each partner’s role. Must include measurable milestones, specific events, or other performance measures appropriate to achieving the outcomes. *(3,000 character count limit)*

1. 300 unduplicated patients age 65+ years old or older will be seen for at least one medical visit per year. We are already working on this with our initial grant currently through September 2023. By then, all Kūpuna will be due for their next annual wellness visit within the grant period Oct 2023 - Sept 2024. We work closely with all managed care organizations (HMSA, AlohaCare, UHA, etc) to ensure adequate medical coverage and support for our patients.
The following measurable outcomes (#2-5) are assessments and screenings that will also be completed within the annual wellness visits.
2. Engage/Screen/Assess all 300 patients for high-risk medications at least once
3. Engage/Screen/Assess all 300 patients for dementia at least once
4. Engage/Screen /Assess all 300 patients for depression at least once
5. Engage/Screen/Assess all 300 patients for mobility limitations

6. Renovate courtyard of 302 California Ave, Wahiawā to create gathering space for Kūpuna and ability to provide group programs and education. Construction proposals will be reviewed under WH's strict procurement policies and procedures. Due to the current condition of the courtyard, the subgrade work will include the digging up and hauling of biowaste materials and caution to properly dispose of any used needles. Drywells and proper drainage will be installed. Aqua pavers have been suggested as the proper courtyard material for ease of walking and use of walkers and wheelchairs. We plan to partner with the Hawaiian Civic Club and local gardeners to help us with the final improvements that will be aesthetically pleasing and culturally relevant for our patients.

7. Plan and deliver one gathering event for our Kūpuna in the completed courtyard space. We will reach out to the Mililani YMCA to meet with their Kūpuna and share about our new program. We will make sure not to compete on same days - rather complement each other on scheduling of special events and gathering days and times. For our folks further out into Waialua and North Shore, we will meet with our partners: Waialua Community Center to assess any transportation issues and other barriers that may prevent this group of Kūpuna from participating in our activities. We work with our managed organizations to assist with any transportation needs for gathering and events.

8. Wahiawā Health will achieve Tier 2 IHI 4Ms model of care designation. We will be submitting for Tier 1 by Spring 2023. The Tier 2 designation represents an advancement in the care model to include data collection of each measurable outcome (see #1-5 of this grant deliverables schedule) to indicate compliance with each age-friendly IHI requirement.

4. Provide a budget narrative that explains how the budget in Section III will achieve the desired outcomes. (*3,000 character count limit)*

Our budget is simple. We are asking for salary support for our Geriatrician (0.25 FTE) and the Geriatric Medical Care Coordinator (0.50 FTE) to give them time to recruit more patients and develop this program. Development of the program includes preparing workshops on relevant health topics, scheduling guest speakers, screening for all social determinants of health and make referrals for necessary services, attending community events and workshops to share about our new Geriatric Program, and achieve the Age-friendly IHI 4Ms model of care designation (Tier 2 involves data collection to show results).
The outcomes (#1-5) are embedded into the Adult Annual Wellness Visits.

If awarded, the first order of business will be to fully solicit construction bids with the specific needs requested (biowaste and needles removal), use of aqua pavers, etc. After the selection of the contractor, expediting the permitting process will be critical to our timeline. We plan to have this renovation project completed by May 2024.

Ultimately, the best measure of success will be the first gathering event for our Kūpuna - in our newly renovated gathering space. Those Kūpuna that have not been seen for their annual wellness visit will be scheduled for a visit and/or screened for mobility/mentation/medication issues. We will start the initial discussion about "What matters to you?" and begin the relationship building journey with our Kūpuna.

5. Provide a timeline that is complete, realistic and appropriate to achieve the desired outcomes. This timeline should also be reflected in Section IV. *(3,000 character count limit)*

By September 2023, at the end of our current GIA grant period, Wahiawā Health will have enrolled at least 300 patients 65 years old and older into our Mālama Kūpuna Geriatrics Program. This will be the cohort for the expansion of services to include:
By Sept 2024, all 300+ patients will be seen for their second annual wellness visit

By Sept 2024, all 300+ patients will be screened using the IHI 4Ms model of care

If awarded, the first priority will be to start the construction process with procurement of a contractor with the RFP process. Permitting will need to be expedited. While construction is underway, the grant period will be primarily used to schedule patients for visits, health screenings and referrals, and program planning for our gathering activities - which will start upon completion of the courtyard renovation.

C. Provide evidence of the agency's ability to perform the proposed grant activity through past performance, current capacity and/or plan to acquire the capacity to perform.

1. Provide data that demonstrates proven success in offering the same, similar, or related activities to achieve the proposed outcomes. *(3,000 character count limit)*

Our first City and County GIA grant awarded in 2017 was for outreach. We purchased a van, decorated it with very inviting language (the word "Welcome" is displayed in 7 different languages). An outreach team was assembled and they hit the road. "Ola", as we have affectionately named our van, and the outreach team immersed themselves into the community – at food distribution days and church events, health fairs, The Veteran's Day Parade, The Christmas Parade. We quickly became partners with ALEA Bridge, Surfing the Nations, The Rainbow Club, and others. We pretty much inserted ourselves in whatever was happening in our community. We offered food and health promotion "talk stories". We even scheduled appointments remotely. The response was overwelming. We were so successful, we wrote another GIA grant to continue with these efforts. Then, the pandemic hit. We had to scale back our face-to-face interactions.
Here are our deliverable results from our first GIA grant (2017 - 2018):

- Unduplicated health screenings: Goal: 540; Actual: 1258 individuals
- Unduplicated, new WH appointments: Goal: 60; Actual: 2000 appointments scheduled
- Participants in a health promotion activity: Goal: 1020; Actual: 3216
- Unduplicated home-bound patients seen for primary care: Goal: 12; Actual: 12
- Purchase one outreach van with wrapping and awning.

We learned early on (~Year 2017) that creating wonderful programs, services, pretty waiting rooms, fancy lab coats, etc…even offering free incentives - doesn't mean you REACH the patients and residents you are intending to reach. There is a long history in Wahiawā, for generations, of healthcare being sparse, inconsistent (old docs retiring) and even "humbug". Many of the providers have been very selective in which patients they accept, which insurances they are willing to work with, and expectations of making patients pay large co-payments up-front, before the appointment even begins. There was a time that the only way to get healthcare was to work for one of the big plantation companies. Now that they have all dissolved, the plantation families that have lived here for generations, have been left without healthcare. Many people in Central Oahu do not have cars and rely on the public transit system to get to town for medical appointments. This 2-hour bus ride, one-way, is not practical for our Kūpuna.
Our outreach program has been successful because we learned from our mistakes early on. We learned that we need to go out into the community, immerse ourselves, get involved, gain trust, develop relationships – then, one by one, hold hands and guide the people who need healthcare, and other services for a visit with us.

The IHI 4Ms model of care and the elderly socialization concept have both been proven successful to enable our Kūpuna to age in place with the necessary resources, while aging

gracefully, with dignity. We don't plan to recreate the wheel - rather use proven concepts to maximize our efforts and success.

2. Describe the applicant's capacity to successfully achieve the proposed outcomes.
OR
Provide a plan to acquire the capacity to successfully achieve the proposed outcomes (including how the applicant has acquired similar capacity in the past).

Responses should include organizational knowledge, staffing, fiscal resources, facilities and other resources, stakeholders and relationships, and other relevant resources. *(3,000 character count limit)*

Wahiawā Health has been a well-established Federally Qualified Health Center (FQHC) Look-Alike since 2016. We are committed to maintaining our FQHC designation with HRSA. The HRSA requirements for FQHCs are rigorous. For example, we are tasked with regular Quality and Financial reports to our Board of Directors to ensure transparency and accountability within the health center. These reports include updates on all grant activities, deliverables, and successes. In May 2022, WH had their most recent strategic planning weekend. The Board of Directors and leadership staff all agreed, it was the most engaging and productive 3 days since WH's inception. It was that weekend that we began discussions on the concept of having a gathering space for our Kūpuna and Native Hawaiian communities.
Today, we have a fully staffed health center owning most units at 302 California Avenue, Wahiawa. The services we currently offer include Primary Care/Family Medicine; Behavioral/Mental Health; Women's Health; Pediatrics; Podiatry; Diabetes Specialty Clinic, Pharmacy and Wellness Services. Our Pharmacy opened to the public earlier this year, offering 340B benefits which translates to discounted medications, FREE delivery to patients' homes, and a medication packeting system which creates individual daily packets of medications that the patient needs to take day-to-day, morning, noon, and night. By dispensing medications in daily doses, the medication compliance and ease of use is substantially greater.
Our organizational chart is made up of the Board of Directors, followed by the leadership team: Chief Executive Officer, Chief Operations Officer, Chief Medical Officer, Chief Financial Officer, Chief Compliance Officer, and Research and Development Officer.
We have a finance team, IT, support and training team, and our frontline staff: greeters/COVID-19 screeners; Patient Services Representatives; Medical Assistants; Referral Clerks; Providers; Eligibility Workers; Community Health Workers and other support staff.
We have strong relationships with all our Managed Care Organizations (namely HMSA, AlohaCare, UHA, etc.). And our community partnerships are always nourished with regular meetings and focus group discussions as we work together for a better community.
If awarded, this grant will partially fund two very important positions: the Geriatrician and Medical Care Coordinator. These two positions are the foundation of our new service line within the health center structure – Geriatric Care: Mālama Kūpuna. The Geriatric care team reports directly to the Chief Medical Officer. The Chief Operations Officer will work with the Finance team and staff to manage the grant deliverables and reports to City and County.

D. Describe the applicant's sustainability and/or additional long-term benefit to the community

1. Provide a plan for sustaining and / or expanding activities beyond the applicable grant period. *(2,000 character count limit)*

The deliverables proposed in this grant will be THE model of care for our elderly patients moving forward. Once a person becomes a Wahiawā Health patient, they are in our system.

They will be followed routinely with annual wellness visits and other types of preventative health appointments in addition to treating any active conditions. Kūpuna will be referred to our gathering activities to socialize and enjoy lifelong learning on topics of their choice. Other important topics will be included such as disaster preparedness and falls prevention.

With our outreach van, we have the capacity to do home visits – bringing the geriatics healthcare team to the patient. We find this type of service necessary for homebound, elderly patients. Our telehealth service model is a little different than most. We connect the patient in their homes to the providers back at the health center. Our outreach team consists of Community Health Workers and Medical Assistants. This team can go to a patient's home, check them in, do vitals, screenings for depression and social determinants of health and document remotely since our electronic medical record is in the cloud. Then, once the provider is ready, the Medical Assistant (MA) can help the patient connect to see the provider on the screen. We have iPads with waterproof cases that we use. The technology behind a telehealth appointment can be challenging – especially for our Kūpuna. Having someone at their side, like an MA, to help them every step of the way can make the difference between a patient having a medical appointment or not.

Group activities can be expanded to other days of the week. Once our courtyard is cleaned up and renovated, the possibilities are endless. Exercise classes designed for the Kūpuna can be provided - Tai Chi and Hula.

We will continue to work with our community partners: Mililani YMCA, The Rainbow Club, The Rotary Club, The Hawaiian Civic Club and local gardeners to expand activities for our Kūpuna.

2. Describe the applicant's capacity and resources to carry out the above plan (staffing, funding, etc.) beyond the grant period. *(2,000 character count limit)*

The Geriatrician is fulltime at WH, expanding her patient panel, creating more and more billable hours and sustainability for her position. Eventually, the position will pay for itself. On average, this takes about a year or two to develop - hence our ask for the second year for 0.25 FTE support. Given the needs expressed in this grant application, we expect the Geriatrician to continue to build her patient panel quite quickly.

The Medical Care Coordinator is integrated with the referral clerks, eligibility workers, outreach workers, Pharmacy staff (medication review/management/delivery) and other service lines. Eventually, we will need to hire more Care Coordinators for all service lines. We felt the Mālama Kūpuna program had the highest needs for care coordination and patient advocacy, so we decided to start with this service line. There are several ways to sustain and justify the salaries of Care Coordinators. One way to sustain the Medical Care Coordinator beyond this grant period would be to create a system of billing under "Chronic Care Management". This is commonly done in all health centers. We would use the Medical Care Coordinators as the Chronic Care Managers, billing once/month for each patient they spend at least 20 minutes with in-person, or over the phone.

Overall, Wahiawā Health seeks to gain full recognition with HRSA as a FUNDED (330B grantee) FQHC. Currently, our FQHC Look-alike status does not afford us the luxury of receiving federal funding as the other FQHCs in the state receive every year. Our last HRSA site visit went extremely well. We are confident this will happen. In the meantime, we continue to write grants to fund and support positions that are sorely needed in the health center to create comprehensive, multi-disciplinary healthcare visits for our patients.

E. No CITY funds or assistance. The highest consideration will be given to applicants that do not receive other funding or any form of assistance from the CITY. While applicants that receive other funding or assistance from the CITY may apply for Grants in Aid funding, the extent of funding or assistance already received in relation to services provided must be considered prior to awarding Grants in Aid funds. A percentage of the sub-total criteria points will be awarded to Grantees based on the criteria below and the information about past funding / assistance from the CITY that follows.	
The applicant has received no award from the CITY within the last 3 years.	**10%**
The applicant has received 1-2 awards from the CITY within the last 3 years.	**7%**
The applicant has received 3-5 awards from the CITY within the last 3 years.	**5%**
The applicant has received between 6-9 awards from the CITY within the last 3 years.	**3%**
The applicant has received 10 or more awards from the CITY within the last 3 years.	**0%**

GRANTEE RECEIPT OF CITY GRANTS

Identify all CITY grants received by Grantee (or Fiscal Sponsor) in the last three (3) years. Information will be verified by the CITY.

1. Grant Activity Name & Contract #: Expansion of Ola: Wahiawa Health's Outreach Program; Contract #: CTS-DCS-2100084
   Grant Period: 2020-2021 Grant Amount: $114,137.46
   Grant Purpose: Expansion of Wahiawa Health's Outreach Program to reach the community and provide services for Chronic Disease Management during the COVID-19 pandemic
   Grant Activity Status: ☐ Underway ☒ Completed ☐ Canceled
   Administrating Division: City and County of Honolulu, Department of Community Services

2. Grant Activity Name & Contract #: Malama Kupuna; Contract #: CTS-DCS-2300061
   Grant Period: 2022-2023 Grant Amount: 199,984.00
   Grant Purpose: Historically, and more recently through the pandemic, our Kūpuna in Central O`ahu and North Shore were not intentionally sought to receive medical and support services. This program will create a new Kūpuna program to include a Geriatrician, Medical Care Coordinator, and the operational foundation to give care, intentionally and specifically, to meet medical and social needs of our Kūpuna.
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: City and County of Honolulu, Department of Community Services

3. Grant Activity Name & Contract #: _____

F. Age Friendly Honolulu
Consideration is to be given to applicants that incorporate the vision and goals of the Age-Friendly Honolulu Program (as codified in ROH Chapter 2, Article 22), including but not limited to (1) enabling residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active; and (2) removing barriers to inclusion for and providing support services to vulnerable residents and/or have physical limitations.

To be eligible for the bonus points as an Age-Friendly Honolulu Project an organization must demonstrate the proposal aligns with Age-Friendly Honolulu's priorities by completing the following TWO steps:

1) Go the following website https://www.hiphi.org/age-friendly-honolulu/ to access an Age-Friendly Honolulu training video. The video should be watched by at least one (1) person from the non-profit organization in a leadership position (Executive Director, Administrator, or equivalent). This video will define an "age-friendly city" and explain what types of projects align with the Age-Friendly Honolulu Vision.

2) Complete the section below by selecting which Age-Friendly Honolulu category best fits the activities of your organization and providing a brief description of how your proposal is an Age-Friendly Honolulu project.

☒ Enabling Residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active, particularly at the oldest ages

☐ Providing Kupuna with meaningful roles in the community, including mentors, volunteers, or through intergenerational programming

☒ Removing barriers to support community inclusion and accessibility for persons of all abilities.

3) How is your proposal an Age-Friendly Honolulu Project and explain how your organization can meet the additional reporting requirements if awarded? *(2,000 character count limit)*

The three main goals of Age-Friendly Honolulu are to: Enable people of all ages to be healthy, active, and socially engaged.

We believe the proposed Mālama Kūpuna - A New Gathering Space and Expansion of Services program is in line with the Age-Friendly Honolulu and Ibasho principles in two ways: (1) By "enabling residents" through medical care and social services. Once our Kūpuna receive the services that they need, they become healthier and stronger, enabling them to participate in such activities to keep them socially active and engaged; (2) "Removing barriers" is part of our Mālama Kūpuna model. By removing barriers to health and social services, we give way for our Kūpuna to have and maintain independence. This is particularly important for our Kūpuna. Aging is a process that can create shame, embarrassment and frustration. Our Geriatrician and Medical Care Coordinator will work with each patient to break

the barriers, allowing our patients to age with pride and resilience while embracing the imperfections.

As requested, we plan to meet all the additional reporting requirements for the Age-Friendly Honolulu Project. This grant writer and leadership team have already RSVP'd to the first Kūpuna Collective meeting scheduled to commence on November 30th, 2022. We look forward to these healthy discussions and sharing of ideas and programs.

APPENDIX A: TIER II GRANT PROPOSAL (Grants $25,000 to $200,000)
SOLICITATION NO. RGP-DCS-GIA2024

Instructions: The proposal below must be completed in full. Responses must be provided in the fillable boxes provided. Where annotated, the fillable boxes have predetermined maximum limits on character counts. Letters, numbers, punctuation marks, and spaces are included in the character count limits.

SECTION I
SUMMARY

A. Grantee Legal Name:	Touch A Heart, Inc.
B. Is Grantee a Fiscal Sponsor?	☐ Yes ☑ No
C. Grant Activity Name:	Kupuna & Family Meal Program Expansion

D. Briefly describe the Grantee's background, history (including year established), and mission. *(400 character count limit)*

Touch A Heart is a 501(c)(3) organization whose mission is to transform the lives of those facing barriers to employment by providing vocational training in a healing environment. Founded in 2004, we now work to restore our community through the redemptive impact of those previously incarcerated. Our paid training opportunities enhance quality of life for our participants and community alike.

E. Briefly describe the Grant Activity and public need being filled. *(400 character count limit)*

This project supports our new partnership with Waikiki Community Center. Touch a Heart will be working on-site to replicate the Kupuna & Family Meal Program to the Kupuna the Community Center serves. This expands our scope beyond one kitchen, targeting elderly food insecurity in a new community. Further, it provides employment and training for the previously incarcerated.

F. Briefly summarize Grant Activity outcomes and measures of success, including number and description of those served. *(400 character count limit)*

Over the 12-month funding period, this Grant Activity will result in 17,340 meals being donated or sold at an affordable rate to Kupuna through the Waikiki Community Center. Further, it will employ 12 justice system-involved adults through Touch a Heart's Vocational Training. Finally, it will support two employed Apprentices, both of whom will be graduates of the Vocational Training Program.

G. Council District
Check all districts that will benefit from the Grant Activity. Provide the amount requested per district. Amounts must be in whole numbers only.

☐ District 1 $	☐ District 2 $	☐ District 3 $
☑ District 4 $ 125,000	☑ District 5 $ 50,000	☑ District 6 $ 25,000

☐ District 7 $	☐ District 8 $	☐ District 9 $
Total Amount Requested (must be $25,000 to $200,000)	$ 200,000	

H. Type of Grant Activity (pick ONE category that best reflects the Grant Activity):		
1. Public Services: Projects in this category will support qualified public services and programs for the target populations deemed by the CITY to be most vulnerable.		
☐ A. Public Service – Seniors	☐ B. Public Service - Children	☐ C. Public Service - Disabilities
☐ D. Public Service – Homeless	☐ E. Public Service – Domestic Violence	☐ F. Public Service – Substance Abuse
☐ G. Public Service – Mental Health	☐ H. Public Service – Other (describe):	
2. Arts, Culture, Community/Economic Development, and the Environment: Projects in this category will support the sustainable improvement in the well-being and quality of life of local communities, especially low- to moderate income areas.		
☐ A. Arts	☐ B. Culture	☒ C. Community Development
☐ D. Economic Development	☐ E. Environment	

GRANTEE'S CERTIFICATION AND SIGNATURE

The undersigned, subject to personal liability and penalty under applicable law, certifies that he or she: (i) is authorized to sign this Grant Proposal; (ii) personally prepared or reviewed the matters found in this Grant Proposal (including any related documents/attachments); (iii) asserts all statements made in this Grant Proposal (including all attachments) are true, accurate and complete; (iv) has the requisite skills and knowledge to assert the foregoing certification; and (v) has complied and shall continue to comply with all applicable requirements of Chapter 6, Article 29 of the Revised Ordinances of Honolulu 1990, as amended (Link), regarding private organizations receiving grants of public funds from the City and County of Honolulu.

Robin Kumare

Signature of Grantee (Fiscal Sponsor) Officer

Printed Name and Title: ROBIN KUMARE, EXECUTIVE DIRECTOR

11/21/22

Date

CERTIFICATE OF THE BOARD OF DIRECTORS NO OBLIGATIONS IN ARREARS

The undersigned Lance Kakimoto of the Board of Touch A Heart ("Grantee") hereby certifies that the Grantee or any principal of the GRANTEE or sponsored organization (where the Grantee is a Fiscal Sponsor) is not in arrears on any financial or other obligation owed to the City & County of Honolulu, a municipal corporation of the State of Hawaii.

(Signature)

Lance Kakimoto, Board Treasurer

(Print name)

CERTIFICATE OF THE BOARD OF DIRECTORS AUTHORIZATION TO ASSIGN AUTHORITY

The undersigned Lance Kakimoto of the Board of Touch A Heart ("Grantee") hereby certifies that Robin Kumabe (name), Executive (title), has been authorized by the Board of Directors to sign proposals, contracts, and related documents on behalf of the Grantee. Accordingly, I hereby assign the authority by the Board to execute proposals, contracts, and contract amendments on behalf of the Grantee, and further certify that the assigned is given the power and authority to do all things necessary to implement, maintain, amend, or renew such contracts, including but not limited to the delegation of signing authority to another employee of the Grantee.

(Signature)

Lance Kakimoto, Board Treasurer

(Print name)

STATE OF HAWAII)
CITY AND COUNTY OF HONOLULU)

On this 30th day of November, 2022, before me appeared Lance Kakimoto, personally known to me, who, being by me duly sworn, did say that he/she is the Board Treasurer of Touch A Heart and that the corporation has no corporate seal, and that said instrument was signed in behalf of said corporation by authority of its Board of Directors, and said he acknowledged said instrument to be the free act and deed of said corporation.

Notary Public, State of Hawaii

My Commission expires: 11/21/2025

Doc. Date: 11/30/2022 # Pages 1

Name: Circuit

Doc. Description: Certificate of The Board of Directors No Obligations in Arrears

Signature Date 11/30/22

NOTARY CERTIFICATION

DONNA S. WASH NOTARY 13-332 PUBLIC STATE OF HAWAII

SECTION II
GRANT ACTIVITY INFORMATION

A. Describe how the community need, stated problem / issue, and target population are effectively validated. The description must include how the public services target population is vulnerable or how the arts, culture, community/economic development, or environmental activities will especially support low- to moderate income areas.

1. Provide substantive data and other quality information to show the issue is a priority need of the community. *(3,000 character count limit)*

The two needs being met through this Grant Activity are employment training and experience for adults involved in the criminal justice system, and food insecurity among Kupuna in Hawaii. Touch a Heart relies on a broad range of data to determine all programmatic aims, and both of these needs are well-substantiated priorities across Honolulu.

The first issue this project addresses is in direct alignment with the vision of Hawai'i's Interagency Council on Intermediate Sanctions (ICIS): the reduction of recidivism and the prevention of future victimization by adult offenders. Touch a Heart follows the agency's definition of recidivism: "Recidivism is defined as any new arrest, or the revocation of probation or parole, within three years of the start of supervision."

The ICIS 2019 Hawai'i Recidivism report identified a number of metrics that gauge the current recidivism landscape in the state. The study followed prisoners released in FY 2016 over a 36-month period. This research identified an average recidivism rate in the City & County of Honolulu of 50.6% across felony probationers, parolees, and maximum-term released prisoners. Further, the City and County of Honolulu had the highest recidivism rate of any county in Hawai'i for criminal contempt of court at 17.5%.

Alongside the robust data ICIS provides, Touch a Heart has also looked into the contributing factors to recidivism. Importantly, a 2011 study from Mark T. Berg and Beth M. identified employment as the single most influential factor in reducing recidivism. Employment, therefore, has become a key tool through which Touch a Heart works to empower individuals working to beat the odds and remain crime-free.

The United Nations Office on Drugs and Crime published the *Introductory Handbook on the Prevention of Recidivism and the Social Reintegration of Offenders* in 2018. This detailed how offenders released from prison face social adaptation issues to such a degree that they risk "getting caught up in a vicious cycle of failed social integration, reoffending, reconviction and social rejection." Without intervention, this dynamic persists and jeopardizes anti-recidivism efforts at the individual and societal level.

The second problem this program seeks to address is elderly food insecurity. A report from Hawai'i Appleseed in early 2022 estimated the food insecurity rates among Hawaii's Kupuna to be anywhere between 5 and 10 percent. This stark figure stands to worsen as food prices increase. For example, the Hawaii Restaurant Association recently noted a 16% increase in wholesale food prices since just last July. Similar price increases are seen in grocery stores, reflecting the rising cost of food for every sector of society. According to Feeding America, food insecurity is particularly dangerous among the elderly. It can amplify existing health concerns, and put them at risk for chronic health conditions like asthma and diabetes.

2. Provide a thorough analysis of the community's priority need / problem and its impact on the community. *(3,000 character count limit)*

Both of the community needs Touch a Heart will address through this activity - recidivism rates and elderly food insecurity - have deep impact on the community. The simultaneous focus we've adopted does not temper our efficacy in either domain, but rather leverages the strengths of our innovative model to push growth in our community across two dimensions. By combining the two, we will be able to support the financial independence and socioemotional development of justice system-involved adults, by connecting them to the meaningful, community-building work of creating much needed food for the elderly population across the City & County of Honolulu. This will not only provide tangible food for Kupuna and income for the previously incarcerated workers, but will also promote intergenerational community engagement for two often isolated populations.

Recidivism poses a high tax payer cost, in addition to robbing the community of vital family members and workers. It can become a vicious cycle, as previously incarcerated adults face social isolation and other barriers towards reintegration with society, most notably barriers in securing employment. This can ironically inhibit individuals' attempts to remain crime-free, as a lack of access to social support and legitimate employment opportunities are often causal variables in instances of crime. This can deepen existing problems, such as mental health crises, addiction, and homelessness - all incredibly common experiences for the previously incarcerated.

By aligning with the ICIS goal of reducing recidivism in Hawai'i, Touch a Heart hopes to generate meaningful transformation that empowers all people to recognize their true value and to realize their full potential. This work will heal individuals, families, and communities.

The second problem these Grant Activities would address is that of elderly food insecurity. Kupuna are disproportionately affected by limited mobility, impacting their ability to independently grocery shop, cook, or even travel to collect pre-prepared food. Simultaneously, this demographic often lives on fixed incomes - at a time of widespread inflation, the consequences of this are particularly disastrous.

Through our Kupuna and Family Meal social enterprise, which is the programmatic model we'll be bringing to the Waikiki Community Center, we've grown experience with the intricate nature of food insecurity among this population. Touch a Heart has learned that many in our community, especially our Kupuna, are lacking access to affordable meals, let alone nutritious ones. This problem is confounded by the unfortunate lack of social infrastructure that could support our Kupuna as they age. The meals Touch a Heart creates for this population give them not only sustenance, but also comfort and ease. The problem of elderly food insecurity, therefore, is about more than nutrition alone. This project meets the intersecting needs of hunger, malnutrition, limited mobility, and loneliness.

3. Provide a description of the Grant Activity. This description will be used as the scope of services in the contract. *(1,000 character count limit)*

Touch a Heart is proposing a Grant Activity that will expand our existing Kupuna and Family Meals program to Waikiki, through a new partnership already forged with the Waikiki Community Center. The Community Center has an unused kitchen space, which Touch a Heart will use to run a meal creation program, providing 2,400 meals per month (after the program is brought to scale) to Kupuna in need.

The Grant Activity will include two aims: first, to create nutritious and accessible food for local Kupuna, and second, to provide valuable employment training and experience for justice system-involved adults. Also crucial to this work is the way in which Touch a Heart's programming fosters relationship-building; by establishing a presence at this community center, Touch a Heart will be able to bring Kupuna into our mission. This takes the shape of volunteer opportunities, mentorship relationships with our justice system-involved adults, and much more.

B. Describe the proposed plan

1. Describe why you chose this Grant Activity and how it will effectively address the community's problem / need. *(2,000 character count limit)*

Touch a Heart has already run similar programming with great success, and is proposing this Grant Activity in order to bring our proven model to a new community, therefore expanding our reach in terms of both geography and numbers of participants served. This program, Kupuna and Family Meals, meets several simultaneous needs: the lack of employment opportunities available to those involved in the justice system, the food insecurity that Kupuna disproportionately experience, the social isolation both populations face, and finally the cost of running such a program.

Kupuna and Family Meals uses fresh and often local ingredients to create healthy meals for our community of older adults at a low price, with free delivery available. This meaningful work gives our employees - who are pursuing rehabilitation for themselves and their families following histories of crime - the opportunity to tangibly contribute to communities they have often hurt. This unique work allows them to take charge of their healing journey, and reintegrate into a more healthy society.

Kupuna and Family Meals has followed a social enterprise model since its inception. By selling select meals at a low price, Touch a Heart has been able to connect Kupuna to healthy and affordable meals, while nonetheless bringing earned revenue back into our vital work. These meals are sold at the cost of production; no profit is made. Further, the sale of meals underwrites the cost of providing free meals to those who cannot afford the limited cost. A single meal, including a main dish, starch, and a salad, costs a paying customer $8.50. For context, the current price of a Big Mac Meal Deal in Hawaii today is $8.99. Even our paying customers, therefore, are benefiting from the crucial social service of affordable, healthy food. Further, we offer free delivery for those who are unable to pick up their meals, therefore undermining one of the many barriers the elderly face: transportation.

2. Provide measurable outcomes, describe how outcomes are aligned with the purposes and priorities of the Grants in Aid Fund, and describe how outcomes directly benefit the target population. *(3,000 character count limit)*

Public Services should begin with a statement of the number of individuals that the Grant Activity will directly benefit during the Grant Term.

Arts, Culture, Community/Economic Development or Environment should begin with a statement as to how the Grant Activity supports the sustainable improvement in the well-being and quality of life of local communities, especially low to moderate income areas.

This proposed grant activity supports the sustainable improvement in the well-being and quality of life of the Kupuna community in the low to moderate income areas in Waikiki. This grant will benefit a minimum of 2,414 of these Kupuna during the Grant Term. Over the 12-month funding period, this Grant Activity will result in 17,340 meals being donated or sold at an affordable rate to Kupuna through the Waikiki Community Center. Further, it will employ 12 justice system-involved adults through Touch a Heart's Vocational Training. Finally, it will support two employed Apprentices, both of whom will be graduates of the Vocational Training Program. In addition to these three concretely measurable outcomes, this program will foster community-building activities between the Kupuna and the justice system-involved adults working as interns and apprentices. Touch a Heart will thoroughly document these activities, and use the experience to inform measurable goal-setting for the program following the Grant Term, after the program has been brought to scale. In the meantime, we will gauge the program's success with fostering intergenerational community through the number of Kupuna engaging in the program beyond receiving meals alone, for example by volunteering, serving as a mentor, forming friendships with the previously incarcerated workers, giving gifts, and so on.

This program will directly benefit vulnerable populations throughout the City & County of Honolulu, particularly seniors, homeless persons, and those suffering from the effects of substance abuse or poor mental health. These activities are therefore in clear alignment with the goals of the Grants in Aid Fund, as each outcome corresponds to a direct service that Touch a Heart will provide to both economically and socially disadvantaged groups.

Those involved with the criminal justice system often face lifelong battles with mental health, substance abuse, poverty, and homelessness. Providing employment to 12 interns and 2 apprentices directly benefits an incredibly vulnerable population, who often fall beyond the scope of traditional social services. This employment provides payment, develops experience, and paves the road for future economic stability. Further, the relationships developed with Kupuna provide key social support, particularly for our pre-trial participants. Many past participants have become long-term penpals with Kupuna friends that they met through our programing, providing encouragement and emotional sustenance while they are incarcerated.

The measurable outcome of 17,340 meals being donated or sold at an affordable rate to Kupuna through the Waikiki Community Center is straightforward. This directly benefits the vulnerable population of Honolulu's Kupuna by connecting them with healthy, deliverable, affordable, and even free food. We predict to have an average of 200 customers per month, therefore providing an average of three meals a week to each customer. This lowers the cost of living for our Kupuna, connects them with a community that can help meet other needs they may face, and ultimately provides them with much-needed resources and services to provide for their physical, mental, emotional and social needs.

3. Provide an action plan to achieve the stated measurable outcomes. If the Grant Activity involves a partnership, provide a description of each partner's role. Must include measurable milestones, specific events, or other performance measures appropriate to achieving the outcomes. *(3,000 character count limit)*

Touch a Heart has created an action plan, alongside our partner Waikiki Community Center (WCC), in order to deliver the stated outcomes. Starting in January of 2023, WCC will begin a construction project to renovate an existing space into a commercial kitchen, making it an efficient space by the time the Grant Term begins later in the year. WCC is providing the funding needed for this portion of the project.

Starting in the late spring and early summer of 2023, both organizations will begin outreach work. WCC will manage the bulk of the Kupuna-facing work, leveraging their existing community, direct support work, and deep relationships to identify food insecure elders to participate in the program. Touch a Heart will partner in this work. Simultaneously, Touch a Heart will identify workers to engage in the training and apprenticeship programs that will staff the project. The bulk of our participants are referred to us through the U.S. Pretrial Services, and a select few partner organizations. We work with these partners on an ongoing basis to connect those in need to our programming, and will focus our efforts under this Grant Activity towards identifying those who can easily travel to the WCC site, and who can engage in formative relationships with Kupuna.

These activities ensure that, by the beginning of the Grant Term, the infrastructure needed to begin creating healthy food and providing meaningful, paid, vocational training will already be in place. Throughout the Grant Term, WCC will continue managing the distribution of food to Kupuna in need, supported by Touch a Heart staff as necessary. Touch a Heart will deliver our training program a total of four times, to targeted cohorts of three justice system-involved adults at a time.

In order to bring about the intergenerational collaboration that is crucial to our relationship-building work, Touch a Heart actively invites Kupuna to engage with our programming. This often takes the shape of volunteering, as Kupuna help the justice system-involved staff pack and label meals, arrange deliveries, and even help deliver meals themselves. Through this regular engagement, relationships emerge, as Kupuna become mentors, share stories, and engage in meaningful conversations. These relationships extend well beyond the formal volunteer hours. Similarly, Keiki from WCC's preschool will also get involved in making small crafts to go along with the meals during special occasions.

The program will gradually scale up output, starting by creating an average of 240 meals a month, and growing throughout the year. By month five of the program, therefore, Touch a Heart will scale the program by hiring three new positions. Of these positions, two will be kitchen staff, apprentices who have graduated from the vocational training program. The remaining position will be a Program Director, necessary at this stage to deepen the program's impact and expand its reach as it continues to scale across the 12-month term.

4. Provide a budget narrative that explains how the budget in Section III will achieve the desired outcomes. (*3,000 character count limit)*

The budget shown in Section III accounts for the range of predicted costs needed for the first year of this collaboration with Waikiki Community Center. The entirety of requested GIA funds would contribute towards the salaries required to carry out the Grant Activities. These salaries are largely granted to program participants themselves; our training and apprenticeship

model provides paid employment to criminal justice system-involved adults; the bulk of GIA funds would underwrite this vital aspect of the program. GIA funds would also support three positions that carry out the training: a Director of Training and Operations, a Program Director, and a Chef/Trainer.

Three of the positions listed on the budget are for eight months only - this includes the Program Director, an Apprentice Line Cook, and an Apprentice Prep Cook. The eight month period reflects the time needed to bring the program to scale; the first four months of the program will include small enough outputs as to not require full staffing. After the program is up-and-running, the amount of meals being produced will require a larger staff body, at which point Touch a Heart will bring on these remaining three employees.

Crucial to this program's success is our partnership with Waikiki Community Center. This is already well under way; they have committed to let Touch a Heart use their kitchen, and to oversee the management of meal donation/sales. This is reflected in the Section III budget in the large amount of funds already secured. Their funds will support the costs associated with running a large-scale kitchen, as well as the required staff time needed to liaise with the community of Kupuna to identify those in need. Waikiki Community Center will distribute the created meals to Kupuna through three structures: charging customers the cost to produce a meal (with no profit), subsidizing the meal, or fully donating it. Each Kupuna will be connected to meals that meet their individual financial situation.

5. Provide a timeline that is complete, realistic and appropriate to achieve the desired outcomes. This timeline should also be reflected in Section IV. *(3,000 character count limit)*

The timeline detailed in section IV lists the program growth Touch a Heart expects to see across the program period. Before the grant period begins, Waikiki Community Center is working on a renovation project, to ensure the kitchen is prepared for a project of this scale by the time funds would be dispersed. As our partnership is already underway, this renovation will begin in early 2023. Similarly, Touch a Heart and the Community Center alike will begin outreach prior to the funding period, in order to ensure the full infrastructure for food distribution is in place prior to the program.

Beginning in October of 2023, the program will start creating nutritious meals for the elderly in the newly renovated kitchen. Starting out at 240 meals per month, it will scale exponentially until reaching an output of 2,400. This reflects the time needed to develop a customer base in Waikiki and to create a self-sustaining program.

This grant period will oversee four cohorts of three interns each. These paid interns will engage with Touch a Heart's Vocational Training program while creating food for Kupuna, forming a warm and supportive intergenerational community in the process. The cohorts are spaced out throughout the year, and are recruited through our partnership with US Pretrial Services and other organizations on an ongoing basis.

In February of 2024, we project that this program will be fully operational. At this point, we will hire two Apprentices and a Program Director. These three new positions will help us finalize and scale the program. The two Apprentices will be graduates of our Vocational Training program.

Following the funding period, this program will continue running at the same rate, and expand if further funding can be secured or become self-sustainable.

C. Provide evidence of the agency's ability to perform the proposed grant activity through past performance, current capacity and/or plan to acquire the capacity to perform.

1. Provide data that demonstrates proven success in offering the same, similar, or related activities to achieve the proposed outcomes. *(3,000 character count limit)*

Touch a Heart has already delivered nearly identical programming with our partner Kalihi Union Church. In 2021, Kupuna and Family Meals delivered the following outcomes:

- 11 justice system-involved adults graduated from the vocational foodservice training program
- 14 apprentices participated in paid employed and training
- 31,806 meals were sold at an affordable rate to those in need
- 7,533 meals were donated to those who could not afford them
- 2,551 meals donated to the families of seriously ill children at Ronald McDonald House Charities of Hawaii
- 40 volunteers helped with Kupuna and Family Meals assembly and deliveries, administrative tasks, seasonal holiday work, and so much more.

Further, throughout our history of offering vocational training as a means to reduce recidivism, we've achieved consistently positive results. Touch a Heart tracks graduates' employment outcomes for a minimum of 6 months following program completion, and has maintained contact with 65% of our total graduates to gauge long term success. Of our 131 past graduates, only 7 have reoffended. This is a remarkable improvement when compared to the average recidivism rate in the City & County of Honolulu of 50.6% Further, 2 of these 7 have returned to work, and are now on a path towards healing once more.

Finally, Touch a Heart also has a proven track record of fostering meaningful relationships and intergenerational programming through the same activities proposed here. To communicate our efficacy in this arena, we rely primarily on anecdotal data, as quantitative measures cannot capture the emotional depth involved. Ethel and Leslie, a perfect example here, are two vital members of the Touch a Heart community. Leslie, one of our pre-trial apprentices, works in our Kupuna and Family Meals enterprise. There, she practices employable skills while earning a fair wage. Further, the work allows her to provide a meaningful service to her community: affordable food for those in need, often the elderly. She wrote about her experience with this program, saying: "Ethel is a kupuna who comes every Wednesday to Kalihi Union Church with her daughter Sharon to pick up her meal set. I always greeted them with a smile and 'hello'. On my last day, I told Ethel I wouldn't be seeing her for a while. She asked me why. I told her that I was leaving to go to prison because I had done something bad. Ethel told me everyone does bad things and asked if she could come with me. I explained to her that she couldn't come but promised that I'd be back to see her soon. I was left in tears. I felt so valued as a person because Ethel saw me for who I really am—not a convict, not a criminal, not a bad person—but a friend and a human being."

This is the work Touch a Heart will expand across Honolulu with the Waikiki Community Center. By approaching multiple intersecting needs, Touch a Heart is fostering remarkable transformation throughout our community.

2. Describe the applicant's capacity to successfully achieve the proposed outcomes.
OR
Provide a plan to acquire the capacity to successfully achieve the proposed outcomes (including how the applicant has acquired similar capacity in the past).

Responses should include organizational knowledge, staffing, fiscal resources, facilities and other resources, stakeholders and relationships, and other relevant resources. *(3,000 character count limit)*

Touch a Heart has demonstrated the capacity to successfully achieve similar proposed outcomes, and will bring this capacity to the Grant Activities delineated here. This capacity is built out of a combination of our expertise, experience, fiscal resources, and partnerships. All of the aspects that have contributed to our past success are present in these proposed activities, to the same degree or larger. We are therefore confident in our ability to deliver the proposed outcomes within the Grant Term, and to expand on this in order to continue providing direct benefits to the economically and socially underserved of Honolulu beyond the 12-month period.

Touch a Heart staff and community partners have developed an expertise for the wide-ranging work the Kupuna & Family Meals program involves. Together, Robin (Touch a Heart's Executive Director) and Collin have served Touch a Heart for nearly 17 years. Under her leadership, the organization pivoted from providing services to those affected by homelessness, to the current focus on justice system-involved adults. This mission-wide shift gave them the experience to liaise directly with the target population in order to form the new programs; they have maintained this commitment to learning through listening. Their expertise, therefore, comes directly from the population that Touch a Heart works to serve. This ensures that each program is designed in an effective manner, always meeting the concrete needs that exist.

Touch a Heart has already secured many of the fiscal resources needed to deliver this program. This is due to an already-strong partnership with the Waikiki Community Center. Much of the funds required to forge a new programmatic branch like this would be spent on creating an ideal space and marketing to a new customer base. Touch a Heart will not have to raise those funds for this program, as the community center has already committed to providing these services. Touch a Heart has forged many collaborative relationships such as this, and recognizes the transformative power of leveraging existing resources in order to mutually amplify impact.

Further, this partnership includes much more than finances alone. A key capacity that our mutual project will realize is the development of a warm, supportive community for two socially isolated populations: Kupuna and those involved in the justice system. By combining our two missions, we will be able to foster formal and informal relationships as a form of vital social support.

D. Describe the applicant's sustainability and/or additional long-term benefit to the community

1. Provide a plan for sustaining and / or expanding activities beyond the applicable grant period. *(2,000 character count limit)*

Touch a Heart will maintain these activities beyond the grant period. Our plan includes three components: our partnership with the Waikiki Community Center, our social enterprise model, and our fundraising strategy.

First, our partnership with the Waikiki Community Center will be an ongoing effort, easily supporting the activities beyond the 12-month grant period. Touch a Heart will continue using

their kitchen, and the community center will continue distributing healthy, affordable meals throughout their network. Further, the relationships that we build - at an organizational level as well as through all involved program participants - will become a self-sustaining force, just as they have with our original programming with Kalihi Union Church.

Second, our social enterprise model will give us the ability to support further activities through earned revenue. The program, using the kitchen space provided through the community center, can easily create cafe-style meals, catering for larger events, and additional types of food, from ala carte items to desserts available fresh daily. Each of these can generate revenue that will feed back into the core programming. Ultimately, this will contribute towards a self-sustainable operation in the future. Touch a Heart has already proven this model in our current Kupuna & Family Meals program. Our first year of programming will not rely on this, as we will use external sources of support to build the program, establish the new operations, and grow a customer base to leverage for earned revenue beyond the Grant Term.

Finally, Touch a Heart's fundraising strategy will continue to bolster this program, even as we generate earned revenue to partially fund the operations. We work on an ongoing basis, alongside our partners, to identify and secure ideal funding streams.

2. Describe the applicant's capacity and resources to carry out the above plan (staffing, funding, etc.) beyond the grant period. *(2,000 character count limit)*

Touch a Heart has developed a plan to continue bringing the Kupuna & Family Meals program to the Waikiki Community Center in recognition of the capacity we will be able to leverage. Our plans, therefore, directly reflect the work we are confident we will be able to carry out in future. The capacities we will leverage to execute these plans include our partnerships, particularly with the Waikiki Community Center for these proposed activities, our staff, and our diverse funding streams.

One capacity that is particularly relevant is our hiring model. Many of our full time and long term staff are themselves graduates of our programming. In fact, Touch a Heart is currently involved in succession planning for the far future, and is hoping to train up several graduates to take on leadership roles. This leaves our programs particularly strong, as we are bringing in rich expertise and lived experience to the most fundamental levels of our operation. Our model has always benefited from the feedback of our target population, but our hiring efforts uniquely situate us. Even as context, economic situation, and even the root problem evolves, Touch a Heart will be constituted by detailed knowledge of the intersecting needs that must continue to be addressed.

Touch a Heart is therefore confident that our program already has every needed capacity to create a long term program. Our model has already been proven with our existing partners, and we are now motivated to expand our reach in order to bring our creative direct services to a wider sector of O'ahu.

E. No CITY funds or assistance. The highest consideration will be given to applicants that do not receive other funding or any form of assistance from the CITY. While applicants that receive other funding or assistance from the CITY may apply for Grants in Aid funding, the extent of funding or assistance already received in relation to services provided must be considered prior to awarding Grants in Aid funds. A percentage of the sub-total criteria points will be awarded to Grantees based on the criteria below and the information about past funding / assistance from the CITY that follows.	
The applicant has received no award from the CITY within the last 3 years.	**10%**
The applicant has received 1-2 awards from the CITY within the last 3 years.	**7%**
The applicant has received 3-5 awards from the CITY within the last 3 years.	**5%**
The applicant has received between 6-9 awards from the CITY within the last 3 years.	**3%**
The applicant has received 10 or more awards from the CITY within the last 3 years.	**0%**

GRANTEE RECEIPT OF CITY GRANTS

Identify all CITY grants received by Grantee (or Fiscal Sponsor) in the last three (3) years. Information will be verified by the CITY.

1. Grant Activity Name & Contract #: CT-DCS-200084a1
   Grant Period: 10/1/19-3/31/21 Grant Amount: $125,000
   Grant Purpose: Employment Training for Homeless People in Transition
   Grant Activity Status: ☐ Underway ☑ Completed ☐ Canceled
   Administrating Division: Department of Community Services Office of Grants Management

2. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

3. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

4. Grant Activity Name & Contract #: _____

F. Age Friendly Honolulu

Consideration is to be given to applicants that incorporate the vision and goals of the Age-Friendly Honolulu Program (as codified in ROH Chapter 2, Article 22), including but not limited to (1) enabling residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active; and (2) removing barriers to inclusion for and providing support services to vulnerable residents and/or have physical limitations.

To be eligible for the bonus points as an Age-Friendly Honolulu Project an organization must demonstrate the proposal aligns with Age-Friendly Honolulu's priorities by completing the following TWO steps:

1) Go the following website https://www.hiphi.org/age-friendly-honolulu/ to access an Age-Friendly Honolulu training video. The video should be watched by at least one (1) person from the non-profit organization in a leadership position (Executive Director, Administrator, or equivalent). This video will define an "age-friendly city" and explain what types of projects align with the Age-Friendly Honolulu Vision.

2) Complete the section below by selecting which Age-Friendly Honolulu category best fits the activities of your organization and providing a brief description of how your proposal is an Age-Friendly Honolulu project.

☐ Enabling Residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active, particularly at the oldest ages

☑ Providing Kupuna with meaningful roles in the community, including mentors, volunteers, or through intergenerational programming

☐ Removing barriers to support community inclusion and accessibility for persons of all abilities.

3) How is your proposal an Age-Friendly Honolulu Project and explain how your organization can meet the additional reporting requirements if awarded? *(2,000 character count limit)*

From the onset of the Kupuna & Family Meals program, this work has been in direct alignment with the goals of Age-Friendly Honolulu. Beyond providing healthy, affordable, and often free food, this program has met many of the socioemotional needs Kupuna face.

All of the meals we bring to Kupuna who are unable to travel, at no additional cost, have been delivered by volunteer Kupuna across O'ahu since the very beginning. Our staff, (interns and apprentices) have worked alongside volunteer Kupuna, helping to pack meal sets for delivery and pick up. The staff have all benefited from the ability to provide for the tangible needs Kupuna face as they work to heal - an experience that has transformed them from the inside out.

Additionally, young children from local schools have hand made gifts for the Kupuna for each holiday. These gifts reached out intergenerationally between grandchild to grandparents during a time of immense isolation, starting in 2020, to demonstrate the level of care in our community. Our graduates are treated to Kupuna participation at their graduation, with lei greeting, gifts, encouraging words, songs, and dances. The Kupuna also stay connected to our graduates that face prison time as they write letters and pray for them while in prison.

Touch a Heart's program will continue to develop meaningful roles with Kupuna as volunteers, bringing intergenerational programming and exciting new projects with young and old participants alike. Our innovative approach does not separate beneficiaries from benefactors; anyone who wants to join our work - very regularly those who have learned about our work through receiving one of our services - is warmly welcomed to the team, and connected with a tailored mode of support. We are able to provide additional, Kupuna-focused reporting, and already collect relevant data through our meal pick up and delivery lists, sales reports, and donated meals reports.

APPENDIX A: TIER II GRANT PROPOSAL (Grants $25,000 to $200,000)
SOLICITATION NO. RGP-DCS-GIA2024

Instructions: The proposal below must be completed in full. Responses must be provided in the fillable boxes provided. Where annotated, the fillable boxes have predetermined maximum limits on character counts. Letters, numbers, punctuation marks, and spaces are included in the character count limits.

SECTION I
SUMMARY

A. Grantee Legal Name:	Ulu A'e Learning Center
B. Is Grantee a Fiscal Sponsor?	☐ Yes ☒ No
C. Grant Activity Name:	Ulu A'e Project

D. Briefly describe the Grantee's background, history (including year established), and mission. *(400 character count limit)*

Established in 2014, Ulu A'e Learning Center envisions a world where communities are rooted, knowledgeable about and engaged in the places they live. Our mission is to empower and enrich lives through culture and place-based programs that develop skills, build confidence and promote healthy relationships based on Native Hawaiian values and customs.

E. Briefly describe the Grant Activity and public need being filled. *(400 character count limit)*

UALC provides out-of-school and community programs for children and youth ages 5-18 to grow their knowledge, skills and community engagement. This project fills the demand for culturally grounded, place-based out-of-school options for youth in Kapolei and Ewa, two regions with the highest public school enrollments in the state and a growing new resident and Native Hawaiian population.

F. Briefly summarize Grant Activity outcomes and measures of success, including number and description of those served. *(400 character count limit)*

UALC will expand its out-of-school services to include a youth internship component that will increase the number of youth who are civically engaged and employable. Through this project, 180 unduplicated youth, 30% who are low to moderate income, will have access to transportation, homework help, tutoring, hana noeau lessons, workforce training, and community engagement opportunities.

G. Council District
Check all districts that will benefit from the Grant Activity. Provide the amount requested per district. Amounts must be in whole numbers only.

