

House District 25,28,32,33,
35,37,39,41,42,43,45,46,51
Senate District
11,12,13,14,15,16,18,19,20,2
1,22,25

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

Log No: 44-0

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 DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT, AND
TOURISM
AND PROGRAM I.D. NO. _____

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:
Empower Oahu

Db:

Street Address: 94-340 Waipahu Depot St. Suite 101
Waipahu Hawaii 96797

Mailing Address: same as above

2. CONTACT PERSON FOR MATTERS INVOLVING THIS
APPLICATION:

Name RICHARD PEZZULO

Title Executive Director

Phone # 808 676-7679

Fax # 808 676-7698

e-mail richpezz@aol.com

3. TYPE OF BUSINESS ENTITY:

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

4. FEDERAL TAX ID #: _____

5. STATE TAX ID #: _____

6. SSN (IF AN INDIVIDUAL): _____

7. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

Partners in Micro-enterprise Development Program

8. FISCAL YEARS AND AMOUNT OF STATE FUNDS REQUESTED:

FY 2008-2009 \$27,600

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 \$27,600.00

FEDERAL \$ _____

COUNTY \$ _____

PRIVATE/OTHER \$113,000.00 PR. \$50,000.00 - IN-KIND

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

AUTHORIZED SIGNATURE

PRESIDENT, EMPOWER OAHU
NAME & TITLE

January 30, 2008
DATE SIGNED

Applications for Grants and Subsidies

Submitted to: **State Legislature Grants-in-Aid**

Funding Amount: **FY2008 - \$27,600**

Date Submitted: **January 30, 2008**

I. Background and Summary

Brief Description of Applicants Background

Empower O`ahu is a non-profit community-based organization formed in 1998 and recognized as a 501(c)(3) non-profit entity in 2000. It was organized by residents from the low/moderate income communities of Aiea/Pearl City, East Honolulu, Ewa, Kalihi-Palama-Chinatown, Ko`olau Loa, North Shore, Papakolea, Waianae, Waimanalo, Waipahu, and Wahiawa. It was established to implement the strategic action plans developed by community residents that was the foundation of the City and County of Honolulu's Round II and III Empowerment Zone applications submitted to HUD. Its Board of Directors is comprised of representatives from the nine communities mentioned above. Over the course of the past five years, EO has built its capacity and that of its affiliated CIGs (Community Implementing Groups) to leverage City and County of Honolulu CDBG resources with that of other public and private sources to implement priority social and economic development initiatives across the island. Examples include a culinary business incubator in Kalihi, a commercial marketplace in Waipahu, a noni farm and processing plant on the North Shore, and a retail incubator in Chinatown.

A major focus of EO has been assisting the CIGs with the implementation of their job creation and business development strategies through support of micro-enterprise development programs. To-date EO has provided over \$1,000,000 for 11 micro-enterprise projects that provide training and technical assistance to over 500 LMI individuals interested in starting or expanding businesses. This approach has helped a number of LMI individuals create income earning opportunities for themselves by building on existing knowledge, skills, and interests.

Program Successes in 2007

In 2007 Empower Oahu (EO) received a \$50,000 State of Hawaii GIA and \$100,000 CDBG grant from the City and County of Honolulu to implement the Partners in Micro-enterprise Development Program. The Partners in Micro-enterprise Development Program outcomes were to create a network of micro-enterprise service providers and partners who would:

- identify at least 100 low income individuals interested in micro-enterprise development
- enroll 50 low income individuals
- conduct 4 micro-enterprise training programs in targeted low income communities
- 30 individuals completing the training
- 20 business plans prepared
- and establish 10 businesses

To-date Empower Oahu has exceeded program goals having conducted 13 micro-enterprise training programs, with 100 individuals completing the training, and 67 micro-enterprises established as noted in the following table.

