

House District All  
Districts

Senate District All

THE TWENTY- FOURTH LEGISLATURE  
HAWAII STATE LEGISLATURE  
APPLICATION FOR GRANTS & SUBSIDIES  
CHAPTER 42F, HAWAII REVISED STATUTES

Log No: 40-0

For Legislature's Use Only

Type of Grant or Subsidy Request:

GRANT REQUEST - OPERATING

GRANT REQUEST - CAPITAL

SUBSIDY REQUEST

"Grant" means an award of state funds by the legislature, by an appropriation to a specified recipient, to support the activities of the recipient and permit the community to benefit from those activities.

"Subsidy" means an award of state funds by the legislature, by an appropriation to a recipient specified in the appropriation, to reduce the costs incurred by the organization or individual in providing a service available to some or all members of the public.

"Recipient" means any organization or person receiving a grant or subsidy.

STATE DEPARTMENT OR AGENCY RELATED TO THIS REQUEST (LEAVE BLANK IF UNKNOWN): \_\_\_\_\_

STATE PROGRAM I.D. NO. (LEAVE BLANK IF UNKNOWN): \_\_\_\_\_

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:  
Consumer Credit Counseling Service of Hawaii  
Dba:  
CCCS of Hawaii  
Street Address:  
1164 Bishop Street #1614, Honolulu, HI 96813  
Mailing Address:  
1164 Bishop Street #1614, Honolulu, HI 96813

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name: WENDY BURKHOLDER  
Title Executive Director  
Phone # 532-3225  
Fax # 532-5611  
e-mail cccsofmaui@aol.com

3. TYPE OF BUSINESS ENTITY:

- NON PROFIT CORPORATION  
 FOR PROFIT CORPORATION  
 LIMITED LIABILITY COMPANY  
 SOLE PROPRIETORSHIP/INDIVIDUAL

7. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

SUPPORT & EXPANSION OF CONSUMER CREDIT COUNSELING & DEBT MANAGEMENT EDUCATION SERVICES STATEWIDE.

4. FEDERAL TAX ID #: \_\_\_\_\_

5. STATE TAX ID #: \_\_\_\_\_

6. SSN (IF AN INDIVIDUAL): \_\_\_\_\_

8. FISCAL YEARS AND AMOUNT OF STATE FUNDS REQUESTED:

FY 2008-2009 \$ 298,000

9. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

- NEW SERVICE (PRESENTLY DOES NOT EXIST)  
 EXISTING SERVICE (PRESENTLY IN OPERATION)

SPECIFY THE AMOUNT BY SOURCES OF FUNDS AVAILABLE AT THE TIME OF THIS REQUEST:

STATE \$64,000  
FEDERAL \$20,000  
COUNTY \$  
PRIVATE/OTHER \$439,000

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

WENDY BURKHOLDER  
EXECUTIVE DIRECTOR

AUTHORIZED SIGNATURE: \_\_\_\_\_

DATE SIGNED: 1/30/08

**Consumer Credit Counseling Service of Hawaii  
Application for Grant**

**I. Background and Summary**

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

Consumer Credit Counseling Service of Hawaii (CCCS of Hawaii) is a 501(c)(3) non-profit agency established in Hawaii in 1969 by a group of banking and credit union executives, along with non-profit leaders. They recognized that with the changing nature of credit granting many consumers would find themselves over-indebted and would need a resource for credit education, confidential counseling and creditor intervention in order to avoid the failure of personal bankruptcy. CCCS of Hawaii operates state-wide from three locations- Honolulu, Wailuku, and Hilo. The Hilo office currently serves Kauai families via phone counseling.