☒ District 1 $119,996	☐ District 2 $	☐ District 3 $
☐ District 4 $	☐ District 5 $	☐ District 6 $
☐ District 7 $	☐ District 8 $	☒ District 9 $79,997

Total Amount Requested (must be $25,000 to $200,000)	$199,993

H. Type of Grant Activity (pick ONE category that best reflects the Grant Activity):		
1. Public Services: Projects in this category will support qualified public services and programs for the target populations deemed by the CITY to be most vulnerable.		
☐ A. Public Service – Seniors	☒ B. Public Service - Children	☐ C. Public Service - Disabilities
☐ D. Public Service – Homeless	☐ E. Public Service – Domestic Violence	☐ F. Public Service – Substance Abuse
☐ G. Public Service – Mental Health	☐ H. Public Service – Other (describe):	
2. Arts, Culture, Community/Economic Development, and the Environment: Projects in this category will support the sustainable improvement in the well-being and quality of life of local communities, especially low- to moderate income areas.		
☐ A. Arts	☐ B. Culture	☐ C. Community Development
☐ D. Economic Development	☐ E. Environment	

GRANTEE'S CERTIFICATION AND SIGNATURE

The undersigned, subject to personal liability and penalty under applicable law, certifies that he or she: (i) is authorized to sign this Grant Proposal; (ii) personally prepared or reviewed the matters found in this Grant Proposal (including any related documents/attachments); (iii) asserts all statements made in this Grant Proposal (including all attachments) are true, accurate and complete; (iv) has the requisite skills and knowledge to assert the foregoing certification; and (v) has complied and shall continue to comply with all applicable requirements of Chapter 6, Article 29 of the Revised Ordinances of Honolulu 1990, as amended (Link), regarding private organizations receiving grants of public funds from the City and County of Honolulu.

Mikiala M. Lidstone

Signature of Grantee (Fiscal Sponsor) Officer
Printed Name and Title: Mikiala Lidstone, Executive Director

11/29/22
Date

CERTIFICATE OF THE BOARD OF DIRECTORS NO OBLIGATIONS IN ARREARS

The undersigned of the Board ("Grantee") hereby certifies that the Grantee or any principal of the Grantee or sponsored organization (where the Grantee is a Fiscal Sponsor) is not in arrears on any financial or other obligation owed to the City & County of Honolulu, a municipal corporation of the State of Hawaii.

(Signature)

Monte M. McComber
(Print name)

CERTIFICATE OF THE BOARD OF DIRECTORS AUTHORIZATION TO ASSIGN AUTHORITY

The undersigned of the Board ("Grantee") hereby certifies that Miki'ala M. Lidstone (name), Executive Director (title), has been authorized by the Board of Directors to sign proposals, contracts, and related documents on behalf of the Grantee. Accordingly, I hereby assign the authority by the Board to execute proposals, contracts, and contract amendments on behalf of the Grantee, and further certify that the assigned is given the power and authority to do all things necessary to implement, maintain, amend, or renew such contracts, including but not limited to the delegation of signing authority to another employee of the Grantee.

(Signature)

Monte M. McComber
(Print name)

STATE OF HAWAII)
CITY AND COUNTY OF HONOLULU)

On this 21st day of November, 2022, before me appeared Monte M. McComber, personally known to me, who, being by me duly sworn, did say that he/she is the Secretary of Ulu A'e Learning Center and that the corporation has no corporate seal, and that said instrument was signed in behalf of said corporation by authority of its Board of Directors, and said he acknowledged said instrument to be the free act and deed of said corporation.

Notary Public, State of Hawaii

My Commission expires: 08/01/2025

KRISTINA NIP
STATE OF HAWAII NOTARY PUBLIC
Commission Number 21-63

KRISTINA NIP
STATE OF HAWAII NOTARY PUBLIC
Commission Number 21-63

Doc. Date: 11/21/22 # Pages 24
Name: Kristina Nip First Circuit
Doc. Description: Certificate

Signature 11/21/2022 Date
NOTARY CERTIFICATION

FISCAL SPONSOR

The Fiscal Sponsor is a nonprofit organization that assumes legal, financial and programmatic responsibility for the activities of groups or individuals engaged in work that furthers the fiscal sponsor's mission and their own respective purposes. The Fiscal Sponsor is called the Grantee in this Grant Proposal. The CITY's legal relationship is with the Grantee, and the CITY will disburse Grant funds to the Grantee. The Sponsored Organization is the organization under this Grant Proposal that the Grantee (Fiscal Sponsor) chooses to support to implement the Grant Activity.

Accordingly, if the Grantee is a Fiscal Sponsor, the following should be completed by both the Grantee (Fiscal Sponsor) and the Sponsored Organization. By initialing and signing below, the Grantee (Fiscal Sponsor) and the Sponsored Organization indicate they have reviewed and come to an agreement regarding each of the following items:

Grantee/Fiscal Sponsor Initials	Sponsored Organization Initials	Agreed upon items
		Response herein to Section III Question 1
		Response herein to Section III Question 2
		Response herein to Section III Question 3
		Response herein to Section III Question 4
		Response herein to Section III Question 5
		Response herein to Section III Question 6
		Grant Activity: Budget/Funding (Section III)
		Grant Activity Preliminary Schedule of Activities (Section IV)

In addition to the foregoing, the Fiscal Sponsor and the Sponsored Organization each hold the CITY harmless and will defend and indemnify the CITY and its officers, employees, and agents, individually and in their official capacities, from all claims of liability for damages arising directly or indirectly from each entering into a Fiscal Sponsorship Agreement with the other.

The undersigned also attach hereto required documents regarding Fiscal Sponsorship, as detailed in Section VI.

_____ _____

Signature of Grantee (Fiscal Sponsor) Officer — Date

Printed Name and Title:

_____ _____

Signature of Sponsored Organization Officer — Date

Printed Name and Title:

SECTION II
GRANT ACTIVITY INFORMATION

A. Describe how the community need, stated problem / issue, and target population are effectively validated. The description must include how the public services target population is vulnerable or how the arts, culture, community/economic development, or environmental activities will especially support low- to moderate income areas.

1. Provide substantive data and other quality information to show the issue is a priority need of the community. *(3,000 character count limit)*

As we recover from the Covid-19 pandemic, investment in the social, emotional and economic well-being of our youth is vital. UALC will address this by expanding its out-of-school program to provide access to support services like mentors, support staff, workforce training and field experience opportunities in order to increase the skills, employability and community engagement of youth.

We serve youth and families in Kapolei and Ewa, two regions bursting at the seams with a rising resident population, a growing Native Hawaiian population and the largest public school enrollments in the State.

In Kapolei alone the population tripled in just the past 30 years from 42,983 residents in 1990 to 130,700 in 2020. Growth is expected to rise to 137,721 by 2025 and 164,556 by 2035.

The growing population means more children and youth. The Kapolei/Campbell HIDOE complex is the largest complex in the entire state with over 17,000 students enrolled just last school year.

The construction of 900 new Department of Hawaiian Homeland homes in Kapolei and Ewa is adding to the growth bringing the total number of DHHL homes to 2,000 and the number of homestead Native Hawaiians to 9,000. At full buildout, Kapolei will have the highest concentration of Native Hawaiians in the State and globally.

According to the Kamehameha Schools Regional Data Book, the Native Hawaiian population for both the Kapolei and Ewa regions is expected to grow 66% in the next 20 years. Currently, 12% of Native Hawaiians in these regions live below the poverty level.

Growth is everywhere in Kapolei and Ewa. Everywhere, except in support programs for children and youth, particularly during non-school hours when their parents are at work or still on the road in traffic.

Additionally, there are few programs that serve the increase in Native Hawaiian youth, a group that has historically been overrepresented in health and social disparities as well as in the foster system and criminal justice system. In her research, UH professor Dr. Mokau reports that Native Hawaiian youth have the highest rate of substance use among ethic groups in Hawaii. She also states that cultural factors such as spirituality, family and cultural identification and pride are significant interventions in addressing this.

UALC uses a culturally grounded place-based approach to serving children and youth in order to ground youth in the place they live and grow their commitment to stewardship. There are few out-of-school programs in Kapolei and Ewa. We address this demand by offering 13 out-of-school program sessions throughout the year.

In January 2021, we conducted a survey of families in Kapolei and Ewa. 600 surveys were

distributed. From the surveys we learned that 98% of families need out-of-school services. Feedback also expressed concerns over sparse activities for youth during non-school hours, high crime, and the lack of pride that youth exhibited for their community.

2. Provide a thorough analysis of the community's priority need / problem and its impact on the community. *(3,000 character count limit)*

We are a small, growing organization addressing a large need. With over 17,000 children attending public schools in Kapolei and Ewa and a rising Native Hawaiian population options for culturally grounded, place-based out-of-school programs are few. Our programs serve a community that is both underserved in Native Hawaiian education and overwhelmed with students who need safe, engaging out-of-school support spaces.

This request is to expand our out-of-school program, a program that serves 80% native Hawaiians and 30% low to moderate income youth, to include an internship component for youth ages 15 -22.

Both high schools in our complex, Campbell and Kapolei High School, have adopted academy structure teams that focus on career and technical skills. This means more students have workforce and career development requirements to graduate. Yet, job training programs are few. Any Kapolei or Ewa resident conducting a web search for "youth employment programs near me" won't find any.

This is surprising considering that with the growing number of commercial businesses there is much potential for youth workforce development programs. Kapolei and Ewa also have more recreational businesses like KIHA Public Skating, Hawaiian Waters Adventure Park, and the City and County Department of Parks & Rec which accommodate a high number of seasonal positions for youth which is ideal for those attending school.

Youth internships are valuable in setting youth up for success, building important employment skills, gaining experience, making career connections that open doors to opportunities and equipping youth with skills that are in demand.

Hawaii has the 17th highest disconnected youth population in the nation (Wayne Lion, employment analyst). The rate for disconnectedness is particularly high amongst Native Hawaiians and other Pacific Islanders as reasons for being disconnected include family responsibilities, difficulty finding employment opportunities and limited options for productivity and growth.

At-risk youth are more likely to face difficulties in connecting to the labor market and accessing good learning opportunities. In a Hawaii Community Foundation (HCF) report, HCF identifies youth who have completed school but are not prepared for the workforce as being part of the largest population of at-risk youth in Hawaii. Native Hawaiians make up about 25% of the at-risk youth population.

Last month UALC was one of 70 employers at the Career Expo held at UHWO where 1,300 high school students from Kapolei and Campbell High School attended and met employers. At the event, we surveyed 82 students on their perceptions of our internship program. 92% reported that they are interested in enrolling in the internship and 68% shared that they know a friend who would also be interested in enrolling. Most shared that it's working with children and the aina (land) component that appeals to them.

3. Provide a description of the Grant Activity. This description will be used as the scope of services in the contract. *(1,000 character count limit)*

UALC will implement a robust set of out-of-school program sessions that grow the knowledge, skills and stewardship engagement of children and youth. Students will have access to transportation, mentors, academic support, hana noeau lessons, and land stewardship experiences. An internship component will be offered to youth ages 15-18 who will receive workforce training, field experience and resume coaching.

UALC will deliver the following outcomes: 1) 180 students will have access to out-of-school opportunities; 2) 212 days of out-of-school services will be offered for students to grow their knowledge and skills in Native Hawaiian practices and land stewardship; 3) 90 stewardship visits will be provided for students to increase their commitment to stewardship; 4) 16 resumes will be completed by youth who achieved an internship.

This project provides out-of-school opportunities to a community with few out-of-school options.

B. Describe the proposed plan

1. Describe why you chose this Grant Activity and how it will effectively address the community's problem / need. *(2,000 character count limit)*

This project addresses the problem of limited out-of-school support opportunities for youth in Kapolei and Ewa by providing safe, engaging spaces for youth to grow their skills and become community contributors.

This request is to expand our out-of-school program offerings to include an internship component for youth ages 15 – 18.

The internship component would benefit all youth especially at-risk youth who are more likely to face difficulties in connecting to the labor market and accessing good learning opportunities (Organization for Economic Co-operation and Development).

UALC would provide youth with workforce training, field experience and resume building coaching. These are critical services especially in the growing regions of Kapolei and Ewa where access to support programs to transition youth to the workforce are few. We would fill this gap by offering a paid internship for youth during the Spring and Summer intersessions.

Internships have been successful in setting youth up for success in future careers. They also help to impact local businesses and develop community.

The internship component will be an expansion of our strong offerings of out-of-school sessions that serve children and youth ages 5 -18. Our programs benefit the social and emotional development of youth thru daily support services that include free transportation, homework help, tutoring, hana noeau lessons and land stewardship experiences. Our intersession programs include components specializing in food preparation, ocean diving, music, ukulele, poetry and hunting.

UALC's internship program is free and registration is easily accessible through our website.

2. Provide measurable outcomes, describe how outcomes are aligned with the purposes and priorities of the Grants in Aid Fund, and describe how outcomes directly benefit the target population. *(3,000 character count limit)*

Public Services should begin with a statement of the number of individuals that the Grant Activity will directly benefit during the Grant Term.

Arts, Culture, Community/Economic Development or Environment should begin with a statement as to how the Grant Activity supports the sustainable improvement in the well-being and quality of life of local communities, especially low to moderate income areas.

In this project, 180 unduplicated youth ages 5-18 (30% have come from low to moderate income households) will have access to transportation, academic support, hana noeau lessons, workforce training and stewardship opportunities in order to grow their community impact.

The measurable outcomes are:
1. 180 students will have access to culturally grounded, place-based out-of-school opportunities
2. 212 days of out-of-school support services will be offered that include transportation, homework help, tutoring, hana noeau lessons, workforce training and stewardship experiences
3. 90 stewardship visits will be provided to grow commitment to stewardship
4. 16 resumes will be completed by youth who completed an internship and have increased their employability

By participating in one of our thirteen offered out-of-school program sessions participants will grow their abilities and their engagement in the community they live.

This project aligns with the City Grants in Aid by serving a community underserved in out-of-school opportunities for youth. We provide free transportation to our campus after school for six (6) schools, four (4) of which have a 40% or more free and reduced lunch student body. These schools include: Makakilo Elem, Mauka Lani Elem, Kapolei Elem and Ka Waihona O Ka Naauau, PCS.

We also serve a predominately Native Hawaiian population, a population historically over represented in areas of health and social disparities as well as in the foster system and criminal justice system. Additionally, our programming is heavily based in arts, culture and the environment – all that benefit the public.

Our project is a preventative intervention that nurtures well-being powered by sense of place and identity that helps individuals make healthy and safe choices to prevent vices like substance abuse, criminal activity, and self harm.

Our project also supports the mandate by O‘ahu voters who in 2016 amended the City Charter to ensure that local government address issues relating to Climate Change and work with communities to be more resilient.

Every student in this project cares for our public green spaces and plants at least 2 trees. Planting supports the City’s goal of increasing our urban tree canopy coverage to 35% by 2035 to help cool neighborhoods and protect against flooding.

3. Provide an action plan to achieve the stated measureable outcomes. If the Grant Activity involves a partnership, provide a description of each partner's role. Must include measurable milestones, specific events, or other performance measures appropriate to achieving the outcomes. *(3,000 character count limit)*

Over 12 months children and youth will have access to out-of-school support services that include transportation, homework help, tutoring, hana noeau lessons, workforce training, field experience and land stewardship opportunities.

Each year, we serve students from over 24 HIDOE schools.

During the academic school year, we transport students from 6 schools to our campus in Kalaeloa for after school services. These schools are Hoʻokele Elem, Kapolei Elem, Makakilo Elem, Mauka Lani Elem, Ka Waihona o Ka Naauao and Dreamhouse Charter School.

We also partner with Sylvan Learning Center to provide academic tutoring to students who are testing one grade level or more below in math or reading.

During the Fall, Winter, Spring and Summer intersession breaks, we recruit students from various schools and partner with various aina-based organizations to provide stewardship experiences. Amoung these orgs are Camp Palehua, Malama Puuloa, Malama Learning Center, Kaonohi Farms and Hoakalei Foundation.

We will achieve the outcome of 180 students served by recruiting participants thru a multi channel approach. We advertise program sessions on our website and social media. And we also collaborate with the Parent Community Network Coordinator (PCNC) at various HIDOE schools. The PCNC assists in distributing flyers to students and communicating to teachers about the program. All registration is taken thru an online portal on our website.

To achieve 212 days of out-of-school services, we will create a comprehensive 12-month schedule, develop curriculum, schedule cultural practitioners, confirm site visits, gather supplies, distribute waiver forms and communicate to schools, parents and teachers. Data on each day of service is tracked thru TraxSolutions, a program management software which collects and manages program data including attendance, site visit check ins, survey feedback, dosage hours and demographic information including information on whether the student is on Free and Reduced Lunch.

We will achieve 90 days of stewardship visits by scheduling site visits with our over 12 community aina-based partners. Waivers for site visits are sent to parents ahead of the program start. We also hold parent meetings before we begin any program. It gives us a chance to connect to the family and invite them to join us for our stewardship site visits and activities. Short Message Service (SMS) is enabled for text message communication with parents.

To achieve the milestone of having 16 youth complete a resume after the completion of an internship, we will have our Program Coordinator and instructors train and take the interns through 8 hours of workforce training, 40 hours of field experience and 2 hours of resume building coaching.

And in regards to our kupuna, we will continue to grow our relationships with our kupuna through our land stewardship experiences and our hana noeau workshops.

4. Provide a budget narrative that explains how the budget in Section III will achieve the desired outcomes. (*3,000 character count limit)*

This budget leverages other yet to be secured funds from Kamehameha Schools and local foundations. A 50% allocation of some of the estimated costs reflects those funds.

Direct Salaries: The Kumu/ED will allocate 30% of her time to teach and direct program activities at a monthly salary of $6,250. A full time program coordinator with a monthly salary of $4,167, 4 half time program instructors ($18/hr), 1 half time program assistant ($17/hr) and 2 half time drivers ($17/hr) will deliver program. Direct salaries= ($6250X.30X12) + (($4167X12)+(4X18/hrX1040hrs)+(1X17/hrX1040hrs)+(2X17/hrX1040hrs))X.5= 22500+25000+37440+8840+17680=$111,460.

Taxes and benefits: 7.65% for FICA/Medicare, 1.5% for State Unemployment, 2% for TDI and Workers Comp = 11.15X111,460=$12,428. Medical insurance for Kumu/ED and Program Coordinator at $600/mthX(.3+.5 FTE)X12mths=$5,760, totalling $18,188.

Admin Salaries: The Kumu/ED will serve as the program director and allocate 20% of her time at $6,250X.2X12=$15,000 to plan, collect data and report on the program.

Taxes and benefits for admin are the same as the above: 11.15%X$15,000=$1,673. Medical insurance at $600/mthX12mthsX.2FTE=$1,440, totalling $3,113.

Professional and Contractual Fees:
Cultural practitioners and site visits/stays to support program are estimated at 100 sessions X$400 average cost=$40,000X.25 allocation = $10,000
Social media support to recruit participants at $200/mthX12mthsX.5=$1,200
Payroll and tax reporting services at $375/mthX12mthsX.5=$2,250
Tax and audit services at $500/yrX.5=$250
Grants finance and admin support at $350/mthx12mths=$4,200

Office Rent: $2,250/mthX12mthsX.5=$13,500

Office Utilities: ($150/mth electric +$100/mth water)X12mthsX.5=$1,500

Office Maintenance and Security: $50/mthX12mthsX.5=$300.

Consumable Office Supplies: $200/mthX12mthsX.5=$1,200.

Program Activities include instructional/arts and craft supplies, small equipment/furniture, stewardship supplies are estimated at $45/participantsX300 unduplicated participantsX.5=$6,750.

Mileage and Parking to transport participants to and from school and programs sites is estimated at $645/mth based on current program services. $645/mthX12mthsX.5=$3,870.

Postage is estimated at $20/mthX12mthsX.5=$120

Telecommunications is estimated at ($167/mth for Internet/cell+$15/mth for SMS messaging)X12mthsX.5=$1,020.

Dues and Subscriptions for registration, time keeping, QuickBooks, communication apps and for

membership in Hawaii Employers Council, CNHA and HANO is estimated at $1000/mthX12mthsX.5=$6,000.

5. Provide a timeline that is complete, realistic and appropriate to achieve the desired outcomes. This timeline should also be reflected in Section IV. *(3,000 character count limit)*

UALC offers 13 out-of-school sessions for students. Two after school sessions and 11 intersession sessions.

Month 1: Oct 2022 (est)
Finalize and implement tracking of outcomes for City contract
Deliver Fall Intersession Programs w/ 24 participants (all unduplicated)
Deliver Semester 1 Afterschool Program @ Ulu A‘e facility w/ 30 participants (all unduplicated)
Summarize outcomes, detail expenditures, provide City reporting

Month 2: Nov
Continue Semester 1 Afterschool Program @ Ulu A‘e facility
Recruit participants for Winter Intersession Programs
Summarize outcomes, detail expenditures, provide City reporting

Month 3: Dec
Conclude Semester 1 Afterschool Program @ Ulu A‘e facility w/ 30 participants (all unduplicated)

Recruit participants for Semester 2 Afterschool Program
Deliver Winter Intersession Programs @ Ulu A‘e facility w/ 24 Participants (12 unduplicated, 12 duplicated)
Summarize outcomes, detail expenditures, provide City reporting

Month 4: Jan 2023
Begin delivering Semester 2 Afterschool Program @ Ulu A‘e facility w/ 30 participants (15 unduplicated, 15 duplicated)
Summarize outcomes, detail expenditures, provide City reporting

Month 5: Feb
Recruit for Spring Intersession Programs including Internship Program
Summarize outcomes, detail expenditures, provide City reporting

Month 6: Mar
Continue Semester 2 Afterschool Program
Conduct Internship training
Deliver Spring Intersession Programs w/ 24 students and 4 interns
Summarize outcomes, detail expenditures, provide City reporting

Month 7: Apr
Continue Semester 2 Afterschool Program
Summarize outcomes, detail expenditures, provide City reporting

Month 8: May
Conclude Semester 2 Afterschool Program @ Ulu A‘e facility w/ 30 participants (15

unduplicated, 15 duplicated)
Recruit participants for summer intersessions including Internship Program
Conduct Internship training
Finalize/Secure partners and resources for summer and new school year
Summarize outcomes, detail expenditures, provide City reporting

Month 9: Jun
Deliver 5 Summer Intersession Programs w/ 100 participants (50 unduplicated, 50 duplicated)
Schedule 6 interns for field work experience and resume coaching
Summarize outcomes, detail expenditures, provide City reporting

Month 10: Jul
Deliver 4 Summer Intersession Programs w/ 80 participants (40 unduplicated, 40 duplicated)
Schedule 6 interns for field work experience and resume coaching
Planning for new school year
Recruit participants for new school year
Summarize outcomes, detail expenditures, provide City reporting

Month 11: Aug
Recruit participants for new school year
Planning for new school year
Summarize outcomes, detail expenditures, provide City reporting

Month 12: Sep
Consolidate data and complete final report for City

C. Provide evidence of the agency's ability to perform the proposed grant activity through past performance, current capacity and/or plan to acquire the capacity to perform.

1. Provide data that demonstrates proven success in offering the same, similar, or related activities to achieve the proposed outcomes. *(3,000 character count limit)*

Our organization has been providing culturally grounded, place-based programs in West Oahu since 2016. Each year since our start our enrollment numbers and repertoire of out-of-school program opportunities have increased.

Today, in additional to serving youth during non-school hours, we provide monthly Ike Kuuna enrichment workshops for parents and kupuna, and monthly stewardship experiences for the community at Puuokapolei, a cultural and historic site at Kapolei Regional Park. We also host two annual signature events: Makahiki ma Kapolei and Kapuuola Hula Festival.

UALC has consistently served children and youth. When schools closed down in March 2020, we began delivering Noeau Learning Boxes to families to keep them engaged in their homes. When businesses like ours were given the green light to open our doors in June 2020, we began serving children of working parents at our learning center from 7am – 5pm. Our longest program session in 2020 was 731 hours. 75% of our learners returned to participate in another program session indicating that parents were comfortable with our offerings and trusted us to serve their child for up to 10 hours a day during a pandemic.

Today we provide free after school transportation from school campuses to our campus for 6 HIDOE schools.

Last year we piloted a youth internship program after learning that many high school needed internship experience for school requirements and wanted to intern with us. With some seed funding from Kamehameha Schools, we piloted a Spring and Summer Internship Program with the goal of completing 16 students. We ended up completing 17 students.

Students in the internship program received 8 hours of training, 40 hours of field experience and 2 hours of resume coaching. Each student produced an updated resume that is ready for the next job search.

The internship is an expansion of our current vibrant selections of out-of-school program sessions, which all aim to improve the well-being of our learners as demonstrated through their commitment to caring for themselves and their community and in their expressions of pride in self and community.

2. Describe the applicant's capacity to successfully achieve the proposed outcomes.
OR
Provide a plan to acquire the capacity to successfully achieve the proposed outcomes (including how the applicant has acquired similar capacity in the past).

Responses should include organizational knowledge, staffing, fiscal resources, facilities and other resources, stakeholders and relationships, and other relevant resources. *(3,000 character count limit)*

We are a small, growing organization with many assets. Our greatest asset is our strong support system made up of an active Board of Directors, dedicated staff, committed volunteers and caring parents and students who have grown us from a 2-person staff working remotely to a 9-person staff working from a ¼ acre campus with indoor and outdoor learning spaces in Kalaeloa. Today we have over $300,000 in cash assets.

Funders, businesses and individuals are investing in us because they see results in the work we do.

Each year we have steadily served more students and have extended our program offerings to align with the interests and requests of our beneficiaries.

Our Executive Director is another strong asset. She is well known and respected as a cultural practitioner and resource in our community. She has a wide network of connections and lasting partnerships which helps us achieve on our mission.

When it comes to staff, retention is high. This is a strength that enables us to spend more time developing the skills and knowledge of our staff. Our staff is comprised of two (2) van drivers and five (5) instructors that support and facilitate the delivery of homework help and culture-based lessons. Our staff have also become trainers for our internship program guiding our youth in their workforce development.

Our staff is strong and in addition to working with our out-of-school students, they develop comradeships with the over 300 volunteers who attend our stewardship days each year.

We'd be remiss not to mention our training with Hawaii Investment Ready (HIR). In June 2019, our Executive Director and her Board of Directors took part in a social entrepreneur accelerator. The accelerator addressed some of our core areas of need including our impact model. The experience deepened our understanding of our operations, strategies and impact. HIR inspired the development of our Financial Management Plan and our Technology Improvement Plan,

both of which will be strengthened through our ANA capacity-building grant.

To use our funds efficiently, our staff has been kept intentionally lean. With two full-time staff members and seven part-time staff to assist with transportation and program delivery, we have remained focused on providing community services to underserved working class families.

D. Describe the applicant's sustainability and/or additional long-term benefit to the community

1. Provide a plan for sustaining and / or expanding activities beyond the applicable grant period. *(2,000 character count limit)*

Our funding consists of grants, registration fees, fees-for-services, donations and sponsorships. Our Board of Directors contribute to fund development efforts and we actively seek external funding. Because of our consistent community outreach and presence, in kind donations and volunteerism are strong.

Over the last year, as businesses have re-opened, revenue from fees-for-services have increased. We've been contracted by organizations like the Royal Hawaiian Shopping Center and Lanikuhonua Cultural Institute to teach hana noeau workshops with their guests. Revenue from fees-for-services go directly towards funding and sustaining our programs.

We also collect program fees, which are nominal and range from $5 to $30 depending on the dosage hours of the program. These fees do not intend to cover the costs of the program but rather to assure attendance.

In July 2019, our organization leaders participated in the Hawaii Investment Ready (HIR) social entrepreneur accelerator, a program that strengthens enterprises like ours with scalable solutions to regional and global challenges. Embedded in the training were workshops in strengthening financial capacity which resulted in the development of our strategic Financial Management Plan (FMP) and our Technology Improvement Plan (TIP).

In September 2020, we were awarded a federal capacity grant to help us achieve both the FMP and the TIP. These improvements will eliminate inefficiencies and enable our organization to increase productivity in providing learning programs and products to teachers, students and families. The new efficiencies will create a path to innovation that will increase our impact.

One such innovation is our Noeau Learning Box subscription program that we are launching as a recurring revenue project. The Noeau Learning Box was a result of our pivot due to Covid-19.

2. Describe the applicant's capacity and resources to carry out the above plan (staffing, funding, etc.) beyond the grant period. *(2,000 character count limit)*

UALC has kept a steady pace of growth and impact since its inception in 2016. Sustainability for us is about the potential to perpetuate the results that are being achieved rather than sticking with the same plan. So it could be that part of the plan continues or that the plan evolves into a new one.

Communities respond to organizations that are benefitting a clear articulated need. And over the years individual donations, in-kind services and volunteerism has increased in our organization because we have focused on the needs of the community.

If a time comes when we have less cash, we know we can continue our impact by leveraging community muscle like our partnerships and assets which include our ¼ acre campus in Kalaeloa, our 15-passenger vans, our devoted Board of Directors, our knowledgeable staff, our committed volunteers, our eager-to-learn beneficiaries, our strong social media following, our interactive YouTube page, our directory of over 30 partnerships and the over $40,000 of in-kind services we receive each year.

Evaluation is important in sustainability because data tells the story of the organization's impact. Last year, we created a Youth Data Working Group with 6 partner organizations who work with indigenous youth. The group meets quarterly to discuss and sharpen our evaluation methods in conducting data collection and analysis. Much progress has come from our work in this group.

We believe that through strong evaluation processes in tandem with innovative programs, diverse community outreach, and valuable beneficiary experiences, we will achieve positive outcomes even when the money is less.

E. No CITY funds or assistance. The highest consideration will be given to applicants that do not receive other funding or any form of assistance from the CITY. While applicants that receive other funding or assistance from the CITY may apply for Grants in Aid funding, the extent of funding or assistance already received in relation to services provided must be considered prior to awarding Grants in Aid funds. A percentage of the sub-total criteria points will be awarded to Grantees based on the criteria below and the information about past funding / assistance from the CITY that follows.	
The applicant has received no award from the CITY within the last 3 years.	**10%**
The applicant has received 1-2 awards from the CITY within the last 3 years.	**7%**
The applicant has received 3-5 awards from the CITY within the last 3 years.	**5%**
The applicant has received between 6-9 awards from the CITY within the last 3 years.	**3%**
The applicant has received 10 or more awards from the CITY within the last 3 years.	**0%**

GRANTEE RECEIPT OF CITY GRANTS

Identify all CITY grants received by Grantee (or Fiscal Sponsor) in the last three (3) years. Information will be verified by the CITY.

1. Grant Activity Name & Contract #: Ulu A'e Project CT-DCS-2300060
   Grant Period: 10/1/22 - 09/30/23 Grant Amount: $199,937
   Grant Purpose: Children- Out-of-School Programs
   Grant Activity Status: ☒ Underway ☐ Completed ☐ Canceled
   Administrating Division: Department of Community Servicecs

2. Grant Activity Name & Contract #: Ulu A'e Project CT-DCS-2200057
   Grant Period: 10/1/21 - 09/30/22 Grant Amount: $193,644
   Grant Purpose: Children- Out-of-School Programs
   Grant Activity Status: ☐ Underway ☒ Completed ☐ Canceled
   Administrating Division: Department of Community Servicecs

3. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

4. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____

F. Age Friendly Honolulu

Consideration is to be given to applicants that incorporate the vision and goals of the Age-Friendly Honolulu Program (as codified in ROH Chapter 2, Article 22), including but not limited to (1) enabling residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active; and (2) removing barriers to inclusion for and providing support services to vulnerable residents and/or have physical limitations.

To be eligible for the bonus points as an Age-Friendly Honolulu Project an organization must demonstrate the proposal aligns with Age-Friendly Honolulu's priorities by completing the following TWO steps:

1) Go the following website https://www.hiphi.org/age-friendly-honolulu/ to access an Age-Friendly Honolulu training video. The video should be watched by at least one (1) person from the non-profit organization in a leadership position (Executive Director, Administrator, or equivalent). This video will define an "age-friendly city" and explain what types of projects align with the Age-Friendly Honolulu Vision.

2) Complete the section below by selecting which Age-Friendly Honolulu category best fits the activities of your organization and providing a brief description of how your proposal is an Age-Friendly Honolulu project.

- ☐ Enabling Residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active, particularly at the oldest ages
- ☐ Providing Kupuna with meaningful roles in the community, including mentors, volunteers, or through intergenerational programming
- ☐ Removing barriers to support community inclusion and accessibility for persons of all abilities.

3) How is your proposal an Age-Friendly Honolulu Project and explain how your organization can meet the additional reporting requirements if awarded? *(2,000 character count limit)*

Our project aligns with the Age-Friendly Honolulu initiative by providing opportunities for residents of all ages to actively participate in our Puuokapolei stewardship days and in our lauhala and lei making workshops. Currently a group of 8 kupuna join us weekly at Puuokapolei to care for the garden and remove debris and invasives. When we thank them for coming out every week, they express that they find the work rewarding and appreciate being part of the efforts to revitalize a historic, cultural site.

We also hold monthly lauhala preparation and lei making workshops both at our learning center and at Puuokapolei. These workshops give space to intergeneration sharing as kupuna and our youth make lei and soften lauhala together while telling stories and sharing life experiences.

Stewardship days and workshops are posted on our website and social media. Residents of all ages come out to join us. It is through word of mouth, though, that many kupuna learn of our offerings.

APPENDIX A: TIER II GRANT PROPOSAL (Grants $25,000 to $200,000)
SOLICITATION NO. RGP-DCS-GIA2024

Instructions: The proposal below must be completed in full. Responses must be provided in the fillable boxes provided. Where annotated, the fillable boxes have predetermined maximum limits on character counts. Letters, numbers, punctuation marks, and spaces are included in the character count limits.

SECTION I
SUMMARY

A. Grantee Legal Name:	United Cerebral Palsy Association of Hawaii
B. Is Grantee a Fiscal Sponsor?	☐ Yes ☒ No
C. Grant Activity Name:	United Cerebral Palsy Office Relocation and Renovation

D. Briefly describe the Grantee's background, history (including year established), and mission. *(400 character count limit)*

United Cerebral Palsy Association (UCPA) of Hawaii is a 501 (C) (3) non-profit organization established in Hawaii in 1959. We are a part of a national group of affiliates that provide services, conducts public and professional education programs, and supports cerebral palsy research. Our focus is to positively affect the lives of children and adults with cerebral palsy or other disabilities.

E. Briefly describe the Grant Activity and public need being filled. *(400 character count limit)*

UCPA of Hawaii works to positively affect the quality of life for children and adults with cerebral palsy and others with similar service needs. We provide support for the families involved and educate the public on preventing cerebral palsy. Our largest program works with the State of Hawaii Department of Health conducting Early Childhood Intervention assessments of children.

F. Briefly summarize Grant Activity outcomes and measures of success, including number and description of those served. *(400 character count limit)*

UCPA of Hawaii serves between 300-350 children annually in Early Childhood Intervention program. We assess, establish goals, mentor and review a child's severity of disability and track results working closely with each family to meet mandated metrics. In addition we provide resource and referral services, plan group activities and family support for another 250-300.

G. Council District
Check all districts that will benefit from the Grant Activity. Provide the amount requested per district. Amounts must be in whole numbers only.

☐ District 1 $	☐ District 2 $	☐ District 3 $
☐ District 4 $	☐ District 5 $	☐ District 6 $
☒ District 7 $150,000	☐ District 8 $	☐ District 9 $

Total Amount Requested (must be $25,000 to $200,000)	$150,000

H. Type of Grant Activity (pick ONE category that best reflects the Grant Activity):		
1. Public Services: Projects in this category will support qualified public services and programs for the target populations deemed by the CITY to be most vulnerable.		
☐ A. Public Service – Seniors	☐ B. Public Service - Children	☒ C. Public Service - Disabilities
☐ D. Public Service – Homeless	☐ E. Public Service – Domestic Violence	☐ F. Public Service – Substance Abuse
☐ G. Public Service – Mental Health	☐ H. Public Service – Other (describe):	
2. Arts, Culture, Community/Economic Development, and the Environment: Projects in this category will support the sustainable improvement in the well-being and quality of life of local communities, especially low- to moderate income areas.		
☐ A. Arts	☐ B. Culture	☐ C. Community Development
☐ D. Economic Development	☐ E. Environment	

GRANTEE'S CERTIFICATION AND SIGNATURE

The undersigned, subject to personal liability and penalty under applicable law, certifies that he or she: (i) is authorized to sign this Grant Proposal; (ii) personally prepared or reviewed the matters found in this Grant Proposal (including any related documents/attachments); (iii) asserts all statements made in this Grant Proposal (including all attachments) are true, accurate and complete; (iv) has the requisite skills and knowledge to assert the foregoing certification; and (v) has complied and shall continue to comply with all applicable requirements of Chapter 6, Article 29 of the Revised Ordinances of Honolulu 1990, as amended (Link), regarding private organizations receiving grants of public funds from the City and County of Honolulu.

Signature of Grantee (Fiscal Sponsor) Officer

Date 11/22/22

Printed Name and Title: John Nishida, Executive Director JOHN NISHIDA

CERTIFICATE OF THE BOARD OF DIRECTORS NO OBLIGATIONS IN ARREARS

The undersigned of the Board ("Grantee") hereby certifies that the Grantee or any principal of the Grantee or sponsored organization (where the Grantee is a Fiscal Sponsor) is not in arrears on any financial or other obligation owed to the City & County of Honolulu, a municipal corporation of the State of Hawaii.

Katie K Yoshioka
(Signature)

Katie K Yoshioka
(Print name)

CERTIFICATE OF THE BOARD OF DIRECTORS AUTHORIZATION TO ASSIGN AUTHORITY

The undersigned of the Board ("Grantee") hereby certifies that John Nishida (name), Executive Director (title), has been authorized by the Board of Directors to sign proposals, contracts, and related documents on behalf of the Grantee. Accordingly, I hereby assign the authority by the Board to execute proposals, contracts, and contract amendments on behalf of the Grantee, and further certify that the assigned is given the power and authority to do all things necessary to implement, maintain, amend, or renew such contracts, including but not limited to the delegation of signing authority to another employee of the Grantee.

Katie K Yoshioka
(Signature)

Katie K Yoshioka
(Print name)

STATE OF HAWAII)
CITY AND COUNTY OF HONOLULU)

On this 20th day of November, 2022, before me appeared Katie Yoshioka, personally known to me, who, being by me duly sworn, did say that he/she is the Secretary of United Cerebral Palsy of HI and that the corporation has no corporate seal, and that said instrument was signed in behalf of said corporation by authority of its Board of Directors, and said Secy acknowledged said instrument to be the free act and deed of said corporation.

Joy Kodama
Notary Public, State of Hawaii

My Commission expires: 02/25/2026

JOY KODAMA NOTARY PUBLIC No. 18-73 STATE OF HAWAII

Doc. Date: 11/20/2022 # Pages 1
Name: Joy Kodama 1st Circuit
Doc. Description: Certificate of The Board of Directors no Obligations in Arrears
Joy Kodama 11/20/2022
Signature Date
NOTARY CERTIFICATION

FISCAL SPONSOR

The Fiscal Sponsor is a nonprofit organization that assumes legal, financial and programmatic responsibility for the activities of groups or individuals engaged in work that furthers the fiscal sponsor's mission and their own respective purposes. The Fiscal Sponsor is called the Grantee in this Grant Proposal. The CITY's legal relationship is with the Grantee, and the CITY will disburse Grant funds to the Grantee. The Sponsored Organization is the organization under this Grant Proposal that the Grantee (Fiscal Sponsor) chooses to support to implement the Grant Activity.

Accordingly, if the Grantee is a Fiscal Sponsor, the following should be completed by both the Grantee (Fiscal Sponsor) and the Sponsored Organization. By initialing and signing below, the Grantee (Fiscal Sponsor) and the Sponsored Organization indicate they have reviewed and come to an agreement regarding each of the following items:

Grantee/Fiscal Sponsor Initials	Sponsored Organization Initials	Agreed upon items
		Response herein to Section III Question 1
		Response herein to Section III Question 2
		Response herein to Section III Question 3
		Response herein to Section III Question 4
		Response herein to Section III Question 5
		Response herein to Section III Question 6
		Grant Activity: Budget/Funding (Section III)
		Grant Activity Preliminary Schedule of Activities (Section IV)

In addition to the foregoing, the Fiscal Sponsor and the Sponsored Organization each hold the CITY harmless and will defend and indemnify the CITY and its officers, employees, and agents, individually and in their official capacities, from all claims of liability for damages arising directly or indirectly from each entering into a Fiscal Sponsorship Agreement with the other.

The undersigned also attach hereto required documents regarding Fiscal Sponsorship, as detailed in Section VI.

_____ _____

Signature of Grantee (Fiscal Sponsor) Officer — Date

Printed Name and Title:

_____ _____

Signature of Sponsored Organization Officer — Date

Printed Name and Title:

SECTION II
GRANT ACTIVITY INFORMATION

A. Describe how the community need, stated problem / issue, and target population are effectively validated. The description must include how the public services target population is vulnerable or how the arts, culture, community/economic development, or environmental activities will especially support low- to moderate income areas.

1. Provide substantive data and other quality information to show the issue is a priority need of the community. *(3,000 character count limit)*

United Cerebral Palsy Association of Hawaii serves approximately 600 persons with disabilities and their families annually. Our staff of dedicated social workers, therapists and clerks work closely with each of the 300+ children with learning and developmental disabilities and their families one-on-one in their homes or at a location of their choice. This in-home philosophy requires our office space to remain in the geographic area between downtown and Aloha Stadium. The office location needs to provide access to those that we service and close access for the staff and families to be able to interact and meet in-person. In addition we have served another 300+ individuals with cerebral palsy or similar disabilities which requires our office to be accessible and convenient. Post pandemic it is a priority for children and individuals with disabilities to "get-out" and socialize. The community we serve will suffer if we are not able to address greater interaction and participation in activities for our disabled patrons and or their families.

Presently our office is located at 414 Kuwili Street. We have been located there for the past 25 years. Over time the location has become an area overwhelmed with homeless and new construction for the rail project. Our main access to the office is on Kaaahi Street that is at the end of the six year Dilligham rail infrastructure construction starting November 2022. The homeless encampments have proven to be a detriment for people with disabilites to visit our office as well as the lack of sidewalk access due to the construction. Please see attached pictures.

Moving office is a priority need for UCPA to increase particiaption to post-pandemic levels and to encourge and enhance socialization and peer/parent meetings. In addition, the traffic that has and will be generated by the six-year Dillingham stretch will hinder the performance of our social workers. As they navigate the traffic to attend in-home meetings with our children we have found they can attend half the meetings due to the delays and confusion. It takes our social workers between 45 minutes to an hour to navigate Dillingham at this time and this is only the planning of the six year construction period.

For our dedicated team of social workers to effectively meet "in-home" with our 300+ children we serve with learning disabilities and to get back to pre-pandemic participation in our programs, we will need to relocate our office to a more accessible location for our staff and consumers with disabilities and their familes to work and participate effectively and efficiently.

2. Provide a thorough analysis of the community's priority need / problem and its impact on the community. *(3,000 character count limit)*

Twenty five years ago UCPA was part of a ground breaking group of four non-profit partners named DiverseAbilities. We were fortunate to obtain a long term lease by The Harry and Jeanette Weinberg Foundation for our office space and $100,000 for moving expenses. DiverseAbilities has since terminated in 2020, as well as the building has been sold to an investment group. United Cerebral Palsy is the only nonprofit that remains in the building from the original four.

Since 1997 the area surrounding our office has become the hub to providing services for the homeless and it has become an encampment. This has cut off access for those with disabilities to visit and meet at our office as often sidewalk access is hindered and it is very intimidating for them to navigate using public transportation. This and the COVID-19 pandemic has hindered and reduced our in-house visits by consumers to almost none from 300+.

In addtion, the rail construction of the Dillingham corridor is literally to our back door on Kaaahi St. This construction severely limits our office accessibility and extremely hinders our staff's ability to work with our children and families with disabilities. The staff presently take between four and six appointments at the children's homes, on days, the traffic and construction has already cut in half the children we can serve. As construction progresses, we foresee the number of appointments decreasing to a level that we will not be serving our children properly. Ideally we prefer to meet "in-person" at a child's home to assess the child and mentor the family in their "natural setting". However, as the traffic hinders our social workers' access, the alternative is to Zoom or virtually meet. This is an alternative however, as proven throughout the pandemic, it is not as effective as in-person meetings. Again our therapy staff needs to work one-on-one with the child and family for best results.

The priority need is to get back to in-person events and socialization, as well as one-on-one in-person meetings/activities with our 600+ consumers and families that we worked with pre-pandemic.

3. Provide a description of the Grant Activity. This description will be used as the scope of services in the contract. *(1,000 character count limit)*

The grant is required to assist UCPA in planning and renovating our new office space. The office will be accessible to both our consumers and our social work staff. The grant will: relocate furniture, fixtures and equipment, install electrical and security devices, build out private spaces for meeting, and offset moving expenses. We will be relocating five administrative offices and eleven cubicles from our present location. The new office will require erection of two walls to assure privacy and confidentiality for our social workers, relocation of electrical, IT, security and additional air conditioning, ADA retrofitting of one restroom and the front door and lastly the purchase of few pieces of furniture to supplement the present desks and file cabinets. Also included in the facility is a "new" Community Center for the staff to host more in-house meetings, education sessions and group activities. It is important that families and consumers socialize to gain peer experiences and respite time. We estimate an additional 400-500 consumers and families will attend. The cost breakdown is as follows: Planning and Renovation $50,000, Electrical and IT relocation $25,000, ADA Restroom and Doorway $35,000, New Furniture $20,000, Moving $10,000, and Misc. $10,000. Total $150,000.

We do not have a formal written estimate. We are working to establish a contract for the design as of this writing. The dollar amounts are estimates at this time.

B. Describe the proposed plan

1. Describe why you chose this Grant Activity and how it will effectively address the community's problem / need. *(2,000 character count limit)*

To better serve the community, we are in the process of moving our office. This move will provide greater accessibility for our consumers and their families to our facility as well as

allow our staff greater flexibility to meet with children and the families we serve. It will increase the quality of life for employees and our consumers.

The Grants in Aid timing has proven to be ideal. UCPA is in need of financial assistance with the redevelopment of the spaces and to help offset moving expenses. UCPA is in the process of negotiating with the Landlord of the new building and we expect to sign a lease in the next month, December 2022. In 1997 when we moved to our present site, The Harry and Janette Weinberg Foundation provided UCPA with a $100,000 relocation grant which afforded us the opportunity to move and provide a professional work space for our social workers and administrative staff.

In addition to our normal programs, the new office will feature a Community Center which will allow us to conduct family events, peer support activities and meetings. We cannot emphasize the need for socialization for our disabled consumers and their families. Our goal is to meet the needs of our consumers by providing an accessible location free of homeless encampments and allowing them to be able to navigate the sidewalks, public transportation access, and a facility that is ADA accessible to enhance and encourage participation. We foresee 300+ consumers returning post-pandemic and another 500+ families participating in our new Community Center.

2. Provide measurable outcomes, describe how outcomes are aligned with the purposes and priorities of the Grants in Aid Fund, and describe how outcomes directly benefit the target population. *(3,000 character count limit)*

Public Services should begin with a statement of the number of individuals that the Grant Activity will directly benefit during the Grant Term.

Arts, Culture, Community/Economic Development or Environment should begin with a statement as to how the Grant Activity supports the sustainable improvement in the well-being and quality of life of local communities, especially low to moderate income areas.

The measureable outcome is to better service and care for the 600+ consumers and their families. In addition, creation of our Community Center will provide socialization, education and respite support to another 500+. We will create a more welcoming and compasionate home for our consumers.

Another measureable outcome will be the ability for our social work staff to meet with our Early Childhood Intervention children (300+) "in-person" rather that Zoom or virtual. Presently we are 98% back to "in-person" therapy sessions with our children. That is ideal for the development of our children. However with the rail traffic, we have required increased virtual meetings. Therefore the move, without the rail construction traffic, our new office will provide ease of access and will allow our dedicated staff to meet with families in their homes for sessions. Our goal is 100% in-person meetings. This is the ideal and most effiective family mentoring process.

Our requested Grant of $150,000 will allow us to remain in our geographic location (between Aloha Stadium and Downtown and mauka of the H-1 Freeway). This geographic area provides services to individuals with social and economic needs within the City and County of Honolulu.

3. Provide an action plan to achieve the stated measureable outcomes. If the Grant Activity involves a partnership, provide a description of each partner's role. Must include measurable milestones, specific events, or other performance measures appropriate to achieving the outcomes. *(3,000 character count limit)*

United Cerebral Palsy Association programs will thrive with the new office space and new Community Center. Our action plan is as follows. Complete negotiations and sign new lease December 2022, design and planning of new space April 2023, the space will be built to ADA compliance, renovation of new space June 2023, host an open house and marketing plan to open the Community Center August 2023, Grand Opening and host events for our consumers and their families September 2023. We hope to compress this plan based on planning and design.

The most exciting part of our move is the opening of our Community Center that will provide another 500+ consumers and their families. This will be the first time since the pandemic that we are opening up our offices to social and educational events. We are planning quarterly events of 100+ families and monthly educational and peer group session of 25-50 in attendance.

The new location will allow for evening events that at our present location is prohibited due to the surrounding homeless encampments.

We will maintain all other programs through the office move.

4. Provide a budget narrative that explains how the budget in Section III will achieve the desired outcomes. *(3,000 character count limit)*

The budget submitted of $150,000 will offset the development and moving costs of the new office. The new location, ADA compliance and new Community Center are all desired outcomes to enhance services and programming.

The budget is an estimate as we are seeking formal bids once the lease has been signed in December 2022. The grant budget is established to complete the renovation of the space, relocation of electrical, IT and security infrastructure, ADA compliance, a few furniture and fixtures and build out of our new Community Center.

The Budget will contract the movers to physically move the office.

The above factors will achieve the desired outcome we are seeking.

5. Provide a timeline that is complete, realistic and appropriate to achieve the desired outcomes. This timeline should also be reflected in Section IV. *(3,000 character count limit)*

Complete negotiations and sign new lease December 2022, design and planning of new space April 2023, the space will be built to ADA compliance, renovation of new space June 2023, host an open house and marketing plan to open the Community Center August 2023, Grand Opening and host events for our consumers and their families September 2023.

Once the move has been completed we will meet our desired outcomes:
1. 100% in-person meetings for our social workers and therapists with the 300+ Early Childhood Intervention children we serve. Ease of access will expedite travel times
2. Get back to socialization programs post-pandemic serving 300+ consumers. Our Community and Activities Outreach Manager will have a facility free of obstructions to host sessions and activities.

3. Establish the Community Center with quarterly family events and monthly educational programming serving 500+ annually
4. A safer work environment for the staff and enhanced quality of life
5. A safer and easier access for our consumers and their families. This includes availability of public transportation and ease of movement along sidewalks.
6. Ability to host evening and weekend events safely.

C. Provide evidence of the agency's ability to perform the proposed grant activity through past performance, current capacity and/or plan to acquire the capacity to perform.

1. Provide data that demonstrates proven success in offering the same, similar, or related activities to achieve the proposed outcomes. *(3,000 character count limit)*

United Cerebral Palsy has been a State of Hawaii contractor providing Early Childhood Intervention programs since 1997. We have successfully worked with The Department of Health to service the Aloha Staduim to Downtown geographic location working with 300-350 children annually. Pre-COVID pandemic we operated a successful MAC program and outreach progam that serviced over 300 children and adults with cerebral palsy and/or similar disabilities. These consumers and their families participated in karate classes, social gatherings and sporting events. In addition our social workers provided educational and public heath outreach to the community. UCPA has been successful in providing these programs in the past and we look forward to continuing at a location better suited for accessibility. Our new office including a Community Center will expand the staffs' ability as the new facility will be much more accessible and user friendly. The new facility will provide us the ability to grow the number of consumers we serve by an estimated 500. The new facility will also allow us to maintain face-to-face meeting and mentorship with our consumers and their families.

2. Describe the applicant's capacity to successfully achieve the proposed outcomes.
OR
Provide a plan to acquire the capacity to successfully achieve the proposed outcomes (including how the applicant has acquired similar capacity in the past).

Responses should include organizational knowledge, staffing, fiscal resources, facilities and other resources, stakeholders and relationships, and other relevant resources. *(3,000 character count limit)*

UCPA staffing and financial capacity at the new office will not change significantly. Our programs are all successfully operated and will continue. The location of the office will allow for the staff to increase their outreach and enhance interaction with our consumers. The new Community Center will allow for even greater interaction and the ability to expand the number and frequency of peer, family, and educational get togethers. Post COVID, ease of access and less traffic will allow our consumers with disabilities to participate and in turn, our programs will thrive.