Fig. 1 Projected Performance Outcomes:

Activity	Target	Actual
Conduct out reach that will result in qualified applicants for the program.	100	198
Conduct at least 4 micro-enterprise training programs	4	13
LMI individuals trained in establishing a micro-enterprise and a business plan	50	109
Develop Technical Assistance plan for program participants completing the micro-enterprise training.	30	109
Micro-enterprises established	10	67

Empower Oahu has been able to achieve these results through the formation of a network of partners and by leveraging \$123,600 in funding from other sources. The network of partners has resulted in collaboration in delivering micro-enterprise services and includes a steering committee to guide and support the overall implementation of the program, outreach partners responsible for program marketing and participant recruitment, and a number of partners qualified to conduct the micro-enterprise training and to provide technical assistance. The following table lists the organizations and individuals under each of these network partner categories:

Empower Oahu was successful in leveraging the GIA and CDBG funds, raising an additional \$123,600 as follows:

- OHA \$24,000
- USDA – RBEG \$16,000
- Hawaii Maoli – ANA grant - \$73,600
- Bernice and Conrad Von Hamm Fund \$10,000

The funding for the micro-enterprise training will continue to be used through out 2008 to conduct an additional 7 training programs, for 75 individuals, with at least 35 new micro-enterprises being established.

Lessons Learned from Previous Trainings

Implementation of the Partners in Micro-enterprise Development program has helped the participating partners identify a number of additional areas of need, which is the basis of this GIA request. These two areas include:

- Many low income individuals require more information on starting a micro-enterprise before making a decision to attend the full training program.
- Many low income individuals interested in starting micro-enterprises have poor credit or limited understanding of finances and require financial literacy training before attending the micro-enterprise training.

Project Goals and Objectives

Program Goal:

The goal of this program is to help our target audience become self reliant through entrepreneurship thereby reducing their reliance on available social programs.. Empower Oahu will conduct at least 6 Micro-enterprise Orientation Sessions in need-intensive communities throughout Hawaii, with emphasis placed on (but not limited to) the island of Oahu. These meetings will serve as a conduit through which Empower Oahu will provide access for participants to financial literacy, basic and advanced micro-enterprise training, and technical support programs.

Objectives:

Empower Oahu would implement the following main objectives to achieve the program goal as follows:

1. Increase awareness and understanding of starting a micro-enterprise in Hawaii through Informational meetings that will help low income individuals decide the correct path to starting a micro-enterprise.
2. Provide financial literacy training for participants who need redial fiscal assistance. Allow participants for this training to enter next level of micro enterprise training if desired

Public Purpose and Need

Low Income Population

Many of our residents struggle to make ends meet. A recent report published by the Center on the Family announced that 30% of the State's population is at or below 200% of the Federal Poverty Level. This figure does not seem too bleak until examining the Self-Sufficiency Standard for Hawaii Report prepared by Dr. Dianna Pearce and Jennifer Brooks, for the State of Hawaii Commission on the Status of Women in April 2003.

The Self-Sufficiency Standard for Hawaii Report, issued in early 2003 before sky-rocketing housing cost, revealed that Hawaii families need to earn at least 200% of the poverty to meet basic living needs. The Self Sufficiency level calculates the bare minimum costs for housing, child care, food, transportation, health care, miscellaneous (clothing, shoes, household items, telephone, etc), and federal state, and local taxes that working families face. Many of our residents still struggle to make ends meet. This is especially true for a number of disadvantaged groups such as new immigrants, displaced workers from the closure of sugar cane industry, Native Hawaiians, and the disabled.

Empower Oahu member communities have some of the poorest economic and social conditions in the State. The table below is comprised of a sampling of economic and social indicators obtained from community profiles produced by the University of Hawaii, Center on the Family. The profiles are based on High School districts and the table below lists the districts that cover a majority of Empower Oahu communities¹.

¹ The profiles are based on High School districts and overlap with some of the communities that are not members of EO.

Number of Residents		46,537	18,000	51,458	12,000	30,832
Per Capita Income	\$21,526	\$14,634	\$16,620	\$17,549	\$18,717	\$13,613
Unemployment	6.3%	8.5%	7.7%	6.5%	6.7%	14.8%
Persons on TANF	5.4%	9.8%	9.6%	6.1%	8.5%	23.4%
Families receiving food stamps	13.2%	26.9%	20.3%	17.2%	20.5%	51.0%
Adolescents reporting unsafe neighborhoods	43.9%	64.3%	51.5%	51.8%	46.9%	61.8%

Target Population

The Partners in Micro-enterprise Development Program would help individuals move above low income status by significantly increasing their income levels. It will target low to moderate income individuals who are ready and capable of moving from paid employment to a business owner position in a number of industries that have low entry barriers and offer high income potential. The Program would conduct at least 4 industry specific training programs for 100 LMI individuals with at least 60 participants establishing/expanding micro-enterprises.