In its 38 years of existence CCCS of Hawaii has provided thousands of Hawaii's families with professional personal one-to-one counseling to help them resolve their debt issues. Many of these families benefited from entering into a Debt Management Plan (DMP), where CCCS worked directly with their creditors (normally for a period of 4 years) to establish a monthly repayment plan that better fit the family budget. More than 30% of DMP families "graduate" from their program debt-free and another 30% find themselves able to resume regular payments to their creditors without on-going intervention. The majority are able to avoid bankruptcy, an important point, as almost all those walking through our door initially believe it is their only option. The successful implementation of a DMP results in the client repaying their debt in full, but more importantly, teaches them the skills required to become better money/credit managers and how to live on a budget.

The agency has also conducted hundreds of educational workshops, covering topics such as the wise use of credit, the fundamentals of credit and budgeting and how to recognize the warning signs of over-extension in an effort to reach people before they find themselves in trouble.

CCCS of Hawaii is the only credit counseling service in the state with membership in the National Foundation for Credit Counseling (NFCC), fully accredited by the internationally recognized Council on Accreditation for Children and Family Services (COA). We are the sole Hawaii-based provider of pre-bankruptcy counseling services approved by the Executive Office of the US Trustee/Department of Justice.

2. The goals and objectives related to the request:

CCCS of Hawaii will leverage the State grant-in-aid funds to maintain and expand its services to the communities we serve. In 2007 we experienced a sharp increase in requests for our counseling services. This was in part due to the collapse of the sub-prime mortgage industry and a softening of the economy. It can also be linked to families feeling the pinch of increased housing and utility costs. We anticipate counseling more than 1600 families in 2008, up from 1200 in 2006 and 1450 in 2007. Compounding these issues is the recent bankruptcy reform legislation which requires persons seeking bankruptcy protection to receive credit counseling from a trustee-approved 501(c)(3) credit counseling agency. As the only approved agency in the state, we provided this counseling to approximately 500 Hawaii residents in 2007, and this number will no doubt increase in 2008. State funding would enable us to maintain current staffing levels and hire and train two new counselors to manage these increases. We would also expand our outreach efforts to the island of Kauai, which we are currently under-serving.

3. State the public purpose and need to be served:

Every year the U.S. breaks new records for consumer debt, and savings rates now rank in the negative category. Current estimates indicate Americans now owe \$900 billion dollars in credit card debt alone. We have, in short, become a nation of spenders. Credit, when used intelligently, is a powerful tool that enhances the quality of our lives. However, without education, it can become a most destructive aspect for many. Credit education or financial literacy is not a standard part of our educational curricula and parents cannot teach what they themselves have not learned. Most of our clients find themselves overburdened due to a lack of financial know-how. Few have used credit to support an extravagant life-style. Some may be in crisis because of divorce, illness or unexpected job losses. However, the majority are families who lack an understanding of responsible and safe credit use. Increased rents due to our housing shortage and rapidly rising gasoline and utility costs are also severely impacting our population. Many low to moderate income families are unwisely covering shortfalls by using credit for basic necessities such as rent, gasoline, car insurance, groceries, etc. The current sub-prime mortgage crisis is impacting families who were lured into questionable mortgage loans that have stretched their finances to the breaking point and will undoubtedly face the possibility of foreclosure without expert guidance.

It has been our experience that Hawaii's families strongly believe in the importance of repaying their debt; history shows we tend to carry less debt and file fewer bankruptcies than the mainland. However, through misfortune, such as a divorce, a job loss or an uninsured medical crisis or simple over-obligation some find themselves mired in debt. They are inundated by collection calls, their wages

get garnished or they may be on the brink of homelessness or foreclosure. The impact of financial stress strains family relationships and marriages, often accompanies domestic violence and/or substance/alcohol abuse issues. Jobs and reputations are jeopardized. Low self-esteem, shame and a sense of hopelessness render people paralyzed to change their circumstances without help. It is CCCS of Hawaii's mission to reach these families and educate and assist in order to break the cycle.