United Cerebral Palsy was established in 1959. Our staff is a very dedicated team of sixteen social workers, clerical and support staff. They are committed to serving the cerebral palsy community and others with learning and/or similar disabilities. The staff serves with a passion taking care of children and adults with disabilities in Hawaii. The staff's commitment is seen by the longevity of their employment. We have one employee of 40 years, two employees

with 30 years, ten with an average of eight years of service and only three less than two years of service. Financially we are fiscally sound with revenues from our State of Hawaii contract, Savers contract, Aloha United Way, and three local fundraisers. Our Board of Directors are comprised of a number of professions within the community including, two Certified Public Accountants and one bank Vice President that serve as our Finance consultant. Our steady source of income is helpful for our successful operations. Pre-COVID we operated all of our programs to capacity and our new office will allow us to increase the patrons we serve in-person, one-on-one in a professional setting.

D. Describe the applicant's sustainability and/or additional long-term benefit to the community

1. Provide a plan for sustaining and / or expanding activities beyond the applicable grant period. *(2,000 character count limit)*

UCPA is capable of sustaining the repair and maintenace of the new office facilities as part of normal budgeted operations. The grant requested is for a one-time move to renovate and retrofit the new facility. UCPA's State of Hawaii contract, three fundraising events and Savers contract will cover all costs to sustain the facility.

The long-term benefits for the community is our expanded capacity and ability to help others with cerebral palsy and/or similar disabilities. Our consumers and families will have a more accessible and welcoming place to meet and work with our staff. Our efforts to work with children with learning challenges will be more aggressive as our team will complete more in-person mentoring with their families. Our new Community Center will create a place to meet, obtain research and referrals, listen to educational programs and socialize with their peers and families. UCPA plans on growing programming beyond the grant year as the office is an investment in the future.

United Cerebral Palsy is looking to expand our capacity to better meet the needs of the disabled community and their families. Utilizing the grant and building out our new facility will allow us to expand our programs and services. The Grant's assistance with our new facility will open up the accessibility and possibilities for those with disabilities to attend in-person. This will allow us to provide a more focused process, a greater reach and ability to diversify our programs for the community.

2. Describe the applicant's capacity and resources to carry out the above plan (staffing, funding, etc.) beyond the grant period. *(2,000 character count limit)*

UCPA will utilize the Grant to assist in outfitting and moving our office and creating the new Community Center. This as a one-time expense and the grant will help to offset the renovation and move. Staffing and funding will remain consistent with years past with only incremental changes in expense. UCPA operates a very strict budget to remain financially stable and has numerous sources of income to support our programs. The State of Hawaii Department of Health contract is our largest income provider, the Savers contract soliciting and selling used clothing, Aloha United Way and lastly, our three annual fundraisers.

This grant will not change our staffing or our operating expenses. The new office will provide for increased partonage of our services however that will create only incremental increases in expenses and will be controllable. The goal with the new office is to increase accessibility resulting in increased utilization and participation of our programs as well as greater efficiency of our employees' time. UCPA will be more capable of operating after the grant award and in future years.

In 1997, The Harry and Jeanette Weinberg Foundation provided $100,000 for UCPA to move into our present office. At that time, we utilized the funds for new furniture and moving expenses. That was 25 years ago. The City Grant we are requesting will provide us with the opportunity to move into a professional office setting with privacy for our social workers to meet with families, proper electrical and IT installation, ADA accessible entrance and restrooms, and new Community Center. It will increase our staff productivity and allow for greater socialization and in-person meetings with our consumers and their families. Financially, post the Grant, UCPA can sustain the new office in the future.

E. No CITY funds or assistance. The highest consideration will be given to applicants that do not receive other funding or any form of assistance from the CITY. While applicants that receive other funding or assistance from the CITY may apply for Grants in Aid funding, the extent of funding or assistance already received in relation to services provided must be considered prior to awarding Grants in Aid funds. A percentage of the sub-total criteria points will be awarded to Grantees based on the criteria below and the information about past funding / assistance from the CITY that follows.	
The applicant has received no award from the CITY within the last 3 years.	**10%**
The applicant has received 1-2 awards from the CITY within the last 3 years.	**7%**
The applicant has received 3-5 awards from the CITY within the last 3 years.	**5%**
The applicant has received between 6-9 awards from the CITY within the last 3 years.	**3%**
The applicant has received 10 or more awards from the CITY within the last 3 years.	**0%**

GRANTEE RECEIPT OF CITY GRANTS

Identify all CITY grants received by Grantee (or Fiscal Sponsor) in the last three (3) years. Information will be verified by the CITY.

1. Grant Activity Name & Contract #: Not Applicable
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

2. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

3. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

4. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled

F. Age Friendly Honolulu

Consideration is to be given to applicants that incorporate the vision and goals of the Age-Friendly Honolulu Program (as codified in ROH Chapter 2, Article 22), including but not limited to (1) enabling residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active; and (2) removing barriers to inclusion for and providing support services to vulnerable residents and/or have physical limitations.

To be eligible for the bonus points as an Age-Friendly Honolulu Project an organization must demonstrate the proposal aligns with Age-Friendly Honolulu's priorities by completing the following TWO steps:

1) Go the following website https://www.hiphi.org/age-friendly-honolulu/ to access an Age-Friendly Honolulu training video. The video should be watched by at least one (1) person from the non-profit organization in a leadership position (Executive Director, Administrator, or equivalent). This video will define an "age-friendly city" and explain what types of projects align with the Age-Friendly Honolulu Vision.

2) Complete the section below by selecting which Age-Friendly Honolulu category best fits the activities of your organization and providing a brief description of how your proposal is an Age-Friendly Honolulu project.

☐ Enabling Residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active, particularly at the oldest ages

☐ Providing Kupuna with meaningful roles in the community, including mentors, volunteers, or through intergenerational programming

☐ Removing barriers to support community inclusion and accessibility for persons of all abilities.

3) How is your proposal an Age-Friendly Honolulu Project and explain how your organization can meet the additional reporting requirements if awarded? *(2,000 character count limit)*

APPENDIX A: TIER II GRANT PROPOSAL (Grants $25,000 to $200,000)
SOLICITATION NO. RGP-DCS-GIA2024

Instructions: The proposal below must be completed in full. Responses must be provided in the fillable boxes provided. Where annotated, the fillable boxes have predetermined maximum limits on character counts. Letters, numbers, punctuation marks, and spaces are included in the character count limits.

SECTION I
SUMMARY

A. Grantee Legal Name:	United States Veterans Initiative
B. Is Grantee a Fiscal Sponsor?	☐ Yes ☒ No
C. Grant Activity Name:	Greater Health Priority for Emergency Homeless Shelter
D. Briefly describe the Grantee's background, history (including year established), and mission. *(400 character count limit)*	
Founded in 1993, U.S.VETS mission is the successful transition of military veterans and their families through the provision of housing, counseling, career development, and comprehensive support. U.S.VETS has grown from a single residential facility housing five Vietnam Veterans to a national organization spanning five states and the District of Colombia, serving beyond those who served.	
E. Briefly describe the Grant Activity and public need being filled. *(400 character count limit)*	
U.S.VETS – Wai'anae seeks to bring greater health and prevention of disease to those who live in the congregate setting of our shelter and to the greater Wai`anae coast community. Funding will support the renovation of the shelter bathrooms and showers.	
F. Briefly summarize Grant Activity outcomes and measures of success, including number and description of those served. *(400 character count limit)*	
Wai'anae estimates that at any given time 192 individuals (total of 400/year) will benefit from this project. Our clients are homeless adults, couples, and families (veteran and civilian) with children under the age of 18. Community hygiene helps prevent infectious diseases from spreading throughout a neighborhood. Access to facilities and hygiene practices regularly creates healther communities.	

G. Council District
Check all districts that will benefit from the Grant Activity. Provide the amount requested per district. Amounts must be in whole numbers only.

☒ District 1 $200,000.00	☐ District 2 $	☐ District 3 $
☐ District 4 $	☐ District 5 $	☐ District 6 $
☐ District 7 $	☐ District 8 $	☐ District 9 $
Total Amount Requested (must be $25,000 to $200,000)	$200,000.00	

H. Type of Grant Activity (pick ONE category that best reflects the Grant Activity):		
1. Public Services: Projects in this category will support qualified public services and programs for the target populations deemed by the CITY to be most vulnerable.		
☐ A. Public Service – Seniors	☐ B. Public Service - Children	☐ C. Public Service - Disabilities
☒ D. Public Service – Homeless	☐ E. Public Service – Domestic Violence	☐ F. Public Service – Substance Abuse
☐ G. Public Service – Mental Health	☐ H. Public Service – Other (describe):	
2. Arts, Culture, Community/Economic Development, and the Environment: Projects in this category will support the sustainable improvement in the well-being and quality of life of local communities, especially low- to moderate income areas.		
☐ A. Arts	☐ B. Culture	☐ C. Community Development
☐ D. Economic Development	☐ E. Environment	

GRANTEE'S CERTIFICATION AND SIGNATURE

The undersigned, subject to personal liability and penalty under applicable law, certifies that he or she: (i) is authorized to sign this Grant Proposal; (ii) personally prepared or reviewed the matters found in this Grant Proposal (including any related documents/attachments); (iii) asserts all statements made in this Grant Proposal (including all attachments) are true, accurate and complete; (iv) has the requisite skills and knowledge to assert the foregoing certification; and (v) has complied and shall continue to comply with all applicable requirements of Chapter 6, Article 29 of the Revised Ordinances of Honolulu 1990, as amended (Link), regarding private organizations receiving grants of public funds from the City and County of Honolulu.

Kimberly Cook

Signature of Grantee (Fiscal Sponsor) Officer
Printed Name and Title: Kimberly Cook, Ph.D., Vice President of Clinical Services

11/21/22

Date

CERTIFICATE OF THE BOARD OF DIRECTORS NO OBLIGATIONS IN ARREARS

The undersigned of the Board ("Grantee") hereby certifies that the Grantee or any principal of the Grantee or sponsored organization (where the Grantee is a Fiscal Sponsor) is not in arrears on any financial or other obligation owed to the City & County of Honolulu, a municipal corporation of the State of Hawaii.

Tanya Brown
(Signature)

Tanya Brown
(Print name)

CERTIFICATE OF THE BOARD OF DIRECTORS AUTHORIZATION TO ASSIGN AUTHORITY

The undersigned of the Board ("Grantee") hereby certifies that Kimberly Cook, Ph.D. (name), Vice President, Clinical Services (title), has been authorized by the Board of Directors to sign proposals, contracts, and related documents on behalf of the Grantee. Accordingly, I hereby assign the authority by the Board to execute proposals, contracts, and contract amendments on behalf of the Grantee, and further certify that the assigned is given the power and authority to do all things necessary to implement, maintain, amend, or renew such contracts, including but not limited to the delegation of signing authority to another employee of the Grantee.

Tanya Brown
(Signature)

Tanya Brown
(Print name)

STATE OF HAWAII)
CITY AND COUNTY OF HONOLULU)

On this 2nd day of December, 2022, before me appeared Tanya Brown, personally known to me, who, being by me duly sworn, did say that he/she is the Executive Director of U.S Vets and that the corporation has no corporate seal, and that said instrument was signed in behalf of said corporation by authority of its Board of Directors, and said she acknowledged said instrument to be the free act and deed of said corporation.

D. Akina
Notary Public, State of Hawaii

My Commission expires: 08/01/26

D. AKINA NOTARY 21-57 PUBLIC STATE OF HAWAII

D. AKINA NOTARY 21-57 PUBLIC STATE OF HAWAII

Doc. Date: 12/02/22 # Pages 1
Name: D. Akina 1st Circuit
Doc. Description: Certificate of the Board of Directors No Obligations in Arrears
D. Akina 12/02/22
Signature Date
NOTARY CERTIFICATION

FISCAL SPONSOR

The Fiscal Sponsor is a nonprofit organization that assumes legal, financial and programmatic responsibility for the activities of groups or individuals engaged in work that furthers the fiscal sponsor's mission and their own respective purposes. The Fiscal Sponsor is called the Grantee in this Grant Proposal. The CITY's legal relationship is with the Grantee, and the CITY will disburse Grant funds to the Grantee. The Sponsored Organization is the organization under this Grant Proposal that the Grantee (Fiscal Sponsor) chooses to support to implement the Grant Activity.

Accordingly, if the Grantee is a Fiscal Sponsor, the following should be completed by both the Grantee (Fiscal Sponsor) and the Sponsored Organization. By initialing and signing below, the Grantee (Fiscal Sponsor) and the Sponsored Organization indicate they have reviewed and come to an agreement regarding each of the following items:

Grantee/Fiscal Sponsor Initials	Sponsored Organization Initials	Agreed upon items
		Response herein to Section III Question 1
		Response herein to Section III Question 2
		Response herein to Section III Question 3
		Response herein to Section III Question 4
		Response herein to Section III Question 5
		Response herein to Section III Question 6
		Grant Activity: Budget/Funding (Section III)
		Grant Activity Preliminary Schedule of Activities (Section IV)

In addition to the foregoing, the Fiscal Sponsor and the Sponsored Organization each hold the CITY harmless and will defend and indemnify the CITY and its officers, employees, and agents, individually and in their official capacities, from all claims of liability for damages arising directly or indirectly from each entering into a Fiscal Sponsorship Agreement with the other.

The undersigned also attach hereto required documents regarding Fiscal Sponsorship, as detailed in Section VI.

_____ _____

Signature of Grantee (Fiscal Sponsor) Officer — Date

Printed Name and Title:

_____ _____

Signature of Sponsored Organization Officer — Date

Printed Name and Title:

SECTION II
GRANT ACTIVITY INFORMATION

A. Describe how the community need, stated problem / issue, and target population are effectively validated. The description must include how the public services target population is vulnerable or how the arts, culture, community/economic development, or environmental activities will especially support low- to moderate income areas.

1. Provide substantive data and other quality information to show the issue is a priority need of the community. *(3,000 character count limit)*

U.S.VETS – Wai'anae has been in operation since 2007 and has not had major repairs done to the facility, to include the shared shelter bathrooms and showers. Funding will be used to renovate six bathrooms and showers – specifically flooring/sub-flooring, shower stalls, plumbing, urinals, vanities, and fixtures. The bathrooms are used daily by shelter clients and have not had significant repairs in almost 15 years.

U.S.VETS – Wai'anae is the largest homeless shelter serving the Wai'anae Coast. The 2022 Point-in-Time Count (PITC) conducted by Partners in Care found 3,951 people experiencing homelessness on March 9, 2022. This includes the individuals in Region 7. The PITC showed that of the community members experiencing unsheltered homelessness, approximately 57% were experiencing chronic homelessness; 8% were veterans; the majority (72%) identified as non-white from a community of color. Of the 7 distinct regions included in the PITC, the Wai'anae Coast had the third-largest percentage of transgender community members experiencing unsheltered homelessness. Among the individuals surveyed, most cited financial hardship as the main driver of their housing status. On the Wai'anae Coast, 424 people were experiencing unsheltered homelessness at the time of the PITC. These households consisted of 47% Single Adults, 36% Adult Only Households (2 or more adults over the age of 18), 12% Adults with children, and 5% Unaccompanied Youth.

U.S.VETS – Wai'anae addresses homelessness by providing emergency shelter, transitional housing, and connection to permanent housing, alongside supportive services. We accomplish this by providing facilities on-site to house individuals and families, co-locating services and amenities so that clients do not have to travel to additional locations. Renovations to the shelter bathrooms are a necessity for clients, and we have not had major repairs to the bathrooms in almost 15 years. We have identified this as a priority need for clients living on-site. Community hygiene and accessibility to proper facilities is vital to keeping everyone healthy, especially those with weakened immune systems, those under the age of 5, and kupuna. All of whom we serve at our shelter. All of whom share space and resources within Waianae coast neighborhoods and the greater public population.

2. Provide a thorough analysis of the community's priority need / problem and its impact on the community. *(3,000 character count limit)*

U.S.VETS overall goal is to renovate the Wai'anae Civic Center. Ultimately, improving its structure will allow us to continue to serve as a safe emergency shelter for homeless individuals, couples, and families on the Leeward Coast. Supportive services that improve an individual's ability to obtain and retain permanent housing will continue to be offered onsite. Specifically, over the grant term, U.S.VETS – Wai'anae expects to serve 192 individuals on any given day, 400 individuals in total for the year; 46% of persons will move into transitional or permanent housing; and 90% of people will retain permanent housing one year after placement.

Hawaii is currently facing one of the worst homeless epidemics in the country with the highest rate of homelessness per capita in the nation. It is currently estimated to be around 15,000 homeless individuals in Hawaii. Chronically homeless individuals are the largest Medicaid recipients in the state, consuming 61% of the 2 billion dollar annual budget and spending 1.2 billion in Medicaid each year with an average cost per person to the health system of $4,650 per day with a total average of $82,000 per year as cited by Hawaii.gov.

U.S.VETS – Wai'anae is the largest homeless shelter serving the Wai'anae Coast, and it is important that we maintain our facilities as people continue to fall into homelessness. We can accommodate all clients' specific needs, including providing full-service ADA bathrooms, showers with shower chairs, handheld shower heads, pedestal sinks, and family style bathrooms with a shower to accommodate families with small children.

3. Provide a description of the Grant Activity. This description will be used as the scope of services in the contract. *(1,000 character count limit)*

People experiencing homelessness do not have consistent access to water, sanitation, and hygiene in the state which increases their risk of contagious infections. Restrooms are sanitation and hygiene facilities that are critical to the health of our homeless clients and are an important amenity we offer when outreaching to new clients. Funding will support renovations to the shelter bathrooms, which include updating flooring, sub-flooring, shower stalls and fixtures for six trailers totaling 19 toilets and showers. We have already solicited bids from potential contractors per our procurement procedure which requires U.S.VETS to (1) put out a Request for Proposal (RFP); (2) procure at least 3 bids; and (3) use a scoring tool to evaluate bids before choosing the best contractor for the job.

B. Describe the proposed plan

1. Describe why you chose this Grant Activity and how it will effectively address the community's problem / need. *(2,000 character count limit)*

While good personal hygiene is well known to reduce risk of infectious disease and improve mental health, access to sanitation facilities and hygiene behaviors among people experiencing homelessness is limited. Personal hygiene and self-care, particularly access to regular showering and clean clothing, may also increase the likelihood of transitioning out of homelessness, through obtaining a job or a housing placement. The bathrooms on the property of the shelter have become worn down and in disrepair after 15 years, and it is important for us to address this before it becomes in-operable.

U.S.VETS focuses on providing for our client's basic needs so that they can focus on their pathway out of homelessness - whether it is a job, education, mental health, or other supportive services - we ensure clients have all the tools and resources they need. Addressing this need allow us to direct clients' focus on the wraparound services available to them on-site, such as: emergency shelter, intensive case management, counseling, emergency financial assistance, meals, connection to mainstream benefits, transportation, life-skills classes, workforce development, and COVID-19 response services (e.g. testing, vaccinations, PPE).

2. Provide measurable outcomes, describe how outcomes are aligned with the purposes and priorities of the Grants in Aid Fund, and describe how outcomes directly benefit the target population. *(3,000 character count limit)*

Public Services should begin with a statement of the number of individuals that the Grant Activity will directly benefit during the Grant Term.

Arts, Culture, Community/Economic Development or Environment should begin with a statement as to how the Grant Activity supports the sustainable improvement in the well-being and quality of life of local communities, especially low to moderate income areas.

U.S.VETS - Wai'anae estimates that 192 individuals on any given day, 400 in total in the course of a year will benefit from this project. Our clients are homeless adults, couples, and families (veteran and nonveteran) with children under the age of 18. We anticipate positive outcomes to all clients as this is an amenity that is used daily. For example, those who are seeking employment are more likely to secure employment if they have continuous access to hygiene and sanitation facilities.

Based on current contractor bids, the project is estimated to take place over the course of one year and will be completed by the end of the grant period.

3. Provide an action plan to achieve the stated measureable outcomes. If the Grant Activity involves a partnership, provide a description of each partner's role. Must include measurable milestones, specific events, or other performance measures appropriate to achieving the outcomes. *(3,000 character count limit)*

U.S.VETS will conduct renovation in phases in order to limit disruptions to clients. Anticipated activities will include:

1. Replace broken and inoperable toilets and sinks, fixing 6/19 toilets at a time
2. Replace and retile showers and shower areas, fixing 6/19 at a time
3. Update drains and plumbing to showers, fixing 6/19 at a time
4. Replace flooring, patch walls, and install fixtures
5. Paint trailer and then reopen before starting on next trailer
6. Renovate 1/6 trailers at a time until all bathrooms and showers are finished

4. Provide a budget narrative that explains how the budget in Section III will achieve the desired outcomes. (*3,000 character count limit)*

The budget includes a quote from contractors for parts and labor. The project budget covers the entire scope of work necessary for completing the project.

5. Provide a timeline that is complete, realistic and appropriate to achieve the desired outcomes. This timeline should also be reflected in Section IV. *(3,000 character count limit)*

All parts and labor will be ordered upon award of grant. Half of the contracted amount will be paid to contractor upon start of the contract, and the remainder of contractor funds will be paid upon completion. Completion is expected to be finished by end of grant year.

C. Provide evidence of the agency's ability to perform the proposed grant activity through past performance, current capacity and/or plan to acquire the capacity to perform.

1. Provide data that demonstrates proven success in offering the same, similar, or related activities to achieve the proposed outcomes. *(3,000 character count limit)*

Please see attached HMIS reports for previous services provided to the homeless.
For emergency shelters, please provide data, if available, on:
• current shelter occupancy: 166
• percent (%) of clients exiting to permanent housing: 53%
• average length of stay: 76 days

Over the years, U.S.VETS has developed a track record of successfully executing our city, county, state, and federally funded programs. This includes tracking data, maintaining accurate and up-to-date records, producing timely invoices and reports, and effectively utilizing all granted funds for the betterment of our community. Our commitment to fiscal transparency, along with the meeting and exceeding of industry standards have led to renewal of our public funding, year after year. Nationally, U.S.VETS currently manages more than 100 federal grants from the VA, HUD, and DOL, to include seven HVRP grants.

Among our grants we have multi-million dollar projects funded through HUD-VA Supportive Housing (HUD-VASH), a program created by HUD and the VA which offers supportive services to homeless veterans, and helps move them into permanent housing; as well as the Supportive Services for Veteran Families (SSVF) program, through which we provide temporary financial support such as rental assistance, utility assistance, moving expenses, childcare, and transportation.

These and all other U.S.VETS' programs are subject to rigorous empirical measures to evaluate their successes. The Wai'anae site reports on over 30 performance measures for their array of programs. Program measures for each client are captured during program intake and discharge, with time-specific measures reported on a real-time basis and recorded in case manager file notations, and reported on, monthly.

2. Describe the applicant's capacity to successfully achieve the proposed outcomes.
OR
Provide a plan to acquire the capacity to successfully achieve the proposed outcomes (including how the applicant has acquired similar capacity in the past).

Responses should include organizational knowledge, staffing, fiscal resources, facilities and other resources, stakeholders and relationships, and other relevant resources. *(3,000 character count limit)*

U.S.VETS has over 28 years of experience operating comprehensive supportive services and residential housing for homeless individuals and families nationwide, with 18 years of this experience, specifically in Hawai‘i. We operate each of our programs with a commitment to meeting, exceeding, and setting industry standards, which we accomplish through our talented and dedicated team, robust infrastructure, innovative strategy, the leveraging of our extensive network, and engaging in partnerships with both public and private entities. Utilizing this approach, we were able to provide access to 59,000 bed nights and more than 38,000 meals, via our Wai'anae site in the last year alone.

Each of U.S.VETS' sites have earned CARF accreditation (Commission on Accreditation of Rehabilitation Facilities) for the organization's dedication to continuous improvement and ability to meet reach and surpass rigorous service and quality thresholds. Additionally, in 2017, U.S.VETS was recognized locally, and received the State of Hawai‘i Homeless Programs Office Expanding Success Award, for the team's efforts in the community, including providing much-needed housing services and case management. We have also successfully completed all requirements of DHS/HPO shelter services contracts for each of the past 12 years. Each year, all funds were expended with program services meeting contractual requirements. In addition to the shelter service contracts, our two sites in Hawai‘i, U.S.VETS — Barber's Point and U.S.VETS — Wai'anae, are currently successfully executing contracts with the delivery of Housing First, Outreach and Rapid Re-housing programs. In fiscal year 2020, we managed a combined budget of nearly $16M, and a team consisting of 88 full-time employees.

With an eye on continued success and sustainability, U.S.VETS' programs are modeled on our internal learnings and evidence backed practices, and enhanced by our partnerships with similar organizations in the O'ahu community. We actively participate in the local CoC and together we (1) reach out to homeless community members who have not come forward for help; (2) assess scope of needs of homeless individuals and families; (3) prioritize services for the most vulnerable among them by virtue of their long periods of homelessness, medical fragility, and other factors; and (4) lower barriers to receiving appropriate interventions. This helps us minimize service duplication and ensure we are collaborating with partnering organizations consistently.

D. Describe the applicant's sustainability and/or additional long-term benefit to the community

1. Provide a plan for sustaining and / or expanding activities beyond the applicable grant period. *(2,000 character count limit)*

Renovations are anticipated to last at minimum for five years without repair. Minor repairs are expected after, which will be done by our on-site maintenance staff.

2. Describe the applicant's capacity and resources to carry out the above plan (staffing, funding, etc.) beyond the grant period. *(2,000 character count limit)*

U.S.VETS already has the staff in place in Wai'anae to execute services. Our staff is especially sensitive to the unique needs of our homeless population, many of whom are Native Hawaiian or Pacific Islander, with limited ESL proficiency. We know cultural and economic factors both contribute to homelessness, and so staff are trained to assess and identify the full scope of needs of each client. In addition to the local staffing, the Wai'anae location is supported by a national senior leadership staff, including senior positions related to operations, programs, and quality assurance. This collaboration ensures that our programs and services are of the highest quality and that we continually address any areas of improvement. Regarding funding, this grant is intended to support one-time costs related to maintenance. We continue to evaluate our building's needs from year-to-year. In prior years, we have also worked with local community groups and corporations to support site beautification and maintenance projects. Following this grant's completion, we will assess our needs going forward.

E. No CITY funds or assistance. The highest consideration will be given to applicants that do not receive other funding or any form of assistance from the CITY. While applicants that receive other funding or assistance from the CITY may apply for Grants in Aid funding, the extent of funding or assistance already received in relation to services provided must be considered prior to awarding Grants in Aid funds. A percentage of the sub-total criteria points will be awarded to Grantees based on the criteria below and the information about past funding / assistance from the CITY that follows.	
The applicant has received no award from the CITY within the last 3 years.	**10%**
The applicant has received 1-2 awards from the CITY within the last 3 years.	**7%**
The applicant has received 3-5 awards from the CITY within the last 3 years.	**5%**
The applicant has received between 6-9 awards from the CITY within the last 3 years.	**3%**
The applicant has received 10 or more awards from the CITY within the last 3 years.	**0%**

GRANTEE RECEIPT OF CITY GRANTS

Identify all CITY grants received by Grantee (or Fiscal Sponsor) in the last three (3) years. Information will be verified by the CITY.

1. Grant Activity Name & Contract #: Housing First Increment II #CT-DCS-1600281
   Grant Period: FY17 Grant Amount: $2,320,000.00
   Grant Purpose: Permanent Supportive Housing
   Grant Activity Status: ☐ Underway ☒ Completed ☐ Canceled
   Administrating Division: DEPT.OF BUDGET AND FISCAL SERVICES

2. Grant Activity Name & Contract #: Housing First Increment II #CT-DCS-2100148
   Grant Period: FY23 Grant Amount: $2,320,000.00
   Grant Purpose: Permanent Supportive Housing
   Grant Activity Status: ☒ Underway ☐ Completed ☐ Canceled
   Administrating Division: DEPT. OF BUDGET AND FISCAL SERVICES

3. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

4. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled

F. Age Friendly Honolulu

Consideration is to be given to applicants that incorporate the vision and goals of the Age-Friendly Honolulu Program (as codified in ROH Chapter 2, Article 22), including but not limited to (1) enabling residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active; and (2) removing barriers to inclusion for and providing support services to vulnerable residents and/or have physical limitations.

To be eligible for the bonus points as an Age-Friendly Honolulu Project an organization must demonstrate the proposal aligns with Age-Friendly Honolulu's priorities by completing the following TWO steps:

1) Go the following website https://www.hiphi.org/age-friendly-honolulu/ to access an Age-Friendly Honolulu training video. The video should be watched by at least one (1) person from the non-profit organization in a leadership position (Executive Director, Administrator, or equivalent). This video will define an "age-friendly city" and explain what types of projects align with the Age-Friendly Honolulu Vision.

2) Complete the section below by selecting which Age-Friendly Honolulu category best fits the activities of your organization and providing a brief description of how your proposal is an Age-Friendly Honolulu project.

☐ Enabling Residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active, particularly at the oldest ages

☐ Providing Kupuna with meaningful roles in the community, including mentors, volunteers, or through intergenerational programming

☒ Removing barriers to support community inclusion and accessibility for persons of all abilities.

3) How is your proposal an Age-Friendly Honolulu Project and explain how your organization can meet the additional reporting requirements if awarded? *(2,000 character count limit)*

Our shelter is prepared for deomographic change by our inclusion of all ages of people experiencing homelessness. We are low barrier, practicing a Housing First model approach. Our facilities have private rooms for singles, couples and families of all sizes. We allow service, therapeutic, and comfort animals. We are age-friendly with full-service ADA bathrooms, including showers with shower chairs and handheld shower heads, pedestal sinks and family style bathrooms with showers to accommodate families with small children. We have accessible walking paths with ramps to main office/case management offices and to the wings of client rooms, which are all bottom floor units with no stairs to climb. We have spacious lanai areas for reading, with accessiblity to laundry and meal services. We offer USDA approved daily meals that include meal accomdations for children, special needs, medical diets and vegan.

APPENDIX A: TIER II GRANT PROPOSAL (Grants $25,000 to $200,000)
SOLICITATION NO. RGP-DCS-GIA2024

Instructions: The proposal below must be completed in full. Responses must be provided in the fillable boxes provided. Where annotated, the fillable boxes have predetermined maximum limits on character counts. Letters, numbers, punctuation marks, and spaces are included in the character count limits.

SECTION I
SUMMARY

A. Grantee Legal Name:	Wai'anae Economic Development Council
B. Is Grantee a Fiscal Sponsor?	☒ Yes ☒ No
C. Grant Activity Name:	E Mau Ke A'o Program for Indigineous Cultural Practitioners

D. Briefly describe the Grantee's background, history (including year established), and mission. *(400 character count limit)*

The Wai'anae Economic Development Council (WEDC) was formed in 2014 by a coalition of community organizations to identify and develop economic opportunities on the Wai'anae Coast. Our mission is to increase opportunities for Wai'anae Coast residents by developing the community's rich natural, cultural, historical and human resources.

E. Briefly describe the Grant Activity and public need being filled. *(400 character count limit)*

E Mau Ke A'o was created to answer the socioeconomic needs of indigenous cultural practitioners living in District 1. Through published reports and direct conversations with cultural practitioners, WEDC has found that many cultural practitioners cannot economically sustain themselves solely through the delivery of their cultural practices.

F. Briefly summarize Grant Activity outcomes and measures of success, including number and description of those served. *(400 character count limit)*

E Mau Ke A'o's outcomes and measures of success include the building of multiple cohorts of cultural practitioners equipped with strong business acumen earning living wages from their cultural practices living and doing business on O'ahu's Leeward Coast. By enhancing the entrepreneurial and technical capacity of 40 of our community's cultural practitioners, WEDC aims to strengthen our community.

G. Council District
Check all districts that will benefit from the Grant Activity. Provide the amount requested per district. Amounts must be in whole numbers only.

☒ District 1 $200,000	☐ District 2 $	☐ District 3 $
☐ District 4 $	☐ District 5 $	☐ District 6 $

Total Amount Requested (must be $25,000 to $200,000)	$200,000

H. Type of Grant Activity (pick ONE category that best reflects the Grant Activity):		
1. Public Services: Projects in this category will support qualified public services and programs for the target populations deemed by the CITY to be most vulnerable.		
☐ A. Public Service – Seniors	☐ B. Public Service - Children	☐ C. Public Service - Disabilities
☐ D. Public Service – Homeless	☐ E. Public Service – Domestic Violence	☐ F. Public Service – Substance Abuse
☐ G. Public Service – Mental Health	☐ H. Public Service – Other (describe):	
2. Arts, Culture, Community/Economic Development, and the Environment: Projects in this category will support the sustainable improvement in the well-being and quality of life of local communities, especially low- to moderate income areas.		
☐ A. Arts	☐ B. Culture	☐ C. Community Development
☒ D. Economic Development	☐ E. Environment	

GRANTEE'S CERTIFICATION AND SIGNATURE

The undersigned, subject to personal liability and penalty under applicable law, certifies that he or she: (i) is authorized to sign this Grant Proposal; (ii) personally prepared or reviewed the matters found in this Grant Proposal (including any related documents/attachments); (iii) asserts all statements made in this Grant Proposal (including all attachments) are true, accurate and complete; (iv) has the requisite skills and knowledge to assert the foregoing certification; and (v) has complied and shall continue to comply with all applicable requirements of Chapter 6, Article 29 of the Revised Ordinances of Honolulu 1990, as amended (Link), regarding private organizations receiving grants of public funds from the City and County of Honolulu.

November 21, 2022

Signature of Grantee (Fiscal Sponsor) Officer
Printed Name and Title: Joseph Lapilio, President and CEO

Date

CERTIFICATE OF THE BOARD OF DIRECTORS NO OBLIGATIONS IN ARREARS

The undersigned of the Board ("Grantee") hereby certifies that the Grantee or any principal of the Grantee or sponsored organization (where the Grantee is a Fiscal Sponsor) is not in arrears on any financial or other obligation owed to the City & County of Honolulu, a municipal corporation of the State of Hawaii.

(Signature)

Daniel H. Gomes
(Print name)

CERTIFICATE OF THE BOARD OF DIRECTORS AUTHORIZATION TO ASSIGN AUTHORITY

The undersigned of the Board ("Grantee") hereby certifies that Daniel H. Gomes (name), Vice Pres - Board of Directors (title), has been authorized by the Board of Directors to sign proposals, contracts, and related documents on behalf of the Grantee. Accordingly, I hereby assign the authority by the Board to execute proposals, contracts, and contract amendments on behalf of the Grantee, and further certify that the assigned is given the power and authority to do all things necessary to implement, maintain, amend, or renew such contracts, including but not limited to the delegation of signing authority to another employee of the Grantee.

(Signature)

Daniel H. Gomes
(Print name)

STATE OF HAWAII)
CITY AND COUNTY OF HONOLULU)

On this 21 day of November, 2022, before me appeared Daniel H. Gomes, personally known to me, who, being by me duly sworn, did say that he/~~she~~ is the Vice Pres-Bd of Directors of Waianae Economic Development Council and that the corporation has no corporate seal, and that said instrument was signed in behalf of said corporation by authority of its Board of Directors, and said he acknowledged said instrument to be the free act and deed of said corporation.

MARIE M. HATFIELD NOTARY 80-382 PUBLIC STATE OF HAWAII

Notary Public, State of Hawaii

My Commission expires: May 26, 2024

Doc. Date: 11/21/2022 # Pages 3
Name: Marie M. Hatfield 1st Circuit
Doc. Description: Grant Proposal: Certificate of Bd of Directors No Obligation in Arrears Certificate of Bd of Directors Authorize to Assign Authority

Signature Date

NOTARY CERTIFICATION

MARIE M. HATFIELD NOTARY 80-382 PUBLIC STATE OF HAWAII

FISCAL SPONSOR

The Fiscal Sponsor is a nonprofit organization that assumes legal, financial and programmatic responsibility for the activities of groups or individuals engaged in work that furthers the fiscal sponsor's mission and their own respective purposes. The Fiscal Sponsor is called the Grantee in this Grant Proposal. The CITY's legal relationship is with the Grantee, and the CITY will disburse Grant funds to the Grantee. The Sponsored Organization is the organization under this Grant Proposal that the Grantee (Fiscal Sponsor) chooses to support to implement the Grant Activity.

Accordingly, if the Grantee is a Fiscal Sponsor, the following should be completed by both the Grantee (Fiscal Sponsor) and the Sponsored Organization. By initialing and signing below, the Grantee (Fiscal Sponsor) and the Sponsored Organization indicate they have reviewed and come to an agreement regarding each of the following items:

Grantee/Fiscal Sponsor Initials	Sponsored Organization Initials	Agreed upon items
		Response herein to Section III Question 1
		Response herein to Section III Question 2
		Response herein to Section III Question 3
		Response herein to Section III Question 4
		Response herein to Section III Question 5
		Response herein to Section III Question 6
		Grant Activity: Budget/Funding (Section III)
		Grant Activity Preliminary Schedule of Activities (Section IV)

In addition to the foregoing, the Fiscal Sponsor and the Sponsored Organization each hold the CITY harmless and will defend and indemnify the CITY and its officers, employees, and agents, individually and in their official capacities, from all claims of liability for damages arising directly or indirectly from each entering into a Fiscal Sponsorship Agreement with the other.

The undersigned also attach hereto required documents regarding Fiscal Sponsorship, as detailed in Section VI.

_____ _____

Signature of Grantee (Fiscal Sponsor) Officer — Date

Printed Name and Title:

_____ _____

Signature of Sponsored Organization Officer — Date

Printed Name and Title:

SECTION II
GRANT ACTIVITY INFORMATION

A. Describe how the community need, stated problem / issue, and target population are effectively validated. The description must include how the public services target population is vulnerable or how the arts, culture, community/economic development, or environmental activities will especially support low- to moderate income areas.

1. Provide substantive data and other quality information to show the issue is a priority need of the community. *(3,000 character count limit)*

E Mau Ke A'o was created to answer the socioeconomic needs of Hawaiian cultural practitioners. Through reports and conversations with practitioners, WEDC has found that many cultural practitioners cannot sustain themselves solely through their cultural practice. According to a needs assessment by the PA'I Foundation, only a quarter of practitioners surveyed were able to sustain themselves entirely through their practice, with 54.3% of practitioners holding full-time positions and 19.8% holding part-time positions unrelated to their cultural practice. Unlike our ancestors whose livelihoods were grounded in cultural practices, modern day practitioners must take on other work to support their families or move away from Hawai'i, which further disconnects Kānaka Maoli from their ancestral lands and natural resources required for their practice. Cultural practitioners and their cultural knowledge, protocols, and practices were once foundational to the Hawaiian economy and society. The richness of the Hawaiian economy laid in generational collective knowledge held by individuals. Just as the health and wealth of Native Hawaiian society historically relied on the transmission and application of specialized cultural knowledge and practices, as Kānaka Maoli, we believe that the resurgence of cultural practices today is vital to the socioeconomic improvement of Native Hawaiians. Despite the loss of specialized cultural practices, many cultural practices have been preserved or revived through the hard work and dedication of individuals in our communities. These individuals balance the important kuleana (responsibilities) of perpetuating cultural practices while also sustaining themselves, their families, and their communities.

Practitioners also requested workshops on intellectual property, trademark, cultural certification, and basic business concepts such as promotion, sales, and marketing. Some practitioners lacked knowledge on business management or were conflicted in turning their practice into a business where they charge money for sharing traditional knowledge. This negative perspective of business prevents cultural practitioners from being fairly paid and from accessing other funding from organizations that require contracts to be with formally established businesses. Furthermore, cultural practitioners who are open to sustaining themselves through their cultural practice needed technical assistance and support to extend their reach to online audiences, which was an issue made apparent during the COVID pandemic.

This project also meets community needs and priorities as defined in annual community summits. More specifically, this project directly addresses the community priorities to support an economic paradigm shift and cultural education. Our culture-based business workshops focus on changing mindsets related to business and culture.

2. Provide a thorough analysis of the community's priority need / problem and its impact on the community. *(3,000 character count limit)*

WEDC is well prepared to deliver the proposed programming and activities. WEDC worked with cultural practitioners in capacity development and community projects through various

programs and community events including the Best of the Westside Festival where cultural demonstration booths were on display with practitioners in collaboration with Ko Olina Resorts. Our team has successfully delivered culture based business development cohorts since 2018, with participants across the State with the purpose of helping indigenous cultural practitioners create and secure livable wages. Through these workshops, our team has encountered a multitude of cultural practitioners and District 1 residents that want to both share and perpetuate their cultural knowledge and craft.

Through reports and conversations with cultural practitioners, our organization, The Wai'anae Economic Development Council (WEDC), has identified several obstacles that cultural practitioners face while working to perpetuate cultural knowledge and practice. Many cultural practitioners cannot sustain themselves solely through cultural practice. Only a quarter of practitioners surveyed in a needs assessment were able to sustain themselves entirely through their practice, with 54.3% of practitioners holding a full-time job and 19.8% with a part-time position unrelated to their practice (PA'I Foundation). Unlike our ancestors whose livelihoods were grounded in cultural practices, modern day practitioners must take on other work to support their families or move away from Hawai'i, which further disconnects Hawaiians from 'aina and resources required for their practice.

WEDC's primary geographic service area is the Wai'anae Coast communities (District 1) which consist of 9 land districts and an estimated population of 49,971 according to the 2015-2019 American Community Survey 5-year estimate (ACS 2019 5-year). The survey indicates that 39.8% of Wai'anae residents identify themselves as Native Hawaiian or Other Pacific Islander. The concentration of Native Hawaiians or other Pacific Islanders in Wai'anae is more than double the relative rate when compared to the rest of the state at 10.1% . According to the Census Bureau, in 2019, the average Native Hawaiian/Pacific Islander median household income was $66,695 in comparison to $71,664 for non-Hispanic white households. In 2019, the U.S. Census Bureau reported that 14.8 percent of Native Hawaiians/Pacific Islanders, in comparison to 9.0 percent of non-Hispanic whites, were living at the poverty level. In 2019, the unemployment rate for Native Hawaiians/Pacific Islanders was 5.9 percent, as compared to 3.7 percent for non-Hispanic whites. The E Mau Ke A'o Program was established to assist our District 1 community address the economic inequality in our community by building the capacities of resident cultural practitioners to earn living wages through their cultural practices, establishing an additional economic engine within our community.

3. Provide a description of the Grant Activity. This description will be used as the scope of services in the contract. *(1,000 character count limit)*

The Wai'anae Economic Development Council (WEDC) aims to extend the reach of its current activities to promote the economic well-being of indigenous cultural practitioners and District 1 community members through the proposed E Mau Ke A'o Project. Meaning "to sustain the cultural practitioner," E Mau Ke A'o strives to perpetuate Hawaiian culture for future generations by enhancing the entrepreneurial and technical capacity of our community's indigenous cultural practitioners. WEDC plans to accomplish this by delivering a Hawaiian culture-based entrepreneurship workshop series to resident cultural practitioners and providing them the technical assistance needed to create online learning content. This results in building practitioners' capacities to create self-sustaining businesses through their cultural practices while also increasing public access to cultural knowledge through online platforms, establishing a web-based e-ahupua'a easily accessible anywhere in the world.

B. Describe the proposed plan

1. Describe why you chose this Grant Activity and how it will effectively address the community's problem / need. *(2,000 character count limit)*

The E Mau Ke A'o Program stands to answer our west O'ahu cultural practitioners' kāhea (call) to increase their entrepreneurial capacity through providing knowledge and skill-building in business and entrepreneurship tailored to cultural practitioners. By strengthening Native Hawaiian cultural practitioners, The E Mau Ke A'o Program can support the establishment of a more inclusive national travel and tourism strategy. This program will specifically focus on the creation of new businesses for cultural practitioners; new access to markets; adoption of new business models, including digital learning and in-person experiences; increased demand for workers; and increased marketing efforts, content creation, and training. By strengthening our practitioners to create successful businesses, they will not only improve their income and living standards, but also expand economic opportunities for others and the community through job creation. As individual practitioners build their entrepreneurial skills, our communities will have more access to cultural knowledge and tourists can access authentic cultural experiences that support the Native Hawaiian community. Centering Native Hawaiian culture in the national travel and tourism strategy through cultural practitioners is one way that Native Hawaiian voices and knowledge can be authentically and appropriately included on a national scale.

The end beneficiaries of the E Mau Ke A'o Program are cultural practitioners residing and conducting cultural practices in District 1. By supporting cultural practitioners to increase their capacity to share their cultural practices and better support themselves economically, E Mau Ke A'o will be able to digitize cultural content and extend access to traditional cultural knowledge beyond the Wai'anae coast communities. WEDC plans to share access to the cultural content produced by participating practitioners through its distribution list of approximately 500 community members.

2. Provide measurable outcomes, describe how outcomes are aligned with the purposes and priorities of the Grants in Aid Fund, and describe how outcomes directly benefit the target population. *(3,000 character count limit)*

Public Services should begin with a statement of the number of individuals that the Grant Activity will directly benefit during the Grant Term.

Arts, Culture, Community/Economic Development or Environment should begin with a statement as to how the Grant Activity supports the sustainable improvement in the well-being and quality of life of local communities, especially low to moderate income areas.

The E Mau Ke A'o Program supports the sustainable improvement in the well-being and quality of life of our Wai'anae community, which has a poverty rate of 21.01%, over double of the State's 8.68% .The end beneficiaries of the E Mau Ke A'o Program are cultural practitioners residing and conducting cultural practices in District 1. By supporting cultural practitioners to increase their capacity to share their cultural practices and better support themselves economically, E Mau Ke A'o will be able to digitize cultural content and extend access to traditional cultural knowledge beyond the Wai'anae coast communities.

Outcomes include:
1. Indigenous cultural practitioners are equipped with strong business acumen, allowing them to potentially earn a living wage (western context) from their cultural practices;

2. Indigenous cultural practitioners are earning living wages from their cultural practices within District 1; and,
3. WEDC establishes multiple cohorts of indigenous cultural practitioners ready to create a new culture-based economic engine in District 1.

According to a study recently conducted by Massachusetts Institute of Technology (MIT), a livable wage for a single person living in Honolulu would be $22.69 per hour or $47,195 per year before taxes. For a single parent with one child the livable wage to aim for is $42.95 or $89,330 per year before taxes. For a family of four with two working parents, each parent will need to bring home $29.19 per hour or together bring in $121,410 per year before taxes.

By enhancing the entrepreneurial and technical capacity of our community's indigenous cultural practitioners, WEDC aims to strengthen our lāhui residing in District 1. WEDC plans to accomplish this by delivering a Hawaiian culture-based entrepreneurship workshop series to resident cultural practitioners and providing them the technical assistance needed to create online learning content. This results in building practitioners' capacities to create self-sustaining business enterprises through their cultural practices.

3. Provide an action plan to achieve the stated measureable outcomes. If the Grant Activity involves a partnership, provide a description of each partner's role. Must include measurable milestones, specific events, or other performance measures appropriate to achieving the outcomes. *(3,000 character count limit)*

Action Plan

E Mau Ke A'o activities occur in three general phases, including recruitment, workshop implementation, and digital content production, all of which will take approximately 5 months to complete. Over the 12-month project period, we will host two cohorts of up to 20 participants, thus completing these phases twice. All activities serve to meet two project goals:
1. By the end of 12 months, 40 Native Hawaiian and kama'aina cultural practitioners will successfully complete a Maolipreneur workshop to increase their business acumen and skills and knowledge regarding online content creation.
2. By the end of 12 months, 40 Native Hawaiian and kama'aina cultural practitioners will design and digitize cultural content for publishing on a digital platform as indicated by completed online modules uploaded to a learning platform.

To accomplish these goals, E Mau Ke A'o requires several staff members, including the Project Director (0.5 FTE), Project Manager (1.0 FTE), Program Assistant (1.0 FTE), Community Liaison (0.1 FTE), and contracted positions of Videographer, Social Media Marketer, and Evaluator. The Project Director will lead business development portions of the workshop and technical assistance and oversee the project. The Project Manager will recruit participants and oversee the creation and digitization of cultural content and the website to house this content. The Program Assistant will support workshop implementation and communication with participants and support project management. The Community Liaison, who also serves as the CEO of WEDC, will review and report project progress to community partners and manage partner support of the project.

Recruitment
Recruitment for both cohorts will be conducted by the Program Assistant and Social Media Marketer. Based on the pilot run of E Mau Ke A'o, social media recruitment accounted for 25% of participants with the rest recruited through word-of-mouth and personal networks.

Workshop Implementation
The Project Director, Project Manager, and Program Assistant will deliver the Maolipreneur curriculum in a one-day workshop, which is more conducive to the limited time of practitioners. Participants will also use a workbook developed for the modified curriculum to aid them in their learning. In addition to teaching culture-based business concepts, an important component of the workshop is to help practitioners organize their cultural knowledge.

Digital Content Production
The Videographer will record the practitioner's planned cultural content. They will then edit and deliver the final product to the Project Manager and practitioners.

Content Curation
The Project Manager will be working with a web developer to design a website to host and share cultural content products for the first 6 months of the project.

Program Monitoring and Evaluation
The Program Assistant and the Evaluator will be monitoring project participants including surveys and their experience through each cohort.

4. Provide a budget narrative that explains how the budget in Section III will achieve the desired outcomes. *(3,000 character count limit)*

To accomplish these goals, E Mau Ke A'o requires several staff members, including the Project Director (0.5 FTE), Project Manager (0.5 FTE), Program Assistant (0.5 FTE), and contracted positions of Videographer, Social Media Marketer, and Evaluator. The Project Director, Project Manager, Program Assistant, and Community Liaison have over 50 cumulative years of supporting small business and cultural programming in the Hawai'i community. The Project Director will lead business development portions of the workshop and technical assistance and oversee the project. The Project Manager will recruit participants and oversee the creation and digitization of cultural content and the website to house this content. The Program Assistant will support workshop implementation and communication with participants and support project management. The evaluator has nearly 10 years of experience evaluating community-, education-, and culture-based programs in Hawai'i.

Recruitment
Recruitment for both cohorts will be conducted by the Program Assistant. Cultural practitioners from Wai'anae, one of whom has received our technical assistance to do online modules, have gone through our programs and support this proposed project.

Workshop Implementation
The Project Director, Project Manager, and Program Assistant will deliver the Maolipreneur curriculum in a one-day workshop, which is more conducive to the limited time of practitioners. Participants will also use a workbook developed for the modified curriculum to aid them in their learning.

Digital Content Production
In the fourth follow up session (up to 1.5 hours), the Videographer will record the practitioner's planned cultural content. They will then edit and deliver the final product to the Project Manager and practitioners. The result of this activity will be digital copies of online modules for public use.

Content Curation
The Project Manager will be working with a web developer to design a website to host and share cultural content products for the first 6 months of the project. At the end of each cohort, the Project Manager will manage a digital product database with all content and organize and upload practitioner content to the WEDC website. They will also provide technical assistance to practitioners to upload their content to other learning platforms.

Program Monitoring and Evaluation
The Program Assistant and the Evaluator will be monitoring project participants including attendance, surveys, and their experience through each cohort. Data will be summarized and analyzed at the end of each cohort to inform program improvement. Project team meetings with staff will also help to provide feedback from staff perspectives to see how the program could be improved while follow up sessions are being conducted to ensure the successful development of cultural content with practitioners.

5. Provide a timeline that is complete, realistic and appropriate to achieve the desired outcomes. This timeline should also be reflected in Section IV. *(3,000 character count limit)*

Objective 1: By September 30, 2024, 60 cultural practitioners will increase their ability to provide successful in-person workshops and tours as measured by attendance and completion of one (1) in-person workshop and up to four (4) technical assistance coaching sessions.

Objective 1 Activity Schedule:
1. Marketing and Recruiting (Months 1-2, Months 7-8)
2. Prepare for Workshop (Month 1, Month 7)
3. Workshop Facilitation (Month 2, Month 8)
4. Tech Assist and 1-on-1 coaching for entity set up (Months 3-6, Months 9-12)
5. Permitting and Insurance Support (Months 6-12)

Objective 2: By September 30, 2024, the entrepreneurial capacity of indigenous cultural practitioners will increase with the creation of 40 new cultural practitioner-owned businesses (LLC, S-Corp or Non-Profit organizations) as measured by their completion of a three-point checklist (DCCA registration, FEIN registration, opening a business bank account.

Objective 2 Activities:
1. Follow Up and Scheduling (Months 2-5, Months 8-11)
2. Tech Assist and 1-on-1 coaching (Months 3-6, Months 9-12)
3. Apply for Federal EIN (Months 3-6, Months 9-12)
4. Register New Entity with DCCA (Months 3-6, Months 9-12)
5. Open Business Bank Account (Months 3-6, Months 9-12)
6. Offer Additional Services Needed (Months 3-6, Months 9-12)

Objective 3: By September 30, 2024, 40 digital files of traditional cultural content will be available for e-commerce and e-learning purposes as measured by their existence on the E Mau Ke A'o online platform.