Geographic Coverage

The Partners in Micro-enterprise Development Program is designed to serve the island of Oahu, but could be replicated on other islands.

Community Benefit

Starting a micro-enterprise offers LMI individuals an opportunity to improve their economic status. The Association for Enterprise Opportunities estimates the micro-enterprise sector in Hawaii accounts for 119,000 jobs or 15% of total non-farm employment. Micro-enterprises offer opportunity to LMI individuals in services such as home care services, handyman services, organic farming, day care, clothing design, janitorial services, food preparation, lawn services, and construction.

Research by the Aspen Institute, which conducted a five-year study of the Self-Employment Learning Project (SELP), suggests the effectiveness of micro-enterprise development as a path to self-sufficiency. The study tracked 405 clients, 33 percent of whom had low incomes. It found that low-income micro-entrepreneurs reduced their reliance on government assistance by 61 percent. The reduction in cash benefits received averaged nearly \$1,700. More than half of the low-income participants earned enough income to lift their families out of poverty, and income from the businesses they operated enabled them to do so. After two years, 79 percent of the businesses started were still in operation (see Clark and Kays, 1999).

Empower Oahu, in partnership with the Waianae Coast Coalition and Waianae Coast Outreach, conducted a training program for the residents at the Kalaeloa Homeless Shelter. Twelve individuals enrolled in the program with 6 completed the training and preparing business plans. It is anticipated that a number of these individuals will start micro-enterprises, provided funding can be secured.

II. Service Summary and Outcomes

A. Describe the Scope of Work, Tasks and Responsibilities

Scope of Work

Program Goal:

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Scope of Work

Outreach & Recruitment

Partner organizations located in Oahu communities and most familiar with the local population and their needs, will conduct program outreach using outreach guides prepared by Empower Oahu. Partner organizations will also be provided with training and support in outreach techniques and funding to promote the program to potential candidates through local networks, advertising in local ethnic publications and radio, on community bulletin boards, and through the distribution of flyers.

Micro-enterprise Orientation Sessions

The Empower Oahu organization, along with its community partners, will hold outreach meetings in each of the communities that it is tasked to serve. These outreach meetings will meet the following objectives: 1) inform a broad cross section of the community about the tenets of micro-enterprise development, and 2) funnel participants to appropriate follow-up trainings (micro-enterprise trainings or financial literacy classes). To facilitate the placement of participants in the correct follow up class, testing material will be administered to gauge levels of readiness.

Financial Literacy

Program candidates lacking the entrepreneurial experience needed to participate in the micro enterprise training program will be directed to attend a financial literacy course. This remedial training will strengthen core competencies in the area of personal finances. This course will be a prerequisite to those wishing to participate in the micro-enterprise trainings courses.

Micro-enterprise Trainings

Micro-enterprise training participants are required to prepare a business plan. The training service provider will prepare a personalized technical assistance plan for all individuals who have completed the business training to identify areas requiring additional training and support. The technical assistance plan will serve as the basis for providing additional technical training, or one-on-one business or technical assistance.

The micro-enterprise meetings and subsequent trainings are designed to target low-income and/or Native Hawaiian residents in each community. This is to be reflected in the payment system for trainings. In the proposed payment schedules, Native Hawaiian and certified low income participants will pay a maximum of \$25.00 dollars. Participants above the federally designated poverty line and who are not of Hawaiian ancestry will pay a fee of \$125.00.

Verification of potential clients will include, but are not limited to, income tax returns, pay stubs, TANF eligibility, etc and qualifications through education certificates, resumes, etc. Eligibility and qualifications will be documented using a form provided by EO.