4. Describe the target population:

CCCS of Hawaii is available to any consumer in the State in need of credit or debt management counseling. However, our statistics indicate that virtually 99% of our clientele is of low-to-moderate income. The following demographic information references CCCS' average client:

**DMP Client Demographics**

• Average Age	39.3
• Average Monthly Income	\$1,620
• Percent Moderate/Low Income	<u>99%</u>
• Average Number of Dependents	2
• Married	43.9%
• Single	56.1%
• Average Amount of Debt	\$18,300
• Average Number of Unsecured Creditors	11
• Current client base	652
• Clients identifying themselves as Native Hawaiian	35%

5. Describe the geographic area:

CCCS of Hawaii will continue to operate state-wide from its three offices and expand outreach on Kauai.

6. Describe how the request will, in the case of a grant, permit the community to benefit from those activities; or if for a subsidy, reduce the costs incurred by the organization or individual in providing a service available to some or all members of the public.

Many mainland companies have arisen with huge advertising budgets designed to lure debt-stricken consumers to contact a non-accredited agency for long-distance "counseling." You can see their flashy ads on TV and the Internet, promising quick and painless solutions to debt problems. Often they charge enormous start-up fees for long distance "counseling" that is of no long-term benefit to anyone but themselves. Little or no time is spent on budgeting or finding the source of

financial problems. No attempt is made to help the consumer to develop better money management skills, which are crucial to the person's success in repaying debt and avoiding over-extension later. And, needless to say, any mainland agency will completely lack a frame of reference as to the nuances of our local culture.

We will provide expert, confidential financial management counseling to a minimum of 1600 individuals and families in 2008. We prefer these sessions to be conducted face-to-face, but can provide telephone counseling if requested. These counseling sessions will last from one to two hours and will include a total review of the client's financial condition, spending habits and debt load. The counselor will work with the client to establish a realistic living expenses budget, identify and address the circumstances that led to their distress and provide the client with a written action plan that spells out what steps are needed to resolve the client's debt issues. Follow-up counseling will be available to the client in person or by telephone to resolve any new issues that may arise after the initial counseling session. For some of the families we counsel, their financial crisis will be so great they require intervention in the form of a Debt Management Plan. CCCS of Hawaii negotiates directly with each of their creditors to establish a repayment plan that is suitable for the client. By acting as an intermediary, we give the client the opportunity to start fresh and to regain control of their financial lives. We will also conduct a minimum of 65 workshops covering the wise use of credit and credit and budgeting fundamentals throughout the state in 2008, reaching a minimum of 1700 individuals and families.

We encourage all community and social service agencies to refer clients to us for these services. CCCS provides largely unfunded services to many other Hawaii-based non-profits and agencies such as Habitat for Humanity, Hawaii HomeOwnership Center, Self-help Housing and USDA Rural Development (Farmers Home Loan). By providing their clients with the education and means to address their debt issues, they are able to follow through with these programs and become successful homeowners and better money managers. If CCCS is unable to continue to provide our services, these agencies will be negatively impacted in a "ripple effect" as they will have nowhere to refer their clients for quality counseling and debt restructuring on a local level, a crucial step in each of these agency's curriculum.

While other agencies, both within and outside our state may portray themselves as credit counselors or capable of "credit repair," the simple fact is that they are severely limited in their scope of effectiveness. It may not be difficult to provide budgeting advice, if properly trained, but if you lack the ability to do anything more than dispense advice, the client's situation often does not improve. It is virtually impossible to undo years of behavior that resulted in over-extension in a matter of a few hours. It is learned skills that require practice, support and encouragement which will result in people managing their finances in a better way.

CCCS' ability to establish a rapport with the client family from the initial counseling session, negotiate a manageable payment plan for them with their creditors and to run interference between client and creditor for an ongoing period (usually 4 years) results in success for all involved and is what sets our agency apart from others. The client learns to live within their means by navigating that often bumpy road with continuous professional support and coaching. Debt gets repaid, prospects improve and financial pride is restored. Upon completion of a CCCS debt management plan, the client family is far more likely to remain self-sustaining and goals such as home-ownership are far more attainable.