Objective 3 Activities:
1. Schedule Recording Sessions for Each Practitioner (Months 2-5, Months 8-11)
2. Video Recording Session (Months 3-6, Months 9-12)
3. Video Editing (Months 3-6, Months 9-12)

4. Email draft video for feedback (Months 5-6, Months 11-12)
5. Final Video Complete (Months 5-6, Months 11-12)
6. Complete initial MVP online platform (Months 1-3)
7. Edit and Review online platform (Months 3-6)
8. Upload practitioner videos (Months 7-12)
9. Pilot Website (Months 9-12)
10. Marketing of online platform focusing on e-learning (Months 9-12)
11. Marketing of online platform focusing on tour/experience (Months 9-12)
12. Upload content on to additional platforms (Months 6-12)

C. Provide evidence of the agency's ability to perform the proposed grant activity through past performance, current capacity and/or plan to acquire the capacity to perform.

1. Provide data that demonstrates proven success in offering the same, similar, or related activities to achieve the proposed outcomes. *(3,000 character count limit)*

WEDC has a mission and vision grounded in Hawaiian Values and aimed to increase opportunities for the Wai'anae Coast communities, the majority of which are Native Hawaiian. While not restricted to serving only a Native Hawaiian population, 82% of current participants are Native Hawaiian. Furthermore, the majority of the WEDC Board of Directors and staff are Native Hawaiian. WEDC also has worked with cultural practitioners in capacity development and community projects through various programs and community events including the Best of the Westside Festival where cultural demonstration booths were on display with practitioners in collaboration with Ko Olina Resorts. In partnership with the Department of Business, Economic Development, and Tourism, WEDC helped to identify practitioners as well as support them to go to the Japan-Hawai'i Economic Summit where they offered demonstrations of Hawaiian culture in Japan. With a mission to serve the Wai'anae Coast community and a board of Native Hawaiian members, and the cultural knowledge of our staff, board, and partners, we believe WEDC is a Native Hawaiian Organization as defined in the Native Act.

WEDC is well prepared to deliver the proposed programming and activities. Similar to the proposed program, our team has delivered the Maolipreneur Program since 2018, with participants across the State with the purpose of helping Native Hawaiians find and create a livable wage. Through these workshops, our team has encountered cultural practitioners and locals that were looking for new platforms to share and perpetuate their cultural knowledge and crafts. Through workshops and 1-on-1 technical assistance, our team has assisted approximately 25 individuals to organize their content to be delivered to locals and visitors. Of the 25 individuals, 10 have gone on to list their services through a digital platform such as Airbnb Experiences or Eventbrite. The other individuals marketed their services through more traditional means through word of mouth or in partnership with other organizations that were tied to the Hotel and Hospitality Industry.

In May, the pilot E Mau Ke A'o workshop was delivered to 24 cultural practitioner participants. Through the program, participants organized their knowledge for consumption into four different categories: 'Ohana (Family), Haumana (students of the practice), Lāhui (community), and malihini (visitors).

2. Describe the applicant's capacity to successfully achieve the proposed outcomes.
OR
Provide a plan to acquire the capacity to successfully achieve the proposed outcomes (including how the applicant has acquired similar capacity in the past).

Responses should include organizational knowledge, staffing, fiscal resources, facilities and other resources, stakeholders and relationships, and other relevant resources. *(3,000 character count limit)*

WEDC has a mission and vision grounded in Hawaiian Values and aimed to increase economic opportunities of the Wai'anae Coast communities, the majority of which are Native Hawaiian. While not restricted to serving only the Native Hawaiian population, 82% of current participants are Native Hawaiian. WEDC currently works with cultural practitioners in District 1, assisting with capacity development and community projects through various programs and community events. In partnership with the Department of Business, Economic Development, and Tourism, WEDC helped to identify practitioners as well as support them to go to the Japan-Hawai'i Economic Summit where they offered demonstrations of Hawaiian culture in Japan.

WEDC is well prepared to deliver the proposed programming and activities. As mentioned previously, our team has delivered the Maolipreneur cohort since 2018 with the purpose of helping Native Hawaiians find and create livable wages. Through these workshops, we have encountered cultural practitioners and District 1 residents that want to both share and perpetuate their cultural knowledge and craft. Through workshops and 1-on-1 technical assistance, we've helped approximately 25 individuals to organize their content to be delivered to locals and visitors. Of the 25 individuals, 10 have gone on to list their services through a digital platform such as Airbnb Experiences or Eventbrite. The other individuals marketed their services through more traditional means through word of mouth or in partnership with other organizations that were tied to the Hotel and Hospitality Industry. In May of 2022, the inaugural E Mau Ke A'o workshop was delivered to 24 cultural practitioner participants.

Beyond WEDC's organizational capacity, our team works with an incredibly knowledgable group of industry professionals that provide technical leadership for this project.

Hawaiiverse, Videography and Video Editing: Responsible for recording the cultural practitioners and editing the content to be digitized. Video editing to complete the 40 practitioners that will be recorded, edited, digitized, and uploaded. Ensure that everything moves quickly so as not to discourage the momentum that the cultural practitioners experience from completing the workshop.

Na Mea Hou Technology, Website: Website will consist of developing a semi-custom online platform for an online directory and booking system that provides a means through which cultural practitioners can be contacted for workshops, cultural events, and other in-person bookings. This online platform will serve as a pathway in which visitors can begin to engage with practitioners and through which practitioners can market their services to visitors and other organizations.

D. Describe the applicant's sustainability and/or additional long-term benefit to the community

1. Provide a plan for sustaining and / or expanding activities beyond the applicable grant period. *(2,000 character count limit)*

To ensure the long-term sustainability of this mission-critical economic sustainability program for indigenous cultural practitioners, our team has developed the following sustainability plan for the E Mau Ke A'o Program.

1. Indigenous Cultural Practitioners Expansion - As funding permits, our team will reach out an additional District 1 indigenous cultural practitioners for Year 2 and beyond. Adding additional cultural practitioner cohorts from District 1 per annum until all interested cultural practitioners within District 1 have been engaged by the program will continue until all cultural practitioners are served. This organic expansion will ensure that our team prudently expands the reach of the E Mau Ke A'o Program while simultaneously ensuring the quality of the program continues to meet (or exceeds) the expectations of our District 1 community and our resident cultural practitioner community. Appropriate amendments will be made to the program to ensure that our team meets the needs and expectations of our community partners.

2. Funding Partnership Expansion - To ensure that the appropriate level of funding is secured to fulfill the program's financial obligations and eventually expand the program activities beyond the grant period, WEDC's team and Board of Directors will continue to establish mutually beneficial partnerships with private foundations, grant making agencies, corporate sponsorship programs and individual donors. As funding opportunities arise, WEDC's team will submit funding requests in the form of grant proposals, donation solicitations, and corporate sponsorship requests letters.

2. Describe the applicant's capacity and resources to carry out the above plan (staffing, funding, etc.) beyond the grant period. *(2,000 character count limit)*

Beyond the grant period, WEDC will continue to establish partnerships with cultural, technology, and grant-making organizations with the intent of continuing the mission-critical E Mau Ke A'o Program for the foreseeable future. Each month, WEDC's executive and operational teams actively participate in meetings and roundtable discussions across the State of Hawai'i with the goal of creating a robust network of organizations/partners aiming to safeguard and respectfully share indigenous culture practices with Hawai'i and beyond.

E. No CITY funds or assistance. The highest consideration will be given to applicants that do not receive other funding or any form of assistance from the CITY. While applicants that receive other funding or assistance from the CITY may apply for Grants in Aid funding, the extent of funding or assistance already received in relation to services provided must be considered prior to awarding Grants in Aid funds. A percentage of the sub-total criteria points will be awarded to Grantees based on the criteria below and the information about past funding / assistance from the CITY that follows.	
The applicant has received no award from the CITY within the last 3 years.	**10%**
The applicant has received 1-2 awards from the CITY within the last 3 years.	**7%**
The applicant has received 3-5 awards from the CITY within the last 3 years.	**5%**
The applicant has received between 6-9 awards from the CITY within the last 3 years.	**3%**
The applicant has received 10 or more awards from the CITY within the last 3 years.	**0%**

GRANTEE RECEIPT OF CITY GRANTS

Identify all CITY grants received by Grantee (or Fiscal Sponsor) in the last three (3) years. Information will be verified by the CITY.

1. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

2. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

3. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

4. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled

F. Age Friendly Honolulu

Consideration is to be given to applicants that incorporate the vision and goals of the Age-Friendly Honolulu Program (as codified in ROH Chapter 2, Article 22), including but not limited to (1) enabling residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active; and (2) removing barriers to inclusion for and providing support services to vulnerable residents and/or have physical limitations.

To be eligible for the bonus points as an Age-Friendly Honolulu Project an organization must demonstrate the proposal aligns with Age-Friendly Honolulu's priorities by completing the following TWO steps:

1) Go the following website https://www.hiphi.org/age-friendly-honolulu/ to access an Age-Friendly Honolulu training video. The video should be watched by at least one (1) person from the non-profit organization in a leadership position (Executive Director, Administrator, or equivalent). This video will define an "age-friendly city" and explain what types of projects align with the Age-Friendly Honolulu Vision.

2) Complete the section below by selecting which Age-Friendly Honolulu category best fits the activities of your organization and providing a brief description of how your proposal is an Age-Friendly Honolulu project.

☐ Enabling Residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active, particularly at the oldest ages

☒ Providing Kupuna with meaningful roles in the community, including mentors, volunteers, or through intergenerational programming

☐ Removing barriers to support community inclusion and accessibility for persons of all abilities.

3) How is your proposal an Age-Friendly Honolulu Project and explain how your organization can meet the additional reporting requirements if awarded? *(2,000 character count limit)*

In traditional Hawaiian culture, Kūpuna means the source, the starting point or the process of growth. This meaning is related to the notion that our direct forebearers and those of the distant past remain living treasures who continue to help us grow in numerous ways. They are a source of experience, knowledge, guidance, strength and inspiration to the next generations (primitiveways.com). For the E Mau Ke A'o Program, our kūpuna provide meaningful mentorship and leadership roles in the delivery of our program. This program is built on an intergenerational platform that connects current generations with past generations with the aim of safeguarding and perpetuating our State's host culture.

Our kūpuna play integral roles in the delivery of our program's curriculum. From historic contect to sharing the knowledge and wisdom passed down from their kūpuna, our kūpuna are the keepers of the flame and considered by our community as cultural treasurers and knowledge bearers.

If awarded, our team can meet the additional reporting requirements by maintaining accurate records of kūpuna involvement in our E Mau Ke A'o Program. Age, addresses, number of hours committed to community engagement, and other kūpuna-related data will be maintained by our team and shared with the Age-Friendly Honolulu Project staff. Our team is proud of the work that we do to engage our kūpuna population and would openly share our findings with members of the Age-Friendly Honolulu Project.

APPENDIX A: TIER II GRANT PROPOSAL (Grants $25,000 to $200,000)
SOLICITATION NO. RGP-DCS-GIA2024

Instructions: The proposal below must be completed in full. Responses must be provided in the fillable boxes provided. Where annotated, the fillable boxes have predetermined maximum limits on character counts. Letters, numbers, punctuation marks, and spaces are included in the character count limits.

SECTION I
SUMMARY

A. Grantee Legal Name:	Waikiki Community Center
B. Is Grantee a Fiscal Sponsor?	☐ Yes ☒ No
C. Grant Activity Name:	Waikiki Community Center Malama Senior Program

D. Briefly describe the Grantee's background, history (including year established), and mission. *(400 character count limit)*

The mission of Waikiki Community Center (WCC) is to care for our kupuna, keiki and community as `ohana. Incorporated in 1978, WCC was established by concerned community residents to serve a large senior population. WCC remains the only community center in Waikiki, serving a diverse population through its 3 major programs: Senior Program, Community Programs and Early Childhood Education.

E. Briefly describe the Grant Activity and public need being filled. *(400 character count limit)*

More than 30% of Waikiki residents are over the age of 60 years old. Eighty-two percent of seniors live alone, with an older spouse, live on fixed income and do not have support systems. The pandemic's ongoing impact has made WCC's senior services more critical than ever. WCC connects seniors to critical resources and combats social isolation, which causes both cognative and physical decline.

F. Briefly summarize Grant Activity outcomes and measures of success, including number and description of those served. *(400 character count limit)*

WCC will help 2,000 seniors aged 60+, including case management/information/referral for 1,000 seniors to help them access critical services; and help combat social isolation for 1,000 seniors who will access activities addressing physical, cognitive and emotional well-being. WCC will also facilitate seniors accessing 500 virtual and in-person health, wellness and educational actvities/services.

G. Council District
Check all districts that will benefit from the Grant Activity. Provide the amount requested per district. Amounts must be in whole numbers only.

☐ District 1 $	☐ District 2 $	☐ District 3 $
☒ District 4 $125,628	☐ District 5 $	☐ District 6 $
☐ District 7 $	☐ District 8 $	☐ District 9 $

Total Amount Requested (must be $25,000 to $200,000)	$125,628

H. Type of Grant Activity (pick ONE category that best reflects the Grant Activity):		
1. Public Services: Projects in this category will support qualified public services and programs for the target populations deemed by the CITY to be most vulnerable.		
☒ A. Public Service – Seniors	☐ B. Public Service - Children	☐ C. Public Service - Disabilities
☐ D. Public Service – Homeless	☐ E. Public Service – Domestic Violence	☐ F. Public Service – Substance Abuse
☐ G. Public Service – Mental Health	☐ H. Public Service – Other (describe):	
2. Arts, Culture, Community/Economic Development, and the Environment: Projects in this category will support the sustainable improvement in the well-being and quality of life of local communities, especially low- to moderate income areas.		
☐ A. Arts	☐ B. Culture	☐ C. Community Development
☐ D. Economic Development	☐ E. Environment	

GRANTEE'S CERTIFICATION AND SIGNATURE

The undersigned, subject to personal liability and penalty under applicable law, certifies that he or she: (i) is authorized to sign this Grant Proposal; (ii) personally prepared or reviewed the matters found in this Grant Proposal (including any related documents/attachments); (iii) asserts all statements made in this Grant Proposal (including all attachments) are true, accurate and complete; (iv) has the requisite skills and knowledge to assert the foregoing certification; and (v) has complied and shall continue to comply with all applicable requirements of Chapter 6, Article 29 of the Revised Ordinances of Honolulu 1990, as amended (Link), regarding private organizations receiving grants of public funds from the City and County of Honolulu.

Signature of Grantee (Fiscal Sponsor) Officer
Printed Name and Title: Caroline Hayashi, President

11/21/22
Date

Waikiki Community Center
RGP-DCS-GIA2024

CERTIFICATE OF THE BOARD OF DIRECTORS NO OBLIGATIONS IN ARREARS

The undersigned of the Board ("Grantee") hereby certifies that the Grantee or any principal of the Grantee or sponsored organization (where the Grantee is a Fiscal Sponsor) is not in arrears on any financial or other obligation owed to the City & County of Honolulu, a municipal corporation of the State of Hawaii.

(Signature)

Simeon Miranda
(Print name)

CERTIFICATE OF THE BOARD OF DIRECTORS AUTHORIZATION TO ASSIGN AUTHORITY

The undersigned of the Board ("Grantee") hereby certifies that Caroline Hayashi (name), President (title), has been authorized by the Board of Directors to sign proposals, contracts, and related documents on behalf of the Grantee. Accordingly, I hereby assign the authority by the Board to execute proposals, contracts, and contract amendments on behalf of the Grantee, and further certify that the assigned is given the power and authority to do all things necessary to implement, maintain, amend, or renew such contracts, including but not limited to the delegation of signing authority to another employee of the Grantee.

(Signature)

Simeon Miranda
(Print name)

STATE OF HAWAII)
CITY AND COUNTY OF HONOLULU)

On this 21st day of November, 2022, before me appeared Simeon Q. Miranda, personally known to me, who, being by me duly sworn, did say that he/she is the General Manager of Embassy Suites by Hilton and that the corporation has no corporate seal, and that said instrument was signed in behalf of said corporation by authority of its Board of Directors, and said he acknowledged said instrument to be the free act and deed of said corporation.

Notary Public, State of Hawaii

My Commission expires: 12/14/2022

UNDATED AT THE TIME OF NOTARY

Doc. Date: # Pages 1
Name: Cheryl Castro First Circuit
Doc. Description: Certificate Of The Board Of Directors No Obligations In Arrears

Signature 11/21/22
Date

NOTARY CERTIFICATION

CHERYL CASTRO NOTARY PUBLIC No. 14-423 STATE OF HAWAII

SECTION II
GRANT ACTIVITY INFORMATION

A. Describe how the community need, stated problem / issue, and target population are effectively validated. The description must include how the public services target population is vulnerable or how the arts, culture, community/economic development, or environmental activities will especially support low- to moderate income areas.

1. Provide substantive data and other quality information to show the issue is a priority need of the community. *(3,000 character count limit)*

Hawaii has one of the fastest growing aging poulations in the US, with a higher life expectancy of 81, and those 85+ years and older increasing at a rate of 190.8% between 1990 and 2010, compared with a national increase of 29.6% (US Census). In addition, according to Hawaii's own DBEDT through 2035, while the overall state population is expected to grow by 65%, those 60+ will grow by 310% and those over 85 will increase by 1,158%. Several factors are contributing to this growth including in-migration of seniors from the mainland, our higher life expectancy, improved public health practices, advances in medical care and declining birth rates for most groups. (Hawai`i's 20/20 Vision: The State of Active Aging, State of Hawaii Department of Health, 2013) In just 5 years, the US Census estimates that 25.8% of Hawaii's population will be 60 or over.

In Waikiki, seniors 60+ already constitute 30% of the residents and 23.2% are 65 or older, almost double the state average of 15.1%, making senoirs a high priority. [US Census] 82% of seniors live alone or with an equally older spouse, live on fixed income and have few/no family members as a support system when they become frail. Many seniors rely on WCC's services for support, to help prevent social isolation and premature decline resulting in costly institutionalization. WCC does not limit its services to seniors residing in Waikiki. Approximately 65% of its seniors come from the area and the remainder from other areas of Oahu. However, its location is key as the state's "hub" of senior residents.

The Waikiki Community Center (WCC) is the only community center in Waikiki, serving a diverse population focusing on older adults, families with young children, targeting those in need. Although Waikiki is known as an affluent visitor hub, those who live in Waikiki have nearly twice the poverty rate of Honolulu County (almost 17% versus almost 10%). The median household income of just under $31,000 is significantly below the state average of nearly $50,000. In addition, Waikiki is among the top 16 communities in Hawaii for food insecurity at 23.5%, higher than statewide average of 16.4%. [US Census] Waikiki is convenient for seniors as one of the few walkable neighborhoods in the state, is easily accessible by city bus lines and consists of housing units with minimum square footage, making them more affordable as well as having affordable senior housing.

The continued growth of the senior population statewide and increasing demand for senior services have caused WCC's services to increase exponentially. Our senior program has averaged an over 660% increase with senior health, wellness/education activities more than doubling from 1600 seniors in 2012 to more than 4,000 in 2020-21 and exponential growth in case management from 124 cases in 2012 to 4,820 in 2021

2. Provide a thorough analysis of the community's priority need / problem and its impact on the community. *(3,000 character count limit)*

Pre-COVID, WCC was already seeing seniors without proper supports and few options. For example, WCC staff saw many seniors in danger of becoming homeless due to being displaced from buildings they have in lived in for 30+ years. Waiting lists for affordable seniors

housing are 1–5 years. Many senior had trouble living on minimal incomes, food insecure, stopped taking their medications because they could not afford co-pays, socially isolated and were at physical risk due to becoming frail. Since the COVID-19 pandemic, the need for senior support has become even more critical. During the pandemic WCC supported vulnerable seniors with basic needs such as access to food, medications and medical appointments as well as with combating social isolation, which leads to cognitive and physcial deterioration. WCC provided meals and groceries to seniors in need then partnered with Meals on Wheels and the Kupuna Food Coalition to transition seniors to MOW and SNAP. We continue to provide nonperishible food to seniors through our existing food pantry (as Hawaii Food Bank site) as well as fresh food delivery.

Pre-pandemic, Hawaii's senior services were already critical both for now and the furture. Since 2000 the percent of those over 65 in Hawai'i has greatly exceeded the national average, from 17.1% in 2000 to 20.4% in 2010. (US Census) Research in 2013 by the University of Hawaii found that given the rapid growth of the older population, it is unlikely Hawaii will ever have the resources to meet demand for long-term supports and that promoting active aging was key. The pandemic put seniors at greater risk for cognitive and physical decline due to social isolation. In response, WCC created the Virtual Community Center (VCC), offering hundreds of live and asynchronous activities for seniors to maintain they physcial, cognitive and emotional well-being. The VCC gives seniors access to WCC's own classes, sessions and activities and also is a hub for access to other activities from Hawaii, nationally and globally. We partnered with other senior centers, AARP, UH Office on Aging, and others to offer hundreds of health, education and social activities to seniors. In addition, we created the Tech Savvy Senior program, which includes an iPad lending library for seniors in need along with technical training so they can access virtual offerings. WCC continues its virtual/tecnology programs as well as in-person classes and activities that address the whole-person well-being of our seniors.

3. Provide a description of the Grant Activity. This description will be used as the scope of services in the contract. *(1,000 character count limit)*

WCC senior services continues to address the holistic well-being of kupuna. We provide supports both to help maintain seniors' wellness and for those with critical needs. The program has two major components: 1) Connect seniors to and coordinate critical resources and 2) Helping seniors maintain / achieve whole person health and wellness, including combating social isolation that leads to premature physical and cognitive decline.

WCC case managers will assist 1,000 seniors with critical support they need to remain independent by coordinating hundreds of resources to meet the multiple needs of each individual, working with multiple partners. WCC staff will help combat social isolation that leads to physical and mental decline for 1,000 seniors by facilitating access to 500 educational and social activities, both virtually and in-person

B. Describe the proposed plan

1. Describe why you chose this Grant Activity and how it will effectively address the community's problem / need. *(2,000 character count limit)*

Connecting Seniors with Critical Resources – WCC assists seinors who are vulnerable, isolated, frail and/or in danger of losing their independence. These kupuna have a variety of urgent challenges that cannot be addressed by one program, service or even agency. Therefore, WCC helps by: 1) Coordinating Services – We help seniors overcome barries to resources by facilitating ACCESS (seniors cannot access existing services due to

unawareness, complex qualification requirements and/or applications); and MANAGING MULTIPLE SERVICES (Most seniors in need have multiple challenges that require many different services/agencies. Each resource has its own set of requirements, which is overwhelming. WCC helps manage multiple resources.) 2) Partnering – We work with a wide array of inidividuals/institutions to help vulnerable seniors stablize and move forward. In addition, at times there is no service to meet needs in the timeframe required. We therefore devise creative, individualized solutions working with other agencies, businesses, volunteers, landlords and others willing to help support kupuna.

Senior Holistic Health – Studies by the National Experts agree that a whole-person approach to wellness (physical, cognitive, emotional/social) directly impacts their ability to maintain independence. Research has shown cognitive health reduces the risk of Alzheimer's and emotional well-being reduces loneliness, a risk factor in dementia and chronic disease. We saw the negative imacts of social isolation during the pandemic. WCC therefore provides physical fitness, educational and recreational activities to enable seniors to maintain and strengthen their cognitive, social, emotional and physical health in an evidence-based preventative model for successful aging.

2. Provide measurable outcomes, describe how outcomes are aligned with the purposes and priorities of the Grants in Aid Fund, and describe how outcomes directly benefit the target population. *(3,000 character count limit)*

Public Services should begin with a statement of the number of individuals that the Grant Activity will directly benefit during the Grant Term.

Arts, Culture, Community/Economic Development or Environment should begin with a statement as to how the Grant Activity supports the sustainable improvement in the well-being and quality of life of local communities, especially low to moderate income areas.

Waikiki Community Center will provide the following services:

- Provide virtual and in-person activities that address the physical, cognitive and emotional well-being of 1,000 seniors
- Provide 500 activities that address seniors' physical, cognitive and emotional well-being including classes, educational talks and social connection activities
- Connect 1,000 with critical resources through case management, information and referral services

Outcomes for senior program participants will include:

- 75% report Greater Socialization/Less Social Isolation
- 75% report Improved Physical Health
- 80% report Improved Outlook on Life
- 80% report Improved Access to Information or Linkages to other Services and Resources
- 80% report Feeling More Independent
- 75% report more stable life situations

Activities: WCC will develop and facilitate recreational, educational and health and wellness activities for adults, age 60 and above both virutally through our Virtual Community Center and in-person if/when it is safe to do so. These activities may include health education, information and screenings, social connectivity opportunities, fitness and wellness classes, cultural education and learning opportunities, etc. A minimum of 1,000 seniors will participate in a minimum of 500 of these classes and activities during the year. This evidenced-based

approach to wellness in seniors addresses the cognitive, social/emotional and physical shown to prevent premature institutionalization and increase capacity for longer independent living.

WCC will organize a minimum of 500 activities during the year and ensure a balance of activities relevant to seniors that address the whole person – physical, cognitive and social/emotional – shown to prevent premature physical and mental decline that leads to unnecessary institutionalization.

Connecting Seniors to Critical Resources - WCC provide case management and information/referral for a minimum of 1,000 seniors to identify their concerns, consider effective solutions and find reliable resources to support their independent living in the community. A case manager will conduct assessments to identify needs and help them effectively manage multiple services. Clients' multiple issues are often interrelated and work together to impede a client's ability to stabilize and/or improve their situations. Therefore, addressing many issues, often simultaneously, is necessary to help move clients forward. The process is extremely labor-intensive and effective.

The outcomes/services above address the priorities of the Grant in Aid fund by assisting seniors that are economically disadvantaged. These services/outcomes work on both the preventative and "crisis" levels, helping seniors to maintain wellness/their capacity to maintain independence, extending seniors' active life span and providing critical help when they are in danger of losing their independence.

3. Provide an action plan to achieve the stated measureable outcomes. If the Grant Activity involves a partnership, provide a description of each partner's role. Must include measurable milestones, specific events, or other performance measures appropriate to achieving the outcomes. *(3,000 character count limit)*

Fiscal/Contract Management:
-Work with city staff to close on the program contract, finalize budget and outcomes, establish reporting requirements
-Incorporate the contract/billing into WCC's project management/accounting system
-Meet with program staff to review outcomes/goals, establish monthly goals/outcomes and reporting systems
-Compile information from all program staff and complete monthly financial and narrative reports (monthly)

Marketing/Outreach:
-Reach out to community partners, apartment managers, area businesses and other agencies to inform them about the program
-Staff continues to elicit feedback from current and past participants on what activities/services they need and want
-Meet quarterly with the Senior Advisory Group (current and past clients) for feedback on current offerings/ideas for future offerings/unmet needs

Staff/Volunteers/Contractors:
-Assess the current activities through participation data, evaluations, and informal feedback to determine which activities will continue/new activities to be added
-Determine the level of staff needed based upon contracts and other confirmed program income, adjust as needed.

Program Implementation:

-Plan and implement a schedule a minimum of 500 sessions and activities balancing educational workshops and talks, health and wellness classes, social connectivity. Contact appropriate speakers/agencies for scheduling. Reach out to new partners. Reach 1,000 seniors throught the year.
-Conduct assessments, provide necessary services & referrals for at least 1,000 seniors growing frail or in other need. Based on historical data and current client needs continue to reach out to various service providers to meet more client needs.
-Maintain regular contact/follow up with active case management clients and other in crisis
-Hire/contract, supervise paid instructors and volunteers as needed based upon class/activity assessment and status of existing instructors/volunteers
-Implement program improvements based upon feedback/evaluation from clients, partners, staff, instructors, volunteers

Data Gathering/Tracking/Evaluation:
-Gather/synthesize data monthly and use it to compile reports for the city and other funders Ensure sufficient evaluation processes, including the proper execution of 2 survey instruments developed with The Catalyst Group that measure outputs, outcomes and customer satisfaction
-Administer activity evaluation surveys for activity quality assurance (after each event for one-time activities, semi-annually for regular activities)
-Administer outcomes surveys and customer satisfaction surveys (2x annually)
-Meet monthly with staff to review outcome data to ensure the program is meeting goals, utilize data to make continuous improvement
-Compile final report for city, share results and lessons learned with partners, instructors, volunteers and other stakeholders

4. Provide a budget narrative that explains how the budget in Section III will achieve the desired outcomes. *(3,000 character count limit)*

WCC is requesting a total of $125,628 from the city GIA fund for its Malama Senior program. The program is service-based and therefore is implemented through people – a combination of qualified staff, contractors and volunteers. Following are the expenses for which we are requesting city GIA funds. WCC's senior program proposes to serve at least 2,000 seniors, giving them access to 500 activities through its program, totaling less than $63 per person. Last year, case managers alone provided over 9,000 hours of service, meeting one-on-one with kupuna in need. if similar amounts of service hours are provided as expected, it would total less than $14 per hour of service. Therefore, the investment the city is making in the well-being of its seniors is far less than the potential costly effects of physical, cognitive and emotional health problems as well as those that would fall into homelessness without our assistance.

Case Manager: Staff position that conduct outreach and case management for seniors in need, often with multiple issues. Helps coordinate a wide variety of public and private agencies and programs, which our clients are unable to manage on their own. This past year case managers averaged more than 100 clients per month with issues such as food insecurity, housing insecurity, transportation issues and financial challenges.

Programs Manager: Staff position that recruits and manages senior class instructors, both paid and volunteer. Assesses, initiates, plans and implements new activities and classes relevant to seniors based on participant feedback and staff, instructor, volunteer and partner input. Keeps track of external and internal market information and continually assesses need for different/new activities. Continually evaluates and updates mix of classes to ensure we are addressing the whole person - physical, cognitive and social/emotional.

Senior Program Coordinator: Staff position that assists seniors one-on-one to match them with critical resources and also faciliates events and activities that address seniors' holistic well-being.

Community Program Manager - Staff responsible for ensuring WCC is providing a diverse array of events and activities that will keep seniors active and bring in participation and support of the larger community. Makes connections and forms partnerships with other nonprofits, businesses, community groups and volunteers to leverage resources for seniors.

Proram Officer: Staff position that manages city contract, including data collection and analysis, program evaluation, management of reports, and financial tracking and management.

5. Provide a timeline that is complete, realistic and appropriate to achieve the desired outcomes. This timeline should also be reflected in Section IV. *(3,000 character count limit)*

Fiscal/Contract Management:
-Work with city staff to close on program contract, finalize budget/outcomes, clarify reporting requirements (month 1)
-Incorporate contract/billing into project management/accounting system (month 1)
-Meet with program staff to review outcomes/goals, establish monthly goals/outcomes and reporting systems (month 1)
-Compile information from program staff, complete monthly financial & narrative reports (monthly)

Marketing/Outreach:
-Reach out to community partners, apartment managers, area businesses and other agencies for updates on program (mths 1-3)
-Continue eliciting feedback from current/past participants on what activities/services they need and want (ongoing)
-Meet quarterly with Senior Advisory Group for feedback on current offerings/ideas for future offerings/unmet needs (quarterly)

Staff/Volunteers/Contractors:
-Assess the current activities through attendance data, evaluations, and everyday feedback to determine which activities will continue/new activities to be added (ongoing)
-Determine level of case management staff needed based upon contracts & other confirmed program income, adjust as needed (month 1)

Program Implementation:
-Plan/implement a minimum of 500 educational, health/wellness, social activities for 1,000 seniors. Contact appropriate speakers/agencies for scheduling. Reach out to new partners. (months 1-12)
-Conduct assessments, provide necessary services & referrals for at least 1,000 seniors growing frail or other need. Based on historical data/current client needs continue reaching out to service providers to meet more client needs. (months 1-12)
-Maintain regular contact/follow up with active case management clients and other in crisis (monthly)
-Hire/contract, supervise paid instructors & volunteers as needed based upon class/activity assessment & status of existing instructors/volunteers (months 1-12)
-Implement program improvements based upon feedback/evaluation from clients, partners, staff, instructors, volunteers (review quarterly)

Data Gathering/Tracking/Evaluation:
-Gather/synthesize data monthly and use it to compile reports for the city and other funders (monthly)
-Ensure sufficient evaluation processes, including the proper execution of 2 survey instruments developed with Catalyst Group that measure outputs, outcomes and customer satisfaction (ongoing)
-Administer activity evaluation surveys for quality assurance (after each event for one-time activities, semi-annually for regular activities)
-Administer outcomes surveys & customer satisfaction surveys (months 7&12)
-Meet monthly with staff to review outcome data to ensure the program is meeting goals, utilize data to make continuous improvement (monthly)
-Compile final report for city, share results/lessons learned with partners, instructors, volunteers & other stakeholders (months 12+

C. Provide evidence of the agency's ability to perform the proposed grant activity through past performance, current capacity and/or plan to acquire the capacity to perform.

1. Provide data that demonstrates proven success in offering the same, similar, or related activities to achieve the proposed outcomes. *(3,000 character count limit)*

WCC has effectively served seniors in the community for more than 40 years. The organization was founded by community members who saw a need for senior services given the large senior population in the area. WCC senior services are effective because they address the whole person and they are client centered. WCC staff considers the needs of each person served rather than focusing on the different programs we offer. We developed the continuum of services to meet the wide ranging needs of seniors we assist. For example, WCC is an Hawaii Food Bank site, utilized by many seniors as it is one of few food sites. During the pandemic, it was one of the few foods accessible by foot rather than vehicle and many seniors do not drive. Our services work together and a client will often utilize several/all of them. For example, a client may come to painting class regularly to maintain cognitive activity (learning a new skill) and socialize with others in the class but then have a surgery, causing them to use case management services and be matched with a volunteer to help with personal services during their recovery period. Our services have had a high success rate of moving seniors forward because it is personalized and whole-person focused.

According to 2019 data, WCC senior program achieved the following outcomes:
92% reported Greater Socialization and Interaction with others
94% reported Improved Physical Health
97% reported Improved Outlook on Life
95% reported Improved Access to Information or Linkages to other Services and Resources
94% reported Feeling More Independent

Over the past several years, WCC has served more than 13,000 seniors through its wide range of preventative classes/activities and case management/information & referral. In 2014, WCC served 2,694 adults age 60+ (2,225 health/wellness and 469 with case management), in 2019 served 5,574 seniors (4,062 in health & wellness and 1,512 case management), and in 2021 WCC served 6,013 seniors (1,193 in health & wellness and 4,820 case management). WCC has consistently provided more than 70 different activities for seniors monthly, including during COVID-19 providing access to over 1,000 virtual activities. Therefore, WCC has a proven track record of delivering services to the target group and meeting the numbers and outcomes projected.

2. Describe the applicant's capacity to successfully achieve the proposed outcomes.
OR
Provide a plan to acquire the capacity to successfully achieve the proposed outcomes (including how the applicant has acquired similar capacity in the past).

Responses should include organizational knowledge, staffing, fiscal resources, facilities and other resources, stakeholders and relationships, and other relevant resources. *(3,000 character count limit)*

Organizational Knowledge: WCC has operated its Senior Program for older adults since 1978, serving tens of thousands of seniors. It has used the institutional knowledge developed over the years to create an effective and flexible program, using a successful service delivery framework while also customizing its services to meet the needs of individuals. Since the pandemic, WCC has increased and adapted its services as well as increased partnerships to serve seniors incraeasingly critical and changing needs.

Staff: The staff team has a breadth and depth of knowledge, skills and relationships that has served, with a combined 80+ years of experience working with seniors and similar populations. The team includes a Programs Manager, who handles volunteers/paid instructors, manages existing/new classes/activities; a Community Program Manager, who coordinates a calendar of events and activities for seniors; a case manager that provides direct one-on-one assistance services to seniors, manage volunteer based services such as the Senior Companion program, and work with a wide variety of other social service agencies and other community partners. See staff statement of qualifications.

Fiscal/Administrative Capacity: WCC has the fiscal and administrative capacity to manage a city contract. It has worked with a city GIA contract for the past several years for the service it is proposing. In its interactions with the city WCC's paperwork and reports have been accurate and on time. WCC is familiar with government administrative and financial requirements such as the reimbursement process, types of documentation required, programmatic and financial reporting, and tracking beneficiary/service data.

Facility: WCC is located on a one-acre facility and has a variety of spaces that can accommodate a wide variety of activities. First floor spaces in the main building can be accessed by those who are physically disabled. The facility is accessible by public transportation, Handivan and also has ample free onsite parking.

Community/Agency Relationships: Over the years WCC has built relationships of trust with other organizations, businesses, community groups and clients. WCC has become known within the community as a place where seniors learn new skills, minimize social isolation and maintain their emotional, physical and cognitive health and receive support for critical needs. In addition, WCC staff has established relationships with a wide variety of community organizations, businesses, churches, resident managers and others that facilitate quality service to our clients. We continue to leverage these partnerships to increase and innovate services during the pandemic.

D. Describe the applicant's sustainability and/or additional long-term benefit to the community

1. Provide a plan for sustaining and / or expanding activities beyond the applicable grant period. *(2,000 character count limit)*

WCC has been working on several strategies for sustaining activities and continuing to meet the growing demand for its senior services beyond grant periods including: a) identifying new funding sources, b) creating additional income generation opportunities, and c) board level expansion of fundraising events and marketing strategy. Staff has successfully sought out funding from other sources that support our senior program, including the Weinberg Foundation, Cooke Foundation, Teresa Hughes Trust, and the Aloha United Way's Safety Net and ALICE programs.

in addition, WCC's board is committed to building the capacity of WCC fundraising. After a several year hiatus due to the pandemic, the board is planning an in-person gala fundraising event in 2023.

2. Describe the applicant's capacity and resources to carry out the above plan (staffing, funding, etc.) beyond the grant period. *(2,000 character count limit)*

WCC has established relationships with many other service providers, agencies, volunteers and individuals that would enable us to continue the program beyond the grant period. In addition to its current resources, WCC also continually seeks to develop new partnerships/strategies to fulfill growing needs. For example, WCC has seen an increase in those needing personal assistance in order to remain independent and have developed multiple strategies to meet this need as each case is different and demand is greater than any one strategy/program can accommodate. We have developed a volunteer base from WCC's membership and the general public. During the pandemic, we have leverage our community relationships to allow seniors to access free services and activities such as weekly virtual check-ins with UH nursing students (partnership with UH Office on Aging). This year, we entered into a joint grant project with PEAR, a technology company that is recruiting UH students to do regular wellness checkins with our seniors and provide technology assistance.

We have continued our partnerships with community instituations such as Kapiolani Community College, has allowed us to expand our current staff capacity to serve greater numbers of people and also offer clients different. KCC has allowed us to use their VISTA volunteers to help support the senior program for the past several years. During the pandemic a KCC-funded VISTA volunteers created the initial website and training manual for our VCC and Tech Savvy Senior program. WCC will continue to seek partnerships that provide services to its clients that leverage other agency's funds and WCC's staff time. Partnerships that leverage each partner's strengths can increase the capacity of all involved and can help all of us continue serve more of those in need becity of all involved and can help all of us continue serve more of those in need beyond funding periods.

E. No CITY funds or assistance. The highest consideration will be given to applicants that do not receive other funding or any form of assistance from the CITY. While applicants that receive other funding or assistance from the CITY may apply for Grants in Aid funding, the extent of funding or assistance already received in relation to services provided must be considered prior to awarding Grants in Aid funds. A percentage of the sub-total criteria points will be awarded to Grantees based on the criteria below and the information about past funding / assistance from the CITY that follows.	
The applicant has received no award from the CITY within the last 3 years.	**10%**
The applicant has received 1-2 awards from the CITY within the last 3 years.	**7%**
The applicant has received 3-5 awards from the CITY within the last 3 years.	**5%**
The applicant has received between 6-9 awards from the CITY within the last 3 years.	**3%**
The applicant has received 10 or more awards from the CITY within the last 3 years.	**0%**

GRANTEE RECEIPT OF CITY GRANTS

Identify all CITY grants received by Grantee (or Fiscal Sponsor) in the last three (3) years. Information will be verified by the CITY.

1. Grant Activity Name & Contract #: Malama Senior Program #CT-DCS-2100085
   Grant Period: 4/1/2022-3/31/2023 Grant Amount: $85,060
   Grant Purpose: Support the Waikiki Community Center Malama Senior Program
   Grant Activity Status: ☒ Underway ☐ Completed ☐ Canceled
   Administrating Division: Grant in Aid Fund

2. Grant Activity Name & Contract #: Malama Seniors Program #CT-DCS-2000089
   Grant Period: 10/1/2020-3/31/2022 Grant Amount: $78,467
   Grant Purpose: Support the Waikiki Community Center Malama Senior Programs
   Grant Activity Status: ☐ Underway ☒ Completed ☐ Canceled
   Administrating Division: Grant in Aid Fund

3. Grant Activity Name & Contract #: Malama Seniors Program #CT-DCS-1900070
   Grant Period: 5/19/2019-4/30/2020 Grant Amount: $78,269
   Grant Purpose: Support the Waikiki Community Center Malama Senior Programs
   Grant Activity Status: ☐ Underway ☒ Completed ☐ Canceled
   Administrating Division: Grant in Aid Fund

4. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled

F. Age Friendly Honolulu

Consideration is to be given to applicants that incorporate the vision and goals of the Age-Friendly Honolulu Program (as codified in ROH Chapter 2, Article 22), including but not limited to (1) enabling residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active; and (2) removing barriers to inclusion for and providing support services to vulnerable residents and/or have physical limitations.

To be eligible for the bonus points as an Age-Friendly Honolulu Project an organization must demonstrate the proposal aligns with Age-Friendly Honolulu's priorities by completing the following TWO steps:

1) Go the following website https://www.hiphi.org/age-friendly-honolulu/ to access an Age-Friendly Honolulu training video. The video should be watched by at least one (1) person from the non-profit organization in a leadership position (Executive Director, Administrator, or equivalent). This video will define an "age-friendly city" and explain what types of projects align with the Age-Friendly Honolulu Vision.

2) Complete the section below by selecting which Age-Friendly Honolulu category best fits the activities of your organization and providing a brief description of how your proposal is an Age-Friendly Honolulu project.

☒ Enabling Residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active, particularly at the oldest ages

☐ Providing Kupuna with meaningful roles in the community, including mentors, volunteers, or through intergenerational programming

☐ Removing barriers to support community inclusion and accessibility for persons of all abilities.

3) How is your proposal an Age-Friendly Honolulu Project and explain how your organization can meet the additional reporting requirements if awarded? *(2,000 character count limit)*

WCC's senior program proposes to provide or facilitate 500 activities as well as one-on-one support that targets the holistic wellness of 2,000 older adults. Our evidenced-based mix of activities will promote physical, cognitive and social/emotional health. Activities provide opportunities for physical exercise, educational workshops to keep minds active and volunteerism to allow seniors to share their knowledge and skills to give back to the community. As a community gathering place, WCC facilitates meaningful interaction and relationships amongst participants so they can support and encourage one another with the belief that everyone needs help sometimes and each of us can also be a community contributor. Our program also facilitates seniors in helping to lead larger community initiatives such Waikiki Safe Walk, a multipronged pedestrian safety project, and Waikiki Safe Ohana, an emergency preparedness program.

APPENDIX A: TIER II GRANT PROPOSAL (Grants $25,000 to $200,000)
SOLICITATION NO. RGP-DCS-GIA2024

Instructions: The proposal below must be completed in full. Responses must be provided in the fillable boxes provided. Where annotated, the fillable boxes have predetermined maximum limits on character counts. Letters, numbers, punctuation marks, and spaces are included in the character count limits.

SECTION I
SUMMARY

A. Grantee Legal Name:	Waimanalo Health Center
B. Is Grantee a Fiscal Sponsor?	☐ Yes ☒ No
C. Grant Activity Name:	Expansion of Health Education
D. Briefly describe the Grantee's background, history (including year established), and mission. *(400 character count limit)*	
In operation since 1992, Waimānalo Health Center (WHC) is a community health center with a mission that reads, "Waimānalo Health Center is rooted in Native Hawaiian values and devoted to improving the health and wellness of all people, regardless of ability to pay, by providing comprehensive primary and preventive health care services of the highest quality."	
E. Briefly describe the Grant Activity and public need being filled. *(400 character count limit)*	
With support from the City and County of Honolulu, WHC plans to support the Patient-Centered Health Care Home (PCHCH) approach to providing comprehensive health services to the underserved population of Waimānalo through services expansion. Although funding to provide direct PCHCH-related services has become available, funds to support the infrastructure of these services is unavailable.	
F. Briefly summarize Grant Activity outcomes and measures of success, including number and description of those served. *(400 character count limit)*	
Waimānalo Health Center is requesting $200,000 to support increased access and expansion of services. Funding will support the purchase of equipment and supplies to enhance the provision of health education and health services. WHC will serve 250 new patients within the granting period.	

G. Council District
Check all districts that will benefit from the Grant Activity. Provide the amount requested per district. Amounts must be in whole numbers only.

☐ District 1 $	☐ District 2 $	☒ District 3 $200,000
☐ District 4 $	☐ District 5 $	☐ District 6 $
☐ District 7 $	☐ District 8 $	☐ District 9 $
Total Amount Requested (must be $25,000 to $200,000)	$	

H. Type of Grant Activity (pick ONE category that best reflects the Grant Activity):		
1. Public Services: Projects in this category will support qualified public services and programs for the target populations deemed by the CITY to be most vulnerable.		
☐ A. Public Service – Seniors	☐ B. Public Service - Children	☐ C. Public Service - Disabilities
☐ D. Public Service – Homeless	☐ E. Public Service – Domestic Violence	☐ F. Public Service – Substance Abuse
☒ G. Public Service – Mental Health	☐ H. Public Service – Other (describe):	
2. Arts, Culture, Community/Economic Development, and the Environment: Projects in this category will support the sustainable improvement in the well-being and quality of life of local communities, especially low- to moderate income areas.		
☐ A. Arts	☐ B. Culture	☐ C. Community Development
☐ D. Economic Development	☐ E. Environment	

GRANTEE'S CERTIFICATION AND SIGNATURE

The undersigned, subject to personal liability and penalty under applicable law, certifies that he or she: (i) is authorized to sign this Grant Proposal; (ii) personally prepared or reviewed the matters found in this Grant Proposal (including any related documents/attachments); (iii) asserts all statements made in this Grant Proposal (including all attachments) are true, accurate and complete; (iv) has the requisite skills and knowledge to assert the foregoing certification; and (v) has complied and shall continue to comply with all applicable requirements of Chapter 6, Article 29 of the Revised Ordinances of Honolulu 1990, as amended (Link), regarding private organizations receiving grants of public funds from the City and County of Honolulu.

Mary Frances Oneha

Signature of Grantee (Fiscal Sponsor) Officer
Printed Name and Title: Mary Frances Oneha, APRN, PhD, FAAN / Chief Executive Officer

11/18/22

Date

CERTIFICATE OF THE BOARD OF DIRECTORS NO OBLIGATIONS IN ARREARS

The undersigned of the Board ("Grantee") hereby certifies that the Grantee or any principal of the Grantee or sponsored organization (where the Grantee is a Fiscal Sponsor) is not in arrears on any financial or other obligation owed to the City & County of Honolulu, a municipal corporation of the State of Hawaii.

Kathy Conner
(Signature)

Kathy Conner
(Print name)

CERTIFICATE OF THE BOARD OF DIRECTORS AUTHORIZATION TO ASSIGN AUTHORITY

The undersigned of the Board of Waimanalo Health Center ("Grantee") hereby certifies that Mary Frances Oneha (name), Chief Executive Officer (title), has been authorized by the Board of Directors to sign proposals, contracts, and related documents on behalf of the Grantee. Accordingly, I hereby assign the authority by the Board to execute proposals, contracts, and contract amendments on behalf of the Grantee, and further certify that the assigned is given the power and authority to do all things necessary to implement, maintain, amend, or renew such contracts, including but not limited to the delegation of signing authority to another employee of the Grantee.

Kathy Conner
(Signature)

Kathy Conner
(Print name)

STATE OF HAWAII)
CITY AND COUNTY OF HONOLULU)

On this 9 day of November, 2022, before me appeared Kathy Conner, personally known to me, who, being by me duly sworn, did say that he/she is the Board President of Waimanalo Health Center and that the corporation has no corporate seal, and that said instrument was signed in behalf of said corporation by authority of its Board of Directors, and said she acknowledged said instrument to be the free act and deed of said corporation.

HARRIGAIL KASSEBEER NOTARY 97-375 PUBLIC STATE OF HAWAII

Harrigail Kasseber
Notary Public, State of Hawaii

My Commission expires: July 31, 2025

Doc. Date: Nov. 9, 2022 # Pages 3
Name: Harrigail Kasseber First Circuit
Doc. Description: Certificate of the Board of Directors no obligations in arrears
Harrigail Kasseber Nov. 9, 2022
Signature Date
NOTARY CERTIFICATION

HARRIGAIL KASSEBEER NOTARY 97-375 PUBLIC STATE OF HAWAII

SECTION II
GRANT ACTIVITY INFORMATION

A. Describe how the community need, stated problem / issue, and target population are effectively validated. The description must include how the public services target population is vulnerable or how the arts, culture, community/economic development, or environmental activities will especially support low- to moderate income areas.

1. Provide substantive data and other quality information to show the issue is a priority need of the community. *(3,000 character count limit)*

Waimānalo is a clearly defined geographic community of 10,034 people with 65% of residents identifying themselves as Native Hawaiian (NH) or part-Hawaiian. Although this number reflects individuals who reside in the area, many more who reside in neighboring communities consider Waimānalo their home and have special cultural and family ties to Waimānalo. Waimānalo is one of the most concentrated areas of Hawaiians in the state. Although WHC serves patients representing all areas of the island, WHC primarily focuses its community-based efforts on the Waimānalo community.

Many of Waimānalo's residents are at or below the federal poverty level: 10.5% of families and 21.6% of individuals compared to Kailua's residents at 5.2% of families and 6.6% of individuals. It is also suspected that this may not be an accurate account of the low income status of residents as those most at need, such as the homeless population, may not provide census information.

Waimānalo community with its large NH population, is very disadvantaged and has very limited access to health services. Data on the prevalence of health concerns is not specific to the Waimānalo area as reliable data does not exist. This lack of data further proves that this population is overlooked. Since the service area is predominantly NH, it is important to focus on the needs of this ethnic group.

Due to its large proportion of Native Hawaiian residents, Waimānalo has a federal designation as a Medically Underserved Population. In addition to the socioeconomic challenges and barriers to health care prevalent with the population served, chronic diseases are overwhelmingly represented in the Native Hawaiian population.
When compared with other ethnic groups, NH and Other Pacific Islanders have the 2nd highest rate of depression at 11.6% after those with 2 or more ethnicities (which would more than likely, include Part-Hawaiians). According to the CDC, depression appears to be associated with other adverse health behaviors such as smoking, alcohol consumption and physical inactivity:

- 52% of NH earning under $15,000 a year are smokers as NH are more likely to smoke than any other ethnic group.
- Although alcohol use for NH and Pacific Islander men appear to be lower than their Caucasian counterparts, NH and Pacific Islander men had one of the highest percentages of heavy drinking as compared to other ethnic groups.
- 42% of NH and Pacific Islander adults were physically inactive.

Given the burden of chronic disease which many NH already face, these behaviors only exacerbate the effects of the chronic condition and overall mental health.

Substance abuse is also prevalent in the NH communities with illicit drug use among NH/Pacific Islanders beiing higher than other racial/ethnic groups. NH women on O`ahu experience the highest rates of substance abuse at 13.8% as compared to 7.8% of Caucasians and 8.8% of Japanese.

2. Provide a thorough analysis of the community's priority need / problem and its impact on the community. *(3,000 character count limit)*

The extremely high needs of the community justifies the demand for expanded and integrated health services in Waimānalo. In order to address these needs, WHC focuses its efforts on the implementation of its Patient-Centered Health Care Home (PCHCH) approach to improving health outcomes.

The Waimānalo Health Center utilizes the PCHCH approach to achieve results. The PCHCH approach is a team-based health care delivery model that provides comprehensive and continuous care to patients with the goal of obtaining optimum health outcomes. In a PCHCH, services are patient-centered, comprehensive, integrated, accessible and data-driven. Research has shown that PCHCHs are associated with better overall health for the patients, while lowering overall health care costs and reducing health disparities.