Technical Training and Assistance

Program candidates will be provided with training based on their needs as identified during the assessment process and noted on the ISP. Training will consist of two major types to include:

- General business/micro-enterprise training – this will include training in how to establish and operate a micro-enterprise and will include such topics as what is a business, conducting a market study, managing the business, cash flow, and preparing a business plan.
- Specialized or technical training – will include training in a specialized field for individuals that need to further their technical skills in areas such as loan proposal writing, business plan preparation, coaching in loan interviewing, food processing or preparation, small scale contracting, or some other technical area.

B. Project Timeline

Empower Oahu will have an office, equipment, staff, and the community network and partnerships in place before funding is received. Program mobilization will begin immediately upon receipt of the funding. Communities will be advised of the program and begin preparation for immediate implementation. All program activities and expenditures will be completed within the 12 month period as noted in the following timeline:

	1	2	3	4	5	6	7	8	9	10	11	12
Design Micro-enterprise Orientation Session												
Design Financial Literacy Training Program												
Conduct Outreach for the Micro-enterprise Training Program												
Conduct Micro-enterprise Orientation Session												
Conduct Financial Literacy Training Program												
Conduct Micro-enterprise Training Program												
Provide Technical Assistance to help start micro-enterprises												

C. Assessment and Planning

Individual Service Plans

An Individual Service Plans (ISP)s will be developed for each eligible client based on an assessment interview to determine their level of business-readiness i.e. planning and research conducted, the extent of resources secured vs. needed, licensing, permitting and other formalities completed.

Quality Assurance and Evaluation Plan

The Program has established a quality assurance, evaluation, and implementation plan providing immediate feedback to ensure that services and activities follow required guidelines to achieve the desired results. Evaluations are conducted at both the client and program levels. Program assessments are made through joint efforts between the Program Coordinator, the Empower Oahu Board and partner organizations. The Board will review performance on a monthly basis as its regularly scheduled meetings. Program evaluation will include review of goals, objectives, tasks and milestones. The quality of program documentation i.e. client files, eligibility, service plans, etc., will be monitored for consistency and completeness. Training, technical assistance and other service activities will be evaluated by clients to ensure that quality expectations are met and/or exceeded. The quality assurance and evaluation plan will be continuously refined with ongoing program implementation.

D. Partner Roles and Responsibilities

The program will be implemented through a collaborative approach that includes Empower Oahu, community groups and organizations, micro-enterprise development service providers, and businesses.

Empower Oahu

Empower Oahu Board and staff will manage the project. EO will be responsible for implementing all program activities to include:

- Design and implement the micro-loan program;
- maintain/print outreach guides;
- maintain/print micro-enterprise assessment program;
- train CIG staff in outreach and assessment program;
- arrange technical assistance partnerships;
- organize micro-enterprise training programs;
- financial administration; and
- program monitoring and reporting.

Community Groups and Organizations

The community groups and organizations will be responsible for:

- Conducting outreach and promoting micro-enterprise development as a viable employment option for LMI residents;
- organizing program participants and conducting an initial assessment of individuals with an interest in, and aptitude for, entrepreneurial training; and
- monitoring program participants and arranging support and assistance as needed.

Micro-enterprise Development Partner Organizations

Micro-enterprise development partner organizations will play an active role in the program by:

- Provide business training;
- provide technical training and assistance;
- provide financial literacy training;
- provide incubator facilities to include common space, support staff, and access to office equipment to businesses that could otherwise not afford these expenses; and
- providing finance for business start-up and expansion.

Micro-Enterprise Advisory Body

The Micro-enterprise advisory body will:

- Establish micro-enterprise development service provider standards;
- select micro-enterprise service providers to participate in the program;
- select community organizations for conducting outreach, assessment and monitoring;
- select service providers to conduct micro-enterprise training and TA; and
- recruit micro-enterprise development partner organizations.

Micro-enterprise Development Program Participants

Micro-enterprise development program participants will:

- Participate in all required training sessions;
- cooperate with service providers and technical partners;
- provide requested information during CIG monitoring visits;

III. Financial

The State Grants-in Aid request is for \$27,600 to expand the activities of the Partners in Micro-enterprise Program to include micro-enterprise orientation sessions and financial literacy training to better prepare our low income residents for starting micro-businesses. The total project cost is \$190,600 with \$113,000 secured and \$50,000 in kind contributions.