Quality counseling and successful Debt Management Plans result in wiser and more confident consumers. This confidence translates into stronger family and marital relationships, less dependence on social services and government assistance and certainly lowers the risk of homelessness, substance/alcohol abuse and domestic violence. Our local economy benefits as well when default and bankruptcy rates remain low.

## **II. Experience and Capability**

### **A. Necessary Skills and Experience**

CCCS of Hawaii is the only credit counseling service in the state with membership in the National Foundation for Credit Counseling (NFCC), fully accredited by the internationally recognized Council on Accreditation for Children and Family Services (COA). We are the sole Hawaii-based provider of pre-bankruptcy counseling services approved by the Executive Office of the US Trustee/Dept. of Justice.

The agency is led by an independent board of directors consisting of local business executives in the fields of banking, law, marketing, education, non-profit management and accounting. Our four professional counselors are NFCC certified, a process that involves rigorous on-the-job training, a series of six extensive written examinations, and maintenance of a set of strict performance criteria reviewed by the NFCC annually. In addition, our Education Outreach Coordinator is a consultant with both Masters and Law degrees who is also an adjunct professor of business law in the University of Hawaii system.

CCCS of Hawaii has been serving the families of Hawaii for more than 38 years.

## **B. Quality Assurance and Evaluation**

Case reviews for all counselors are conducted at various levels of intake, documentation, counseling, and in-house follow up. An examination is made of client assessment services, counseling sessions, counselor recommendations, and post-interview services.

**Counseling Session Observations.** The Executive Director or a delegate observes a minimum of two counseling sessions per year per counselor and evaluates the session based on the criteria contained in the "Counseling Session Model" and "Counseling Session Critique" forms. These observations are used in both the personnel evaluation of the counselors and in assessing the level of quality counseling service provided by the agency.

**File Reviews.** At least twenty randomly selected files are examined quarterly by the Executive Director or a delegate as part of both this formal inspection process and as part of normal job responsibilities. These inspections cover the following areas: 1) counseling process, 2) physical file review, and 3) client maintenance and follow up.

For DMP's, *all* files are reviewed by intake personnel for compliance with file documentation and service standards through additional quality improvement tasks built into the processing and servicing of agency cases by personnel performing their regular job duties.

### **Surveys and Questionnaires:**

Annually, twenty financial counseling only or prebankruptcy clients who were not DMP candidates and forty active clients are sent the Customer Satisfaction Survey. All Credit Report Counseling clients are asked to complete this survey.

### **Quality Assurance for Educational Outreach Services.**

At least 10% of the participants in the agency's on-going educational outreach programs are asked to fill in the Seminar Evaluation or a Questionnaire supplied by the agency sponsoring the program. These questionnaires are designed to inform the Executive Director and/or the Education Outreach Coordinator as to the efficacy of the various educational programs offered by the agency.

Feedback is also solicited from sponsoring organizations through personal contact between the Executive Director and the key personnel in the organizations that request educational presentations.

The Executive Director closely monitors the correlation between the number and type of seminars held, and the demand for client services. The Executive Director also uses both types of feedback in evaluating the performance of the Education Outreach Coordinator.

The effectiveness of our educational programs is also measured by the administration of the FDIC "Financial Aptitude Test." If not precluded by time constraints, this test is administered before an educational presentation, and again afterwards, and the results are compared.

### **C. Facilities**

The main office of CCCS of Hawaii is located 1164 Bishop Street, Suite 1614. The Maui office is at the J. Walter Cameron Center, 95 Mahalani Street, Suite 6 and the Hilo office is in the Hawaii Federal and State Federal Credit Union. All offices are ADA compliant.