WHC's overarching goal of the PCHCH approach is optimizing health outcomes for patients in alignment with national standards and objectives. Ensuring accessibility for patients who would otherwise not be able to seek care has long been fundamental to WHC's services. The complexity of WHC's target population does not deter WHC's commitment to providing the highest level of comprehensive care possible and recognizes the unique balance between productivity and the sustainability it provides, access to care, and its ability to provide a high quality of care for each and every patient.

WHC is looking to enhance its patient centered delivery of care and access to care through the proposed project. The proposed project would allow WHC to provide a patient-centered environment to successfully implement the elements of the PCHCH delivery model and expand WHC's efforts on improving patient access and continuity to care.

The Waimānalo Health Center is requesting $200,000.00 to significantly enhance its capacity to address the needs of the underserved patient population of Waimānalo. Most importantly, the proposed project would allow for improved access to care and education through expansion of services.

3. Provide a description of the Grant Activity. This description will be used as the scope of services in the contract. *(1,000 character count limit)*

Grant support would allow WHC to enhance elements of the PCHCH model of care. The project would support enhancing health education services and further build on the operational infrastructure needed to support expansion of services.

While WHC's new facility opened in May 2019, existing facilities on the original site will be used to further WHC's health education reach in the community. The proposed funding would support replacing existing furnishings and equipment including training tables and chairs including bariatric seating, audio visual equipment for meetings and virtual classes, locked storage cabinets for educational supplies and materials. These upgrades would allow WHC to provide optimal health education services and classes as existing furnishings are aged, battered and dilapitated.

Funding would also allow WHC to further build upon its operational infrastructure by supporting IT equipment that will optimize system performance speed with the highest level of security.

B. Describe the proposed plan
1. Describe why you chose this Grant Activity and how it will effectively address the community's problem / need. *(2,000 character count limit)* Drawing upon its experience and expertise working with the Waimānalo community, WHC has already successfully implemented a number of services and programs that effectively address the multiple barriers of the target population through the PCHCH approach. Research has shown that PCHCHs are associated with better overall health for patients. One of the core aspects of the evidenced-based PCHCH is incorporating care that is comprehensive and data-driven. For this reason, WHC has chosen to expand its capacity to provide services through the PCHCH delivery of care model. An array of additional services that are comprehensive and relevant to the target population further enhance and reinforce the promotion of healthy lifestyle choices and optimum health. Enabling services such as outreach, eligibility and transportation services provided within the health care delivery system supports assists patients in overcoming the many barriers experienced by WHC's target population including homelessness and domestic violence. Ensuring patients mental health needs are met are vital to optimizing patient health and wellness. To determine WHC's project needs, periodic internal assessments are conducted; external consultants and project managers are consulted; and feedback from patient engagement surveys and incident reporting mechanism are analyzed. Improving access to care through expanded services effectively addresses the community need as illustrated above. The proposed project was strategically determined by analyzing the factors above. The overarching goals of the project would effectively improve health outcomes in this disenfranchised community by improving the availability of services through service expansion and enhancements.
2. Provide measurable outcomes, describe how outcomes are aligned with the purposes and priorities of the Grants in Aid Fund, and describe how outcomes directly benefit the target population. *(3,000 character count limit)* *Public Services should begin with a statement of the number of individuals that the Grant Activity will directly benefit during the Grant Term.* *Arts, Culture, Community/Economic Development or Environment should begin with a statement as to how the Grant Activity supports the sustainable improvement in the well-being and quality of life of local communities, especially low to moderate income areas.* The proposed project will assist in funding much needed equipment and supplies to support comprehensive health services and enhance the delivery of health education services and classes. WHC targets improvements to patient access and outcomes for the targeted population. Staff workflow will also be optimized with the proposed use of funds. Measurable objectives during the granting period include 250 new patients will be served by the end of the granting period.

3. Provide an action plan to achieve the stated measureable outcomes. If the Grant Activity involves a partnership, provide a description of each partner's role. Must include measurable milestones, specific events, or other performance measures appropriate to achieving the outcomes. *(3,000 character count limit)*

The performance measures and milestones of the proposed project are illustrated below in the organization's action plan:

October 2023 - Finalize GIA contract with the City and County of Honolulu
October 2023 - January 2024 - Review features and quotes for proposed purchases. Select contractors/vendors in accordance with WHC procurement policy and City and County of Honolulu requirements.
February 2024 - April 2024 - Pursue all proposed equipment and supply purchases.
May 2024 - August 2024 - Receive equipment and supply purchases.

WHC will also provide timely submission of reports and expenditures throughout the granting period.

4. Provide a budget narrative that explains how the budget in Section III will achieve the desired outcomes. (*3,000 character count limit)*

The proposed project will support WHC's ability to expand services, ensure access and improve health outcomes by enhancing the health education experience for patients and community members. The request for $200,000 will mainly support much needed supplies and equipment to support the enhancement of WHC's ability to provide health education services to the community with some funds being used to support administrative staff to oversee the project.

The proposed funding would support replacing existing furnishings and upgrading audio visual equipment within four multi-purpose rooms. These areas are used for a number of services including:

- Diabetes support group with speakers on goal setting and depression, cooking demonstrations, etc.
- Job training workshops which include instruction on basic computer skills and resume building
- Hula classes to lower hypertension and improve cultural well-being
- Cultural healing classes with lomilomi (massage) and laʻau lapaʻau (native plant) instruction

Most multi-purpose rooms have tables and chairs and some audio visual equipment. However, the furnishings do not meet the health education needs and are also aged, battered and dilapitated. With supporting funds, WHC is looking to purchase training tables and chairs with storage (to be easily rearranged and/or moved aside to accommodate the various types of classes in the rooms), bariatric seating (designed to support and equally distribute weight resulting in safer seating for participants over 300 pounds), cooling system/fans (to enhance the health education experience for areas where air conditioning is not available and also to improve ventiliation for these areas), audio visual equipment upgrades (to replace existing outdated equipment and improve educator presentations whether in person or virtually), and locked storage cabinets (to secure educational supplies and materials within the meeting areas). As a result of the pandemic, WHC has started to utilize outdoor space for classes. Funds will help to support these new venues of education.

5. Provide a timeline that is complete, realistic and appropriate to achieve the desired outcomes. This timeline should also be reflected in Section IV. *(3,000 character count limit)*

Once the GIA contract is finalized, WHC expects to pursue bids/quotes for the supplies and equipment and finalize a vendor in accordance with the vendor procurement process. WHC expects to be ready to purchase the proposed grant-funded supplies and equipment within 4 months of executing a contract with the City and County of Honolulu and in accordance with any contract requirements.

WHC anticipates delivery and receipt of supplies/equipment between May - August 2024. Please see deliverable activities and action plan for details.

C. Provide evidence of the agency's ability to perform the proposed grant activity through past performance, current capacity and/or plan to acquire the capacity to perform.

1. Provide data that demonstrates proven success in offering the same, similar, or related activities to achieve the proposed outcomes. *(3,000 character count limit)*

WHC has been recognized as a Patient Centered Medical Home since 2013. At the time, WHC was the only community health center on Oʻahu to be awarded this level of distinction and only the second in the State of Hawaiʻi. NCQA's recognition is based on meeting six elements of healthcare of which WHC passed all elements with 100% compliance. The recognition acknowledges the quality work that WHC provides.

Through implementation of the PCHCH approach, WHC achieved this recognition by NCQA and the target population benefited by:

- Succeeding at reaching wellness milestones through a personalized approach to medicine.
- Gaining a heightened awareness as an individual, ʻohana and community about healthy lifestyle choices.
- Being empowered to make the informed choices to improve overall health and wellness.
- Taking ownership of their lifestyle choices and having the information to make healthier decisions for themselves and their ʻohana.
- Reconnecting to their cultural identity through land-based components to health.

Because of its experience and expertise in working with the Waimānalo community, WHC has made an impact on the community it serves by successfully implementing a number of services and programs that effectively address the multiple barriers of the target population. The impact these programs, services and the PCHCH approach to quality care has on the community is extensive.

In addition to its recognition by NCQA, in CY 2021, the Waimānalo Health Center served 5,597 patients through 28,591 visits that included medical, dental and behavioral health services. Of Waimānalo Health Center patients, 49% were at or below the federal poverty level. Roughly 52% of WHC's patients are Native Hawaiian. Historically, WHC's target population is quite complex with a plethora of social service and health needs.

2. Describe the applicant's capacity to successfully achieve the proposed outcomes.
OR
Provide a plan to acquire the capacity to successfully achieve the proposed outcomes (including how the applicant has acquired similar capacity in the past).

Responses should include organizational knowledge, staffing, fiscal resources, facilities and other resources, stakeholders and relationships, and other relevant resources. *(3,000 character count limit)*

WHC has an organizational wide Quality Assurance (QA) Plan that is approved by the Board of Directors on an annual basis. It is an ongoing process designed to objectively and systematically monitor and evaluate clinical and programmatic services and their delivery. An internal PCHCH Committee develops, monitors, and recommends actions to achieve measurable outcomes. The measurable outcomes for the proposed project are evaluated through this committee as well as presented to the Board of Directors. The proposed project is capital in nature, however, the measurable outcomes still direcly impact and reflect WHC's PCHCH approach.

Through WHC's QA Plan, each program and project is assessed periodically on its impact to the community and evaluations are completed annually as the program nears renewal, completion or transition. The QA Plan incorporates the clinical performance measures and all other clinical and programmatic plans of WHC. Activities conducted through the QA Plan include patient experience surveys and clinical standards of care. WHC's QA program ensures that all service providers and staff adhere to standards, guidelines and protocols consistent with national standards.

WHC employs a management team who possess the knowledge and capabilities to successfully complete the proposed project in accordance with procurement and project management requirements.

Executive Leadership develops, implements, and evaluates the key strategic priorities within the Strategic Plan which has been initiated and approved by the Board of Directors. WHC's Chief Executive Officer is Mary Frances Oneha, APRN, PhD who is responsible for the overall operations of WHC, has over thirty years of experience in healthcare.

D. Describe the applicant's sustainability and/or additional long-term benefit to the community

1. Provide a plan for sustaining and / or expanding activities beyond the applicable grant period. *(2,000 character count limit)*

Before projects are initiated, executive leadership must be supportive of the goals and purpose of these efforts and many times are the driving force behind these activities. Executive leadership ensures that projects and programs are aligned with the mission, vision and values of the Waimānalo Health Center. WHC is a community-minded and mission-driven organization dedicated to reducing health disparities in the community. Awareness and education in reducing these disparities are always at the forefront of WHC's efforts in the community. Feasibility of projects and programs are analyzed prior to WHC embarking on a project or program as WHC's goals are to ensure long-term sustainability to these services.

A Development program, which focuses on grant writing and fundraising efforts, has been implemented at WHC, which includes full-time development staff. This initiative focuses efforts on maximizing the financial resources to sustain and expand programs and services beyond the contract periods of grant support. Efforts include grant writing, annual fund raising activities and a systemized volunteer program.

2. Describe the applicant's capacity and resources to carry out the above plan (staffing, funding, etc.) beyond the grant period. *(2,000 character count limit)*

With decades of experience executing successful programs and capital projects, the executive leadership has the necessary capacity and expertise to successfully execute the project beyond the granting period. The executive leadership is instrumental in seeing that the project is implemented successfully, within budgetary limits and by the specified timeframe. With experience successfully spearheading a number of federally-funded facility improvement projects, WHC has the capacity to ensure the project's completion.

The general principles of project management will be applied to ensure success in developing and implementing the proposed project. Development and implementation process includes strategically planning with executive leadership and the leadership team; research and assessment; collaboration and partnership with key personnel; internal formation of team members and identification of responsibilities, evaluation of methodology, etc...

E. No CITY funds or assistance. The highest consideration will be given to applicants that do not receive other funding or any form of assistance from the CITY. While applicants that receive other funding or assistance from the CITY may apply for Grants in Aid funding, the extent of funding or assistance already received in relation to services provided must be considered prior to awarding Grants in Aid funds. A percentage of the sub-total criteria points will be awarded to Grantees based on the criteria below and the information about past funding / assistance from the CITY that follows.	
The applicant has received no award from the CITY within the last 3 years.	**10%**
The applicant has received 1-2 awards from the CITY within the last 3 years.	**7%**
The applicant has received 3-5 awards from the CITY within the last 3 years.	**5%**
The applicant has received between 6-9 awards from the CITY within the last 3 years.	**3%**
The applicant has received 10 or more awards from the CITY within the last 3 years.	**0%**

GRANTEE RECEIPT OF CITY GRANTS

Identify all CITY grants received by Grantee (or Fiscal Sponsor) in the last three (3) years. Information will be verified by the CITY.

1. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☒ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

2. Grant Activity Name & Contract #: Ho'i Ka Mana I Loko
   Grant Period: FY2022 Grant Amount: $187,953
   Grant Purpose: Addressing food insecurity through the creation of farmers market
   Grant Activity Status: ☒ Underway ☐ Completed ☐ Canceled
   Administrating Division: Department of Budget and Fiscal Services

3. Grant Activity Name & Contract #: Honolulu County Community Resource Network Program (PO-MAY-2100172, v1)
   Grant Period: FY2021 Grant Amount: $495,000
   Grant Purpose: Provide wrap-around services for COVID+ or exposed individuals
   Grant Activity Status: ☐ Underway ☒ Completed ☐ Canceled
   Administrating Division: Subcontract through Hawai'i Primary Care Association

4. Grant Activity Name & Contract #: COVID-19 Related Services (PO-ESD-1000301, v1)
   Grant Period: FY2021 Grant Amount: $248,571
   Grant Purpose: Provide various COVID-19 related services

Grant Activity Status: ☐ Underway ☒ Completed ☐ Canceled
Administrating Division: Department of Budget and Fiscal Services

5. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

6. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

7. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

8. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

9. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

10. Grant Activity Name & Contract #: _____
    Grant Period: _____ Grant Amount: _____
    Grant Purpose: _____
    Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
    Administrating Division: _____

F. Age Friendly Honolulu

Consideration is to be given to applicants that incorporate the vision and goals of the Age-Friendly Honolulu Program (as codified in ROH Chapter 2, Article 22), including but not limited to (1) enabling residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active; and (2) removing barriers to inclusion for and providing support services to vulnerable residents and/or have physical limitations.

To be eligible for the bonus points as an Age-Friendly Honolulu Project an organization must demonstrate the proposal aligns with Age-Friendly Honolulu's priorities by completing the following TWO steps:

1) Go the following website https://www.hiphi.org/age-friendly-honolulu/ to access an Age-Friendly Honolulu training video. The video should be watched by at least one (1) person from the non-profit organization in a leadership position (Executive Director, Administrator, or equivalent). This video will define an "age-friendly city" and explain what types of projects align with the Age-Friendly Honolulu Vision.

2) Complete the section below by selecting which Age-Friendly Honolulu category best fits the activities of your organization and providing a brief description of how your proposal is an Age-Friendly Honolulu project.

☒ Enabling Residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active, particularly at the oldest ages

☒ Providing Kupuna with meaningful roles in the community, including mentors, volunteers, or through intergenerational programming

☒ Removing barriers to support community inclusion and accessibility for persons of all abilities.

3) How is your proposal an Age-Friendly Honolulu Project and explain how your organization can meet the additional reporting requirements if awarded? *(2,000 character count limit)*

The proposed project will provide a community space for the Waimanalo Health Center to continue to provide health education courses for all residents, many of which who are kupuna. Courses popular amongst community kupuna include la'au lapa'au and lomilomi, 'Olelo Hawai'i, Hula and Hypertension, and classes to manage diabetes. WHC's dental and vision services also provide services specifically for kupuna including dentures and eye exams. WHC also provides transportation services to those who not access healthcare services otherwise.

APPENDIX A: TIER II GRANT PROPOSAL (Grants $25,000 to $200,000)
SOLICITATION NO. RGP-DCS-GIA2024

Instructions: The proposal below must be completed in full. Responses must be provided in the fillable boxes provided. Where annotated, the fillable boxes have predetermined maximum limits on character counts. Letters, numbers, punctuation marks, and spaces are included in the character count limits.

SECTION I
SUMMARY

A. Grantee Legal Name:	WEED AND SEED HAWAII, INC.
B. Is Grantee a Fiscal Sponsor?	☐ Yes ☒ No
C. Grant Activity Name:	PROJECT SAFE COMMUNITIES

D. Briefly describe the Grantee's background, history (including year established), and mission. *(400 character count limit)*

Weed and Seed Hawaii was established in 1998 to reduce crime through law enforcement, community engagement, social and economic revitalization, neighborhood beautification and an investment in youth. WSHI is an outreach program of the US Attorney's Office (USAO) and our major partner is the Honolulu Police Department.

E. Briefly describe the Grant Activity and public need being filled. *(400 character count limit)*

Crime in Kalihi-Palama-Chinatown-Ala Moana, Waipahu and Ewa-Ewa Beach impacts businesses, residents and other stakeholders. Through collaborative efforts, businesses, government agencies, schools, churches, etc. provide Law Enforcement, Community Policing, Prevention-Intervention-Treatment and Neighborhood Restoration activities to reduce and prevent crimes leading to a better quality of life.

F. Briefly summarize Grant Activity outcomes and measures of success, including number and description of those served. *(400 character count limit)*

The grant activities we will engage, educate and empower the general community including homeless, special needs population, senior citizens, English Second Language families and youth. 75% of the participants surveyed will report they are contributing to making their community safer, learning something applicable to their life, and receiving resources that will strengthen their family.

G. Council District
Check all districts that will benefit from the Grant Activity. Provide the amount requested per district. Amounts must be in whole numbers only.

☐ District 1 $0	☒ District 2 $50,000	☐ District 3 $0
☐ District 4 $0	☐ District 5 $0	☒ District 6 $50,000
☒ District 7 $50,000	☐ District 8 $0	☒ District 9 $50,000
Total Amount Requested (must be $25,000 to $200,000)	$200,000	

H. Type of Grant Activity (pick ONE category that best reflects the Grant Activity):		
1. Public Services: Projects in this category will support qualified public services and programs for the target populations deemed by the CITY to be most vulnerable.		
☐ A. Public Service – Seniors	☐ B. Public Service - Children	☐ C. Public Service - Disabilities
☐ D. Public Service – Homeless	☐ E. Public Service – Domestic Violence	☐ F. Public Service – Substance Abuse
☐ G. Public Service – Mental Health	☒ H. Public Service – Other (describe): General Community which includes homeless, special needs population, senior citizens, English Second Language families and youth	
2. Arts, Culture, Community/Economic Development, and the Environment: Projects in this category will support the sustainable improvement in the well-being and quality of life of local communities, especially low- to moderate income areas.		
☐ A. Arts	☐ B. Culture	☐ C. Community Development
☐ D. Economic Development	☐ E. Environment	

GRANTEE'S CERTIFICATION AND SIGNATURE

The undersigned, subject to personal liability and penalty under applicable law, certifies that he or she: (i) is authorized to sign this Grant Proposal; (ii) personally prepared or reviewed the matters found in this Grant Proposal (including any related documents/attachments); (iii) asserts all statements made in this Grant Proposal (including all attachments) are true, accurate and complete; (iv) has the requisite skills and knowledge to assert the foregoing certification; and (v) has complied and shall continue to comply with all applicable requirements of Chapter 6, Article 29 of the Revised Ordinances of Honolulu 1990, as amended (Link), regarding private organizations receiving grants of public funds from the City and County of Honolulu.

Gale Braceros — 11/21/2022

Signature of Grantee (Fiscal Sponsor) Officer
Printed Name and Title: Gale Braceros, Executive Director

Date
11/21/22

CERTIFICATE OF THE BOARD OF DIRECTORS NO OBLIGATIONS IN ARREARS

The undersigned of the Board ("Grantee") hereby certifies that the Grantee or any principal of the Grantee or sponsored organization (where the Grantee is a Fiscal Sponsor) is not in arrears on any financial or other obligation owed to the City & County of Honolulu, a municipal corporation of the State of Hawaii.

(Signature)

Lee S. Amodo
(Print name)

CERTIFICATE OF THE BOARD OF DIRECTORS AUTHORIZATION TO ASSIGN AUTHORITY

The undersigned of the Board ("Grantee") hereby certifies that Lee S. Amodo (name), Board president (title), has been authorized by the Board of Directors to sign proposals, contracts, and related documents on behalf of the Grantee. Accordingly, I hereby assign the authority by the Board to execute proposals, contracts, and contract amendments on behalf of the Grantee, and further certify that the assigned is given the power and authority to do all things necessary to implement, maintain, amend, or renew such contracts, including but not limited to the delegation of signing authority to another employee of the Grantee.

(Signature)

Lee S. Amodo
(Print name)

STATE OF HAWAII)
CITY AND COUNTY OF HONOLULU)

On this 20 day of Nov, 2022, before me appeared Lee S. Amodo, personally known to me, who, being by me duly sworn, did say that he/she is the Board president of Weed and Seed Hawaii and that the corporation has no corporate seal, and that said instrument was signed in behalf of said corporation by authority of its Board of Directors, and said she acknowledged said instrument to be the free act and deed of said corporation.

J. WAKATSUKI NOTARY PUBLIC Comm. No. 19-301 STATE OF HAWAII

Notary Public, State of Hawaii

My Commission expires: 07/28/2023

Doc. Date: 11/20/2022 # Pages 3
Name: J. Wakatsuki 1st Circuit
Doc. Description: FY24 Grants in Aid

Signature 11/20/2022 Date
NOTARY CERTIFICATION

Doc. Date: 11/20/2022 # Pages: 3
Notary Name: J. Wakatsuki 1st Circuit
Doc. Description: FY24 Grants in Aid

Notary Signature 11/20/2022 Date
NOTARY CERTIFICATION

J. WAKATSUKI NOTARY PUBLIC Comm. No. 19-301 STATE OF HAWAII

FISCAL SPONSOR

The Fiscal Sponsor is a nonprofit organization that assumes legal, financial, and programmatic responsibility for the activities of groups or individuals engaged in work that furthers the fiscal sponsor's mission and their own respective purposes. The Fiscal Sponsor is called the Grantee in this Grant Proposal. The CITY's legal relationship is with the Grantee, and the CITY will disburse Grant funds to the Grantee. The Sponsored Organization is the organization under this Grant Proposal that the Grantee (Fiscal Sponsor) chooses to support to implement the Grant Activity.

Accordingly, if the Grantee is a Fiscal Sponsor, the following should be completed by both the Grantee (Fiscal Sponsor) and the Sponsored Organization. By initialing and signing below, the Grantee (Fiscal Sponsor) and the Sponsored Organization indicate they have reviewed and come to an agreement regarding each of the following items:

Grantee/Fiscal Sponsor Initials	Sponsored Organization Initials	Agreed upon items
		Response herein to Section III Question 1
		Response herein to Section III Question 2
		Response herein to Section III Question 3
		Response herein to Section III Question 4
		Response herein to Section III Question 5
		Response herein to Section III Question 6
		Grant Activity: Budget/Funding (Section III)
		Grant Activity Preliminary Schedule of Activities (Section IV)

In addition to the foregoing, the Fiscal Sponsor and the Sponsored Organization each hold the CITY harmless and will defend and indemnify the CITY and its officers, employees, and agents, individually and in their official capacities, from all claims of liability for damages arising directly or indirectly from each entering into a Fiscal Sponsorship Agreement with the other.

The undersigned also attach hereto required documents regarding Fiscal Sponsorship, as detailed in Section VI.

_____ _____

Signature of Grantee (Fiscal Sponsor) Officer — Date

Printed Name and Title:

_____ _____

Signature of Sponsored Organization Officer — Date

Printed Name and Title:

SECTION II
GRANT ACTIVITY INFORMATION

A. Describe how the community need, stated problem / issue, and target population are effectively validated. The description must include how the public services target population is vulnerable or how the arts, culture, community/economic development, or environmental activities will especially support low- to moderate income areas.

1. Provide substantive data and other quality information to show the issue is a priority need of the community. *(3,000 character count limit)*

The State of Hawaii Department of Attorney General conducted a study in 2006 that revealed that the most significant markers associated with juvenile delinquency and at-risk behavior are those associated with one's educational environment. In other words, the most significant predictors of crime are academic failure, low school achievement and alienation from school which often leads to truancy and juvenile delinquency, followed by juvenile crime and adult criminality.

Failing to graduate from high school also has significant consequences as the lack of a high school diploma is directly correlated to incidents of crime, the severity of offenses, the probability of arrest, the probability of conviction, the probability of incarceration, the average length of incarceration and the expected loss of earnings.

Project Safe Communitie will service the following areas: Kalihi-Palama-Chinatown-Ala Moana, Waipahu, and Ewa-Ewa Beach. These communities worked hard to receive Federal designation based on high crime and unemployment rates as well as community blight and public housing. The first two areas have 7 public housing areas: Kamehameha Homes, Mayor Wrights, Kaahumanu Housing, Kuhio Park Terrace, Kalihi Valley Homes, Waipahu I and Waipahu II. Although Ewa-Ewa Beach does not have public housing, it contains a lot of low-income housing units. In addition, 12-25.7% of the students who attend high schools in these areas drop out and nearly half of all students across all areas receive free/reduced lunches.

The *Presidents Task Force on 21st Century Community Policing* emohasized that "personal interactions between police officers and community members build mutual trust, which is essential to addressing neighborhood problems and reducing crime." (2015)

Project Safe Communities will include HPD involvement in the Community Policing, Prevention-Intervention-Treatment and Neighborhood Restoration activities which are designed to engage the community in being responsible for and involved in their community. By involving law enforcement officers in the process, the community also begins to gain a better understanding and respect for them leading to a different kind of relationship with law enforcement.

2. Provide a thorough analysis of the community's priority need / problem and its impact on the community. *(3,000 character count limit)*

According to Tita, Petras and Greenbaum (2006), "crime serves as an important catalyst for change in the socio-economic composition of communities. Residents become less committed to their communities, causing the 'social fiber' of the community to be weakened." An example of a loss of social capital is when residents of neighborhoods with criminal reputations are judged to be associated with criminal activities, leading (amongst others) to stigmas that, for example, prevent those people from finding jobs. Existing research points to

a powerful connection between residing in an adverse environment and participating in criminal acts (McCord, Widom, and Crowell, 2001).

Crime leads to economic and social costs for those victimized and the communities they live and work in. Some of the economic costs of crime in response to crime include:

- cost to maintain courts to prosecute and try offenders,
- cost to defend accused offenders in court,
- costs for incarceration,
- lost wages for offenders who are incarcerated,
- reduced future employment employment opportunities for offenders, and
- societal future lost tax revenues from offenders.

Authorities spend millions of dollars each year on the prevention of crime and the detection, prosecution and punishment of criminals. In 2020, the Honolulu Police Department alone spent $301.7 million and fielded 1,870 officers to fight crime on O'ahu. Despite having less officers out in the field, their budget was up from 2019.

Helping to prevent crime is a shared responsibility. Project Safe Communities will be implemented in the Kalihi-Palama-Chinatown-Ala Moana-Sheridan, Waipahu, and Ewa-Ewa Beach communities, federally designated geographical areas with a history of high levels of crime, drug use, gangs and severe economic deterioration. Project staff will work closely with a team of HPD Community Policing officers from Districts 1, 3, 5 and 8 to identify and address issues in these respective communities. Officers will also serve as youth mentors. These police districts report the highest number of incidences according to the 2016, 2017, 2018, 2019 and 2020 Honolulu Police Department Annual Reports.

All 3 Weed and Seed Hawaii sites already benefit from "brand name recognition," known both to criminals and to potential social service agencies and investors. We want to ensure that that those prosecuted under the Weed and Seed umbrella continue to receive swifter and tougher penalties. Drug dealers may also be prosecuted by the Federal government for selling drugs within 1,000 feet of a public housing project, school, or public park.

Project Safe Communities will primarily serve low to moderate income residents in the targeted communities with emphasis on reaching out to the most vulnerable populations including but not limited to, the *homeless, special needs population, senior citizens, English Second Language families* and *youth*.

3. Provide a description of the Grant Activity. This description will be used as the scope of services in the contract. *(1,000 character count limit)*

Prevention-focused partnerships are an effective tool in preventing crime and addressing the public's fear. Project Safe Communities provides opportunities for engagement through Community Policing (CP), Prevention-Intervention-Treatment (PIT) and Neighborhood Revitalization (NR) activities. Providing education to people reduces their fear of crime and engages them in the problem solving.

Through CP activities, stakeholders proactively collaborate to address and respond to pressing issues. An empowered community can sustain efforts for a safer community.

Opportunities for healthy activities lead to avoidance of criminal activities. Positive role models lead to youth reaching their potential. Through PIT programs and activities, not only will youth be strengthened but all other stakeholders.

A beautiful environment leads to more pride and less vandalism and destruction. Through NR efforts, stakeholders are once again engaged in the problem solving and hold each other accountable.

B. Describe the proposed plan

1. Describe why you chose this Grant Activity and how it will effectively address the community's problem / need. *(2,000 character count limit)*

As noted in Section A.3. Grant Activity Description, we explained what we intend to do and why we intend to do it. It is important to note that unlike most programs, we don't offer the same programs or activities across all sites. We listen to what the community says it wants and needs and work with them to address those needs.

All sites may have youth mentoring programs but the programs differ based on the kids we are targeting, where the youth live and what the challenges may be. We also take into consideration where these programs are able to be conducted in a safe manner. Majority of the youth programs in Waipahu and Kalihi are conducted during school hours while Ewa Beach and Chinatown conduct theirs afterschool.

When the Ewa Beach community was surveyed, they said they wanted programs for their youth since most of the parents were working and the youth had no where to go. Thus, the Project Staff created unique after school programs focused around golf, bowling, and water sports. The latter was especially important since the survey showed that many youth did not know how to swim. Water safety was integrated into the program curriculum to address this safety concern.

When Waipahu surveyed their youth, the youth said they were fearful of police officers and wanted to be able to talk about their concerns with adults. Real and Powerful (RAP) Sessions conducted with police officers teaching the sessions have improved their relationships with law enforcement and because we have youth mentoring programs that continue through high school, we are able to have a consistent presence in their life. Although both Waipahu and Kalihi communities have Real and Powerful (RAP) programs, the sessions differ slightly at each site as well as the order based on what is happening at the time.

Chinatown and Ewa Beach have strong Citizen Patrol and Neighborhood Security Watch groups while Waipahu and Kalihi conduct more safety presentations with youth, businesses, and senior citizens.

2. Provide measurable outcomes, describe how outcomes are aligned with the purposes and priorities of the Grants in Aid Fund, and describe how outcomes directly benefit the target population. *(3,000 character count limit)*

Public Services should begin with a statement of the number of individuals that the Grant Activity will directly benefit during the Grant Term.

Arts, Culture, Community/Economic Development or Environment should begin with a statement as to how the Grant Activity supports the sustainable improvement in the well-being and quality of life of local communities, especially low to moderate income areas.

Project staff will coordinate and implement the following activities with the support of their community Steering Committees, community partners and volunteers. The numbers represented are the **cumulative** totals for **all sites** during the Project period.

Citizen Patrol/NSW: 480 duplicated participants
75% of participants surveyed will report that they feel like they are contributing to making their community safer

Sign Waving: 60 duplicated participants
75% of participants surveyed will report that they feel like they are contributing to making their community safer

Safety Presentations: 80 duplicated participants
75% of participants surveyed will report that they learned something new and valuable that they could apply to their life

Sports/Fitness: 190 duplicated participants
75% of participants surveyed will report that they learned the value of working together that they could apply to their life

Character Development/Leadership: 400 duplicated participants
75% of the participants surveyed will report that they learned something new and valuable that they could apply to their life

Youth Mentorship/Lifeskills/Community Service: 450 duplicated participants
75% of the participants surveyed will report that they learned something new and valuable that they could apply to their life

Drug Free Events/Family Engagement: 350 duplicated participants
75% of the participants surveyed will report that they appreciated the resources provided that will help to strengthen their family

Community CleanUps: 150 duplicated participants
75% of participants will report that they feel like they are contributing to making their community safer

Family Support Services: 500 duplicated participants
75% of the participants surveyed will report that they appreciated the resources provided that will help to strengthen their family

3. Provide an action plan to achieve the stated measureable outcomes. If the Grant Activity involves a partnership, provide a description of each partner's role. Must include measurable milestones, specific events, or other performance measures appropriate to achieving the outcomes. *(3,000 character count limit)*

For all grant activities, we work closely with the Honolulu Police Departments District 1, 3, 5 and 8 CPTs. We have been partnering with HPD for almost 25 years to implement these types of activities and programs in our respective sites.

For Community Policing activities, we will partner with existing Citizen Patrol groups for walks and sign waving campaigns. We will also work with partner schools in our respective sites for the sign waving campaigns. Safety Presentations will be conducted at schools, businesses and at other non profits. Project Staff will be work with these entities to execute the details for these activities at various sites. Signwaving signs will be provided by either HPD or us and technological equipment will be provided by the schools or by Project Staff.

For Prevention-Intervention-Treatment activities, we will partner with schools, businesses and nonprofits to set up the details for each activity. Equipment will be provided by all partners involved in the activity.

For Neighborhood Restoration activities we will work with government entities for the removal of trash bags and bulky trash from clean ups. In addition we will solicit the volunteer manpower and provide clean up supplies, equipment and snacks.

All partners in our grant activities will share in the responsibility of promoting the various activities.

Planning for each grant activity typically takes place at least 3 months in advance where roles, responsibilities and anticipated outcomes are discussed and agreed upon.

4. Provide a budget narrative that explains how the budget in Section III will achieve the desired outcomes. *(3,000 character count limit)*

Key to the success of Project Safe Communities are the staff leading the effort. Without the right staff to network, engage, connect and mobilize the stakeholders in the respective communities, a project of this multitude would not and could not happen.

The majority of the budget will be used to fund the salaries of the two (2) staff carrying out all of the grant activities. Staff is tasked with seeking potential partners, developing program, organizing logistics, coordinating volunteers and staff, executing program activities, tracking outcomes and reporting for all grant activities. Staff is also responsible for soliciting in-kind support in the form of volunteers and partnerships with schools, businesses, service organizations, financial institutions, Federal, State and City officials, etc.

The balance of the budget will go towards mileage/parking and program activities supplies. Because the service area is large, staff must travel to/from various locations on a regular basis to attend meetings and events as well as to purchase and deliver supplies for activities. In addition, the items that are purchased via the program activities supplies are used to carry out, support and promote the various grant activities.

5. Provide a timeline that is complete, realistic, and appropriate to achieve the desired outcomes. This timeline should also be reflected in Section IV. *(3,000 character count limit)*

At various times throughout the grant period, we will implement activities that will provide opportunities for stakeholders to engage with one another, get educated on a variety of topics/areas of concern, participate in the problem solving process and actively participate in making an impact in their respective communities.

August through September we focus on program planning while providing limited services. From October through May we are in full swing with program activities and events. June and July tends to be less busy than other times of the year due to summer programming versus daily programs.

Citizen Patrol/NSW groups are essential since residents and businesses serve as our "eyes" and "ears" in the community. Consistent walks and gathering of stakeholders serve as a visible reminder to criminals that we are watching. The same could be said for sign waving campaigns. It is good to remind people to slow down and focus on safe driving versus being distracted drivers.

Safety Presentations are important because they provide education in a variety of subjects like Senior Fraud, Identity Theft and Pedestrian/Vehicular Safety.

Our partnerships with our schools have provided us opportunities to work closely with youth during school and after school. A variety of youth programs focused on sports and fitness, career development and skills, mentorship, life skills and community service are offered throughout the year.

Safe and drug free family events and community clean ups are important for bringing people together. Clean ups are opportunities for people to take back their communities.

With today's challenges, family support services are a necessity.

See Section IV for more specific details to the timeline and activities.

C. Provide evidence of the agency's ability to perform the proposed grant activity through past performance, current capacity and/or plan to acquire the capacity to perform.

1. Provide data that demonstrates proven success in offering the same, similar, or related activities to achieve the proposed outcomes. *(3,000 character count limit)*

The best data we can provide is the fact that Weed and Seed Hawaii has been providing these types of programs and activities for almost 25 years. Every year, we are asked by schools, businesses, other non-profits and various service providers to provide our programs and activities in partnership with them.

For example, the Late Night Basketball League has been in existence for over 25 years and since getting involved, Weed and Seed Hawaii has played a major role in sustaining and implementing it every summer. We have been partnering with 10 other groups to implement that program.

The Summer Culinary Arts program offered to James Campbell High School students will celebrate 20 years. The school allows us to use their kitchen facilities and includes the

program as one of their summer school credit programs. The chef who voluntarily teaches the class comes from Roy's Ko Olina and he contacts his vendors to set up free educational field trips for the youth and they donate food products to the program.

The afterschool sports programs being offered in Ewa Beach have been around for 14 years. They have a partnership with one of the local golf courses to implement the program on their golf course and partner with another nonprofit to implement the program.

Real and Powerful (RAP) Sessions which started out in Waipahu was implemented in Kalihi at one school. Every year we are asked to come back and work with the students. We have also been asked to expand to new schools. We are currently working with 9 elementary schools in Kalihi. The curriculum that is taught in Waipahu and Kalihi are similar but tweaked to meet the needs of the youth we are working with. It is important to note that in order to execute all of these programs, schools and partner agencies provide the space for our use. In the case of RAP, we are also allowed to use their audiovideo equipment and work with the students during school hours as part of their regular class schedules.

These are just a few examples of proven success.

2. Describe the applicant's capacity to successfully achieve the proposed outcomes.
OR
Provide a plan to acquire the capacity to successfully achieve the proposed outcomes (including how the applicant has acquired similar capacity in the past).

Responses should include organizational knowledge, staffing, fiscal resources, facilities and other resources, stakeholders and relationships, and other relevant resources. *(3,000 character count limit)*

Project Safe Communities Staff have been providing services for WSHI since 2005 and 2009 respectively. Collectively, they possess over 50 years of experience doing community work in the field. Staff have certifications in Grassroots Leadership Development, Strategic Thinking and Planning, Community Capacity Development Certifications (U.S. DOJ), Gang Violence Awareness Certifications and other areas related to this project.

Project Safe Communities Staff have provisions for community meeting and activity space along with office and desk space for administrative duties. The Executive Director has an office at the Ewa Beach Boys & Girls Club, Hale Pono Clubhouse in Ewa Beach. The Program Director has an office space at Waipahu Elementary School. Staff have access to other locations for meeting, program, and storage space. Staff have portable computing, xeroxing and telecommunications capability.

Overseeing all matters related to WSHI are the Board of Directors comprised of individuals with expertise in fiscal and organizational management who have a vested interest either as a resident, someone who is knowledgable about Weed and Seed and/or community building. The Board of Directors meet at least once a month to discuss fiscal and management issues.

Each site is governed by a Steering Committee consisting of WSHI staff, individuals who live and/or work in the site and at least 1 HPD Community Policing Team (CPT) Officer. No other service provider has this type of law enforcement involvement. Each Steering Committee is charged with designing the program for that site. The Steering Committees meet every other month to discuss issues in their community, make decisions, and coordinate activities with Project partners.

Recognizing the necessity of community support and investment, each Project Staff along with their respective Steering Committees continually identifies area resources and partnerships, identifies, and assesses potential participants, and promotes, organizes, and manages its ongoing activities. Some of the current partners include: US Attorney's Office, FBI, State of Hawaii Attorney General's Office, Community & Crime Prevention Branch and Department of Commerce and Consumer Affairs, City & County of Honolulu, HPD District 1, 3, 5, and 8 CPTs, City & County of Honolulu's, Department of Housing & Homelessness, Department of Environmental Services, Department of Parks and Recreation, and Department of Transportation Engineering Division as well as a long list of schools, businesses, churches, service clubs, athletic teams, financial institutions, and other non-profits who are vested partners.

D. Describe the applicant's sustainability and/or additional long-term benefit to the community

1. Provide a plan for sustaining and / or expanding activities beyond the applicable grant period. *(2,000 character count limit)*

For this Project to be successful in the long-run, four objectives must be met:

1) By working across communities and sharing resources, benefits of scale, shared knowledge and increased cooperaton maximizes opportunities for sustainability.
2) Project Staff needs to convince funders that the strategies offered in the project benefit a wider area than simply the communities the project works in. Funders need to understand that criminals often simply move around seeking the most vulnerable communities.
3) The dynamic nature of each steering committee with its ever-changing volunteer membership requires Project Staff to provide the institutional memory and capacity needed to manage existing and develop new projects. Sites must continue to assist in identifying and developing proposals for funding which fit within the projects' goals and objectives.
4) The best way to expand the activities beyond the grant period is to make sure that it is "marketed" throughout the communities it serves and beyond so that others may also monetarily and voluntarily contribute to its success.

2. Describe the applicant's capacity and resources to carry out the above plan (staffing, funding, etc.) beyond the grant period. *(2,000 character count limit)*

The Board of Directors for Weed and Seed Hawaii, Inc. (WSHI) are committed to seeing the work of its organization continue to thrive. The Board is constantly seeking funding opportunities that will further its mission.

WSHI has a small but committed staff who have been with the organization well over 10 years. Some of the strengths and resources that the WSHI staff bring are strong partnerships and interdependent cooperation, enhanced enforcement rules (Weed and Seed Courtroom), community driven projects and activities, strong relationships with community and youth, and commitment of police officers in their respective sites.

Staff continuously write for private foundation and government grants. Staff with volunteers also conduct their own site fundraisers as well as support agency wide fundraisers. Many times, people reach out to staff and offer funding after having a positive experience being a part of a program activity or event.

However, it is also largely due to the ongoing efforts of Project Staff that community commitments have increased where stakeholders take an increasingly active role in clean up campaigns and community activities rather than passively relying on government or other entities to keep their neighborhoods safe and clean. In 2016, 7,924 volunteers logged 1,406 hours while in 2017, 9,835 volunteers logged 1,441.25 hours. In 2018, 4,412 volunteers logged 968.25 hours. Over the years, we have saved government **millions of dollars** through in-kind support.

This level of community involvement invariably attracts community support. In addition to volunteer support, in-kind contributions received in the most recent year are anticipated to be received in the next Project year. Staff has a list of over 100 schools, businesses, financial institutions, government entities, service organizations, churches, etc. who continue to support our effort year after year through inkind staff time, product, goods and services and financial support.

E. No CITY funds or assistance. The highest consideration will be given to applicants that do not receive other funding or any form of assistance from the CITY. While applicants that receive other funding or assistance from the CITY may apply for Grants in Aid funding, the extent of funding or assistance already received in relation to services provided must be considered prior to awarding Grants in Aid funds. A percentage of the sub-total criteria points will be awarded to Grantees based on the criteria below and the information about past funding / assistance from the CITY that follows.	
The applicant has received no award from the CITY within the last 3 years.	**10%**
The applicant has received 1-2 awards from the CITY within the last 3 years.	**7%**
The applicant has received 3-5 awards from the CITY within the last 3 years.	**5%**
The applicant has received between 6-9 awards from the CITY within the last 3 years.	**3%**
The applicant has received 10 or more awards from the CITY within the last 3 years.	**0%**

GRANTEE RECEIPT OF CITY GRANTS

Identify all CITY grants received by Grantee (or Fiscal Sponsor) in the last three (3) years. Information will be verified by the CITY.

1. Grant Activity Name & Contract #: Community Kōkua Project PO-MAY-2100386
   Grant Period: 07/01/21-19/30/21 & 10/1/21-2/31/21 (extension) Grant Amount: $60,000
   Grant Purpose: Provide COVID-19 information, PPE, food and other essentials to community, and education about laws involving COVID-19 and other safety concerns.
   Grant Activity Status: ☐ Underway ☒ Completed ☐ Canceled
   Administrating Division: Department of Housing and Homelessness

2. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

3. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

4. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____

F. Age Friendly Honolulu

Consideration is to be given to applicants that incorporate the vision and goals of the Age-Friendly Honolulu Program (as codified in ROH Chapter 2, Article 22), including but not limited to (1) enabling residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active; and (2) removing barriers to inclusion for and providing support services to vulnerable residents and/or have physical limitations.

To be eligible for the bonus points as an Age-Friendly Honolulu Project an organization must demonstrate the proposal aligns with Age-Friendly Honolulu's priorities by completing the following TWO steps:

1) Go the following website https://www.hiphi.org/age-friendly-honolulu/ to access an Age-Friendly Honolulu training video. The video should be watched by at least one (1) person from the non-profit organization in a leadership position (Executive Director, Administrator, or equivalent). This video will define an "age-friendly city" and explain what types of projects align with the Age-Friendly Honolulu Vision.

2) Complete the section below by selecting which Age-Friendly Honolulu category best fits the activities of your organization and providing a brief description of how your proposal is an Age-Friendly Honolulu project.

- ☐ Enabling Residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active, particularly at the oldest ages
- ☐ Providing Kupuna with meaningful roles in the community, including mentors, volunteers, or through intergenerational programming
- ☐ Removing barriers to support community inclusion and accessibility for persons of all abilities.

3) How is your proposal an Age-Friendly Honolulu Project and explain how your organization can meet the additional reporting requirements if awarded? *(2,000 character count limit)*

Not Applicable

APPENDIX A: TIER II GRANT PROPOSAL (Grants $25,000 to $200,000)
SOLICITATION NO. RGP-DCS-GIA2024

Instructions: The proposal below must be completed in full. Responses must be provided in the fillable boxes provided. Where annotated, the fillable boxes have predetermined maximum limits on character counts. Letters, numbers, punctuation marks, and spaces are included in the character count limits.

SECTION I
SUMMARY

A. Grantee Legal Name:	Whitmore Economic Development Group dba WEDG
B. Is Grantee a Fiscal Sponsor?	☐ Yes ☒ No
C. Grant Activity Name:	KA HUI MOMI--THE CLUSTER OF PEARLS: A Comprehensive Childcare and Family Resource Center

D. Briefly describe the Grantee's background, history (including year established), and mission. *(400 character count limit)*

WEDG was founded in 2013 receiving IRS 501(c)(3) status effective February 20, 2014. Our mission is to provide resources for sustainable and diverse agricultural business communities with a vision of achieving a community where every business thrives. We are focused on building and providing social infrastructure to support workforce development, employment, & socio-economic strength and success.

E. Briefly describe the Grant Activity and public need being filled. *(400 character count limit)*

WEDG will establish a precedent-setting Childcare and Family Resource Center to accommodate early childhood education needs of children ages 0-5, including those who are medically fragile, in transition, or experiencing trauma. KHM will integrate Trust-Based Relational Intervention, a proven strategy based on elemental connection, with access to comprehensive medical services.

F. Briefly summarize Grant Activity outcomes and measures of success, including number and description of those served. *(400 character count limit)*

Outcomes include preparation, completion, & submission of the licensure application required under Title 17 of the HI State DHS Administration Rules; training and hiring of staff; producing the SOP Manual, Emergency Response & Safety Plan, shift schedule, staffing roster, food & nutrition guidelines; and preparing the delivery site. Staff and constituents will be from disadvantaged groups.

G. Council District
Check all districts that will benefit from the Grant Activity. Provide the amount requested per district. Amounts must be in whole numbers only.

☒ District 1 $15,600	☒ District 2 $168,800	☐ District 3 $
☐ District 4 $	☐ District 5 $	☐ District 6 $
☐ District 7 $	☐ District 8 $	☒ District 9 $15,600

Total Amount Requested (must be $25,000 to $200,000)	$200,000

H. Type of Grant Activity (pick ONE category that best reflects the Grant Activity):		
1. Public Services: Projects in this category will support qualified public services and programs for the target populations deemed by the CITY to be most vulnerable.		
☐ A. Public Service – Seniors	☐ B. Public Service - Children	☐ C. Public Service - Disabilities
☐ D. Public Service – Homeless	☐ E. Public Service – Domestic Violence	☐ F. Public Service – Substance Abuse
☐ G. Public Service – Mental Health	☐ H. Public Service – Other (describe):	
2. Arts, Culture, Community/Economic Development, and the Environment: Projects in this category will support the sustainable improvement in the well-being and quality of life of local communities, especially low- to moderate income areas.		
☐ A. Arts	☐ B. Culture	☐ C. Community Development
☒ D. Economic Development	☐ E. Environment	

GRANTEE'S CERTIFICATION AND SIGNATURE

The undersigned, subject to personal liability and penalty under applicable law, certifies that he or she: (i) is authorized to sign this Grant Proposal; (ii) personally prepared or reviewed the matters found in this Grant Proposal (including any related documents/attachments); (iii) asserts all statements made in this Grant Proposal (including all attachments) are true, accurate and complete; (iv) has the requisite skills and knowledge to assert the foregoing certification; and (v) has complied and shall continue to comply with all applicable requirements of Chapter 6, Article 29 of the Revised Ordinances of Honolulu 1990, as amended (Link), regarding private organizations receiving grants of public funds from the City and County of Honolulu.

Justin L Apa

Signature of Grantee (Fiscal Sponsor) Officer
Printed Name and Title: Justin Apa, President, BOD

11/19/2022
Date

CERTIFICATE OF THE BOARD OF DIRECTORS NO OBLIGATIONS IN ARREARS

The undersigned of the Board ("Grantee") hereby certifies that the Grantee or any principal of the Grantee or sponsored organization (where the Grantee is a Fiscal Sponsor) is not in arrears on any financial or other obligation owed to the City & County of Honolulu, a municipal corporation of the State of Hawaii.

Justin Apa
(Signature)

Justin L. Apa
(Print name)

CERTIFICATE OF THE BOARD OF DIRECTORS AUTHORIZATION TO ASSIGN AUTHORITY

The undersigned of the Board ("Grantee") hereby certifies that Lilette Subedi (name), Resource Developer (title), has been authorized by the Board of Directors to sign proposals, contracts, and related documents on behalf of the Grantee. Accordingly, I hereby assign the authority by the Board to execute proposals, contracts, and contract amendments on behalf of the Grantee, and further certify that the assigned is given the power and authority to do all things necessary to implement, maintain, amend, or renew such contracts, including but not limited to the delegation of signing authority to another employee of the Grantee.

Justin Apa
(Signature)

Justin L. Apa
(Print name)

STATE OF HAWAII)
CITY AND COUNTY OF HONOLULU)

On this 19 day of November, 2022, before me appeared Justin L. Apa, personally known to me, who, being by me duly sworn, did say that he/she is the President of Whitmore Economic Development Group and that the corporation has no corporate seal, and that said instrument was signed in behalf of said corporation by authority of its Board of Directors, and said _____ acknowledged said instrument to be the free act and deed of said corporation.

RUVI M. APA
NOTARY PUBLIC
No. 96-332
STATE OF HAWAII

Notary Public, State of Hawaii

My Commission expires: 6-14-2024

Doc. Date: 11-19-2022 # Pages 7
Name: Ruvi M. Apa 1st Circuit
Doc. Description: Tier II Grant Proposal

Signature 11-19-2022 Date

NOTARY CERTIFICATION

RUVI M. APA
NOTARY PUBLIC
No. 96-332
STATE OF HAWAII

Not Applicable

FISCAL SPONSOR

The Fiscal Sponsor is a nonprofit organization that assumes legal, financial and programmatic responsibility for the activities of groups or individuals engaged in work that furthers the fiscal sponsor's mission and their own respective purposes. The Fiscal Sponsor is called the Grantee in this Grant Proposal. The CITY's legal relationship is with the Grantee, and the CITY will disburse Grant funds to the Grantee. The Sponsored Organization is the organization under this Grant Proposal that the Grantee (Fiscal Sponsor) chooses to support to implement the Grant Activity.

Accordingly, if the Grantee is a Fiscal Sponsor, the following should be completed by both the Grantee (Fiscal Sponsor) and the Sponsored Organization. By initialing and signing below, the Grantee (Fiscal Sponsor) and the Sponsored Organization indicate they have reviewed and come to an agreement regarding each of the following items:

Grantee/Fiscal Sponsor Initials	Sponsored Organization Initials	Agreed upon items
		Response herein to Section III Question 1
		Response herein to Section III Question 2
		Response herein to Section III Question 3
		Response herein to Section III Question 4
		Response herein to Section III Question 5
		Response herein to Section III Question 6
		Grant Activity: Budget/Funding (Section III)
		Grant Activity Preliminary Schedule of Activities (Section IV)

In addition to the foregoing, the Fiscal Sponsor and the Sponsored Organization each hold the CITY harmless and will defend and indemnify the CITY and its officers, employees, and agents, individually and in their official capacities, from all claims of liability for damages arising directly or indirectly from each entering into a Fiscal Sponsorship Agreement with the other.

The undersigned also attach hereto required documents regarding Fiscal Sponsorship, as detailed in Section VI.