The following inputs are required for the implementation of the Partners in Micro-enterprise Development Program for a one-year period.

Budget FY 2008/2009

Item	Request	Funding Available	Balance
Conduct 6 Micro-enterprise Orientation Session x \$2,000 each	\$12,000		
Conduct 4 Financial Literacy Training Programs x \$3,000	\$12,000		
Administrative Overhead 15%	\$3,600		
Project Manager		\$40,000	
Fringe Benefits – 20% of salary		6,000	
Office Rental		2,400	
Photo copier rental		700	
Office supplies - \$50 per month		600	
Office phone and utilities		600	
Printing (outreach guide, assessment program)		\$3,000	
Outreach and assessment by CIGs		\$10,000	
Micro-enterprise training programs		\$30,000	
Technical Assistance		20,000	
Micro-enterprise Advisory Body time – 8 members will provide over 400 hrs in time for establishing standards, analysis of service providers, and attending regular meetings at \$50 per hour			\$20,000
EO Board of Directors time for project management – 12 members at 5 hrs per month each x 10 months x \$50 per hour			\$30,000
Total GIA funding requested	27,600		
Funding Secured		113,000	
Total In-kind			50,000
Program Total	190,600		

IV. Experience and Capability

A. Necessary Skills and Experience

Empower Oahu has administered \$4,000,000 in City and County of Honolulu CDBG funds through the Community Investment Fund program since 2001. As a sub recipient of CDBG funds Empower Oahu was responsible for administering the funds, financial control, issuing RFPs, proposal review, analysis, and selection, monitoring and evaluating programs that received funding, and monthly reporting on the status of program activities and achievements. Empower Oahu also implemented a \$40,000 Hawaii Community Foundation and a \$20,000 DBEDT grant for community capacity building.

Empower Oahu is capable of administering and coordinating the program as it has spent the past five years coordinating services to member communities through its Community Investment Fund program. EO has gained valuable experience in the design and administration of micro-enterprise projects as well as developing policies and systems for supporting micro-enterprise development projects. EO has funded 11 micro-enterprise projects, totaling over \$1,000,000, through its Community Investment Fund. The micro-enterprise programs provided training and technical assistance to over 500 LMI individuals interested in starting or expanding businesses. Actual micro-enterprise development achievements are as follows:

LMI individuals trained in establishing a micro-enterprise	291
LMI individuals receiving TA in establishing a micro-enterprise	148
Micro-enterprises established	63
Total	502

Empower Oahu will work with a number of organizations that will support the Micro-enterprise Development Program. These organizations include:

1. Enterprise Honolulu
2. Ewa Weed and Seed
3. Faith Action for Community Equity
4. Honolulu Culture and Arts Association
5. Kamauoha Foundation
6. Mala Ai Opio Organic (MAO) Farm Micro-enterprise Project
7. Nanakuli Housing Corporation
8. North Shore Country Market
9. Pacific Gateway Center
10. Papakolea Community Development Corporation
11. Parents and Children Together
12. Wahiawa Action Initiative
13. Waialua Community Association
14. Waianae Community Coalition
15. Waimanalo Hawaiian Homestead Association
16. Waipahu Community Association

B. Quality Assurance and Evaluation

The Program will establish a quality assurance and evaluation plan to ensure that all proposed services and activities follow required guidelines to achieve optimal quality. Evaluation will be conducted at various levels i.e. both client and program levels. Program performance will be regularly reviewed and assessed by the Program Coordinator, Board and include feedback from partner organizations. The Board will review performance on a monthly basis as its regularly scheduled meetings. Program evaluation will include review of goals, objectives, tasks and milestones. The quality of program documentation i.e. client files, eligibility, service plans, etc., will be monitored for consistency and completeness. Training, technical assistance and other service activities will be evaluated by clients to ensure that quality expectations are met and/or exceeded. The quality assurance and evaluation plan will be continuously refined with ongoing program implementation.

The US Department of Health and Human Services uses a benchmark figure of \$10,000 per micro-enterprise established, while the US Department of Housing and Urban Development requires one job be created for every \$35,000 in grant funding. The EO Partners in Micro-enterprise Development Program has been establishing micro-enterprise for just under \$2,500 of grant funding per micro-enterprise established.