## **III. Personnel: Project Organization and Staffing**

### **A: Proposed staffing, Staff Qualifications, Supervision and Training**

#### Wendy Burkholder, CCCC

Executive Director

Counselor, Maui

Ms. Burkholder had over 10 years experience in retail sales and bookkeeping when she joined CCCS in 1989. In 1991 she became a National Foundation for Credit Counseling-certified counselor (CCCC) and was assigned as Neighbor Islands Manager in Wailuku, Maui. During the years 1994 - 2003 she counseled an average of over 300 residents and families of Maui and Molokai annually, dealing with every type of financial difficulty and providing expert advice in all aspects of money and debt management. Over the years she has developed full mastery of interpersonal skills uniquely suited to the cultural values of these communities, and she has developed close liaisons with the credit community and virtually every social service and housing agency on these two islands. In late 2002, Ms. Burkholder was named by the Board of Directors as Executive Director. Since that appointment, she has developed excellent relations with the credit-granting community in Honolulu and close working relationships with the state's myriad social service agencies.

#### Joan Napua Jones

Operations Manager, Main Office



A native of Hawaii and a Kamehameha graduate, Mrs. Jones had over 24 years experience in the credit and collections divisions of JCPenney, culminating in her appointment as Executive Secretary to JCPenney's Director of Credit Operations, when she joined CCCS in 1994. In addition to her personnel administrative expertise, she has mastered the reporting and record-keeping systems required by the NFCC and the Council on Accreditation of Children and Family Services.

Tom J. Horton CCCC  
Counselor, Main Office

Mr. Horton has over 35 years experience in bookkeeping and all aspects of banking, 27 years of which were with Bank of Hawaii. He joined CCCS in 1996 and was certified that same year. Since joining CCCS, he has provided expert financial and debt management counseling to over 300 individuals and families annually.

Jeff Babcock, CCCC  
Counselor, Main Office

Mr. Babcock worked as a customer service representative for First USA and as a debt counselor for Profina Debt Solutions prior to joining CCCS and obtaining certification in 2001. He has counseled over 1800 individuals and families in Honolulu since then. He holds a number of specialized training certificates and is an active member of Credit Professionals International.

Leilani Anzai, CCCC  
Counselor, Hilo Office

Ms. Anzai is a graduate of James Campbell High. She joined CCCS and was certified in 2001 after 19 years in various positions with First Hawaiian Bank. As a native of Hawaii, she has the background and knowledge that make her particularly effective in financial and debt management counseling for her clients on Kauai and the Big Island. She counsels over 300 individuals and families on these Islands annually.

John Nabers, CCCC  
Education Outreach Coordinator, Main Office

Mr. Nabers joined CCCS and was certified in 1996. He is a paid consultant to oversee CCCS's educational outreach programs and to administer accreditation matters. He is a member of the Hawaii State Bar Association and is an adjunct professor of law in the University of Hawaii system.

With expansion, there will be 2 additional counselor positions

**Organization Chart**

Board of Directors

Executive Director

Education Outreach  
Coordinator

Operations Manager

Quality Improvement  
Coordinator

Counselors

Bookkeeper/IT Coordinator

Administrative  
Assistants/ Customer Service

#### IV. Service Summary and Outcomes

##### A. Scope of work, tasks and responsibilities.

**One-on-one Counseling:** We will provide basically five types of professional financial management counseling to a minimum of 1600 individuals and families in 2008.

Although we prefer that these counseling sessions be face-to-face, we can conduct them by telephone at the client's request. The "type" of counseling given is sometimes determined by the outcome of the counseling session.

**Financial Counseling Only (FCO) Clients.** During these one to two hour sessions the counselor will thoroughly review the client's financial situation, spending habits and debt load. Working together, the client and the counselor will establish a realistic living expenses budget. The counselor will identify and address the behaviors that led to the client's distress, and will create a written action plan that spells out in detail what steps must be taken to resolve the client's debt issues. Follow-up counseling will be available to resolve any new issues that may arise after the initial counseling session.

**Debt Management Plan (DMP) Clients.** If appropriate to the client's individual circumstances, and agreeable to the client, the counselor will set up a Debt Management Plan under which we will intervene with the client's creditors to set up a mutually advantageous repayment plan that will permit the client to regain control of his financial life. On-going counselor support will be provided to DMP clients throughout the life of the DMP, typically 48 months.