_____ _____

Signature of Grantee (Fiscal Sponsor) Officer — Date

Printed Name and Title:

_____ _____

Signature of Sponsored Organization Officer — Date

Printed Name and Title:

SECTION II
GRANT ACTIVITY INFORMATION

A. Describe how the community need, stated problem / issue, and target population are effectively validated. The description must include how the public services target population is vulnerable or how the arts, culture, community/economic development, or environmental activities will especially support low- to moderate income areas.

1. Provide substantive data and other quality information to show the issue is a priority need of the community. *(3,000 character count limit)*

Promoting diversified agriculture and providing new employment opportunities in our Central Oahu community of Wahiawa remains challenged by low wages and the excessive cost of living that create psycho-socio-economic stress resulting in absences within workplaces and workforce development training programs.WEDG identified four major areas of social infrastructure essential to achieving Wahiawa's long-term goal of promoting agriculture and providing new employment in existing commercial and industrial areas (Central Oahu Sustainable Communities Plan, p. ES6, 2002); these are childcare, healthcare, transportation, and housing.

The need for licensed cerified comprehensive childcare for children ages 0-5 years is extremely high; and early childhood education accommodation for children with special needs is non-existent in most communities statewide. According to the Hawaii Early Childhood Comprehensive Needs Assessment (p. 8, 2020) by ICF to the Executive Office on Early Learning, "Most of Oahu, with the exeptions in Honolulu and along the Windward Coast, is a child care desert." Native Hawaiian and other disadvantaged communities have limited access to culturally appropriate childcare services. On Oahu, there are five Kamehameha Preschool sites: Kalihi Palama in Honolulu; Waimanalo and Heeia in Kaneohe (Northeast Oahu); Kahuku (North Shore); and Waianae (West Oahu). These preschools provide childcare and educational services for Native Hawaiian children ages 3-6 years. The total maximum number of seats available each year is only 398. Additionally, there are wait lists that are up to three years long. KHM will provide services for children ages 0-5 years, including those who may be medically fragile, experiencing trauma, and in transition.

During the Covid-19 pandemic from March 2020 to December 2021, Wahiawa General Hospital (WGH), the community's largest employer, anecdotally noted that on any given day at least 50% of their staff were absent due to childcare issues. This was especially impactful as WGH was Hawaii's small, independent community hospital providing a Covid-19 Sub-Acute Isolation Unit addressing the needs of the entire State. As of 12/31/2021, the total number of children below the age of five years in the KHM geographic location is 13,355; with a total capacity of 2,259 (16.9%) seats available in childcare, and only 252 (0.0188%) seats open. This is proof that KHM addresses a real need for childcare in a true childcare desert.

2. Provide a thorough analysis of the community's priority need / problem and its impact on the community. *(3,000 character count limit)*

Low wages and exhorbitantly high cost of living factor into four areas of Hawaii's critical social infrastructure--childcare, healthcare, transportation, and housing. Childcare is an especially critical need with available licensed facilities only being able to meet 23% of the total 0-5 year old population. WEDG seeks to establish the first Native Hawaiian and Socially Disadvantaged Groups KA HUI MOMI CHILDCARE AND FAMILY RESOURCE CENTER (KHM) in Central Oahu at Wahiawa. KHM will address the challenge of an extensive need for certified, comprehensive, safe, and healthy childcare for trainees and workers in this heritage agricultural community. A primary reason for ongoing workplace staffing shortages and absences in workforce development training programs in this community is childcare. The

largest population served are members of socially disadvantaged groups with preference to Native Hawaiians and Asian American Pacific Islanders; and includes Alaska Natives, Native Americans, African Americans, Black people, Hispanics, Afro-Latinos, Women, and new immigrants. KHM will accommodate the early childhood education needs of children ages 0-5 including those who are medically fragile, in transition (shelterless, foster, adoptees), or experiencing trauma (domestic/sexual violence, loss of shelter, loss of family members, and multiple fostering events). This is a precedent-setting messianic Native Hawaiian culturally-based early childhood education and care program not currently available anywhere in the State of Hawaii, or the continental USA. Congruent with Native Hawaiian values, language, cultural practices impacting the care of children and respect for families, diet and nutrition, and health and well-being, KHM will also integrate Trust-Based Relational Intervention (TBRI). It is no accident that Indigenous and socially disadvantaged people react very positively to TBRI because at its heart, TBRI is about connection. KHM believes that childcare involves much more than babysitting. Childcare is about providing a safe and healthy environment, compassionate care, healthy food and nutrition, early childhood education, and multi- and inter-generational family support services that contribute to strengthening community.

3. Provide a description of the Grant Activity. This description will be used as the scope of services in the contract. *(1,000 character count limit)*

WEDG proposes a 3-year program to support the preparation, completion, and submittal of the licensure application required under Title 17 of the Hawaii State Department of Human Services Administrative Rules, of which funding for the first year is being sought through the Honolulu County GIA opportunity. Subsequent funding will be sought from other governmental entities/agencies and foundations to support the ongoing work, especially of the delivery site development. Those funds are not to supplant CITY grant funds if we are successful in garnering those monies. This body of work includes but is not limited to providing certification training for propective staff members (Early Childhood Educators and Certified Nurse Aides), writing job descriptions, hiring of staff; producing a standard operation and procedures manual; developing an emergency response and safety plan. shift schedule, staffing roster, and food and nutrition guidelines with meal and snack delivery schedules. The program delivery site will likewise be prepared and completed because inspection and certification of the facility occurs simulltaneously with the licensure certification. WEDG is currently engaged in discussions with potential Wahiawa community collaborative partners who may provide the ideal program delivery site for KHM.

B. Describe the proposed plan

1. Describe why you chose this Grant Activity and how it will effectively address the community's problem / need. *(2,000 character count limit)*

WEDG has been exploring ways to develop social infrastructure that supports and sustains Central Oahu and North Shore communities. Our research has been primarily anecdotal, meeting with community members, employers, potential trainers, businesses, entrepreneurs, and governmental agencies/officials. We learned that our community has a diverse population that includes multi- and inter-generational households. Older children are often responsible for taking care of their younger siblings, relatives, or neighbors while working adults are away from home. Kupuna (elders) are also left to babysit children when they return home from school. These older children and elders need help with preparing meals, housekeeping, administering medications, and other tasks. Just before the Covid-19 pandemic "in December 2019, there were 23,803 seats in the largest sectors of child care providers registered with the HI Dept of Human Services that provide child care for children aged 0-5 (center-based

preschools, infant/toddler centers and family child care providers). By comparison, there are 88,841 children under age five in Hawaii, and 64% of those children (56,858) live in families with parents working. During the pandemic childcare capacity fell dramatically. Today, these three categories of providers have the capacity to care for 20,157 children (or) 3,646 fewer than before the pandemic," (Early Childhood Action Strategy, 2021). In Whitmore Village, Mililani, and Mililani Mauka there are 8,197 children under the age of five, with total licensed provider capacity of 1,281 (15.6%) and only 122 (0.095%) available seats (as of 12/31/21). This means less than 16% of children under five in our community are enrolled in licensed childcare, with less than 1% of the total capacity of these seats remaining available. Costs range from $8,100 to $13,200 per year per child. Needy families can receive up to 75% in subsidies if available from State and nonprofit child and family service groups.

2. Provide measurable outcomes, describe how outcomes are aligned with the purposes and priorities of the Grants in Aid Fund, and describe how outcomes directly benefit the target population. *(3,000 character count limit)*

Public Services should begin with a statement of the number of individuals that the Grant Activity will directly benefit during the Grant Term.

Arts, Culture, Community/Economic Development or Environment should begin with a statement as to how the Grant Activity supports the sustainable improvement in the well-being and quality of life of local communities, especially low to moderate income areas.

Establishing KHM is the first step in providing a long term solution to support and sustain economic development in Central Oahu and North Shore communities identified as Food Processing and Food Production Hubs, respectively. This project addresses the need for creating additional seats in a certified childcare facility serving children ages 0-5 years, including those who are medically fragile or experiencing trauma. During the first phase (Year 1) of establishing KHM, measurable outcomes include fully executing two respective Memorandums of Agreement (MOA) between WEDG and (a) its collaborative community partner (CCP) to develop and provide the KHM site and facility; (b) Ka Hale O Ha Mashiach (KHHM), a collaborative nonprofit partner responsible for developing required materials and documents supporting the application for licensure; setting up and providing training and certification programs; and subsequently (c) implementing highly collaborative work between the CCP, KHHM, and WEDG in planning, designing, and constructing/renovating the KHM facility. Each MOA, with its respective Scope of Services, will identify crucial activities to achieve KHM project objectives to reach our goal. Other anticipated measurable outcomes include at least 25 individuals receiving training and/or becoming certified to fill the first 25 newly established childcare provider or early childhood educator positions. Additionally, at least 15 individuals will receive training and/or become certified as licensed Certified Nurse Aides to fill those newly created healthcare positions at KHM. KHM will also create at least ten new administrative positions for a total of 50 new jobs in the community. These measurable outcomes align with the purposes and priorities of the Grants in Aid Fund by contributing to efforts put forth by nonprofit organizations that support and grow sustainable community capacity through economic development.

3. Provide an action plan to achieve the stated measureable outcomes. If the Grant Activity involves a partnership, provide a description of each partner's role. Must include measurable milestones, specific events, or other performance measures appropriate to achieving the outcomes. *(3,000 character count limit)*

OBJECTIVE 1: Identify and work with the Collaborative Community Partner (CCP) to develop and provide the Ka Hui Momi Childcare and Family Resource Center (KHM) facility at the yet to be determined service delivery site in Wahiawa town.

Outcome 1.(a) CCP identified and selected; (b) MOA executed with CCP who will be responsible for developing and completing the KHM Facility in Wahiawa.
MILESTONE ACTIVITY: No later than the 12th month of PY1, WEDG selects the CCP and a MOA is fully executed between the two entities. This signifies the Central Oahu Community Partnership to achieve the Project Goal of establishing KHM. Meeting between WEDG, KHHM, and CCP are ongoing to plan, design, construct/renovate KHM facility. These activities are dependent upon the site selection, permitting, identification of numbers to be served to determine square footage, and progress deveoping the required documents/activities supporting the application for licensure pursuant to Title 17 State of Hawaii Administrative Rules. Anecdotal data collection through journaling of observations and interviews with staff and stakeholders. A cross-sectional review ensures specificity regarding days, dates, times when information is collected.
OBJECTIVE 2: Formalize the working partnership between WEDG and Ka Hale O Ha Mashiach (KHHM), the nonprofit responsible for obtaining licensure to administer and operate KHM within the first three months of PY1 with the execution of a Contract for Services.
Outcome 2. Contract executed between WEDG and KHHM NLT 3-months from beginning of PY1 for Professional Services for completion of the licensure application and all supporting document required for certification.
MILESTONE ACTIVITY: WEDG contracts with KHHM and board members Danielle Tamala and Joann Saito begin providing services at 20 hours/week for the next three years. KHHM and WEDG actively work toward identifying the CCP and outline respective tasks for each party.
Means of Measurement: Contract is executed; Meetings between WEDG, KHHM, & CCP are ongoing and properly documented to ensure compliance and accountability per respective agreements. Requirements for licensure are created and completed.
OBJECTIVE 3: KHM Application for Licensure completed. KHM facility in Wahiawa completed. (Occurs in PY3)
Outcome 3. Completion of the fully furnished KHM facility with subsequent Grand Opening to the public and family orientations, pre-registrations, and enrollments of children.
MILESTONE ACTIVITY: Grand Opening of KHM in Wahiawa to service children & families of the Whitmore Agricultural Workforce Development Employment & Training Program in Central Oahu.
Means of Measurement: No. of children enrolled in KHM and families served in the Wahiawa community.

4. Provide a budget narrative that explains how the budget in Section III will achieve the desired outcomes. *(3,000 character count limit)*

WEDG is seeking a total grant award of $200,000 to support the development of the Ka Hui Momi Childcare & Family Resource Center in Wahiawa.
1. A request of $125,000.00 (62.5% of the total amount requested) will support the contractual hiring of Danielle Tamala and JoAnn Saito as KHM Project Developers I & II, respectively; and an evaluation & assessment assistant to provide data collection and other relevant services to WEDG to ensure overall project progress, accountability, objective & anticipated outcome achievement, and more.
2. An amount of $2,400 (1.2% of the total grant award) will support the lease/rent cost of dedicated workspace in WEDG's Pineapple Crate facility for KHM project contractors and Eval Assistant. They will have access to office supplies, office hub (Ricoh copier, scanner, printer), classrooms, meeting rooms, interactive smartboard, laptops, filing/storage space for project materials and more.
3. $1,500.00 (0.75% of the total grant award) is requested for consumable office supplies to support KHM Project Developers and the Eval/Assessment Assistant in their work. WEDG will

also provide an additional $1,500.00 worth of office supplies and other consumable goods necessary to carry out their respective tasks. Supplies include but are not limited to office hub maintenance (toner/ink cartridges) paper, folders/binders, writing , fasteners.
4. Mileage reimbursement in the amount of $585 (0.29% of the total grant award) is based on 1,000 miles x $0.585/mile.
5. $70,200.00 (35% of the total award amount) is requested to support the training of 9 individuals in Honolulu Community College's Early Childhood Education Program. KHM anticipates hiring them to staff the facility as infant, toddler, and young child care providers.
6. $315.00 (0.16% of the total award amount) is requested to support professional printing/ binding services for the materials produced by KHM Project Developers toward licensure. WEDG will provide $485.00 to support additional costs.

5. Provide a timeline that is complete, realistic and appropriate to achieve the desired outcomes. This timeline should also be reflected in Section IV. *(3,000 character count limit)*

Note that if funded, this is the first- of a three-year project development program to establish Ka Hui Momi Childcare and Family Resource Center in Wahiawa town; and the concept is precedent-setting as there is no other such Center existant in Hawaii or on the continental USA.
1. Beginning in October 2023, WEDG will execute contract agreements with KHHM (for two KHM Project Developers), and an independent contractor who will serve as an Evaluation & Assessment Assistant for the project.
2. By the end of November, a draft outline for the KHM Standard Operating Procedures Manual will be completed. Work will be ongoing toward final completion, and concurrent with the development of the Safety Plan, job descriptions, and work schedules (shift sheets). The latter to be completed by the end of January. By the end of the Program Year, at least a minimum of five required documents for the Licensure/Certification Application shoud be completed. Also in November the CCP should be identified and an MOA executed with its representative(s).
3. NLT 12/31/2023 WEDG and the CCP are projected to determine the location of the future KHM facility located in Wahiawa town. Meetings between WEDG, KHHM, and CCP to plan, design, facilitate and oversee construction/renovation begin in December, with a minimum of one meeting per month.
4. KHM Project Developers will provide outreach and recruitment activities beginning in October to identify a total of 9 candidates to enroll into Honolulu Community College's Early Childhood Education Program in late November/by or before the deadline. Enrollees are expected to attain certificates and Associate in Science (AS) degrees to meet the qualifying criteria set forth by the State of Hawaii DHS as appropriate instructors/caregivers for infants, toddlers, and young children. Outreach & recruitment will be ongoing until the 9 candidates are identified and enrolled in November 2023. Their ECED programs will require a minimum of four semesters or 18-months to complete.

C. Provide evidence of the agency's ability to perform the proposed grant activity through past performance, current capacity and/or plan to acquire the capacity to perform.

1. Provide data that demonstrates proven success in offering the same, similar, or related activities to achieve the proposed outcomes. *(3,000 character count limit)*

WEDG has successfully operated since its inception in 2013 primarily through uncompensated volunteerism on the part of its board members. Anecdotal data collection has been ongoing through their individual and collective participation. Community development, social and economic development, entrepreneurship, workforce development training, education and healthcare provision are hallmarks of WEDG's capacity to lead this precedent-

setting social infrastructure project--Ka Hui Momi Childcare and Family Resource Center. Over the last 19 months, WEDG has researched the process and protocols required to establish a childcare center and has shared this information with KHHM. The decision to enter into a collaborative partnership with KHHM was reached through referral and advocacy by the Hawaii Department of Business and Economic Development and Tourism's (DBEDT) Office of Community Based Economic Development (CBED) Coordinator Wayne Thom.

A wealth of experience comes with KHHM through board members David & Danielle Tamala who have (and still do) foster, adopt, and care for children that are medically fragile and/or sufffering from trauma and transition. David is a contractor as well as an ordained Messianic Christian Minister. Danielle is an advocate and spokesperson for at-risk children in Hawaii. Both of them are certified TBRI practitioners and mentors. JoAnn Saito has extensive work experience in preschools and early childhood education.

WEDG board member Marie Abatayo is a retired special education preschool teacher with extensive experience in her field.

Dr. William McKenzie is a well-respected OB-GYN, now semi-retired after 55 years in the medical field, who has delivered thousands of babies in Central Oahu and beyond. He continues to work providing care to adult residents of a special needs residential program and is intimately familiar with caring for medically fragile children and adults.

Lilette Subedi, WEDG Resource Developer, has extensive knowledge and 40 years of experience in Native Hawaiian human services and cultural education nonprofits. She has designed, developed, and provided educational programs for disadvantaged populations, and has extensive background in federal and private foundation grantsmanship and management. She is also competent in programmatic evaluation and assessment.

Ruvi and Justin Apa are certified GoFarm food producers in addition to business owners. Both of them are members of the Hui Malama O Ke Kai Foundation, a program that encourages families and neighbors to join for the purpose of perpetuating Native Hawaiian cultural practices, strengthening family relationships, and helping to build a stronger community. Justin has 21 years in the telecommunications construction industry. Additionally, Ruvi has 32 years of experience in the Real Estate industry including serving as a RA Assistant, setting up and managing Escrow accounts, and serving as a mobile Notary Public and Closing Agent.

2. Describe the applicant's capacity to successfully achieve the proposed outcomes.
OR
Provide a plan to acquire the capacity to successfully achieve the proposed outcomes (including how the applicant has acquired similar capacity in the past).

Responses should include organizational knowledge, staffing, fiscal resources, facilities and other resources, stakeholders and relationships, and other relevant resources. *(3,000 character count limit)*

Members of the WEDG Board of Directors have a combined knowledge base of more than 260 years in diverse areas including education (Pre-K to Postsecondary), assessment and evaluation, agriculture, business management, community development, grantsmanship and grant management, nonprofit development and management, resource development, real estate, bookkeeping, healthcare, telecommunications construction, and entrepreneurship. A grant award from the CITY will allow WEDG to contract with two experienced professionals who will develop the appropriate materials and application for licensure to establish KHM. WEDG has survived the Covid-19 pandemic, but has also been a functioning nonprofit for nearly a decade. The organization has been self-sfunded through the support of its board members, who have always been uncompensated volunteers. Annual fundraising events usually garner enough resources to support basic operational costs such as lease/rent fees, Internet and WiFi services, and other organizational needs. Donations of office furniture were

made by AlohaCare in 2018, and Hawaiian Electric Company in 2021. Charter Communications Spectrum Digital Education Program has provided two grants to WEDG, the first time in 2018 at $21,000; and recently in 2022 at $18,000 with an additional gift of 20 brand new laptops to boost the establishment of the Spectrum Computer Training Center located in the Pineapple Crate. The Pineapple Crate is a 1,700 square foot facility that offers a co-work, shared-space environment with amenities that include a 21st century state-of-the-art interactive SmartBoard, an office hub machine (combination color copier, printer, scanner), and large TV/Monitor in an adjacent classroom. In January 2021, WEDG began exploring a collaborative partnership with nonprofit Friends of Waimanalo (FOW, formerly known as Kapililike), who had been courting WEDG since 2018. At the re-introducation by CBED, our partnership was struck, based on the premise that commercial hemp growing and goods production would reinvigorate Hawaii's diversified agricultural scene. WEDG supported the FOW's objective of acquiring the use of a 400+ acre agricultural parcel, which was awarded in February 2021 by the Hawaii Agribusiness Development Corporation. Supporters of WEDG include State Senator Donovan Dela Cruz who spearheaded the oWhitmore Project nearly 15 years ago, an initiative that urged the State to acquire agricultural lands in Central Oahu and protect them in perpetuity for ranching and farming.

D. Describe the applicant's sustainability and/or additional long-term benefit to the community

1. Provide a plan for sustaining and / or expanding activities beyond the applicable grant period. *(2,000 character count limit)*

WEDG will continue to provide resource development activities through pursuing governmental, private donor, and foundation grant awards, fundraising events, revenue (KHM Childcare and Family Resource Center), and collaborative partnership agreements to sustain and expand the maintenance and service provision of KHM Childcare and Family Resource Center. An immediate barrier to generate sustainable income is the current status of commercial hemp processing in the State of Hawaii. Commercial hemp products such as building materials (hempcrete, hempwood, hemp bricks), biodiesel and jet fuel, and food products (hemp milk, flour, seeds, etc.) are not allowed to be processed in Hawaii because federal law prohibits such activity. The prohibition stems from the classification of commercial hemp under the heading "Marijuana," a Class 1 Narcotic drug, which it is not. In January 2021, WEDG entered into a collaborative partnership with Friends of Waimanalo (FOW) and Ohana Hui Ventures (OHV) wherein they would be responsible for obtaining a lease for farm acreage from the Agribusiness Development Corporation (ADC) to begin commercial hemp farming and food farming. The site would also employ trainees and graduates of the Whitmore Agricultural Workforce Development Employment & Training Program (ETP). Commercial hemp would be grown, processed into hempcrete, hempwood, and biodiesel fuel and sold to propective vendors in the State of Hawaii. Revenue generated would, in part, support KHM facility and portions of the ongoing ETP. The lease was granted by the ADC in February 2021, and efforts at clearing the land, providing infrastructure, and creating work stations is ongoing. Funding from FOW and OHV to WEDG to support the ETP are currently derived from grant awards.

2. Describe the applicant's capacity and resources to carry out the above plan (staffing, funding, etc.) beyond the grant period. *(2,000 character count limit)*

WEDG has the experience and knowledge to carry out its latest venture into social infrastructure through the development and establishment of a precedent-setting, replicable model of a community focused Childcare and Family Resource Center. WEDG will compete for an upcoming Hawaii State Legislative GIA grant award to further support KHM project to fruition. Additional federal grantsmanship will be pursued through the USDA, HUD, Economic Development, and ANA funding

opportunities and initiatives. WEDG is also preparing to establish a broad spectrum for-profit corporation, Ka Ohana Ikaika (KO'I), whose revenue would be applied in large part to supporting the nonprofit organization's administrative and programmatic needs. Private foundations and donors also provide sources of potential grant funding; WEDG will soon prepare a proposal application to the Hawaiian Electric Industries Charitable Organization seeking funds to support the Whitmore Workforce Development Employment and Training Program. Staffing will continue to be through unremunerated volunteerism from its Board of Directors until monies are secured to establish a paid staffing structure. Sustainability through survivability is the key, and WEDG is remains poised to attain that status in the future.

E. No CITY funds or assistance. The highest consideration will be given to applicants that do not receive other funding or any form of assistance from the CITY. While applicants that receive other funding or assistance from the CITY may apply for Grants in Aid funding, the extent of funding or assistance already received in relation to services provided must be considered prior to awarding Grants in Aid funds. A percentage of the sub-total criteria points will be awarded to Grantees based on the criteria below and the information about past funding / assistance from the CITY that follows.	
The applicant has received no award from the CITY within the last 3 years.	**10%**
The applicant has received 1-2 awards from the CITY within the last 3 years.	**7%**
The applicant has received 3-5 awards from the CITY within the last 3 years.	**5%**
The applicant has received between 6-9 awards from the CITY within the last 3 years.	**3%**
The applicant has received 10 or more awards from the CITY within the last 3 years.	**0%**

GRANTEE RECEIPT OF CITY GRANTS

Identify all CITY grants received by Grantee (or Fiscal Sponsor) in the last three (3) years. Information will be verified by the CITY.

1. Grant Activity Name & Contract #: NEVER AWARDED A CITY GRANT
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

2. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

3. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

4. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled

Not Applicable

F. Age Friendly Honolulu

Consideration is to be given to applicants that incorporate the vision and goals of the Age-Friendly Honolulu Program (as codified in ROH Chapter 2, Article 22), including but not limited to (1) enabling residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active; and (2) removing barriers to inclusion for and providing support services to vulnerable residents and/or have physical limitations.

To be eligible for the bonus points as an Age-Friendly Honolulu Project an organization must demonstrate the proposal aligns with Age-Friendly Honolulu's priorities by completing the following TWO steps:

1) Go the following website https://www.hiphi.org/age-friendly-honolulu/ to access an Age-Friendly Honolulu training video. The video should be watched by at least one (1) person from the non-profit organization in a leadership position (Executive Director, Administrator, or equivalent). This video will define an "age-friendly city" and explain what types of projects align with the Age-Friendly Honolulu Vision.

2) Complete the section below by selecting which Age-Friendly Honolulu category best fits the activities of your organization and providing a brief description of how your proposal is an Age-Friendly Honolulu project.

☐ Enabling Residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active, particularly at the oldest ages

☐ Providing Kupuna with meaningful roles in the community, including mentors, volunteers, or through intergenerational programming

☐ Removing barriers to support community inclusion and accessibility for persons of all abilities.

3) How is your proposal an Age-Friendly Honolulu Project and explain how your organization can meet the additional reporting requirements if awarded? *(2,000 character count limit)*

APPENDIX A: TIER II GRANT PROPOSAL (Grants $25,000 to $200,000)
SOLICITATION NO. RGP-DCS-GIA2024

Instructions: The proposal below must be completed in full. Responses must be provided in the fillable boxes provided. Where annotated, the fillable boxes have predetermined maximum limits on character counts. Letters, numbers, punctuation marks, and spaces are included in the character count limits.

SECTION I
SUMMARY

A. Grantee Legal Name:	Women in Need
B. Is Grantee a Fiscal Sponsor?	☐ Yes ☒ No
C. Grant Activity Name:	Domestic Violence Support Servies for an Age-Friendly Community
D. Briefly describe the Grantee's background, history (including year established), and mission. *(400 character count limit)*	
Women in Need (WIN) is a nonprofit organization established in 1996 with the mission to empower Hawaii's families to lead healthy and full lives. WIN empowers women who are survivors of domestic violence (DV) and homelessness by providing transitional housing and support services to become self sufficient.	
E. Briefly describe the Grant Activity and public need being filled. *(400 character count limit)*	
WIN is proposing to provide Public Service - Domestic Violence support services to survivors of domestic violence in an age-friendly community; to include transportation, emergency medication/food funds, integrated case management, cultural field trips, outreach services, DV prevention, and education & identification trainings.	
F. Briefly summarize Grant Activity outcomes and measures of success, including number and description of those served. *(400 character count limit)*	
WIN intends on serving 56 DV survivors (20 aged 55 an older) with age-friendly support services and activities. The goal of the project is to provide an integrated modality of support services to guide DV survivors in becoming self-sufficient and part of a supportive community in the later stage of life.	

G. Council District
Check all districts that will benefit from the Grant Activity. Provide the amount requested per district. Amounts must be in whole numbers only.

☒ District 1 $31,076	☒ District 2 $31,076	☐ District 3 $
☐ District 4 $	☐ District 5 $	☐ District 6 $
☐ District 7 $	☒ District 8 $31,076	☒ District 9 $31,076
Total Amount Requested (must be $25,000 to $200,000)	$124,304	

H. Type of Grant Activity (pick ONE category that best reflects the Grant Activity):		
1. Public Services: Projects in this category will support qualified public services and programs for the target populations deemed by the CITY to be most vulnerable.		
☐ A. Public Service – Seniors	☐ B. Public Service - Children	☐ C. Public Service - Disabilities
☐ D. Public Service – Homeless	☒ E. Public Service – Domestic Violence	☐ F. Public Service – Substance Abuse
☐ G. Public Service – Mental Health	☐ H. Public Service – Other (describe):	
2. Arts, Culture, Community/Economic Development, and the Environment: Projects in this category will support the sustainable improvement in the well-being and quality of life of local communities, especially low- to moderate income areas.		
☐ A. Arts	☐ B. Culture	☐ C. Community Development
☐ D. Economic Development	☐ E. Environment	

GRANTEE'S CERTIFICATION AND SIGNATURE

The undersigned, subject to personal liability and penalty under applicable law, certifies that he or she: (i) is authorized to sign this Grant Proposal; (ii) personally prepared or reviewed the matters found in this Grant Proposal (including any related documents/attachments); (iii) asserts all statements made in this Grant Proposal (including all attachments) are true, accurate and complete; (iv) has the requisite skills and knowledge to assert the foregoing certification; and (v) has complied and shall continue to comply with all applicable requirements of Chapter 6, Article 29 of the Revised Ordinances of Honolulu 1990, as amended (Link), regarding private organizations receiving grants of public funds from the City and County of Honolulu.

Mary Scott Lau

Signature of Grantee (Fiscal Sponsor) Officer
Printed Name and Title: Mary Scott Lau, Executive Director

11/20/2022
Date

CERTIFICATE OF THE BOARD OF DIRECTORS NO OBLIGATIONS IN ARREARS

The undersigned of the Board ("Grantee") hereby certifies that the Grantee or any principal of the Grantee or sponsored organization (where the Grantee is a Fiscal Sponsor) is not in arrears on any financial or other obligation owed to the City & County of Honolulu, a municipal corporation of the State of Hawaii.

(Signature)

Zelda Medina
(Print name)

CERTIFICATE OF THE BOARD OF DIRECTORS AUTHORIZATION TO ASSIGN AUTHORITY

The undersigned of the Board ("Grantee") hereby certifies that Mary Scott-Lau (name), Executive Director (title), has been authorized by the Board of Directors to sign proposals, contracts, and related documents on behalf of the Grantee. Accordingly, I hereby assign the authority by the Board to execute proposals, contracts, and contract amendments on behalf of the Grantee, and further certify that the assigned is given the power and authority to do all things necessary to implement, maintain, amend, or renew such contracts, including but not limited to the delegation of signing authority to another employee of the Grantee.

(Signature)

Zelda Medina
(Print name)

STATE OF HAWAII)
CITY AND COUNTY OF HONOLULU)

On this 15th day of November, 2022, before me appeared Zelda Medina, personally known to me, who, being by me duly sworn, did say that he/she is the Board President of Women In Need and that the corporation has no corporate seal, and that said instrument was signed in behalf of said corporation by authority of its Board of Directors, and said Zelda Medina acknowledged said instrument to be the free act and deed of said corporation.

KIMBERLY L. PAEZ NOTARY No. 19-331 PUBLIC STATE OF HAWAII

Notary Public, State of Hawaii

My Commission expires: July 28, 2023

Doc. Date: 11/15/2022 # Pages 1
Name: Kimberly L. Paez First Circuit
Doc. Description: Certificate of the Board of Directors No Obligations in Arrears

Signature Date

NOTARY CERTIFICATION

KIMBERLY L. PAEZ NOTARY No. 19-331 PUBLIC STATE OF HAWAII

SECTION II
GRANT ACTIVITY INFORMATION

A. Describe how the community need, stated problem / issue, and target population are effectively validated. The description must include how the public services target population is vulnerable or how the arts, culture, community/economic development, or environmental activities will especially support low- to moderate income areas.

1. Provide substantive data and other quality information to show the issue is a priority need of the community. *(3,000 character count limit)*

WIN's Domestic Violence Support Service project is on a mission to provide an age-friendly community for DV survivors to thrive. According to the City and County of Honolulu Mayor, Rick Blangiardi, "an age-friendly perspective is essential to ensuring that Honolulu is a city that is accessible and enjoyable for all our residents regardless of age". As our kūpuna population grows steadily in Hawai'i, it is important to WIN to support an age-friendly community without violence. According to the U.S. Census Bureau released in 2019, Hawaii has seen a significant growth in its 65 and older population since 2010. Hawaii's elderly population has grown by 37.6% since April 1, 2010. The County of Honolulu population aged 60 and older is expected to increase to 29% of the population by 2040. With that in mind, keeping our kūpuna engaged in age-friendly communities of support will decrease the chances of violence continuing to go unnoticed and increase their overall wellbeing during their later stages of life. The target population for the project includes adults (specifically age 55 years or older) that are escaping and/or surviving from domestic violence, abuse, and need support in finding safe housing and healthy relationships. The State of Hawaii Department of the Attorney General 2021 Implementation Plan identifies outreach and resources for underserved victims of domestic violence, sexual assault, dating violence, and stalking as priority areas for the state to focus resources toward. Just last year, WIN provided 183 DV survivors with transitional housing, case management, mental health services, substance abuse treatment, and healthy relationship building. WIN's work with those surviving from domestic violence is extremely important and is one of the few agencies that works with this population. WIN puts a significant amount of focus on supporting those surviving from these situations and helping them become successful and self-sufficient once again. Currently, all of WIN's participants in DV support services are considered vulnerable, homeless, or live in low to moderate income areas.

2. Provide a thorough analysis of the community's priority need / problem and its impact on the community. *(3,000 character count limit)*

Domestic violence affects millions of people, both women and men, of every race, religion, culture, and income level. It's not just physical abuse. Domestic violence can also take the form of yelling, humiliation, stalking, manipulation, coercion, threats, and isolation. An often forgotten population affected by domestic violence are our kūpuna. Elderly individuals face unique challenges when it comes to breaking the cycle and getting help to survive from domestic violence. They are often put at a greater risk of harm due to isolation and dependence on caregivers. Many older adults will not report domestic violence for a number of reasons. They may be dependent on their abuser for basic needs, such as housing, food, or care. They may be embarrassed or confused about their situation. They may also face isolation and have difficulty leaving the home to seek help. Violence between intimate partners is a significant public health problem with impacts across the life span due to physical, sexual, and psychological harm from a current or former partner. Data from the 2013 Behavioral Risk Factor Surveillance Survey (BRFSS) in Hawaii reported that 13% of the population self-reported intimate partner violence (IPV); where 12.5% of those reporting IPV were aged 50-64 and 5.9% aged 65+. The State statistics for domestic abuse murders

include not only intimate partners and former partners, but also non-intimate familial relationships (such as siblings, parents, and children) and non-related individuals residing in the same home (e.g., roommates, tenants, and children of partner). The average annual rate of domestic abuse murders in Hawaii from 2011 to 2015 (most current data available) was 7.2. According to the 2013 Domestic Violence Counts Hawaii Summary, 575 DV survivors are served in one Day, 217 DV victims found refuge in emergency shelters or transitional housing programs like Women in Need. A total of 358 adults and children received DV support services such as advocacy, case management, court/legal assistance, public benefits, mental wellness, and transportation. The annual cost in 2013 of IPV was estimated at $8.3 billion in the United States, including medical and mental health costs and lost productivity. The Hawaii State Coalition Against Domestic Violence Public Policy includes DV priorities for programs. More than 80% of local DV programs report an increased demand for their services with a decrease in funding. This shortage of funds results in less staff to provide much needed services for shelter, counseling, support groups, and case management; fragmenting services for survivors. In order to create long-term change in DV abuse in the State, prevention, education, and identification of DV needs to be provided to our community.

3. Provide a description of the Grant Activity. This description will be used as the scope of services in the contract. *(1,000 character count limit)*

The target population for the project includes adults (specifically age 55 years or older) that are escaping and/or surviving from domestic violence, abuse, and/or needing support in finding safe housing and healthy relationships.

Our goal is to have an age-friendly community where the physical and social environments are intentionally designed to support and enable older people to live in security, enjoy good health, and continue to participate fully in society. This includes adopting policies, services, and infrastructure related to transportation, housing, food, outdoor spaces, health, and community services that make a community more livable for people of all ages, and especially older adults.

WIN plans on accomplishing this goal by providing 56 adults (20 aged 55 or older) with the skills and support needed to find safe housing & relationships, feel connected to their community, and gain access to support services. The program is predicting they will be able to increase safety and security in older adults needing to escape DV relationships through case management and DV prevention, increase the communities response to DV signs through education and training, increase accessibility to DV programming through outreach, and increase older adults sense of community through activities and community field trips.

This will be achieved through the following activities: (1) integrated case management tailored to meet each individual's needs, (2) age-friendly weekly group activities, (3) community cultural field trips, (4) outreach services, (5) domestic violence prevention, and (6) education and identification trainings for staff/families/caregivers.

B. Describe the proposed plan

1. Describe why you chose this Grant Activity and how it will effectively address the community's problem / need. *(2,000 character count limit)*

WIN has put their focus on developing an age-friendly community so that older people can live their lives to the fullest, actively participate in their community, and live free from abuse, neglect, and exploitation. This program is designed to keep age-friendly participants connected to their communities at all stages of life, which plays a role in preventing elder

domestic abuse by increasing awareness, reducing social isolation, and supporting caregivers & families. Integrated Case Management will be provided to each participant to encourage self-sufficiency and safety of our older population. Service plans will be used to identify needs and referrals. Monthly age-friendly activities provides a way for participants to learn new skills, connect with others in their community, and encourage new health relationships to develop. Monthly cultural field trips encourage connection to culture and community, providing a way for participants to explore their world in a safe environment and stay active in their community. DV prevention classes for families will be provided to work on how to prevent multi-generational violence. Sessions focus on teaching safe relationship skills, how to create protective environments, and how to increase safety. In order to create long-term change in DV we need to provide prevention, education, and identification of DV to our community. Education sessions will be provided on how to prevent and identify the signs of DV in older adults. Street & community outreach will also happen regularly to educate the community on services provided at WIN and encouraging older adults to reach out for support. This activity allows us to meet participants where they are at, aiding in accessibility.

2. Provide measurable outcomes, describe how outcomes are aligned with the purposes and priorities of the Grants in Aid Fund, and describe how outcomes directly benefit the target population. *(3,000 character count limit)*

Public Services should begin with a statement of the number of individuals that the Grant Activity will directly benefit during the Grant Term.

Arts, Culture, Community/Economic Development or Environment should begin with a statement as to how the Grant Activity supports the sustainable improvement in the well-being and quality of life of local communities, especially low to moderate income areas.

WIN plans on providing DV Support Services in an Age-Friendly Community to 56 unduplicated adult DV survivors (20 aged 55 or older) during the grant term. The City has identified the Public Service population of domestic violence as one of the most vulnerable populations on Oahu. Our goal is to have an age-friendly community where the physical and social environments are intentionally designed to support and enable older people to live in security, enjoy good health, and continue to participate fully in society. To accomplish this, we are focused on the following outcomes:

*Increased survivors' immediate safety
*Increased the access to adequate resources
*Survivors' increased knowledge about domestic violence
*Survivors' increased awareness of resources and options
*Survivors' decreased isolation
*Increased survivors' emotional, physical and spirit

Measurable Outputs: The following output numbers will allow WIN to see as a program what services are being utilized and by how many participants. We will then be able to determine if we need to increase our program capacity:

56 adult participants completing intake for program
20 participants aged 55 or older participating in the program
8 group activities provided each month
2 participants at each group activity
1 field trip provided every other month
2 participants at each field trip

1 case management sessions provided to each participant each month
3 DV prevention classes provided each month
1 training provided on DV each month
2 outreach events provided each month

Measurable Outcomes: Based on a semi-annual consumer satisfaction survey, the following measures will be reported to quality assurance. WIN believes the following outcome measures reflect an effective DV support program:
100% reporting a positive experience with the program
80% report being more confident in making healthy decisions
80% report they are able to identify past destructive behaviors
100% are safely housed
100% received a case manager within 10 days of referral
100% who received case management monthly
80% who gained a stronger desire to become more productive and self-sufficient
100% who report they feel connected to their community
80% reporting positive relationship skills
80% who report supportive staff in the program
80% who report positive peer relationships
70% participants who feel they have the skills to prevent future DV.

Participants that positively respond to the outcome measures on the consumer satisfaction survey will have the life skills needed to continue to live in security with success in building positive and healthy relationships in their life. In turn, this will break the generational cycle of DV.

3. Provide an action plan to achieve the stated measureable outcomes. If the Grant Activity involves a partnership, provide a description of each partner's role. Must include measurable milestones, specific events, or other performance measures appropriate to achieving the outcomes. *(3,000 character count limit)*

To achieve our stated outcomes above the following milestones will need to be completed on time:

The Program Facilitator and Case Manager are already employed and will be ready to start their actvities on month 1 of the contract. The Outreach worker is to be hired by the second month of the contract so there is ample time to complete a total of 18 outreach activities dureing the grant period.

56 adult participants will participate in the program during the project period - Our goal is to reach more older populations (55 and over), so for the first 4 months our goal is to bring 1 new participant a month, then from month 5 on we will reach to 2 new participants 55 or older. This will be successful with the outreach events and street outreach our Outreach worker is tasked to complete. 20 participants aged 55 or older will participate in the program during the project period.

A monthly calendar will be produced by the Program Facilitator at the beginning of every month to outline the group activity topics, field trip (if any), DV prevention class topic, and training topics. This will keep staff on target and prepare participants for upcoming topics.
8 group activities will be provided each month
2 participants at each group activity each month
1 field trip provided every other month
2 participants at each field trip

1 case management sessions provided to each participant each month
3 DV prevention classes provided each month
1 training provided on DV each month

A monthly in-service presentation calendar will be developed by the Outreach Worker in advance and scheduled with community agencies/groups. Monthly street outreach areas (parks, beaches, etc.) to be mapped out for every month. Flyers and presentations will be made in advance.
2 outreach events provided each month

The Quality Assurance Manager will review data collection on a monthly basis and ensure the program is progressing toward the state goals. Monthly meetings will be used to ensure the program meets its benchmarks, implements corrective action plans when necessary, and determines internal workflows.

4. Provide a budget narrative that explains how the budget in Section III will achieve the desired outcomes. (*3,000 character count limit)*

WIN is respectfully requesting $124,304 to accomplish the goals and objectives set out in the scope of services above. A total of $73,584 will be used to support the salaries ($59,994) and fringe benefits ($13,590) of key staff needed to provide an age-friendly community with DV support services to the target population.
A part-time (.5 FTE) Program Facilitator will be available to provide crisis management support at any time and to facilitate weekly group activities, DV prevention classes, and community/cultural field trips. A total of $4,200 is being requested for the weekly group activities; art supplies, special topic facilitators, field trip entrance costs, and gardening supplies. The weekly group activities will include healthy relationship building, walks/strolls outside, self-care, chair yoga & meditation, book/poetry reading, arts & crafts, life story exercises, game nights, family dinner parties, movie nights, painting, and gardening.
A part-time (.5 FTE) Case Manager will complete all intake packets and develop individual service plans to assist in identifying safe housing options, identify needs and preferences, and provide resources or referral for individualized needs. A total of $600 ($50/mo.) is being requested for participants that need funds to purchase their prescriptions or other medical needs they cannot afford, as well as emergency food to get them started. A total of $1,920 is being requested to purchase 2 monthly bus/HandiVan passes each month for participants that cannot afford transportation to attend medical appointments, treatment, or other vital appointments.
A part-time (.5 FTE) Outreach Worker will provide monthly street outreach to meet participants and other victims of crime where they are at, aiding in accessibility to the program. They will also be tasked with monthly in-service presentations to the community about WIN support services. Finally, monthly outreach educational seminars on the prevention and identification of DV will be provided to community members, agencies, and families.
A total of $20,000 will be used to contract services with Dawn Patrol Assessments ($12,000) to provide monthly DV training and technical assistance to program staff; and to contract accounting services with Kleeman Corporation ($8,000) to ensure billing of services are completed accurately and on time.
A total of $24,000 ($2,000 per mo.) will be used for office space (group room) in Pearl City where the weekly group activities, case management sessions, trainings, and DV prevention classes will be facilitated. WIN is requesting 31% of the WIN Pearl City office to be covered, the other 69% of the rental costs will be covered by WIN.

5. Provide a timeline that is complete, realistic and appropriate to achieve the desired outcomes. This timeline should also be reflected in Section IV. *(3,000 character count limit)*

The following timeline will be used to ensure the program stays on task and completes its goals:

Month 1: Program Facilitator and Case Manager to be hired. Intake packets to be developed and data collection procedures implemented. Field trips for the year (6 in total) will be planned out and reserved as needed.

Months 1-4: Four new participants (1 to be over 55 years old) will complete the intake process and begin services. Intake and enrollment forms will be used to collect data. Each participant will complete an individualized service plan to outline their strengths, needs, preferences and abilities. Each participant will meet with their Case Manager once every month to review their service plan.

Months 5-12: Five new participants (2 to be over 55 years old) will complete the intake process and begin services.

Month 2: Outreach Worker to be hired. Monthly in-service calendar to be scheduled with community agencies/groups. Monthly street outreach areas to be mapped.

Month 2, 4, 6, 8, 10, and 12: One field trip will be provided every other month (6 throughout the grant period). Sign in sheets with date and place will be provided to determine attendance.

Months 4-12: Two outreach events will be completed by the Outreach Worker every month. This can include street outreach or in-service outreach to community agencies. Outreach is a way to connect with potential participants, educate the community about services available and allow services to be more accessible. All events will be documented by presentations, attendee sign-in sheets, and/or flyers used for street outreach.

Monthly: A monthly calendar will be produced by the Program Facilitator at the beginning of every month to outline the group activity topics, field trip (if any), DV prevention class topic, and training topics. Eight group activities will be provided each month and sign-in sheets will be used to determine attendance. Three DV prevention classes will be provided each month and sign-in sheets will be used to determine attendance. One training will be provided to the community on how to identify and prevent DV in older adults. All monthly data sets will be collected on an excel worksheet and available for review. The Quality Assurance Manager will review data collection on a monthly basis and provide all required performance reports. Monthly meetings will be used to ensure the program meets its benchmarks, implements corrective action plans when necessary, and determines internal workflows.

Quarterly: Program Facilitator will make quarterly agenda topics for group activities (24 in total, 8 per month) that are DV related and relevant to what the participants needs are. Quarterly program surveys distributed to all program participants.

C. Provide evidence of the agency's ability to perform the proposed grant activity through past performance, current capacity and/or plan to acquire the capacity to perform.

1. Provide data that demonstrates proven success in offering the same, similar, or related activities to achieve the proposed outcomes. *(3,000 character count limit)*

WIN has the necessary skills, experience, and capacity in delivering DV support services to the target population. WIN has been serving the community since 1996, when its founder and Executive Director Mary Scott-Lau began her mission of empowering women-at-risk to rise above their past and to start creating a better future for themselves and their families. To ensure successful delivery of services, WIN has an organizational system in place which is maintained by well-credentialed, highly trained, diverse staff; ongoing training and supervision programs; strong, quality assurance practices ensuring accountability and program quality; and an Advisory Board consisting of treatment specialists, community members and individuals that provide crucial input and feedback regarding WIN services. As a result, WIN staff and organizational structure have the qualifications, understanding, skills, and education necessary to advocate for participants and their families through their transition to self-sustainability.

WIN has been successfully operating transitional homes for DV survivors on Oahu and Kauai since 2007. Currently, WIN has three transitional houses on Oahu and two on Kauai. The average stay is six months. The houses have the capacity to service 18-22 women and children in each house. Since inception, the transitional hous has been able to provide safe housing and support service to over 1,848 women and children while escaping from DV situations. We assist over 275 women and children a year with supportive services such as substance abuse relapse prevention, domestic violence classes, case management, cultural actvities, gender specific treatment, family strengthening services with domestic violence advocacy, and services with reentry programs.

WIN has extensive experience managing Federal, State, County and Foundation grants to provide transitional housing and DV support services to our most vulnerable population living in low to moderate income areas. WIN has been using federal and state funding to support their programs and services since 1996. WIN has a proven track record in using grant funds in a timely manner without the need for time extensions. WIN's quality staff provide timely submissions of fiscal reports and progress reports on a monthly, quarterly, and annual basis. WIN's quality assurance team is well equipped to ensure compliance with all program requirements, meeting performance targets, clearly identify the impact the project has on the community, and in providing requested documentation for project monitoring or evaluation.

2. Describe the applicant's capacity to successfully achieve the proposed outcomes.
OR
Provide a plan to acquire the capacity to successfully achieve the proposed outcomes (including how the applicant has acquired similar capacity in the past).

Responses should include organizational knowledge, staffing, fiscal resources, facilities and other resources, stakeholders and relationships, and other relevant resources. *(3,000 character count limit)*

WIN has the capacity to successfully achieve the proposed outcomes through its existing program implementation, facilities, and qualified staff. WIN currently has 6 women over 55 years old in transitional housing and 23 under 55 years old that would benefit specifically from this project. WIN has implemented evidenced-based curriculum that provide successful outcomes with the target population. WIN has a proven track record providing coordination of services utilizing a continuum of care approach and collaborates with numerous agencies and organizations. WIN's partners include governmental agencies, social service and treatment organizations, coalitions, and local businesses. Appropriate linkages with other services are facilitated through case management planning and referrals to ensure consumer needs are met.

WIN has existing infrastructure with the use of their current facilities. WIN has been providing DV support services on Oahu for several years. We have a core group of experienced, qualified and dedicated providers which include Doctors, Licensed Mental Health Counselors, Certified Substance Abuse Counselors, and Master Degree level clinicians. In addition, the clinical and administrative staff have several years of experience with the criminal justice population, substance abuse treatment, DV counseling, marriage and family therapy, mental health counseling, violence and trauma training/counseling, Hawaiian culture activities, vocational support, clean and sober living administration, and trauma informed care. WIN is committed to providing clinical supervision, support, orientation, ongoing training, evaluation, technical assistance and administrative direction to staff.

WIN has a strong quality assurance program to ensure accountability and an Advisory Board of Directors consisting of treatment specialists, community members, and consumers to aid in the evaluation of WIN services. WIN's quality assurance plan serves as procedural guidelines for staff and describes responsibilities in monitoring services. WIN staff meet quarterly to review, evaluate, and implement improvements in support services. WIN has by-laws and policies & procedure manuals in place that describe the manner in which business and services are conducted. Satisfaction Surveys are an important part of WIN's Quality Assurance process. Surveys are conducted of consumers at a minimum twice a year, to provide an avenue for participants to provide critical feedback on the services they receive. Analysis of survey results produce corrective action plans, changes to the way services are delivered, and these modifications are evaluated through subsequent surveys.

D. Describe the applicant's sustainability and/or additional long-term benefit to the community

1. Provide a plan for sustaining and / or expanding activities beyond the applicable grant period. *(2,000 character count limit)*

WIN has been providing support services to Oahu and Kauai since 1996 and continues to provide effective and successful programming to those in need. WIN continually solicits funding from local, state, and federal agencies and foundation grants. In addition to grant funding, WIN holds an annual fundraiser and bills insurance companies for services supported by client's health insurance. WIN's Board of Directors are instrumental in developing strategic planning for future programing and funding opportunities. The plans for future funding support include grants from Federal and State agencies, charitable foundations, fundraising efforts, and corporate sponsorships.

WIN's board of directors includes 2 members that are survivors of domestic violence and 80% of WIN staff also have lived experience of houselessness and/or DV. The agency uses these experiences to have a better understanding of the work we do to prevent and end homelessness and to determine effective solutions. WIN believes that it is important to have those with lived experience provide decision making on program policy and procedures. WIN also provides quarterly surveys to all participants to provide feedback on program design and evaluation of projects. WIN uses this feedback to make changes to programs and develop new ones.

2. Describe the applicant's capacity and resources to carry out the above plan (staffing, funding, etc.) beyond the grant period. *(2,000 character count limit)*

WIN always evaluates their programs to ensure cost-effective measures. WIN does this through 3 different program and funding strategies, reviewed on a quarterly basis. These include Cost Cutting, Value Creation, and Innovation. Our cost-benefit analysis includes identification of our direct, indirect, intangible, and opportunity costs. WIN looks at these costs and compares them to the current market to ensure we are providing cost-effective services. When possible, WIN uses interns for staffing and implement energy saving items such as solar panels on our houses.

WIN's current funding strategies include:

Collaboration with partner agencies help identify new funding streams or other resources to continue operations. Partners more importantly augment operations to reduce or even eliminate some expenses without disrupting the continuum of care.

Grant requests are submitted to private foundations and government agencies that support our mission.

A training program is used for staff to receive additional training during the grant period to learn new and evidenced based protocols to enhance services.

The use of major-gift programs. WIN identifies, cultivates and solicits donors that have the potential to make significant gifts.

Corporate Sponsorships are used to build a base of long-term commitment and support from local business.