C. Facilities

Empower Oahu operates out of a 800 square feet commercial unit in the Waipahu Festival Marketplace shopping center. It has several computers, photo copier, Internet access, and office and training space. The classroom space may be used for some of the training programs, but it is envisioned that most micro-enterprise development outreach meetings will be held in partner communities.

V . Personnel: Project Organization and Staffing

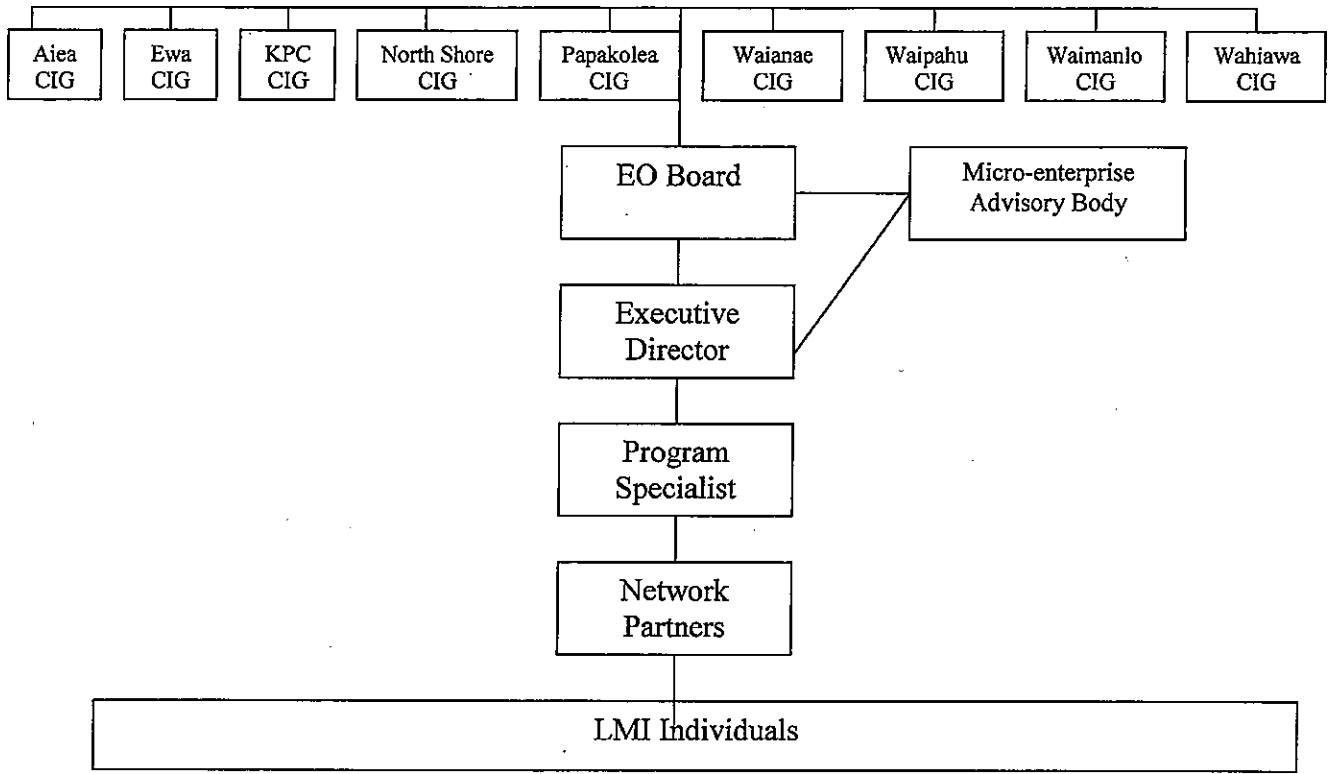
A. Proposed Staffing, Staff Qualifications, Supervision and Training

Empower Oahu Executive Director has an MBA and over 20 years experience in program management, small business organization capacity building and small business training and advice. He will provide guidance and direction with the implementation of the program. See resume – attachment 1.

A program manager will be recruited and work directly under the EO Executive Director. Requirements for this position will be a minimum of a college degree in business and at least five years of small business training and technical assistance experience.