**Pre-bankruptcy Clients.** Clients referred by attorneys for pre-bankruptcy counseling and those identified by the counselor as in need of bankruptcy protection will also receive one to two hours of counseling, in these cases with emphasis on seeking alternative solutions to bankruptcy. On completion of this counseling, clients are provided a Certificate of Counseling which is a necessary prerequisite for filing bankruptcy.

**Homeownership Readiness Counseling.** Clients seeking to qualify for homeownership are often referred to us by USDA Rural Development, DHHL and other agencies to clear up any existing barriers to creditworthiness that may affect their eligibility for home loans. Again, the counselor will thoroughly review the situation, work out a realistic budget, and provide a written action plan that spells out in detail what steps the client must take to become eligible for homeownership. Some of these clients may also qualify and opt for DMPs.

**Credit Report Counseling.** Some clients see us for assistance in deciphering their credit bureau reports. The counselor will carefully go through the report(s) with the client,

explaining the meaning of each entry and confirming the validity of the data. Credit scores and the impact of the report and score will be explained. If errors are uncovered, the client is advised how to dispute the report. Counselors are alert for credit identity theft and advise victims of the procedures they need to follow.

**Education Outreach:** We will conduct a minimum of 65 workshops covering the wise use of credit and budgeting and credit fundamentals throughout the state in 2008, reaching a minimum of 1700 individuals and families.

B. Projected annual timeline.

<u>Activity</u>	<u>Timeline</u>	<u>Point Person</u>
Counseling on all Islands Minimum 1600 sessions by 12/31/08	Ongoing	Executive Director, Counselors
Recruit and train 2 new Counselors	Begin 3/1/08 - trained 3/1/09	Executive Director
Assess performance and consumer satisfaction	Ongoing- quarterly	Executive Director Quality Assurance Coordinator
Education Outreach Minimum 65 sessions by 12/31/08	Ongoing	Education Outreach Coordinator
Assess effectiveness and consumer satisfaction	Ongoing- quarterly	Education Outreach Coordinator

V. **Financial Budget**

A budget utilizing the prescribed budget form is attached.

VI. **Other**

a. **Litigation**

CCCS of Hawaii is not a party to any litigation, and there are no outstanding judgments against us.

b. **Licensure/Accreditation**

CCCS of Hawaii is a member of the National Foundation for Consumer Credit, and all of our counselors are certified by it. We are accredited by the

Counsel on Accreditation for Children and Family Services. We are approved by the US Department of Justice as the only local credit counseling agency to provide face-to-face pre-bankruptcy counseling.

**BUDGET REQUEST BY SOURCE OF FUNDS**  
(Period: July 1, 2008 to June 30, 2009)

CCCS of Hawaii

<b>BUDGET CATEGORIES</b>	<b>Total State Funds Requested (a)</b>	<b>CCCS Funds (b)</b>		<b>(d)</b>
<b>A. PERSONNEL COST</b>				
1. Salaries	221,000	229,000		450,000
2. Payroll Taxes & Assessments	15,000	20,000		35,000
3. Employee Medical	18,000	18,000		36,000
<b>TOTAL PERSONNEL COST</b>	<b>254,000</b>	<b>267,000</b>		<b>521,000</b>
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island		21,600		21,600
2. Insurance		18,000		18,000
3. Lease/Rental of Equipment		10,000		10,000
4. Lease/Rental of Space	44,000	20,000		64,000
5. Staff Training		13,000		13,000
6. Supplies		29,100		29,100
7. Telephone/Data Transmission		40,000		40,000
8. Postage		18,000		18,000
9. Legal/Accounting Services		15,000		15,000
10. Marketing/Public Awareness		30,000		30,000
11. Bank Expense		10,000		10,000
12. Dues/Subscriptions		12,000		12,000
13. Capital Expenditure		3,000		3,000
14. Board Training		5,000		5,000
15. Educational/Workshop Materials		26,300		26,300
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>44,000</b>	<b>271,000</b>		<b>315,000</b>
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>	<b>298,000</b>	<b>538,000</b>		<b>836,000</b>
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	298,000	Wendy Burkholder 532-3225		
(b) CCCS Funds	538,000	Name (Please type or print) Phone		
(c)		[Redacted Signature] 1/30/09		
(d)		Signature of Authorized Official Date		
<b>TOTAL REVENUE</b>	<b>836,000</b>	Wendy Burkholder, Executive Director		
		Name and Title (Please type or print)		

## BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

CCCS of Hawaii

Period: July 1, 2007 to June 30, 2009

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME BUDGETED TO REQUEST B	TOTAL SALARY BUDGETED IN REQUEST A x B
Executive Director	1	\$75,000.00	100.00%	\$ 75,000.00
Operations Manager	1	\$48,000.00	100.00%	\$ 48,000.00
Education Coordinator	1	\$32,000.00	100.00%	\$ 32,000.00
Counselor	1	\$41,000.00	100.00%	\$ 41,000.00
Counselor	1	\$40,000.00	100.00%	\$ 40,000.00
Bookkeeper/IT Coordinator	1	\$38,000.00	100.00%	\$ 38,000.00
Counselor	0.5	\$22,000.00	100.00%	\$ 22,000.00
Administrative/CSR	1	\$32,000.00	100.00%	\$ 32,000.00
Administrative/CSR	1	\$30,000.00	100.00%	\$ 30,000.00
Administrative/CSR (Pending)	1	\$28,000.00	100.00%	\$ 28,000.00
Counselor (Pending)	1	\$32,000.00	100.00%	\$ 32,000.00
Counselor (Pending)	1	\$32,000.00	100.00%	\$ 32,000.00
<b>TOTAL:</b>				<b>\$ 450,000.00</b>

JUSTIFICATION/COMMENTS:

# BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

CCCS of Hawaii

Period: July 1, 2007 to June 30, 2009

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Not applicable			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:			\$ -	
JUSTIFICATION/COMMENTS:				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
Not applicable			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:			\$ -	
JUSTIFICATION/COMMENTS:				



**BUDGET JUSTIFICATION  
CAPITAL PROJECT DETAILS**

CCCS of Hawaii

Period: July 1, 2007 to June 30, 2009

TOTAL PROJECT COST	ANY OTHER SOURCE OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED		FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2005-2006	FY: 2006-2007	FY:2007-2008	FY:2008-2009	FY:2009-2010	FY:2010-2011
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
<b>TOTAL:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
JUSTIFICATION/COMMENTS:						

**DECLARATION STATEMENT  
APPLICANTS FOR GRANTS AND SUBSIDIES  
CHAPTER 42F, HAWAII REVISED STATUTES**

The undersigned authorized representative of the applicant acknowledges that said applicant meets and will comply with all of the following standards for the award of grants and subsidies pursuant to section 42F-103, Hawaii Revised Statutes:

- (1) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant or subsidy is awarded;
- (2) Comply with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
- (3) Agree not to use state funds for entertainment or lobbying activities; and
- (4) Allow the state agency to which funds for the grant or subsidy were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and assuring the proper expenditure of the grant or subsidy.

In addition, a grant or subsidy may be made to an organization only if the organization:

- (1) Is incorporated under the laws of the State; and
- (2) Has bylaws or policies that describe the manner in which the activities or services for which a grant or subsidy is awarded shall be conducted or provided.

Further, a grant or subsidy may be awarded to a non-profit organization only if the organization:

- (1) Has been determined and designated to be a non-profit organization by the Internal Revenue Service; and
- (2) Has a governing board whose members have no material conflict of interest and serve without compensation.

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

Consumer Credit Counseling Service of Hawaii  
(Typed Name of Individual or Organization)

  
\_\_\_\_\_  
(Signature)

1/30/08  
\_\_\_\_\_  
(Date)

Wendy Burkholder  
(Typed Name)

Executive Director  
(Title)