E. No CITY funds or assistance. The highest consideration will be given to applicants that do not receive other funding or any form of assistance from the CITY. While applicants that receive other funding or assistance from the CITY may apply for Grants in Aid funding, the extent of funding or assistance already received in relation to services provided must be considered prior to awarding Grants in Aid funds. A percentage of the sub-total criteria points will be awarded to Grantees based on the criteria below and the information about past funding / assistance from the CITY that follows.	
The applicant has received no award from the CITY within the last 3 years.	**10%**
The applicant has received 1-2 awards from the CITY within the last 3 years.	**7%**
The applicant has received 3-5 awards from the CITY within the last 3 years.	**5%**
The applicant has received between 6-9 awards from the CITY within the last 3 years.	**3%**
The applicant has received 10 or more awards from the CITY within the last 3 years.	**0%**

GRANTEE RECEIPT OF CITY GRANTS

Identify all CITY grants received by Grantee (or Fiscal Sponsor) in the last three (3) years. Information will be verified by the CITY.

1. Grant Activity Name & Contract #: GIA 2020
   Grant Period: 07/1/2019 – 6/30/2020 Grant Amount: $119,050
   Grant Purpose: Provide Transitional housing and support services for DV survivors
   Grant Activity Status: ☐ Underway ☒ Completed ☐ Canceled
   Administrating Division: City and County of Honolulu Department of Community Service

2. Grant Activity Name & Contract #: WIN Bridge to Success in Honolulu and Kauai DHS-18-HPO-SA01
   Grant Period: 07/01/2020- 06/30/2021 Grant Amount: $237,912
   Grant Purpose: Provide Transitional housing and DV services for homeless
   Grant Activity Status: ☐ Underway ☒ Completed ☐ Canceled
   Administrating Division: Department of Human Services HPO

3. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

4. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____

F. Age Friendly Honolulu

Consideration is to be given to applicants that incorporate the vision and goals of the Age-Friendly Honolulu Program (as codified in ROH Chapter 2, Article 22), including but not limited to (1) enabling residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active; and (2) removing barriers to inclusion for and providing support services to vulnerable residents and/or have physical limitations.

To be eligible for the bonus points as an Age-Friendly Honolulu Project an organization must demonstrate the proposal aligns with Age-Friendly Honolulu's priorities by completing the following TWO steps:

1) Go the following website https://www.hiphi.org/age-friendly-honolulu/ to access an Age-Friendly Honolulu training video. The video should be watched by at least one (1) person from the non-profit organization in a leadership position (Executive Director, Administrator, or equivalent). This video will define an "age-friendly city" and explain what types of projects align with the Age-Friendly Honolulu Vision.

2) Complete the section below by selecting which Age-Friendly Honolulu category best fits the activities of your organization and providing a brief description of how your proposal is an Age-Friendly Honolulu project.

☒ Enabling Residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active, particularly at the oldest ages

☐ Providing Kupuna with meaningful roles in the community, including mentors, volunteers, or through intergenerational programming

☐ Removing barriers to support community inclusion and accessibility for persons of all abilities.

3) How is your proposal an Age-Friendly Honolulu Project and explain how your organization can meet the additional reporting requirements if awarded? *(2,000 character count limit)*

The goal of this project is to have an age-friendly community where the physical and social environments are intentionally designed to support and enable people of all ages to live in security, enjoy good health, and continue to participate fully in society. We have adopted policies, services, and infrastructure related to transportation, housing, food, outdoor spaces, health, and community services that make a community more livable for people of all ages, and especially older adults. This porogram will teach the skills and provide the support needed for DV survivors to find safe housing & relationships, feel connected to their community, and gain access to support services. The program is predicting they will be able to increase safety and security in older adults needing to escape DV relationships through case management and DV prevention, increase the communities response to DV signs through education and training, increase accessibility to DV programming through outreach, and increase older adults sense of community through activities and community field trips. WIN will also be providing access to weekly group activtieis, community cutlural field trips and outreach; providing a way for participants to explore their world in a safe environment and stay active in their community.

APPENDIX A: TIER II GRANT PROPOSAL (Grants $25,000 to $200,000)
SOLICITATION NO. RGP-DCS-GIA2024

Instructions: The proposal below must be completed in full. Responses must be provided in the fillable boxes provided. Where annotated, the fillable boxes have predetermined maximum limits on character counts. Letters, numbers, punctuation marks, and spaces are included in the character count limits.

SECTION I
SUMMARY

A. Grantee Legal Name:	WORKNET, INC.
B. Is Grantee a Fiscal Sponsor?	☐ Yes ☒ No
C. Grant Activity Name:	Comprehensive Offender Re-Entry (CORE) Program

D. Briefly describe the Grantee's background, history (including year established), and mission. *(400 character count limit)*

WorkNet is a 501c(3) non-profit agency founded in 2000 to assist individuals rejoining the community from prison. Our mission is to ensure that formerly incarcerated individuals enter society reformed of criminal values, possesed of all identity documents, prepared with skills for the labor market , and affordably housed.

E. Briefly describe the Grant Activity and public need being filled. *(400 character count limit)*

Correctional leaders are in flux between elections. Covid-19 has ravaged our prison facilities and stopped therapeutic programs for inmates. Re-entry has stalled. We have created a development system for community re-entry using correspondence, ZOOM, and on-line training platforms to deliver therapeutic and vocational skills training. Education and Training continue into the community.

F. Briefly summarize Grant Activity outcomes and measures of success, including number and description of those served. *(400 character count limit)*

This proposal serves 160 incarcerated and community-based former offenders with an emphasis on providing wrap-around services in a continuum beginning with initial program enrollment until the client signs off as community stable. The program has three progressive free standing components: Lifestiles® Self-Change, Offender Transition and Family Ties, and Self Directed Job Search.

G. Council District
Check all districts that will benefit from the Grant Activity. Provide the amount requested per district. Amounts must be in whole numbers only.

☐ District 1 $20,855	☐ District 2 $20,855	☐ District 3 $20,855
☐ District 4 $20,855	☐ District 5 $20,855	☐ District 6 $20,854
☐ District 7 $20,855	☐ District 8 $20,854	☐ District 9 $20,855

Total Amount Requested (must be $25,000 to $200,000)	$187,693

H. Type of Grant Activity (pick ONE category that best reflects the Grant Activity):		
1. Public Services: Projects in this category will support qualified public services and programs for the target populations deemed by the CITY to be most vulnerable.		
☐ A. Public Service – Seniors	☐ B. Public Service - Children	☐ C. Public Service - Disabilities
☐ D. Public Service – Homeless	☐ E. Public Service – Domestic Violence	☐ F. Public Service – Substance Abuse
☐ G. Public Service – Mental Health	☒ H. Public Service – Other (describe): Incarcerated and Former Offenders and Families	
2. Arts, Culture, Community/Economic Development, and the Environment: Projects in this category will support the sustainable improvement in the well-being and quality of life of local communities, especially low- to moderate income areas.		
☐ A. Arts	☐ B. Culture	☐ C. Community Development
☐ D. Economic Development	☐ E. Environment	

GRANTEE'S CERTIFICATION AND SIGNATURE

The undersigned, subject to personal liability and penalty under applicable law, certifies that he or she: (i) is authorized to sign this Grant Proposal; (ii) personally prepared or reviewed the matters found in this Grant Proposal (including any related documents/attachments); (iii) asserts all statements made in this Grant Proposal (including all attachments) are true, accurate and complete; (iv) has the requisite skills and knowledge to assert the foregoing certification; and (v) has complied and shall continue to comply with all applicable requirements of Chapter 6, Article 29 of the Revised Ordinances of Honolulu 1990, as amended (Link), regarding private organizations receiving grants of public funds from the City and County of Honolulu.

Signature of Grantee (Fiscal Sponsor) Officer
Printed Name and Title:

11/22/2022
Date

CERTIFICATE OF THE BOARD OF DIRECTORS NO OBLIGATIONS IN ARREARS

The undersigned of the Board ("Grantee") hereby certifies that the Grantee or any principal of the Grantee or sponsored organization (where the Grantee is a Fiscal Sponsor) is not in arrears on any financial or other obligation owed to the City & County of Honolulu, a municipal corporation of the State of Hawaii.

Ruby Menon
(Signature)

Ruby Menon
(Print name)

CERTIFICATE OF THE BOARD OF DIRECTORS AUTHORIZATION TO ASSIGN AUTHORITY

The undersigned of the Board ("Grantee") hereby certifies that RUBY MENON (name), SECRETARY (title), has been authorized by the Board of Directors to sign proposals, contracts, and related documents on behalf of the Grantee. Accordingly, I hereby assign the authority by the Board to execute proposals, contracts, and contract amendments on behalf of the Grantee, and further certify that the assigned is given the power and authority to do all things necessary to implement, maintain, amend, or renew such contracts, including but not limited to the delegation of signing authority to another employee of the Grantee.

Ruby Menon
(Signature)

Ruby Menon
(Print name)

STATE OF HAWAII)
CITY AND COUNTY OF HONOLULU) SS
)

On this 30TH day of NOVEMBER, 2022, before me appeared RUBY MENON, personally known to me, who, being by me duly sworn, did say that ~~he~~/she is the SECRETARY of WORKNET and that the corporation has no corporate seal, and that said instrument was signed in behalf of said corporation by authority of its Board of Directors, and said SHE acknowledged said instrument to be the free act and deed of said corporation.

KEVIN C. MURRAY NOTARY COMMISSION #22-37 PUBLIC STATE OF HAWAII

Notary Public, State of Hawaii

My Commission expires: MARCH 13, 2026

Doc. Date: 11/30/2022 # Pages 1
Name: KEVIN C. MURRAY 1st Circuit
Doc. Description: BOARD OF DIRECTORS' CERTIFICATION

11/30/2022
Signature Date

NOTARY CERTIFICATION

KEVIN C. MURRAY NOTARY COMMISSION #22-37 PUBLIC STATE OF HAWAII

SECTION II
GRANT ACTIVITY INFORMATION

A. Describe how the community need, stated problem / issue, and target population are effectively validated. The description must include how the public services target population is vulnerable or how the arts, culture, community/economic development, or environmental activities will especially support low- to moderate income areas.

1. Provide substantive data and other quality information to show the issue is a priority need of the community. *(3,000 character count limit)*

Based on data from the state of Hawaii, approximately 4,000 inmates are housed in the state and another 1,200 in a private mainland prison. More than 1,000 of these inmates are released every year and almost 600 of them are released on Oahu. These numbers have fluctuated over the past 2 1/2 years as the system reels from COVID and reacts to court orders requiring release of non-violent offenders. To pinpoint the problem, the Department of Public Safety (DPS)does not prepare exit plans for its inmates because that is normally done by outside parties like the court or parole staffs. Some are released without money, jobs, housing, or a pathway for their re-entry to society.

There are 4 ways to be released. Furlough allows the inmate to live in state custody but work during the day. Parole is Community Release under a Parole Officer with the Hawaii Paroling Authority until the sentence is done. Probation happens in the community under a Court supervised Probation Officer until the sentence ordered from the court is done. A fourth way, for more than 200 offenders annually, is to reach their maximum prison sentence ("maxed out") and be released with no community supervision or services. To be clear, none of these releases is covered by an exit plan.
"Maxers" have the highest return rate to prison (52%) and are most likely to experience homelessness, addiction and unemployment. However, the statistic for the state as a whole is 48.9%.. Recidivism does not cover Furlough which is defined as a rules violation or escape but still returns individuals to lock-up. This omission adds 30% more bodies to those returning to prison beds, but is not counted in recividism data. This means the problem is much worse than current data indicates. As we mention bodies in beds, we cannot neglect that it costs $6,023 to keep a person imprisoned in Hawaii for a month, making this a very expensive policy.
We will cover the costs of recividism later. This argument is about what happens ON ENTRY to the prison environment that explains why our rates of return are so high. Even though federal data shows that early assessment and comprehensive planning at entry provides reduction of recividism, the system has not responded with policies. Our own data shows that 40% of our classes are parole and furlough violators who have not committed additional crimes. Many have returned for possessing cigarettes or a cell phone..
The pettiness of these violations emphasizes how simple the application of assessment and planning would be to solving this problem.. These returnees have been through this process twice: at their initial arrest and at their return from furlough, parole, probation or max-out. There is still no effort to systematically address a remedy for their return.

2. Provide a thorough analysis of the community's priority need / problem and its impact on the community. *(3,000 character count limit)*

For 40 years Hawaii has seen an unabated increase in our citizens arrested and incarcerated. According to the Vera Institute for justice policies, Hawaii has higher imprisonment than Iran or Saudi Arabia, blatant human rights violators. In 1978, Hawaii had 727 men and women under lock and key. Today (2022) that number stands at 4,084, an increase of 562%.

The statistics for women are more egregious. There were 19 women imprisoned in Hawaii in 1978. We now have 408 incarcerated. Both figures are combined jail and prison populations that represent a troubling 2,147% increase in wonen prisoners, who are nationally the fastest growing segment of the incarcerated population. Many women have non-violent crimes which planning and assessment may find safe to release. We do not know which ones, due to lack of a plan.

Another impact is separation from family. We never see the devastating harm inflicted upon the families of the imprisoned. In some instances the arrested party is the family breadwinner or single parent, especially in the case of women. A National Institute of Justice article titled "Hidden Consequences: The Impact of Incarceration on Dependent Children", lays out in stark language the harm done by mass incarceration. It includes psychological strain, anti-social behavior, economic hardship and increased likelihood of criminal activity.

Our local community is affected even more. We are unique in having more than a thousand inmates housed thousands of miles away where families have no access. This literally hurts innocent community members. A strong bond between the incarcerated parent and the custodial child is strengthened by communication and visits. This bid proposes our Age Friendly program of "Family Ties", making opportunities for reformed inmates to enhance family unity.

These impacts affect the growing number of families innocently caught in the web of justice. However, there are other widespread social costs impacted by mass incarceration. It now costs $72,000 per year to house an inmate in our penal system. This cost extracts a great deal of value from our taxpayers. This proposal verifiably returns money to the state as a result of our activities reducing the prison population.

Hawaii keeps recidivism statistics in 3-year cohorts but funds programs by 2-year legislative budgets, thereby, no individual agency has recidivism stats except their own. Worknet has consistently had performance of 25% or less recidivism over a span of 15 years when we began keeping records. Here are facts to do a calculation:

We assign a higher return rate of 30% to Worknet. We assign a lower return rate to PSD of 45% rather than the actual rate which is 49%.We out-perform the state by 15%. This proposal projects service to 160 inmates. Over the span of a year 15% fewer of our clients return to prison or 24 people. When we multiply those 24 people times $72,000 annually, we get $1,728,000 in savings. $1.00 spent on Worknet saves $9.30 by the state.

3. Provide a description of the Grant Activity. This description will be used as the scope of services in the contract. *(1,000 character count limit)*

This activity serves 160 male and female inmates and formerly incarcerated individuals in a remedial program of activities focused on personal development, transition services. and on-line job search skills. These 3 phases of inmate life form a continuum from entry through exit. It is a model of Comprehensive engagement and follow-through on client-centered goals focused on successful community re-integration.

Men and women will be served in 3 independent gender specific programs that together form an integrated course of anti-recidivism activities. Program 1 is Lifestiles® Self-Change, which meets Parole requirements for prison release upon program graduation. Program 2 is Worknet Transition/Family Ties where I.D. restoration, family unity, and a support network are established. Program 3 is Job Search which includes assistance in finding housing and job placement. A 4th initiative is the CARE (Correctional Arts Re-Entry) Project partially funded in this Budget (See Attachment VII-A).

B. Describe the proposed plan

1. Describe why you chose this Grant Activity and how it will effectively address the community's problem / need. *(2,000 character count limit)*

To present our case for this approach, we briefly state the problem in more detail. The Department of Public Safety (DPS) does not do exit planning for inmates, regardless of their disposition or destination when leaving. When entering prison, all male inmates get an Initial Treatment Plan done at Halawa Correctional Facility (HCF). Female prisoners get a corresponding plan from the Women's Community Correctional Center (WCCC).
From this point, the plan becomes a permanent part of the inmate file and can only be changed by the current Case Manager, which seldom happens. Each facility has their own priority of mandates that may differ from the institutional plan. So, even if there is a plan, it is to enforce mandates and does not include progressive input into client re-entry needs.
Our challenge is to begin the re-entry process at first contact with the incarcerated individual to correct the PSD approach and begin re-entry AT entry. We use a standardized assessment to discover employability and identify criminal risk factors administered as close to intake as possible. This data forms the focus of a new client-centered plan built on the experience, motivation, and direction of the client. This plan does not compete with the file plan but updates it and puts the salient points into action and under control of the inmate. This Comprehensive Offender Re-Entry (CORE) approach engages the client immediately in the process of making their own future independent of institutional mandates. Positioning this thinking to coincide with the self-change process creates early buy-in for the inmate to make a personal plan.
Keeping the plan relevant to the inmate journey at differing points can be a challenge but must be answered for the inmate to adopt and promote the plan across facility changes. So, CORE is also a correspondence course which transcends facility jurisdictions. Comprehensive treatment requires this kind of flexibility

2. Provide measurable outcomes, describe how outcomes are aligned with the purposes and priorities of the Grants in Aid Fund, and describe how outcomes directly benefit the target population. *(3,000 character count limit)*

Public Services should begin with a statement of the number of individuals that the Grant Activity will directly benefit during the Grant Term.

Arts, Culture, Community/Economic Development or Environment should begin with a statement as to how the Grant Activity supports the sustainable improvement in the well-being and quality of life of local communities, especially low to moderate income areas.

With the help of Public Safety, Parole and public records, we made an estimate of the number of individuals in this population who are not incarcerated for crimes but for rules violations like cell phones or cigarettes. We estimate that 10% to 12% of the entire incarcerated population is being held under expensive lock-up. We can train these inmates in the community through P-CHAMP (Post-Corona Help and Mentoring Project), our correspondence/ZOOM Distance Learning platform. This Cognitive/Behavioral training meets Parole Board requirements.
This does not require more money to correct—it requires LESS. Upon release, these people are living at home with relatives, working a job and have no support from taxpayers. WorkNet has already shown that "Release and Train" works by doing it with a small group of referrals this year. We project service to 15 clients in this category that is a subset of the next group.
A different group in this "safe for release" category represents a mix of Parole Violators returned from the community; returnees from furlough; and those shipped in from Arizona.
So, we cover those more serious violators and returnees who are at or near release by training them inside prison in our P-CHAMP Self-Change program (See Attachment VII-B).

This training uses the LifeStiles® curriculum that meets parole standards for release. We project service to 90 individuals in this component.
The next program under this proposal is Transition Services with Family Ties re-unification services. This component restores identification documents, creates exit plans, establishes support networks, organizes family activities and sets re-entry goals. This may include re-entry planning circles and treatment planning. We expect 30 enrollees in this component.
The third program in CORE services is P-CHAMP Self-Directed Job Search. This component contains Vocational Assessment, Resume production, On-line Job Search, and Vocational Training opportunities. We plan service for 30 justice involved enrollees in this activity. A 4th activity is the CARE project serving 10 inmate artists (See Attachment VII-A). This totals 160 people served in these 4 components.
We have a very reliable way of knowing what to expect for our future performance. We have hard data for our results during a full year period just passed. For the pilot period of September 1, 2021, to August 31, 2022, we served 131 clients graduating 66% of those eligible.
Extrapolating from these statistics, we can make confident assertions about our service levels and performance for regular P-CHAMP participants. We predict enrolling 112 men during the period October 1, 2023, to September 30, 2024. We project serving 48 women in the same period. These figures produce a service pool of 160 men and women for this grant proposal. We are providing this capability to address overcrowding, reduce recidivism, prepare transition plans and establish goals for a segment of the underserved population.

3. Provide an action plan to achieve the stated measureable outcomes. If the Grant Activity involves a partnership, provide a description of each partner's role. Must include measurable milestones, specific events, or other performance measures appropriate to achieving the outcomes. *(3,000 character count limit)*

CORE, the Comprehensive Offender Re-Entry program, combines 3 initiatives to create an internal continuum within our agency to take an offender from first contact through community release. The 1st program is LifeStiles® Self-Change, our proprietary curriculum providing cognitive restructuring which attacks faulty beliefs that engender crime. We redesigned our agency programs in April 2020 with a delivery platform using correspondence and Zoom training that we call P-CHAMP. Since our pivot, we have experienced an influx of support from Public Safety staff and Parole, who have all referred inmates to P-CHAMP for its effective way of reaching clients where they are.
We now have the cooperation of DPS staff who use 2 delivery methods; (1) hand delivery by Case Managers or Learning Center personnel for distribution through facility mail; (2) or direct delivery to inmates face to face. We now have the US mail or a solid network of contacts that have been reliable in receiving material, then delivering it to the inmates.
We have a realistic plan to reach our Deliverables outcomes. We have 3 cycles of our women's class with 13 women each that will generate service for the 39 women we project for this component. We will serve 3 cycles of men at Halawa with 17 members in each class for a total of 51 participants. Together, these two sites will provide the 90 enrollees we seek for the P-CHAMP LifeStiles® classes. We have a waiting list for this class at WCCC of 14 women and at Halawa of 68 men. This indicates strong demand for these classes and reliable recruitment.
The 2nd component of the CORE Program is Transition/Family Ties where preparations are made for community stability. 30 cases will be generated for this component from those inmates in LifeStiles® who are sharing issues about family unity through their Weekly Journals. This document asks leading questions about how inmates use program concepts to solve life problems. We will also receive referrals from Case Managers who know the inmates' cases. When these referrals are received, a process is initiated through the inmate to communicate with family and arrange events, goods, or services for their benefit.

The 3rd activity in the CORE Program is WorkNet Self Directed Job Search. This initiative serves 40 individuals in Furlough and/or Parole. This is an 8 session, 16-hour course covering training to set up email, create a felon friendly resume, reach employers on-line, and nail an interview. We train our enrollees to use the employer incentives provided by City OCS staff at the American Job Center (See Attachment VII-C).
Referrals come from Laumaka Furlough Center with 90 beds, OCCC Module 20 with 200 beds and Parole with over 200 clients. The 90 inmates in LifeStiles®, 25 in Family Ties, and 35 in Job Search comprise our 150 enrollees. We also project another 10 artist in the CARE project that totals 160 served.

4. Provide a budget narrative that explains how the budget in Section III will achieve the desired outcomes. *(3,000 character count limit)*

The budget provides for 3 staff members in direct service positions, two part- time positions in administrative and data handling functions, a Project Director, and 7 consultant staff to provide personal instruction to students. This staffing meets grant guidelines providing an administrative budget less than 15% of the requested grant amount. Each position is important to the function of the program and is allocated sufficient time to meet the specialized needs of enrollees. Deploying the same staff and personnel pattern at 100% utilization of each staff member, the agency served more than 360 individuals in the performance year between July 2014 and June 2015 using 4 full time and one half time equivalent positions.
This proposal, serving 160 offenders, still only uses 75% of our agency's full time performance profile based on the same service design as proposed here. Already having staff on board actively serving clients allows us to begin on short notice. We are fortunate to currently operate a preceding program with City GIA funding that has prepared us for this assignment.
The consultancies added to the current staffing as Coaches, adds direct contact presence for hands-on instruction. We have 340 consultant hours available for subject matter coaching. Hours will be used for direct responses to students. Coaches will not conduct ZOOM classes which are done by staff. This expands our staff capability and improves quality at the same time. It allows us to quickly add classes and locations as the need demands. That is the great advantage of P-CHAMP correspondence.
WorkNet has designed the P-CHAMP initiative to maximize efficiency using a crew of cross-trained specialists all capable of stepping into the role of trainer, then stepping into additional roles in their specialty. This approach provides professional development activities inside prison linked to prescriptive services in the community, as we have done for more than 25 years.
The cost returns of this budget can be compared with other programs using a per enrollee cost. The amount of the current budget request ($186K) divided by the number served (160) yields a cost of $1,162 for each participant. We project a recidivism rate of 30% for this program, which means up to 48 (30% x 160) of our graduates may return. Compare this outcome to state performance (48% x 160 = 77). We will keep 29 more State offenders out of prison in the year this grant operates than the state. It costs $72,000 to house an inmate annually. We will actually save the state $2,088,000 (29 inmates x $72,000) by funding this proposal. These are true and achievable goals.
We achieved these results with real inmates who are being redeemed in society rather than returned to prison. This budget proposes investing $1,162 per inmate and saving $72,000 in annual prison costs for each person for every year that person stays free. This grant is an investment in our community and those returning to society.

5. Provide a timeline that is complete, realistic and appropriate to achieve the desired outcomes. This timeline should also be reflected in Section IV. *(3,000 character count limit)*

COMPONENT 1

P-CHAMP COGNITIVE SELF-CHANGE PROGRAM

PROJECT TRAINING SCHEDULE

24 Correspondence Lessons in 6 Self-Contained Modules

Module 1: PERSONAL PROFILE/PERSONAL NEEDS

DATES	Class	ZOOM SESSION
10/04/23	1	ORIENTATION/COG SKILLS INVENTORY
10/06/23	2	LIFESTILES NEEDS MODEL
10/11/23	3	ATTITUDE INVENTORY
10/13/23	4	ASSESSMENT: NEEDS AND WANTS

Module 2: GOAL SETTING

10/18/23	5	DREAMS/WHAT'S IMPORTANT
10/20/23	6	GOAL SETTING
10/25/23	7	REACH GOALS THROUGH POSITIVE HABITS
10/27/23	8	CONQUERING LIFESTILE BARRIERS

Module 3: STRESS REDUCTION/PROBLEM SOLVING

11/01/23	9	HOW THOUGHTS CREATE BEHAVIOR
11/03/23	10	STRESS CYCLE/COPING
11/08/23	11	PROBLEM SOLVING/BRAINSTORMING

Module 4: FRAMING CRIMINAL THINKING

11/10/23	12	FRAMES: A WAY OF SEEING THE WORLD
11/15/23	13	FRAMEWORKS: UNDERSTANDING LIFE EVENTS
11/17/23	14	EXPLORING THINKING ERRORS
11/22/23	15	THE CRIMINAL CONTINUUM

Module 5: CHALLENGING CRIMINAL THINKING

11/24/23	16	WHAT MAKES A CRIMINAL
11/29/23	17	LAKA AND THE LION'S EDEN
12/01/23	18	USING FRAMES TO VIEW EVENTS
12/06/23	19	FRAMES FOR CRIMINAL CHANGE

Module 6: THE REFORMED OFFENDER

12/08/23	20	USING FRAMES FOR OUTCOME CHANGE
12/13/23	21	FACING FUTURE/FACING SELF
12/15/23	22	MAKING MY OWN FRAME
12/20/23	23	CRIMINAL RELAPSE PREVENTION PLAN
12/22/23	24	THE REFORMED OFFENDER/GRADUATION

Each of these modules is a self-contained publication mailed or hand delivered to individual students.

COMPONENT 2

TRANSITION/FAMILY TIES
A SERIES OF SERVICES AND EVENTS FOR PERSONAL RESTORATION AND FAMILY RE-UNIFICATION. 30 CASES. KEIKI & KUPUNA SHARE ACTIVITIES . SERVICE OUTCOMES INCLUDE CHILD SUPPORT PLANS, VICTIM RESTITUTION, COURT FEE & FINE CLEARANCE, AND LICENSE RESTORATION.

COMPONENT 3

P-CHAMP SELF-DIRECTED JOB SEARCH SKILLS
Module 1: PRE-EMPLOYMENT PREPARATION

DATES	CLASS	SESSION
11/01/23	1	ORIENTATION/LIFESTILES® VOCATIONAL ASSESSMENT
11/03/23	2	INDIVIDUAL DEVELOPMENT PLAN
11/08/23	3	EMPLOYABILITY PROFILE
11/10/23	4	RISK/RESILIENCE SCALES
11/15/23	5	PRE-EMPLOYMENT CHECKLIST
11/17/23	6	DOCUMENT RESTORATION
11/22/23	7	THE HAWAII FAIR EMPLOYMENT ACT
11/24/23	8	PRESENTING A CRIMINAL BACKGROUND
Module 2: THE DIGITAL JOB SEARCH		
11/29/23	9	FILING THE APPLICATION
12/01/23	10	PERSONAL DATA WORKSHEET
12/06/23	11	INTERVIEW SKILLS
12/08/23	12	DIGITAL RESUME
12/13/23	13	VOCATIONAL PROFILE REVIEW
12/15/23	14	PERSONAL DATA PROFILE
12/20/23	15	WARRANT & FINE CLEARANCE
12/22/23	16	JOB PLACEMENT AND RETENTION

Participants in the P-CHAMP initiative receive their class lessons by mail or hand delivery whether in prison or the community. The dates on this P-CHAMP Correspondence Timeline are based on ZOOM classes which may change.

C. Provide evidence of the agency's ability to perform the proposed grant activity through past performance, current capacity and/or plan to acquire the capacity to perform.

1. Provide data that demonstrates proven success in offering the same, similar, or related activities to achieve the proposed outcomes. *(3,000 character count limit)*

WorkNet, Inc. has provided Cognitive/Behavioral Training, Self-Directed Job Search and Transition Services for offenders since 1989 as a private practitioner in Hawaii. A selected history of the work of the company in the field of Offender Services can be found in the Company History below.

YEAR	CONTRACTOR/CONTACT	SERVICE
2000	Hawaii Paroling Authority Max Otani, Administrator	Cognitive Skills for Parolees Employment Specialist
2001	Department of Corrections Maureen Tito, Education Dir.	Laumaka Work Furlough Facility Job Placement and Training
2003	Waiawa Correctional Facility Milton Kutsubo, CPSA	LifeStiles Cognitive Skills Program Cog Training, Transition Services

2005	Department of Public Safety Larry Hales, CPSA	Project Bridge at Laumaka Job Development and Placement
2006	Department of Public Safety Carrie White, Education Sup.	OCCC Annex I & Mauka Transition Management Services
2007	Department of Public Safety Maureen Tito, Education Dir.	Women's Corrections Center Cognitive/Behavioral Transition
2008	Hawaii Paroling Authority Max Otani, Administrator	Community Employment/Transition Job Development and Transition
2009	U.S. Federal Probation Office Felix Mata, Chief	Offender Job Prep and Transition, Assessment, Training
2010	U.S. Justice Department Allison Thom, Administrator Pre-Trial Services	Offender Training and Assessment Pre-employment Preparation, Job Placement
2011	Office of Hawaiian Affairs Clarisa Hironaka	WorkNet CAFÉ Culinary Arts for Ex-Offenders
2012	Department of Public Safety Maureen Tito, Education Dir.	Certified Solar Energy Training Green Reentry Offender Workforce
2015	State of Hawaii Grant-in-Aid	CARE Project Cognitive/Voc Art Program
2016	City and County of Honolulu Pablo Venenciano, Monitor	Prisoner Re-Entry Employment Project (PREP) Prisoner Vocational Re-entry
2018	City and County of Honolulu Crysttal Steiner, Monitor	PREP Project Prisoner Transition
2019	City and County of Honolulu Crystall Steiner, Monitor	Prisoner Re-Entry Program (PREP) with Correctional Arts Re-Entry (CARE) Project:Prisoner Re-Entry with Crafts Marketing
2020	City and County of Honolulu Rebecca Espinoza	P-CHAMP (Post-Corona Help And Mentoring Project

2. Describe the applicant's capacity to successfully achieve the proposed outcomes.
OR
Provide a plan to acquire the capacity to successfully achieve the proposed outcomes (including how the applicant has acquired similar capacity in the past).

Responses should include organizational knowledge, staffing, fiscal resources, facilities and other resources, stakeholders and relationships, and other relevant resources. *(3,000 character count limit)*

WorkNet, Inc. began as a program at Oahu Community Correctional Center in 1989 under the current director's leadership. We entered the facilities and started services prior to release, using the combined practices of vocational rehabilitation, offender risk/needs management, and direct service delivery in the community. This model has been followed more than 30 years, implementing cutting edge programs for transitioning inmates.
In that time, some of these protocols have become an example of best practices in the field. We are now the largest offender service agency in the state with consistent service levels exceeding 200 of the approximately 600 released on Oahu yearly. The agency has been a consistent early adopter of evidence-based approaches and has led the field of community-based agencies with dedicated services to offenders. The capability of the agency to provide reliably positive outcomes rests in the training and development achieved by staff members. Director Chas Williams has a specialized bachelor's degree in Urban Problems. He is certified in Motivational Interviewing; the Level of Service Inventory-Revised (LSI-R, the most widely used indicator of inmate recidivism); is credentialed as an Offender Employment Specialist and Workforce Development Specialist by the National Institute of Corrections (NIC); is state certified as a Cognitive Skills curriculum developer by the State Council on Intermediate Sanctions; and is the only Hawaii instructor to serve on the staff of NIC as a national trainer in Offender Employment.

Sharron Thompson, Women Service Specialist, has a Master's Degree in Education Foundations with an emphasis in community education. As an Educational Specialist, she has operated and managed programs that provided educational programming for at-risk clients, marginalized populations, and college students. She has extensive experience in training and counseling individuals in Anger Management, Relationship Therapy, and Psychology. She has managed programs of Cognitive Behavioral Change for youth and women, for which she developed curriculum and provided training.

Maurice "Mo" Kalaikai is the staff art professional who leads the CARE project classes, partially funded here. He provides artist development and supervises art and craft production. He is a graphic artist capable of portraiture, still life, commercial art and illustration. He creates art for our workbooks, marketing materials, individual lessons and Case Studies. He brings to life material with brilliant visuals that capture the point of the lesson. He encourages the inmates to design original imagery that makes lasting impressions.

D. Describe the applicant's sustainability and/or additional long-term benefit to the community

1. Provide a plan for sustaining and / or expanding activities beyond the applicable grant period. *(2,000 character count limit)*

This project draws its strength from diverse sources of support built on a grass roots foundation. WorkNet has a 30-year track record of creating startups for such programs as Hale Kipa, Waimanalo Weinberg Village, and Nakolea Singles Homeless Shelter.
Our prior public/private partnership with Hawaii Correctional Industries (HCI) has strengthened our leverage for private funding and we were awarded grants from Honolulu Soup, the Women's Fund, the G70 Foundation, the Atherton Family Foundation and The Awesome Foundation. Due to HCI being a quasi-private organization attached to Public Safety but not funded by it, outside grants with a non-profit expand the use of taxpayer dollars.
Partnership with HCI and the City provides WorkNet with a source of matching funds. That allows us to apply for other help from private charitable institutions. Federal funding for non-profit COVID relief totaling $30 million dollars was announced by the Department of Community Services for release in late 2022. Although federal legislators seldom agree on

anything, both parties have backed legislation to continue funding training and rehabilitation of offenders.
Additional funding is available through the Trust and Foundation community. We have brought onto our board the retired grant manager of a large non-profit who is re-structuring a campaign for grant requests to trusts, foundations and charities who can support our cause. Once underway, we will be eligible for funding for arts education, prisoner re-entry and public event support for our gallery shows.
In addition to these sources, our sustainability is built on a social entrepreneurship model that pays participants to make products that provide revenue for the program. This is based on the Inmate Craft Law passed with our sponsorship in 2016. This revenue is independent, unlimited, public supported, and supports the inmate, supports victims and helps pay the cost of the program. It is a universal win-win.

2. Describe the applicant's capacity and resources to carry out the above plan (staffing, funding, etc.) beyond the grant period. *(2,000 character count limit)*

The CORE program described here has been in planning for 3 years, execution for 2 years and is now in a period of growth and expansion projected for the next three years. The agency Director has shared the program concept and achieved the support of the Senior Staff of the Hawaii Paroling Authority, the Warden of the Women's Community Correctional Center, Warden of the Halawa Correctional Facility, the Warden of the Waiawa Correctional Facility and the Director of the Laumaka Furlough Center.

We deeply believe in technology and have been instrumental in helping Public Safety adopt practices that are forward leaning. For example, we are the first rehabilitation agency to use ZOOM in its training curriculum after the introduction by the community college system. We are the first community agency to train online inside the prison fire walls using tablet computers. We are the first to train parolees in the community by distance learning using correspondence and ZOOM.

We have brought on board an expert consultant in non-profit database management and business analytics to increase our capacity and improve our efficiency. We are attempting to reduce our record storage space by adopting digital methods for organizing, transmitting and storing data. These practices will improve our ability to handle multiple grant sources requiring reports generated in different formats using different versions of the same data. We will expand our ability to operate more diversified programs with the same staff and facilities.

Our capacity is greatly enhanced by our resourcefulness. We are engaging members of the public through conventional and social media to raise revenue through events with gallery shows, special sales, internet offerings and joint sponsorship with other non-profit community partners. WorkNet cites these efforts as an example of our capacity and resourceful spirit to sustain our mission over the past 30 years.

E. No CITY funds or assistance. The highest consideration will be given to applicants that do not receive other funding or any form of assistance from the CITY. While applicants that receive other funding or assistance from the CITY may apply for Grants in Aid funding, the extent of funding or assistance already received in relation to services provided must be considered prior to awarding Grants in Aid funds. A percentage of the sub-total criteria points will be awarded to Grantees based on the criteria below and the information about past funding / assistance from the CITY that follows.	
The applicant has received no award from the CITY within the last 3 years.	**10%**
The applicant has received 1-2 awards from the CITY within the last 3 years.	**7%**
The applicant has received 3-5 awards from the CITY within the last 3 years.	**5%**
The applicant has received between 6-9 awards from the CITY within the last 3 years.	**3%**
The applicant has received 10 or more awards from the CITY within the last 3 years.	**0%**

GRANTEE RECEIPT OF CITY GRANTS

Identify all CITY grants received by Grantee (or Fiscal Sponsor) in the last three (3) years. Information will be verified by the CITY.

1. Grant Activity Name & Contract #: CT-DCS-20000 91
   Grant Period: _____ Grant Amount: $125,000
   Grant Purpose: OCT 2019 TO FEB 2022
   Grant Activity Status: ☐ Underway ☒ Completed ☐ Canceled
   Administrating Division: DCS

2. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

3. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

4. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled

F. Age Friendly Honolulu

Consideration is to be given to applicants that incorporate the vision and goals of the Age-Friendly Honolulu Program (as codified in ROH Chapter 2, Article 22), including but not limited to (1) enabling residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active; and (2) removing barriers to inclusion for and providing support services to vulnerable residents and/or have physical limitations.

To be eligible for the bonus points as an Age-Friendly Honolulu Project an organization must demonstrate the proposal aligns with Age-Friendly Honolulu's priorities by completing the following TWO steps:

1) Go the following website https://www.hiphi.org/age-friendly-honolulu/ to access an Age-Friendly Honolulu training video. The video should be watched by at least one (1) person from the non-profit organization in a leadership position (Executive Director, Administrator, or equivalent). This video will define an "age-friendly city" and explain what types of projects align with the Age-Friendly Honolulu Vision.

2) Complete the section below by selecting which Age-Friendly Honolulu category best fits the activities of your organization and providing a brief description of how your proposal is an Age-Friendly Honolulu project.

☒ Enabling Residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active, particularly at the oldest ages

☐ Providing Kupuna with meaningful roles in the community, including mentors, volunteers, or through intergenerational programming

☐ Removing barriers to support community inclusion and accessibility for persons of all abilities.

3) How is your proposal an Age-Friendly Honolulu Project and explain how your organization can meet the additional reporting requirements if awarded? *(2,000 character count limit)*

"Family Ties" is a program of intergenerational family re-unification for offenders bringing both kupuna and keiki of the incarcerated together for family events. Our program creates opportunities for contact, communication, and mutual activities initiated by the individual inside prison. We identify referrals for the program through LifeStiles® journal reports and Case Managers where inmates share stories of their efforts at building family relationships. In many cases, their significant others may be estranged or divorced, but their children and parents still communicate with the prisoner and sometimes the grandparent is the primary caretaker. We then provide a menu of Age Appropriate activities to the inmate that engage and involve every member of the family, centered on the reunification of the family with the inmate and each other. The purpose is to re-build the nuclear family, honoring the elders and nuturing the keiki, with the inmate at the center of the communication.

The inmate suggests an activity like brunch and Sunday football at Dave & Busters for Grandpa and Junior or picnic at a women's surf pro for Tutu and keiki. All events are planned, pre-paid and chosen from a menu of pre-approved age-appropriate activities. The inmate will "treat" the family to the activity if incarcerated, and will personally host the event if released.

We ensure children are accompanied by legal guardians and mobility assisted are with care-takers if the host is imprisoned. Everyone meets at the venue for the tickets, vouchers or merchandise at which time a photo is taken to document the event. Worknet staff create a digital PDF file naming the event, recording those present, naming the location and the

venue. This file aggregates all information to meet grant requirements, but most important, both family and inmate get a remembrance packet with photos. Worknet will also join the monthly Kupuna Collective Zoom meetings. This program benefits inmates, kupuna and keiki.

APPENDIX A: TIER II GRANT PROPOSAL (Grants $25,000 to $200,000)
SOLICITATION NO. RGP-DCS-GIA2024

Instructions: The proposal below must be completed in full. Responses must be provided in the fillable boxes provided. Where annotated, the fillable boxes have predetermined maximum limits on character counts. Letters, numbers, punctuation marks, and spaces are included in the character count limits.

SECTION I
SUMMARY

A. Grantee Legal Name:	Young Men's Christian Association of Honolulu
B. Is Grantee a Fiscal Sponsor?	☐ Yes ☒ No
C. Grant Activity Name:	The Y Wellness Program

D. Briefly describe the Grantee's background, history (including year established), and mission. *(400 character count limit)*

The YMCA of Honolulu, founded in 1869, is a fellowship dedicated to putting Christian principles into practice through programs that build a healthy spirit, mind and body for all. Every year, the YMCA serves over 100,000 children, teens and adults promoting its core values of caring, honesty, respect and responsibility while focusing on Youth Development, Healthy Living and Social Responsibility.

E. Briefly describe the Grant Activity and public need being filled. *(400 character count limit)*

The Y Wellness Program will address the need for overall well-being in our kupuna and youth by engaging them in social, healthy, and active activities where interaction between all participants are encouraged. This will happen through working together in collaborative activities which will bring together intergenerational participation.

F. Briefly summarize Grant Activity outcomes and measures of success, including number and description of those served. *(400 character count limit)*

The Y Wellness Program outcomes:
- 150 participants (kupuna and youth) will register and complete mental health screening/pre-survey on wellness
- 120 kupuna and youth will participate in 6 Wellness Activities
- 120 participants will complete post survey on wellness
- 113 participants will identify new coping strategies/skills to deal with wellness challenges

G. Council District
Check all districts that will benefit from the Grant Activity. Provide the amount requested per district. Amounts must be in whole numbers only.

☒ District 1 $60,000	☐ District 2 $	☐ District 3 $
☐ District 4 $	☐ District 5 $	☒ District 6 $60,000
☒ District 7 $60,000	☐ District 8 $	☐ District 9 $

Total Amount Requested (must be $25,000 to $200,000)	$180,000

H. Type of Grant Activity (pick ONE category that best reflects the Grant Activity):		
1. Public Services: Projects in this category will support qualified public services and programs for the target populations deemed by the CITY to be most vulnerable.		
☐ A. Public Service – Seniors	☐ B. Public Service - Children	☐ C. Public Service - Disabilities
☐ D. Public Service – Homeless	☐ E. Public Service – Domestic Violence	☐ F. Public Service – Substance Abuse
☒ G. Public Service – Mental Health	☐ H. Public Service – Other (describe):	
2. Arts, Culture, Community/Economic Development, and the Environment: Projects in this category will support the sustainable improvement in the well-being and quality of life of local communities, especially low- to moderate income areas.		
☐ A. Arts	☐ B. Culture	☐ C. Community Development
☐ D. Economic Development	☐ E. Environment	

GRANTEE'S CERTIFICATION AND SIGNATURE

The undersigned, subject to personal liability and penalty under applicable law, certifies that he or she: (i) is authorized to sign this Grant Proposal; (ii) personally prepared or reviewed the matters found in this Grant Proposal (including any related documents/attachments); (iii) asserts all statements made in this Grant Proposal (including all attachments) are true, accurate and complete; (iv) has the requisite skills and knowledge to assert the foregoing certification; and (v) has complied and shall continue to comply with all applicable requirements of Chapter 6, Article 29 of the Revised Ordinances of Honolulu 1990, as amended (Link), regarding private organizations receiving grants of public funds from the City and County of Honolulu.

Signature of Grantee (Fiscal Sponsor) Officer
Printed Name and Title: Gregory Waibel, President & CEO

11/21/22
Date

CERTIFICATE OF THE BOARD OF DIRECTORS NO OBLIGATIONS IN ARREARS

The undersigned of the Board ("Grantee") hereby certifies that the Grantee or any principal of the Grantee or sponsored organization (where the Grantee is a Fiscal Sponsor) is not in arrears on any financial or other obligation owed to the City & County of Honolulu, a municipal corporation of the State of Hawaii.

(Signature)

ANDREW ROSEN
(Print name)

CERTIFICATE OF THE BOARD OF DIRECTORS AUTHORIZATION TO ASSIGN AUTHORITY

The undersigned of the Board ("Grantee") hereby certifies that Andrew Rosen (name), Board Chair of YMCA of Honolulu (title), has been authorized by the Board of Directors to sign proposals, contracts, and related documents on behalf of the Grantee. Accordingly, I hereby assign the authority by the Board to execute proposals, contracts, and contract amendments on behalf of the Grantee, and further certify that the assigned is given the power and authority to do all things necessary to implement, maintain, amend, or renew such contracts, including but not limited to the delegation of signing authority to another employee of the Grantee.

(Signature)

ANDREW ROSEN
(Print name)

STATE OF HAWAII)
CITY AND COUNTY OF HONOLULU)

On this 21st day of November, 2022, before me appeared Andrew Rosen, personally known to me, who, being by me duly sworn, did say that he/she is the Board Chair of YMCA of Honolulu and that the corporation has no corporate seal, and that said instrument was signed in behalf of said corporation by authority of its Board of Directors, and said he acknowledged said instrument to be the free act and deed of said corporation.

MICAH S. YOSHIMURA NOTARY 10-21 PUBLIC STATE OF HAWAII

Notary Public, State of Hawaii

My Commission expires: 2/7/2026

Doc. Date: NOV 21 2022 # Pages 133
Name: Micah S. Yoshimura First Circuit
Doc. Description: Appendix A: Tier II Grant Proposal Solicitation No. RFP-OCS-GIA 2024

Signature NOV 21 2022 Date
NOTARY CERTIFICATION

MICAH S. YOSHIMURA NOTARY 10-21 PUBLIC STATE OF HAWAII

SECTION II
GRANT ACTIVITY INFORMATION

A. Describe how the community need, stated problem / issue, and target population are effectively validated. The description must include how the public services target population is vulnerable or how the arts, culture, community/economic development, or environmental activities will especially support low- to moderate income areas.

1. Provide substantive data and other quality information to show the issue is a priority need of the community. *(3,000 character count limit)*

The World Health Organization (November 2021) noted the "consequence of failing to address adolescent mental health conditions extend to adulthood, impairing both physical and mental health and limiting opportunities to lead fulfilling lives as adults."
Many families continue to experience financial, educational, physical, social, and emotional challenges because of past lock downs, restrictions, and lack of social interaction. Because of these issues, overall well-being has declined to an all-time low as evidenced by:

- According to a survey conducted by 4-H (The State of Teen Mental Health,2020), teens expressed feeling anxiousness or depression due to social isolation, school work, family financial stress, concerns about the world, and lack of social interactions. Also, 7 in 10 teens have experienced struggles with mental health in this stressful climate of COVID-19. In Hawaii, the percentage of Youth with MDE (Major Depressive Episode) who did not receive mental health services increased from 56.2% in 2017-2018 to 71.0% in 2018-2019 and the percentage of youth with severe MDE who received some consistent treatment decreased from 28.3% in 2017-2018 to 13.3% in 2018-2019 (2022 The State of Mental Health in America, Mental Health America).

- A KFF Health Tracking Poll from July 2020 also found that many adults are reporting specific negative impacts on their mental health and well-being, such as difficulty sleeping (36%) or eating (32%), increases in alcohol consumption or substance use (12%), and worsening chronic conditions (12%), due to worry and stress over the coronavirus. (Panchal, Kamal, Cox, and Garfield; Feb 2021)

- According to National Association of Chronic Disease Directors (NACDD) Nutrition, Physical Activity & Obesity FY 2022 Appropriations Fact Sheet, 45% of children who became obese between the ages of 5 and 14 years were overweight when they entered kindergarten.

- Standardized assessments administered in spring 2021 showed that just 32% of public school students tested were proficient in math — a 26% drop from 2019, the last year that the tests were given. Meanwhile, language arts proficiency dropped to 50%, from 54%. And about 35% of students tested showed proficiency in science, from 44%. (Hawaii News Now/2021 Strive HI Statewide Snapshot)

- According to countyhealthrankings.org, the adult obesity rate in Honolulu county has risen from 20% in 2014 to nearly 25% in 2017.

- According to National Library of Medicine article published on November 2021, 62% of older adults reported loneliness.

The data clearly illustrates that mental and physical health problems, and learning loss are all factors contributing to decreased overall well-being. Other risk factors such as lack of social

connections, decrease in physical activity and waning spiritual fortitude due to restrictions were also exacerbated by the pandemic.

2. Provide a thorough analysis of the community's priority need / problem and its impact on the community. *(3,000 character count limit)*

Today, our communities continue to face mental, emotional, and physical challenges such as anxiety, depression, physical health, stress, and social isolation. Other areas that are negatively affected include employment, finances, environment, spiritual and social where resources in the community are not easily accessible or are not utilized to its full potential. These areas cover the 8 Dimensions of Wellness (8 Dimensions of Wellness, (UMD) University of Maryland's Your Guide to Living Well): Physical, Intellectual, Emotional, Social, Spiritual, Environmental, Occupational, and Financial. Our communities are currently impacted and experiencing problems in each wellness area as follows:

- Physical: Lack of physical activity can lead to obesity, cardiovascular problems, and other chronic diseases.

- Intellectual: Schools were closed and many students from elementary all the way to post-secondary experienced learning loss which is still prevalent to this day.

- Emotional: Many youth as well as adults have experienced increase in anxiety, depression, irritability, substance use disorders, and other mental health problems. Loss of job and worrying about their health and family finances contributes to increased risk of mental health issues.

- Social: Social isolation is a result of limited opportunities for social gathering and fear of getting sick. The lack of social interaction contributes to loneliness, anxiety, and depression.

- Spiritual: Due to social isolation, there are questions to one's purpose in contributing to the community and feeling like they matter.

- Environmental: Living in poor conditions or communities affects health and well-being.

- Occupational: Unemployment rates are high and challenges with balancing child care and work affects the well-being of individuals as well as their families.

- Financial: Due to job loss and lack of opportunities as well as resources, families are faced to make hard financial decisions and are not prepared for short or long term needs.

The inability to seek appropriate support and cope with these challenges effectively has led to social, physical, emotional, financial, occupational, intellectual, environmental, and spiritual problems and overall decline in well-being. Failing to successfully address these problems present an increased risk and negative impact to the communities and an individual's overall well-being.

3. Provide a description of the Grant Activity. This description will be used as the scope of services in the contract. *(1,000 character count limit)*

The Y Wellness Program will focus on the following three main areas to address overall well-being amongst our youth and kupuna: 1) Conduct comprehensive mental wellness screening and resource identification, 2) Offer curated weekly/monthly activities that address the 8 dimensions of wellness, 3) Ensure participants can identify and utilize coping skills/strategies to address wellness challenges. The activities will help participants develop self-awareness, social, communication, and critical thinking skills all leading to improved well-being. Collaborative activities will foster intergenerational participation to create a sense of community amongst the youth and kupuna and develop coping kills, build self confidence, and strenghten perserverance and resiliency leading to improved well-being. Services will be conducted at YMCA locations as well as other community venues with the concept of "the Y without walls" where our services are accessible at Y locations as well as out in the community where the need is the greatest.

B. Describe the proposed plan

1. Describe why you chose this Grant Activity and how it will effectively address the community's problem / need. *(2,000 character count limit)*

This Grant Activity was chosen to address the overall well-being for Hawaii's vulnerable population (kupuna and youth) as they go through challenges with anxiety, depression, stress, obesity, social isolation, and other emotional issues. The Y has implemented programs in the past with strong outcomes that validate the ability to address the physical, mental, and social challenges kupuna and youth face. Examples include Kupuna Meals and Activities Program, Therapeutic Community Garden in Waianae, Arts Exploration Program and Substance Abuse Treatment Program. The Y Wellness Program will effectively address the community's need of improving overall well-being by providing activities that focus on the 8 Dimensions of Wellness. The activities and implementation plan are intentionally designed to address the interdependent dimensions and foster individualized growth in a supportive and inclusive environment. By engaging the youth and kupuna in the three main program areas, they will build productive intergenerational relationships and develop self-awareness, create a sense of community, learn appropriate coping skills to deal with stress, enhance social skills, boost self-esteem, strenghten perserverance and resiliency to improve on their overall well-being. We will utilize a comprehensive approach developed over many years of gathering evidence on what works with the diverse populations we serve. We will also incorporate best practices that work in communities where diverse and disadvantaged populations reside. The Y will be a resource that will connect these kupuna, youth, and their families with other resources in the community and address the overall well-being of all participants.