The Micro-enterprise Development Network will consist of a number of micro-enterprise service providers that have established and tested small business development programs. The network will also consist of community groups and organizations, financial institutions and business partners interested in providing small business loans, and technical training.

B. Organization Chart



VI. Other

A. Litigation

Empower Oahu is not involved in any pending litigation nor does it have any outstanding judgments.

B. Licensure or Accreditation

NA

Attachment 1 – Executive Director’s Resume

RICHARD PEZZULO

SUMMARY

- Over 15 years of management and business development experience with demonstrated strengths in general and project management, institution strengthening, business start-up and job creation, human resource/training and development, networking and government and public relations.
- Effective leader and team player able to hire, train, motivate and manage productive staff and work teams and develop and maintain strong business and client relations and strategic alliances.
- Skilled at analyzing unique situations and challenges and developing and implementing realistic and innovative plans and programs in order to increase productivity and profitability.

EXPERIENCE

EMPOWER OAHU, Aiea, Hawaii

Mar 04 to Present

Executive Director

Responsible for the management of a non-profit organization comprised of the 10 most economically distressed communities on the island of Oahu. Empower Oahu provides funding and technical assistance for economic development projects in the member communities. Duties include the review and assessment of economic development funding request, monitor and evaluate projects, and provide technical assistance with the evaluation and design of community development projects.

OFFICE OF HAWAIIAN AFFAIRS, Honolulu, Hawaii

Feb 03 to Feb 04

Director of Planning, Research, Evaluation, and Grants

Managed the Division responsible for planning and reporting functions, conducting research, preparing evaluations, and implementing the organization’s grant program. Set priorities, monitored work plans, prepared annual strategic plan report, provide support to staff and edited evaluation reports, and managed a number of work teams in other priority areas. Directly supervised six staff members, and work teams of up to twelve people.

Evaluation Manager

Mar 02 to Feb 03

Formulated an evaluation strategy and designed work plan, evaluation selection criteria and procedures for conducting evaluations. Introduced planning evaluation to improve program/project design. Collaborated with program staff in the development of standard funding request procedures and forms. Served as member of the Strategic Plan Implementation Team and completed special assignments as directed by the Deputy Administrator and Administrator. Established informal collaborative group of evaluators from partner organizations.

RP CONSULTING, Newtown Connecticut, Mililani, Hawaii

Oct 00 to Feb 02

Completed a number of United Nations consulting assignments that focused on international community development as follows:

- Designed a micro enterprise development project to train national and provincial government officers and business development service providers in formulating micro and small enterprise policies and programs needed by women from poor communities to start and sustain micro enterprises. Assignment outputs included a grant funding document and Power Point presentation for promoting the project.
- Prepared the private sector, youth, environment, and water and sanitation sections of an integrated community development strategy for Oecussi, an enclave district of East Timor for the United Nations Development Program. The strategy was developed through a bottom-up approach that focused on a series of village meetings.

- Designed a small business development program for the Province of Bougainville, Papua New Guinea as a component of a major UN rehabilitation and reconstruction project for the International Labor Organization, Suva, Fiji.
- Designed a vegetable marketing plan for a group of poor women from Goroka, Papua New Guinea who received credit under a United Nations sponsored micro-finance scheme.

UNITED STATES DEPARTMENT OF COMMERCE, Bureau of the Census Aug 99-Sept 00

Local Census Office Manager

Responsible for creating local census office and managing all aspects of office operations. Hired, motivated and supervised over 1,000 employees. Principal spokesperson for the Census Bureau, developing and maintaining good public relations with news media, community leaders, and local government officials. Provided leadership and direction to complete assignments and projects on schedule, according to instruction and within budget.

INTERNATIONAL LABOR ORGANIZATION, Geneva, Switzerland

Nov 94 to Dec 98

Project Manger - Managed multi-million dollar United Nations project to strengthen the institutional capacity of the Small Business Development Corporation (SBDC) to create jobs, through small business development in Papua, New Guinea. Assisted management develop and implement a structure and strategy to promote the small business sector. Designed planning and reporting systems. Created small business development network, and established a small business information exchange service. Oversaw budget development and control. Supervised eight UN staff members.