2. Provide measurable outcomes, describe how outcomes are aligned with the purposes and priorities of the Grants in Aid Fund, and describe how outcomes directly benefit the target population. *(3,000 character count limit)*

Public Services should begin with a statement of the number of individuals that the Grant Activity will directly benefit during the Grant Term.

Arts, Culture, Community/Economic Development or Environment should begin with a statement as to how the Grant Activity supports the sustainable improvement in the well-being and quality of life of local communities, especially low to moderate income areas.

The Y Wellness Program will benefit 150 participants who reside in Districts 1, 6 & 7. We will engage program participants from economically and socially disadvantaged populations, conducting mental health screenings to best connect kupuna and youth with activities and resources to bolster their wellness. We will engage them to improve overall well-being through developing positive coping skills, building resiliency, and boosting self-esteem, as well as, improve their development in social, emotional, cognitive, and behavioral competencies through experiential and therapeutic activities.

THE Y WELLNESS PROGRAM OUTCOMES:

- 150 participants will register into program
- 150 participants (100%) will complete mental health screening and pre-survey on wellness
- 120 participants (80%) will participate and complete 6 Wellness Activities
- 120 participants (80%) will complete post survey on wellness
- 113 participants (75%) will identify new coping strategies/skills to deal with wellness challenges.

These outcomes will benefit participants by engaging them in experiential and therapeutic activities that develop creative thinking skills, motivation to learn, and a positive attitude. By fostering a safe and positive environment, the Y Wellness Program will help participants develop coping and problem solving skills, build self-confidence, and strenghten their perseverance which will empower them to strive for a healthier well-being.

3. Provide an action plan to achieve the stated measureable outcomes. If the Grant Activity involves a partnership, provide a description of each partner's role. Must include measurable milestones, specific events, or other performance measures appropriate to achieving the outcomes. *(3,000 character count limit)*

The Y Wellness Program will engage participants in experiential and therapeutic activities to identify new positive coping, social, and problem solving skills and boost self-esteem to improve their overall wellness. The Y staff will outreach in the communities and collaborate with community agencies and schools within Districts 1, 6 & 7 to receive referrals. Our program design starts with a comprehensive mental health screening and, depending on the results of this screening, different program components will be offered. These offerings include life skill groups/activities that will focus on self-care, vision mapping, support to help build protective factors and minimize/eliminate risk factors as well as connecting youth to other resources they might need and ultimately referring them to mental health professionals if they need higher levels of service. Y Staff, program mentors, and community volunteers will provide services and activities to accomplish the following outcomes:

Outcome 1: 150 participants will register in the Y Wellness Program.
Milestone: Each month from November 2023 to August 2024, 15 participants will register in the program. Participants will be recruited to register with program through outreach in the communities or from referrals from school, families, or community agencies and by word of mouth.

Outcome 2: 150 participants (100%) will complete mental health screening and pre-survey on wellness.
Milestone: Each month from November 2023 to August 2024, 15 participants will complete pre survey on wellness to their overall well-being. Participants will complete pre-survey with registration into the program.

Outcome 3: 120 participants (80%) will participate with and complete 6 Wellness Activities.
Milestone: Each month from December 2023 to September 2024, 12 participants will participate with and complete 6 Wellness activities. Activities will focus on self-care to include dance and exercise classes, urban art drawing and painting, vision mapping, cooking, gardening, social service projects, arts and craft, nature hikes, financial/technological workshops, vocational classes, and social activities to meet this outcome. Activities will be planned and implemented weekly and based on input from those we are serving.

Outcome 4: 120 participants (80%) will complete post survey on wellness.
Milestone: Each month from December 2023 to September 2024, 12 participants will complete post survey on wellness to overall well-being and identify coping skill. Participants will complete post survey and indicate increase in perceived well-being as compared to results from pre-survey.

Outcome 5: 113 youth (75%) will identify new coping strategies/skills to deal with wellness challenges.
Milestone: Each month from December 2023 to September 2024, 11-12 participants will identify new coping strategies/skills to deal with wellness challenges.

4. Provide a budget narrative that explains how the budget in Section III will achieve the desired outcomes. *(3,000 character count limit)*

Administrative Cost:
The Y Wellness Program For Mental Health is overseen by 0.30 FT Field Supervisor (FS) to ensure fulfillment of contract requirements/deliverables. FS supervises 2.5 FTE Outreach Worker (OW) position. FS works in conjunction with the Kalihi Y Executive Director and Accounting
Department to ensure compliance with C&C DCS guidelines and align with activities/goals of proposal.

Direct Service Cost:
2.5 FT OWs provide individual/group direct services & activities.
Direct Service staff are required to maintain supporting documentation of registration/assessment data, services & outcomes.

Other Costs related to desired Outcomes:

Professional Fees: Wellness Experts and Trainers = $2040

Education/Recreation Program Activities and Supplies: These are critical elements for successful delivery of services that are engaging, enriching and fun for all participants. While the goal is to have activities in person, we will also have a virtual option for many as well. The following budget line items were thoughtfully included to align with scope of services for participants that participate in the Fitness, Therapeutic Activities, Health, Enrichment, Wellness Program.

Office/Telephone/Computer Supplies provide infrastructure for program operations; Other supplies are included for Arts and Crafts, Community/Volunteer projects, Healthy Cooking/Snacks and fun-filled
activities. Guest Speakers will provide educational presentations and workshops.

5. Provide a timeline that is complete, realistic and appropriate to achieve the desired outcomes. This timeline should also be reflected in Section IV. *(3,000 character count limit)*

The program is proposed to run continuously for twelve months in Districts 1, 6, and 7 through fiscal year 2023 to 2024.

In the month of October 2023, staff will outreach in the community and in schools to recruit participants to the program.

In the months of November 2023 through August 2024, participants will be registered into the program as well as complete a pre-survey on wellness.

In the months of December 2023 through September 2024, participants will participate with and complete Wellness Program activities, complete post surveys, and identify new coping strategies/skills to manage wellness challenges.

Outcome 1: 150 participants will register in the program. Each month from November 2023 to August 2024, 15 participants will register in the program.

Outcome 2: 150 participants (100%) will complete pre survey on wellness. Each month from November 2023 to August 2024, 15 participants will complete pre survey on wellness to their overall well-being.

Outcome 3: 120 participants (80%) will participate in and complete 6 wellness Activities. Each month from December 2023 to September 2024, 12 participants will participate in and complete 6 Wellness activities.

Outcome 4: 120 participants (80%) will complete post surveys on wellness. Each month from December 2023 to September 2024, 12 participants will complete a post survey on wellness to measure self-report impact of program on overall well-being.

Outcome 5: 113 participants (75%) will identify new coping strategies/skills to better manage wellness challenges. Each month from December 2023 to September 2024, 11-12 participants will complete post survey and identify new coping strategies/skills.

Timeline reflected in Section IV

C. Provide evidence of the agency's ability to perform the proposed grant activity through past performance, current capacity and/or plan to acquire the capacity to perform.

1. Provide data that demonstrates proven success in offering the same, similar, or related activities to achieve the proposed outcomes. *(3,000 character count limit)*

The Y has provided programs in Kalihi-Palama and throughout Oahu for 70 plus years. During that time, the Y has been an acknowledged leader in the development of effective community-based programs and activities for teens at risk for serious behavior problems related to substance abuse, poor school performance and family problems. The Kalihi Y has extensive experience in providing substance abuse prevention & intervention to address the underlying problem of substance abuse that seriously impedes school performance, physical and mental development and motivation to pursue a career path. In the past year, the Y provided substance abuse treatment counseling to 500+ youth on the island of Oahu to help adolescents change their alcohol and/or drug use behavior.

The Y has been providing programs for teens seeking places in their neighborhoods where they can participate in wellness, cultural, and educational activities while engaging with positive adult role models and other peers with similar interests. Since 2021, the Kalihi Y has provided services to 210 youth through our programs which includes the Kalihi Y Drop-In program and afterschool at risk programs based in the community.

In our most recent GIA grant activity, 100 youth registered in the Arts Exploration Program and participated in art exploration activities to help them with learning more about themselves and to enrich their education. Engaging youth with artistic exploration activities promoted creativity, leadership and innovation. Although there were challenges during the contract year, staff were able to adjust and identify other ways in order to meet deliverables via virtual meetings and small group activities.

Here were the activities they were engaged in:

Outcome Objectives	# of Youth
Registered in Program	100
Artistic Survey Profile	100
Completed Art Exploration activities	100

The Y has demonstrated the skills necessary to provide a community-based continuum of services that take into consideration the type of services and activities desired by the youth and assessed by our staff, ranging from positive youth development programs, to prevention programs for youth at risk for problem behaviors, to youth requiring outpatient community-based treatments, to follow-up programs for youth transitioning from our treatment programs who are ready to nurture and further develop gains made during treatment.

In the past year (2021), the Y provided healthy lifestyles classes to 110 seniors at the Kalihi Y as well as in the communities with Parkinson's Classes, Arthritis Management, Diabetes Prevention, Congregational Meals, and other active older adults programs.

2. Describe the applicant's capacity to successfully achieve the proposed outcomes.
OR
Provide a plan to acquire the capacity to successfully achieve the proposed outcomes (including how the applicant has acquired similar capacity in the past).

Responses should include organizational knowledge, staffing, fiscal resources, facilities and other resources, stakeholders and relationships, and other relevant resources. *(3,000 character count limit)*

Organizational Knowledge: For over 150 years, the YMCA of Honolulu has taken care of Hawaii's people, regardless of their age, race, mental or physical ability, income, gender, sexual orientation or religious beliefs. The Y is grounded in its commitment to create and implement programs and services to build strong communities, with a focus on youth development, healthy living and social responsibility. YMCA programs offer all participants opportunities to build protective factors, learn healthy living skills, and take part in servant leadership and community service projects.

Staffing: A Field Supervisor will have oversight of the program and will be supervised by the Kalihi Y Executive Director. We will hire 2.5 FT Outreach Workers to deliver the services for

the program. In addition to these staff, branch administrators and clerks will provide in-kind support and resources.

Fiscal Resources: The YMCA of Honolulu's Metropolitan Accounting Department will provide in-kind support to ensure compliance with C&C DCS guidelines and align with activities/goals of proposal.

Facilities: The Y has an abundance of resources across the island and in different communities. The Y has computer resources, recreation and meeting rooms for youth clubs and organizations, a work-out facility in Kalihi and Nuuanu, office space for staff, multi-purpose rooms and kitchens for group activities, and basketball courts for sports play. In addition, the facilities provide participants with conference rooms to hold meetings, large activities or have homework and tutorial time, recreational areas for participants to socialize, and outdoor areas for active play. These resources make it possible for the YMCA staff to effectively operate positive youth development, healthy living, and social responsibility programs that benefit youth, kupunas, and our local communities. Other YMCA facilities and programs on Oahu are utilized to support program activities include: Camp Erdman, situated on the North Shore of Oahu, that is utilized for youth activities because of its excellent ropes challenge course and the Atherton Y, which facilitates College Camp in preparing high school students into transitioning to college.

Stakeholders: The Kalihi Y Board of Managers reviews and ensures that programs meet strategic objectives by providing feedback and suggestions on improving the quality of programs as well as support with necessary resources.

Partnerships: The Y has been successful in working collaboratively with the Department of Education, other human service agencies and organizations, public housing tenant associations, the Honolulu Police Department, business associations and other groups throughout Oahu to serve youth, seniors, and families.

D. Describe the applicant's sustainability and/or additional long-term benefit to the community

1. Provide a plan for sustaining and / or expanding activities beyond the applicable grant period. *(2,000 character count limit)*

Over many decades, the Y has established an ability to develop, operate and sustain comprehensive programs. The Y understands that after school programs do not generate revenues sufficient to support operation. A realistic avenue of support continues to be city, state and federal government funds. Foundations can be a source of funds. Staff will be diligent in identifying and applying to appropriate government agencies and foundations for funds. Our success is due to our commitment to stay focused on our core mission: to serve youth residing in low-income communities on Oahu who need access to structured, high quality after-school programs.

Funds from this Grant In Aid will support personnel and infrastructure development that will be sustained in future years through a combination of new funds from other funding sources, fund-raising initiatives and developing new community partnerships and collaborations.

2. Describe the applicant's capacity and resources to carry out the above plan (staffing, funding, etc.) beyond the grant period. *(2,000 character count limit)*

The Y has the ability to reach communities island wide with its partnership with A Plus, 21st Century, UPLINKS at multiple schools and its 9 branches within the YMCA of Honolulu and the Corporate Metropolitan office.

The Y has been awarded contracts at the federal, state and city level beginning from the 1960's. Through these contracts, we have provided community outreach counseling, gang prevention and intervention, and school- and community-based adolescent substance abuse treatment programs. The Y has also been providing positive youth development and after-care programs to youth in the Kalihi-Palama and the Waianae Coast. In 2017, the Y expanded its outreach and substance abuse treatment services to the island of Lana'i.

Our success in achieving specified outcomes is demonstrated by the continued funding we receive through the RFP process with state agencies like DOH-ADAD, City and County, and Foundations as well as funding through the YMCA of the USA. The Y will continue to collect relevant data that will help identify needs of the communities we serve and to support existing programs or to start up new initiatives.

The YMCA of Honolulu's Philanthropy and Development Team works to ensure receiving a broad base of revenue streams, both earned and contributed, to support its annual operating budget, including membership fees; program fees; Aloha United Way funding; government, corporate and foundation grants; and individual giving. These funding sources all contribute to supporting ongoing YMCA programs and operating expenses, including the Y Wellness Program. In addition to the YMCA operating funds to cover overhead not charged to this request, the Y will seek individual donations. If community needs continue to exist we will seek future funding through private donations and government funding opportunities as well as explore insurance/medical/Medicare reimbursement or earned revenue based on the expected strong outcomes expected.

E. No CITY funds or assistance. The highest consideration will be given to applicants that do not receive other funding or any form of assistance from the CITY. While applicants that receive other funding or assistance from the CITY may apply for Grants in Aid funding, the extent of funding or assistance already received in relation to services provided must be considered prior to awarding Grants in Aid funds. A percentage of the sub-total criteria points will be awarded to Grantees based on the criteria below and the information about past funding / assistance from the CITY that follows.	
The applicant has received no award from the CITY within the last 3 years.	**10%**
The applicant has received 1-2 awards from the CITY within the last 3 years.	**7%**
The applicant has received 3-5 awards from the CITY within the last 3 years.	**5%**
The applicant has received between 6-9 awards from the CITY within the last 3 years.	**3%**
The applicant has received 10 or more awards from the CITY within the last 3 years.	**0%**

GRANTEE RECEIPT OF CITY GRANTS

Identify all CITY grants received by Grantee (or Fiscal Sponsor) in the last three (3) years. Information will be verified by the CITY.

1. Grant Activity Name & Contract #: MA-DCS-2200040
   Grant Period: 01/17/22 - 12/31/22** Grant period extended to 12/31/22 while a new contract is being prepared by the City. Grant Amount: $676,100
   Grant Purpose: Services for Older Adults
   Grant Activity Status: ☒ Underway ☐ Completed ☐ Canceled
   Administrating Division: Department of Community Services

2. Grant Activity Name & Contract #: COVID Relief Fund, 20HCF-105881
   Grant Period: 05/11/20 - 12/19/20 Grant Amount: $1,310,900
   Grant Purpose: COVID Childcare Program
   Grant Activity Status: ☐ Underway ☒ Completed ☐ Canceled
   Administrating Division: Hawaii Community Foundation

3. Grant Activity Name & Contract #: COVID Relief Fund, 20HCF-103932
   Grant Period: 5/11/20 - 10/31/20 Grant Amount: $950,000
   Grant Purpose: COVID Childcare Program
   Grant Activity Status: ☐ Underway ☒ Completed ☐ Canceled
   Administrating Division: Hawaii Community Foundation

4. Grant Activity Name & Contract #: CT-DCS2000092
   Grant Period: 10/1/19 - 9/30/20 Grant Amount: $125,000
   Grant Purpose: Kalihi Branch "Arts Exploration Program"

Grant Activity Status: ☐ Underway ☒ Completed ☐ Canceled
Administrating Division: Department of Community Services

5. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

6. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

7. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

8. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

9. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

10. Grant Activity Name & Contract #: _____
    Grant Period: _____ Grant Amount: _____
    Grant Purpose: _____
    Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
    Administrating Division: _____

F. Age Friendly Honolulu

Consideration is to be given to applicants that incorporate the vision and goals of the Age-Friendly Honolulu Program (as codified in ROH Chapter 2, Article 22), including but not limited to (1) enabling residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active; and (2) removing barriers to inclusion for and providing support services to vulnerable residents and/or have physical limitations.

To be eligible for the bonus points as an Age-Friendly Honolulu Project an organization must demonstrate the proposal aligns with Age-Friendly Honolulu's priorities by completing the following TWO steps:

1) Go the following website https://www.hiphi.org/age-friendly-honolulu/ to access an Age-Friendly Honolulu training video. The video should be watched by at least one (1) person from the non-profit organization in a leadership position (Executive Director, Administrator, or equivalent). This video will define an "age-friendly city" and explain what types of projects align with the Age-Friendly Honolulu Vision.

2) Complete the section below by selecting which Age-Friendly Honolulu category best fits the activities of your organization and providing a brief description of how your proposal is an Age-Friendly Honolulu project.

☐ Enabling Residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active, particularly at the oldest ages

☒ Providing Kupuna with meaningful roles in the community, including mentors, volunteers, or through intergenerational programming

☐ Removing barriers to support community inclusion and accessibility for persons of all abilities.

3) How is your proposal an Age-Friendly Honolulu Project and explain how your organization can meet the additional reporting requirements if awarded? *(2,000 character count limit)*

The Y Wellness Program aligns with the Age-Friendly priority area of providing kupuna with meaningful roles in the community, including mentors, volunteers, or through intergenerational programming by focusing on three areas of programming: 1) Therapeutic Community Garden, 2) Cultural Arts (i.e. Hula/Bon/Line dancing, Lei/Lauhala making, etc.), and 3) Technological education (i.e. Computer literacy, Media Production, etc.). The Y Wellness Program is designed to involve kupuna and youth by jointly engaging them in these three program areas to build relationships together, develop self-awareness, learn appropriate coping skills to deal with stress, enhance social skills, and boost self-esteem while bridging the gap between the two generations. Through program activities, kupuna will mentor and teach the youth about their culture and share their knowledge with gardening and arts and craft. Conversely, the youth will share their knowledge about the use of technological devices (i.e computer, smartphone, etc.) to improve lifestyle and social interaction. These interactions and teaching/learning experiences will develop relationships, trust, and mutual respect between our youth and kupuna and lessen intergenerational conflict.

APPENDIX A: TIER II GRANT PROPOSAL (Grants $25,000 to $200,000)
SOLICITATION NO. RGP-DCS-GIA2024

Instructions: The proposal below must be completed in full. Responses must be provided in the fillable boxes provided. Where annotated, the fillable boxes have predetermined maximum limits on character counts. Letters, numbers, punctuation marks, and spaces are included in the character count limits.

SECTION I
SUMMARY

A. Grantee Legal Name:	Young Women's Christian Association of Oahu
B. Is Grantee a Fiscal Sponsor?	☐ Yes ☒ No
C. Grant Activity Name:	Transitional Housing for Justice Involved and Economically Disadvantaged Women

D. Briefly describe the Grantee's background, history (including year established), and mission. *(400 character count limit)*

Founded in 1900, the mission of the Young Women's Christian Association of O'ahu (YWCA) is "to empower women, eliminate racism and to promote peace, justice, freedom and dignity for all people." The YWCA helps women build economic independence by providing interview preparation, workplace skills development, financial literacy, small business coaching and housing..

E. Briefly describe the Grant Activity and public need being filled. *(400 character count limit)*

YWCA O'ahu Fernhurst is a residential community that empowers justice involved and economically disadvantaged women. It to set and accomplish attainable goals, build resiliency, learn to manage emotions, and make positive changes.

F. Briefly summarize Grant Activity outcomes and measures of success, including number and description of those served. *(400 character count limit)*

The proposed Grant Activity is to support 40 justice involved and economically disadvantaged women develop the social, life and financial skills they will need to rebuild their lives and not return to prison. In addition to case management, residents will participate in 24 life skills activities. An estimated 15 women will exit the program.

G. Council District
Check all districts that will benefit from the Grant Activity. Provide the amount requested per district. Amounts must be in whole numbers only.

☒ District 1 $12,000	☒ District 2 $9,200	☒ District 3 $64,000
☒ District 4 $3,000	☒ District 5 $96,800	☐ District 6 $
☒ District 7 $3,000	☒ District 8 $12,000	☐ District 9 $
Total Amount Requested (must be $25,000 to $200,000)	$200,000	

H. Type of Grant Activity (pick ONE category that best reflects the Grant Activity):		
1. Public Services: Projects in this category will support qualified public services and programs for the target populations deemed by the CITY to be most vulnerable.		
☐ A. Public Service – Seniors	☐ B. Public Service - Children	☐ C. Public Service - Disabilities
☐ D. Public Service – Homeless	☐ E. Public Service – Domestic Violence	☐ F. Public Service – Substance Abuse
☐ G. Public Service – Mental Health	☒ H. Public Service – Other (describe): Justice-invovled and economically disadvantaged women	
2. Arts, Culture, Community/Economic Development, and the Environment: Projects in this category will support the sustainable improvement in the well-being and quality of life of local communities, especially low- to moderate income areas.		
☐ A. Arts	☐ B. Culture	☐ C. Community Development
☐ D. Economic Development	☐ E. Environment	

GRANTEE'S CERTIFICATION AND SIGNATURE

The undersigned, subject to personal liability and penalty under applicable law, certifies that he or she: (i) is authorized to sign this Grant Proposal; (ii) personally prepared or reviewed the matters found in this Grant Proposal (including any related documents/attachments); (iii) asserts all statements made in this Grant Proposal (including all attachments) are true, accurate and complete; (iv) has the requisite skills and knowledge to assert the foregoing certification; and (v) has complied and shall continue to comply with all applicable requirements of Chapter 6, Article 29 of the Revised Ordinances of Honolulu 1990, as amended (Link), regarding private organizations receiving grants of public funds from the City and County of Honolulu.

Signature of Grantee (Fiscal Sponsor) Officer

11-22-2022
Date

Printed Name and Title:
NORIKO NAMIKI, CEO

CERTIFICATE OF THE BOARD OF DIRECTORS NO OBLIGATIONS IN ARREARS

The undersigned of the Board ("Grantee") hereby certifies that the Grantee or any principal of the Grantee or sponsored organization (where the Grantee is a Fiscal Sponsor) is not in arrears on any financial or other obligation owed to the City & County of Honolulu, a municipal corporation of the State of Hawaii.

(Signature)

KRISTI INKINEN YANAGIHARA
(Print name)

CERTIFICATE OF THE BOARD OF DIRECTORS AUTHORIZATION TO ASSIGN AUTHORITY

The undersigned of the Board ("Grantee") hereby certifies that NORIKO NAMIKI (name), CEO (title), has been authorized by the Board of Directors to sign proposals, contracts, and related documents on behalf of the Grantee. Accordingly, I hereby assign the authority by the Board to execute proposals, contracts, and contract amendments on behalf of the Grantee, and further certify that the assigned is given the power and authority to do all things necessary to implement, maintain, amend, or renew such contracts, including but not limited to the delegation of signing authority to another employee of the Grantee.

(Signature)

KRISTI INKINEN YANAGIHARA
(Print name)

STATE OF HAWAII)
CITY AND COUNTY OF HONOLULU)

On this 22 day of November, 2022, before me appeared Kristi Inkinen Yanagihara, personally known to me, who, being by me duly sworn, did say that he/she is the Member, Executive Committee of YWCA and that the corporation has no corporate seal, and that said instrument was signed in behalf of said corporation by authority of its Board of Directors, and said She acknowledged said instrument to be the free act and deed of said corporation.

BRANDON PANOKE NOTARY PUBLIC No. 11-336 STATE OF HAWAII

Notary Public, State of Hawaii

My Commission expires: 11/13/2023

Doc. Date: undated # Pages 07
Name: Brandon Panoke 1st Circuit
Doc. Description: Addendum No 1 - FY24 Grants in Aid Appendix A Tier II: Grant Proposal

Signature 11/22/2022 Date

NOTARY CERTIFICATION

BRANDON PANOKE NOTARY PUBLIC No. 11-336 STATE OF HAWAII

FISCAL SPONSOR

The Fiscal Sponsor is a nonprofit organization that assumes legal, financial and programmatic responsibility for the activities of groups or individuals engaged in work that furthers the fiscal sponsor's mission and their own respective purposes. The Fiscal Sponsor is called the Grantee in this Grant Proposal. The CITY's legal relationship is with the Grantee, and the CITY will disburse Grant funds to the Grantee. The Sponsored Organization is the organization under this Grant Proposal that the Grantee (Fiscal Sponsor) chooses to support to implement the Grant Activity.

Accordingly, if the Grantee is a Fiscal Sponsor, the following should be completed by both the Grantee (Fiscal Sponsor) and the Sponsored Organization. By initialing and signing below, the Grantee (Fiscal Sponsor) and the Sponsored Organization indicate they have reviewed and come to an agreement regarding each of the following items:

Grantee/Fiscal Sponsor Initials	Sponsored Organization Initials	Agreed upon items
		Response herein to Section III Question 1
		Response herein to Section III Question 2
		Response herein to Section III Question 3
		Response herein to Section III Question 4
		Response herein to Section III Question 5
		Response herein to Section III Question 6
		Grant Activity: Budget/Funding (Section III)
		Grant Activity Preliminary Schedule of Activities (Section IV)

In addition to the foregoing, the Fiscal Sponsor and the Sponsored Organization each hold the CITY harmless and will defend and indemnify the CITY and its officers, employees, and agents, individually and in their official capacities, from all claims of liability for damages arising directly or indirectly from each entering into a Fiscal Sponsorship Agreement with the other.

The undersigned also attach hereto required documents regarding Fiscal Sponsorship, as detailed in Section VI.

_____ _____

Signature of Grantee (Fiscal Sponsor) Officer — Date

Printed Name and Title:

_____ _____

Signature of Sponsored Organization Officer — Date

Printed Name and Title:

SECTION II
GRANT ACTIVITY INFORMATION

A. Describe how the community need, stated problem / issue, and target population are effectively validated. The description must include how the public services target population is vulnerable or how the arts, culture, community/economic development, or environmental activities will especially support low- to moderate income areas.

1. Provide substantive data and other quality information to show the issue is a priority need of the community. *(3,000 character count limit)*

Justice-involved and economically disadvantaged women that are in their first six months of their re-entry into the community are a high priority vulnerable population. Without time to properly adjust to the community in a substance free housing, large gaps in employment history, or access to positive support systems, (including mental health, and substance abuse counseling), they are at-risk for immediate homelessness and a return to criminal behavior. A woman's path into the justice system is often very different than that of a man and likely includes intimate partner violence, mental illness, sexual abuse, and/or substance abuse.

YWCA Fernhurst Residence provides two types of effective housing as defined in the Bureau of Justice report, 1) Supportive Housing: case management, assistance with household chores, and access to mental health and substance abuse counseling. Help to achieve permanent housing in partnership with other programs that provide housing vouchers and 2) Specialized Reentry Housing: We address service needs specific for justice involved women and staff are trained to interface with criminal justice personnel. Additionally, YWCA Oahu provides on-going opportunities for the women to engage peer support and professional career coaching by many of Hawaii's notable business women, often becoming a notable business woman themselves. Housing and Urban Development's community of care initiative recommends four parts to a continuum care, listing "Transitional housing with supportive services to allow for the development of skills that will be needed once permanently housed" as a key component to ending homelessness.

Economically, the 2018 AUW ALICE reports that a survival housing budget for a single adult is $1,089/month at a wage of $15.53/hr. The minimum wage in Hawai'i is $10.10/hr. With support from our job readiness, job retention, and financial literacy programs, the average initial wage for women in our program is $11.95/hr; many of which who go on to get raises with support from our job retention program. Residents can reside at Fernhurst for up to 2 years, safely increasing their employability skills and increasing their savings.

The Prison Policy Inititiative says before formerly incarcerated people can address health problems, find stable jobs, or learn new skills, they need a place to live. They found that rates are especially high among those recently released from prison, those incarcerated more than once, people of color and women.

2. Provide a thorough analysis of the community's priority need / problem and its impact on the community. *(3,000 character count limit)*

The lack of affordable housing in Hawaii is driven by economic and political factors. Justice-involved and economically disadvantaged women may not earn enough to sustain a decent standard of living. Many women do not have financial reserves to cover basic expenses when a crisis hits. A job loss, rent increase, or prolonged sickness can rapidly deplete earnings and they spiral into destitution. For justice-involved women, on average, about 10 percent of parolees are homeless upon their release. In large urban areas, the number is even higher — exceeding 30 percent.

Justice-involved and economically disadvantaged women facing homelessness tend to be unemployed or chronically underemployed. They often have a history of low paying jobs or short-term employment. Maintaining employment is especially difficult for justice-involved women. When released they have difficulties finding jobs that sustain them or even attaining appropriate identification to apply for employment.

Mental or physical health problems can also threaten housing, especially if the woman is unable to work. Often, substance abuse is coupled with mental illness or post-traumatic stress disorder. YWCA Fernhurst offers a well-being approach, which includes a secure structure, enriching activities, and healthy relationships. This approach targets the social stigma, isolation, and women's sense of unworthiness, replacing them with a renewed sense of purpose, meaning, and empowerment.

Also facing homelessness are women who have survived domestic violence, often leaving their homes to escape the abuse. Financial concerns top the list of reasons why victims stay with an abuser, according to the National Domestic Violence Hotline. Financial abuse is common, and a victim may be financially dependent on their abusive partner. Without money, access to resources or a place to go, it can seem impossible to leave a relationship.

The Domestic Violence Action Center of Hawaii, reports that domestic violence continues to be a pervasive and costly problem for Hawaii's community. The toll to the community, especially survivors and their children, is enormous.

National Resource Center on Justice-Involved Women reported that homeless women have often been displaced as a result of being abused, running away or forced onto the streets due to poverty, loss of housing, loss of benefits, escape from abusive intimate partners, or mental illness and/or substance abuse. Abuse may also force women into poverty and homelessness, which may result in criminal behavior.

The common factor among all these women is that they lack – or have exhausted – the supportive social structures that would otherwise help them avoid homelessness. Once women achieve stability and self-sufficiency, they are often able to reunite with family and friends and begin rebuilding these relationships.

3. Provide a description of the Grant Activity. This description will be used as the scope of services in the contract. *(1,000 character count limit)*

The proposed Grant Activity is to support 40 justice involved and economically disadvantaged women develop the social, life and financial skills they will need to rebuild their lives and not return to prison. In addition to case management, residents will participate in 24 life skills activities and four family engagement activities. An estimated 15 women will exit the program and transition to safe housing within the grant period.

The target population are justice-involved women that are incarcerated, on probation, waiting for their trial or sentence and parolees. Economically disadvantaged women are those experiencing homelessness due to various factors. The common risk factors for women include poverty, physical and mental health problems, substance abuse, domestic violence and/or prior incarceration. Most of the women at Fernhurst experience multiple risk factors, and the combination of more than one factor makes their struggle much more difficult

B. Describe the proposed plan

1. Describe why you chose this Grant Activity and how it will effectively address the community's problem / need. *(2,000 character count limit)*

The program follows a comprehensive gender-responsive and trauma-informed program model, developed by TJ Mahoney & Associates (TJM), which operated this program since 1992 (prior to the YWCA acquiring it this year). This approach was chosen because it comes from a place of empathy and compassion. The women in Hawai'i prisons are overwhelmingly victims of child physical, sexual abuse, domestic violence and other forms of trauma. The YWCA offers them an opportunity to address past trauma, learn new behaviors, develop social network and (re)establish familial relationships.

The YWCA acquired Ka Hale Ho`āla Hou No Nā Wāhine from TJM and secured the contract with Department of Public Safety in July 2015. The YWCA Fernhurst, at 1566 Wilder Avenue in Makiki, a beautiful home with fifteen rooms dedicated to re-entry and fifteen rooms for transitional housing. The first floor has a common/reading area, kitchen, dining room, laundry room, computer lab, lounge and offices. Residents may also spend time in the quiet outdoor patio area and community garden.

After a minimum of six months in the re-entry program and upon being paroled, women may apply for transitional as a stepping stone in their progress toward greater independence and a permanent home solution. Transitional housing will be the next step for many of Ka Hale Ho`āla Hou No Nā Wāhine residents in their journey toward independent living.

The YWCA is well-suited for this work, not just because of its facility, but also because of its experience in providing advanced supportive resources through our existing programs, such as the Dress for Success Career Center. We also have extensive networks, partners and resources to draw upon. Through these connections, program staff members connect women with resources to support their journey toward independence, which may include starting a career, learning a trade, going to school, joining a support group and reuniting with family members.

2. Provide measurable outcomes, describe how outcomes are aligned with the purposes and priorities of the Grants in Aid Fund, and describe how outcomes directly benefit the target population. *(3,000 character count limit)*

Public Services should begin with a statement of the number of individuals that the Grant Activity will directly benefit during the Grant Term.

Arts, Culture, Community/Economic Development or Environment should begin with a statement as to how the Grant Activity supports the sustainable improvement in the well-being and quality of life of local communities, especially low to moderate income areas.

Outcome #1: To serve 40 women.
Outcome #2: To have up to 25 beds available for this population.
Outcome #2: To facilitate 2 Group Learning Circles per month.
Outcome #3: To complete 4 Individual Service Plan meetings per month that encompass goal development and progress sessions.
Ouctome #4: To obtain and maintain employment
Outcome #5: To obtain longer term/permanent housing

The final proposed outcome is to strengthen familial relationships by providing four quarterly outings for residents and family members to spend time together. Family outings may be a group excursion to Honolulu Zoo or riding a trolley to view the Honolulu City Lights during the holiday season. For women navigating the transition from prison to independence, family relationships can be sources of comfort and strain. Family members often bear resentment from years of neglect, hardship and frustration that come with addictions, offending and imprisonment. The opportunity to spend time together in an environment that is safe, neutral and enjoyable can provide significant healing benefit.

3. Provide an action plan to achieve the stated measureable outcomes. If the Grant Activity involves a partnership, provide a description of each partner's role. Must include measurable milestones, specific events, or other performance measures appropriate to achieving the outcomes. *(3,000 character count limit)*

This project will help justice involved and economically disadvantaged women, transition to independent life in the community. Most will be moving to our transitional housing program after completing the six-month work furlough/re-entry program immediately following incarceration.

The YWCA will provide 24 hours-a-day shelter and living arrangements and on-site supervision of residents at Fernhurst. This is a safe, clean and sober residential setting in which residents are empowered to set and accomplish attainable goals, and through progressive practice, increase their resiliency, learn to self regulate emotions, and internalize positive changes. Residents will have opportunities to practice right choices and right living every day, and will be coached when they fail to meet their own as well as program expectations and/or personal goals.

Residents will work one-one with program coordinator and case manager and engage in monthly educational and social group activities and classes. Each resident has a comprehensive individual service plan detailing their goals, activities, financial status and progress towards permanent and safe housing.

Utilizing a strengths-based approach, our gender responsive programming focuses on the specific and unique needs of female offenders. Each quarter, residents will participate in family strengthening activities, designed to (re)establish relationships.
In addition to case management and trauma-informed counseling, residents will participate in resources to build life skills, develop in their careers and establish positive lifestyle habits.

These resources are:
- SEEDS – An initiative at Fernhurst to introduce and reinforce positive lifestyle habits that contribute to healthy brain functions. These habits involve Socializing/connecting with people, Exercise, Education/learning, Diet and Sleep.

- Hawaii Guest Service- The goal of Hawaii Guest Services (HGS) is to equip participants with the skills and the knowledge to reenter the job market. These include interpersonal communications, finding one's strength, work-place essentials, and public speaking. Participants will also be introduced to YWCA Oahu's history and current programming to foster a better understanding of their community.

- Professional Women's Group (PWG) – A job retention and career development group that meets every month at the YWCA Laniakea to share a meal, network, listen to a guest speaker and participate in career and financial coaching. The goal is to get employed women

to self-sufficiency and to help them advance professionally.

4. Provide a budget narrative that explains how the budget in Section III will achieve the desired outcomes. *(3,000 character count limit)*

This City and County of Honolulu Grant-In-Aid is requested to provide the social, educational, life-skills building activities to help residents rebuild their lives and avoid homelessness. YWCA O'ahu requests $200,000 to support the activities of this proposal to achieve the noted outcomes.

The proposed budget includes salary and wages for four direct service staff positions: Fernhurst Transitional Housing Director (.30 FTE), Program Manager (.50 FTE), Operations Manager (.50 FTE), Transitional Program Coordinator (1.0 FTE), and Resident Security Monitor (1.0 FTE). These positions will be responsible for implementing the monthly and quarterly activities, managing daily operations, managing facilities, managing budgets and reporting, working with guest speakers, referral agencies and partners, and supporting visits with family members and friends. The total expense for direct service salary and fringe is $180,386.
The re-entry and transitional programs are under the direct supervision of the Director of Transitional Housing, Alaisa Skelton. Ms. Skelton has 8 years of experience with the program and is well-prepared to address day to day issues. She is knowledgeable of overall goals, priorities and restrictions.

The budget includes salary and wages for three administrative staff position Director of Finance (.05FTE), MIS Manager (.10FTE) and Bookkeeper (.10FTE) responsible for overseeing financial and accounting to ensure that recordkeeping is accurate and in compliance with all regulations. The Director of Finance oversees program expenditures and audits to ensure compliance with grants and contracts for YWCA Fernhurst. The Bookkeeper will work directly with the Director of Finance to ensure compliance with grants and contracts for YWCA. The total expense for administrative salary and fringe is $17,185.

In addition to the salary and fringe expenses, the budget includes allocations for monthly meetings (for supplies, speaker stipends, refreshments) and family events (for admission tickets, van rental, food, supplies). The total expense for program activities and supplies is $2,429.

5. Provide a timeline that is complete, realistic and appropriate to achieve the desired outcomes. This timeline should also be reflected in Section IV. *(3,000 character count limit)*

The following timeline reflects monthly activities described in Section IV of this application. This is a draft of proposed activities and timing, which will be updated at the time of grant implementation.

The ongoing functions that will occur over the grant period include: intake and orientation of residents, case management, management of facilities, monitoring to ensure compliance with policies, coordinating services with DPS and the Hawai'i Paroling Authority, addressing interpersonal issues between residents, supporting visits with family members and friends, and conducting exit interviews upon release.

Month 1

Life Skills #1: Visit to Dress for Success to learn about personal hygiene and career attire

Month 2
Life Skills #2: Dinner and Topic: Professional Etiquette
Life Skills #3: Guest Speaker on writing and managing a monthly budget, setting short- and long-term financial goals

Month 3
Life Skills #4: Dinner and Topic: Career Development/Possible Selves Theory
Family Engagement Activity #1: Pumpkin carving and Halloween festivities

Month 4
Life Skills #5: Self-care activity such as yoga and/or meditation, discussion on wellness and stress management
Life Skills #6: Dinner and Topic: Finance Domain

Month 5
Life Skills #7: Guest Speaker on educational opportunities including vocational training and financial aid
Life Skills #8: Dinner and Topic: Education Domain
Family Engagement Activity #2: Trolly Tour of Downtown, Honolulu Hale Holiday City Lights

Month 6
Life Skills #9: Guest Speaker on Tax preparation & Budgeting
Life Skills #10: Work on creating a renter's portfolio

Month 7
Life Skills #11: Visit Patsy T. Mink Center for Business and Leadership to learn the ABCs of starting a home business, learn to supplement income through business such as childcare or making jewelry
Life Skills #12: Visit YWCA fitness facility, take a class such as Zumba or water aerobics

Month 8
Life Skills #13: Cultural activity such as lauhala weaving or poi pounding to relieve stress, reconnect with other residents and sense of self
Family Engagement Activity#3: A day at the beach

Month 9
Life Skills #14: Community service project such as beach clean up as a way to contribute to the community

Month 10
Life Skills #15: Nutrition class about preparing budget-friendly, healthy meals
Life Skills #16: Dinner and Topic: Learning to celebrate strengths and growth

Month 11
Life Skills #17: Dinner and Topic: Giving Back / Community Service
Life Skills #18: Guest speaker on entrepreneurship

Month 12
Life Skills #19: Guest speaker on interpersonal relationships, managing conflict and overwhelm

Life Skills#20: Guest speaker on communications in a work setting

C. Provide evidence of the agency's ability to perform the proposed grant activity through past performance, current capacity and/or plan to acquire the capacity to perform.

1. Provide data that demonstrates proven success in offering the same, similar, or related activities to achieve the proposed outcomes. *(3,000 character count limit)*

The YWCA has an extensive track record of helping low-income women and families address the complex and inter-connected barriers to self-sufficiency. The women we serve may be female immigrants, including many for whom English is a second language, survivors of domestic abuse and/or female ex-offenders. Many experience multiple challenges, including lack of education, alcohol or substance dependency, childhood abuse, poverty, bouts of homelessness and other challenges.

Women may be seeking economic stability after a lifetime of welfare dependency. Some are building professional skills to move up and leave the stress of working multiple low wage jobs. Some intend to start a new business. The YWCA focuses in building income because it is the most basic building block of economic security for women. To borrow a phrase from the Half in Ten Campaign, the YWCA seeks to replace poverty with opportunity, and help each woman achieve success.

The organization addresses the needs of women – a stable home, a career and financial security – through innovative programs that engage each woman in her own success.

2. Describe the applicant's capacity to successfully achieve the proposed outcomes.
OR
Provide a plan to acquire the capacity to successfully achieve the proposed outcomes (including how the applicant has acquired similar capacity in the past).

Responses should include organizational knowledge, staffing, fiscal resources, facilities and other resources, stakeholders and relationships, and other relevant resources. *(3,000 character count limit)*

YWCA O'ahu has dedicated time and resources to building a powerful foundation for our residents to pursue positive growth. The factors that will enable successful project execution include our facilities, financial resources, staff competencies and relationships with stakeholders.

Facilities
YWCA Fernhurst is a beautiful residential facility located at 1566 Wilder Avenue, Honolulu. Fernhurst has 30 resident units, common living and dining rooms, laundry and kitchen facilities, onsite parking, a community garden, shaded outdoor areas, and a computer lab. Residents maintain the facilities and the community garden in support of the community living environment.

The facility is fully ADA-compliant and has two handicap accessible residential rooms. Access to the building requires check-in through a secured doors and intercom system, and communication with resident monitors at the front desk.

The YWCA Director of Transitional Housing, Ms. Alaisa Skelton, will oversee the transitional housing program and overall operations at Fernhurst. Ms. Skelton has over 8 years of experience working with the economically-disadvantaged, especially Pacific Islanders and women. Noriko Namiki, CEO, is the lead public face of the YWCA and will oversee all major contracts and projects. In her role as CEO for three years, Noriko negotiated the transfer of the work furlough program to Fernhurst, launched the Patsy T. Mink Center for Business and Leadership and oversaw several construction upgrades to YWCA facilities. (See attached resumes for lead staff members).

The re-entry program will be under the direct supervision of the program manager, Joslyn Kaawa. Ms. Kaawa has years of experience working with justice involved and economicall disadvantaged women, so she is well-prepared to address day to day issues, while being knowledgeable of overall DPS goals, priorities and restrictions.

The YWCA has access to a network of service providers and community resources that will support the project. We collaborate with numerous organizations to bring resources, trainings, referrals and services to our residents. We have a positive working relationship with the staff and leadership at the Women's Community Correctional Center

D. Describe the applicant's sustainability and/or additional long-term benefit to the community

1. Provide a plan for sustaining and / or expanding activities beyond the applicable grant period. *(2,000 character count limit)*

The DPS contract supports the infrastructure at Fernhurst, providing funding for case management, occupancy, administration and security. We expect to continue this contract for the long-term. We currently hold an extension through June 30, 2023. DPS does not, however, support transitional housing or the ancilliary support services outlined in this project. The YWCA will continue to pursue grants and collaborations to provide a comprehensive re-entry and transitional program.

The YWCA has a small endowment and writes for additional grant to fund ongoing maintenance. Additional funding will be secured through individual donations and corporate support. The YWCA hosts Fernhurst tours to educate the community about these programs and cultivate potential donors.

The YWCA is developing social venture strategies that will enable earned income to support this program for the long-term. One concept is to create a commercial kitchen in which residents can create packaged items for resale, such as baked goods or candies. We are also exploring agriculture options the YWCA Kokokahi, our 11-acre site in Kāne'ohe. We envision a farming social venture through which residents will raise, prepare and sell locally grown vegetables and health-conscious food products. We have already begin planning garden areas and tree planting at Kokokahi.

Residents would be involved in all aspects of running the business, including sales, finance, marketing and operations. This would provide valuable work experience, while enabling revenue and sustainability for the program

2. Describe the applicant's capacity and resources to carry out the above plan (staffing, funding, etc.) beyond the grant period. *(2,000 character count limit)*

The YWCA has a strong senior leadership team that will oversee ongoing contract compliance with DPS, while pursuing program and revenue growth. Noriko Namiki, CEO, will be responsible for program oversight, communications, public relations and fundraising for this project. Kate Chan, Director of Finance, will be responsible for financial accountability, financial audits, compliance issues and contracts. Terri Funakoshi, COO, and Eric Walden, Director of Operations, will be responsible for security, safety, insurance and facility issues.

We have experience in social venture funding as well. Over the years, the YWCA renovated portions of its downtown facility, including the restaurant, event room and fitness center. Ongoing improvements have resulted in vibrant income-producing spaces that are accessed by the local business community while supporting the member services and mission of the YWCA.

YWCA O'ahu further benefits from an active and capable volunteer Board of Directors. Our CEO reports directly to the board and senior leaders work directly with board committees including finance, fund development, facilities and the executive committee. Regarding fund development, board members are highly involved with cultivating, managing and supporting private donors at all levels. Board members support program development and advocacy. Our board chair attends the annual YWCA National conference annually

E. No CITY funds or assistance. The highest consideration will be given to applicants that do not receive other funding or any form of assistance from the CITY. While applicants that receive other funding or assistance from the CITY may apply for Grants in Aid funding, the extent of funding or assistance already received in relation to services provided must be considered prior to awarding Grants in Aid funds. A percentage of the sub-total criteria points will be awarded to Grantees based on the criteria below and the information about past funding / assistance from the CITY that follows.	
The applicant has received no award from the CITY within the last 3 years.	**10%**
The applicant has received 1-2 awards from the CITY within the last 3 years.	**7%**
The applicant has received 3-5 awards from the CITY within the last 3 years.	**5%**
The applicant has received between 6-9 awards from the CITY within the last 3 years.	**3%**
The applicant has received 10 or more awards from the CITY within the last 3 years.	**0%**

GRANTEE RECEIPT OF CITY GRANTS

Identify all CITY grants received by Grantee (or Fiscal Sponsor) in the last three (3) years. Information will be verified by the CITY.

1. Grant Activity Name & Contract #: City GIA FY2022
   Grant Period: 8/1/2022-7/31/2023 Grant Amount: $200,000
   Grant Purpose: Transitional Housing for Justice-involved and economically disadvantaged women
   Grant Activity Status: ☒ Underway ☐ Completed ☐ Canceled
   Administrating Division: DCS

2. Grant Activity Name & Contract #: City GIA FY2021
   Grant Period: 8/1/2021-7/31/2022 Grant Amount: $125,000
   Grant Purpose: Transitional Housing for Justice-involved and economically disadvantaged women
   Grant Activity Status: ☐ Underway ☒ Completed ☐ Canceled
   Administrating Division: DCS

3. Grant Activity Name & Contract #: City GIA FY2020 - CT-DCS-2000093
   Grant Period: 8/1/2020-7/31/2021 Grant Amount: $125,000
   Grant Purpose: Transitional Housing for Justice-involved women
   Grant Activity Status: ☐ Underway ☒ Completed ☐ Canceled
   Administrating Division: DCS

4. Grant Activity Name & Contract #: City GIA FY2019 - CT-DCS-1900073
   Grant Period: 8/1/2019-7/31/2020 Grant Amount: $125,000

Grant Purpose: Re-entry and Transitional Housing for Women
Grant Activity Status: ☐ Underway ☒ Completed ☐ Canceled
Administrating Division: DCS

5. Grant Activity Name & Contract #: _____
Grant Period: _____ Grant Amount: _____
Grant Purpose: _____
Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
Administrating Division: _____

6. Grant Activity Name & Contract #: _____
Grant Period: _____ Grant Amount: _____
Grant Purpose: _____
Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
Administrating Division: _____

7. Grant Activity Name & Contract #: _____
Grant Period: _____ Grant Amount: _____
Grant Purpose: _____
Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
Administrating Division: _____

8. Grant Activity Name & Contract #: _____
Grant Period: _____ Grant Amount: _____
Grant Purpose: _____
Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
Administrating Division: _____

9. Grant Activity Name & Contract #: _____
Grant Period: _____ Grant Amount: _____
Grant Purpose: _____
Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
Administrating Division: _____

10. Grant Activity Name & Contract #: _____
Grant Period: _____ Grant Amount: _____
Grant Purpose: _____
Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
Administrating Division: _____

F. Age Friendly Honolulu

Consideration is to be given to applicants that incorporate the vision and goals of the Age-Friendly Honolulu Program (as codified in ROH Chapter 2, Article 22), including but not limited to (1) enabling residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active; and (2) removing barriers to inclusion for and providing support services to vulnerable residents and/or have physical limitations.

To be eligible for the bonus points as an Age-Friendly Honolulu Project an organization must demonstrate the proposal aligns with Age-Friendly Honolulu's priorities by completing the following TWO steps:

1) Go the following website https://www.hiphi.org/age-friendly-honolulu/ to access an Age-Friendly Honolulu training video. The video should be watched by at least one (1) person from the non-profit organization in a leadership position (Executive Director, Administrator, or equivalent). This video will define an "age-friendly city" and explain what types of projects align with the Age-Friendly Honolulu Vision.

2) Complete the section below by selecting which Age-Friendly Honolulu category best fits the activities of your organization and providing a brief description of how your proposal is an Age-Friendly Honolulu project.

☒ Enabling Residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active, particularly at the oldest ages

☐ Providing Kupuna with meaningful roles in the community, including mentors, volunteers, or through intergenerational programming

☒ Removing barriers to support community inclusion and accessibility for persons of all abilities.

3) How is your proposal an Age-Friendly Honolulu Project and explain how your organization can meet the additional reporting requirements if awarded? *(2,000 character count limit)*

At the YWCA, Fernhurst facility, residents or women come to us at various stages of their journey. We work collaboratively with their case managers from Women's Community Correctional Center (WCCC) in Kailua along with our outside community partners to assist the women with their needs as they transition out into the community.

From the onset of COVId-19 to our Hawaii islands, Fernhurst programs were rearranged and adjusted for the safety of our women and to be in compliance with Hawaii State guidelines and laws. These adjustments included re-arranging the housing systems of Fernhurst from 2 people per room to 1 person per room. This required streamlining family-style spaces, the meal service systems, and the on and off-site wellbeing and life skills programs. The effects of the pandemic impacted the women's sense of stability greatly and it required Fernhurst to increase staff oversight and to provide sufficient education for the women and staff toward regulating and managing self awarness and selfcare. As an example of communicating within our limitations, when the dining room was available, the women gathered within distancing protocals, and shared their anxieties, strengths and hopes in various art activities to share their angsts in story-forms dialogs. As the dining and meeting spaces became unavailable, an upscale of preparations for scheduled program classes, meetings to update the women on current information, and community acivities continued on different virtual platforms which motivated an upskill for the women and staff. These platforms were key in delivering classes, learning circles, COVID-19 updates, meetings, follow ups with partners, case managers, and

vendors servicing our women. This also became an opportunity for the women and staff to increase our technological skills.