Key achievements:

- Improved organization efficiency and credibility.
- Over thirty national business advisors capable of providing a full range of small business development services.
- Over 130 business established by the SBDC.
- SBDC secured grant funding of \$1,000,000 from the Australian government and \$500,000 from the Asian Development Bank for small business training and support activities.

UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION, Vienna, Austria 1989-1994

Project Manager - Responsible for managing multi-million dollar United Nations project to promote and develop small and medium sized industries located in the Solomon Islands. Assisted Ministry of Commerce managers develop strategy, goals and objectives. Designed and implemented planning, and reporting systems. Designed small business development services, credit schemes and conducted business training for local entrepreneurs. Created and implemented business advisory staff training program for 12 business advisors and managers. Supervised ten UN staff members.

Key achievements:

- Ministry of Commerce capable of meeting the demand for small business advisory services.
- Designed and secured grant funding for several revolving loan programs for small and medium sized businesses
- Successfully started over 80 new businesses and strengthened over 120 existing businesses.

FOUNDATION FOR THE PEOPLES OF THE SOUTH PACIFIC, SanDiego, CA 1987-1989

Project Manager Responsible for management of a USAID funded Housing Rehabilitation Project in Solomon Islands. Recruited, trained and directed up to 40 national program staff. Provided program planning, reporting, monitoring and financial management.


EDUCATION

- **M.B.A.-Management**, Southern Cross University, Lismore, Australia (1999)
- **B.S.-Business Administration, Major: Marketing**, University of Connecticut, Storrs, CT (1980)

BUDGET REQUEST BY SOURCE OF FUNDS

(Period: July 1, 2008 to June 30, 2009)

Applicant: Empower Oahu

BUDGET CATEGORIES	Total State Funds Requested (a)	In-kind (b)	Secured (c)	(d)
A PERSONNEL COST				
1. Salaries			37,000	
2. Payroll Taxes and Assessment			5,000	
3. Fringe Benefits			4,000	
TOTAL PERSONNEL COST			46,000	
B OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment			700	
4. Lease/Rental of Space			2400	
5. Staff Training				
6. Supplies			600	
7. Telecommunications			600	
8. Utilities				
9. Postage				
10. Printing			3,000	
11. Annual Financial Audit				
12. Program outreach and assessment			10,000	
13. Micro-enterprise training			30,000	
14. Micro-enterprise technical assistance			20,000	
15. Micro-loan program				
16. Micro-enterprise Advisory Body time		20,000		
17. EO Board of Directors time		30,000		
18. Conduct 6 microenterprise orientati sessions x \$2,000 each	12,000			
19. Conduct 4 financial literacy training programs x \$3,000 each	12,000			
20. Administrative overhead 15%	3,600			
TOTAL OTHER CURRENT EXPENSES	27,600	50,000	113,000	
C. EQUIPMENT PURCHASES	0			
D. MOTOR VEHICLE PURCHASE	0			
E. CAPITAL	0			
TOTAL (A+B+C+D+E)	27,600			
SOURCES OF FUNDS		Budget Prepared By:		
(a) Total State Funds Requested	27,600	Richard Pezzulo 676-7679		
(b) In-kind contributions	50,000	Name Phone		
(c) Funding secured	113,000			
(d)		Signature of Authorized Official Date		
TOTAL REVENUE	190,600	Claire Tamamoto, President Empower Oahu		
		Name and Title		

**BUDGET JUSTIFICATION
PERSONNEL – SALARIES AND WAGES**

Applicant: Empower Oahu

Period: July 1, 2008 to June 30, 2009

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME BUDGETED TO REQUEST B	TOTAL SALARY BUDGETED IN REQUEST A & B
<p>Total: JUSTIFICATION COMMENTS: 30% of the Executive Directors time will be used to guide and manage the program manager. A program manager will be responsible for the day to day operations of the program under the guidance of the Executive Director.</p>				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Empower Oahu

Period: July 1, 2008 to June 30, 2009

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

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

**BUDGET JUSTIFICATION
CAPITAL PROJECT DETAILS**

Applicant: Empower Ohio

Period: July 1, 2008 to June 30, 2009

FUNDING AMOUNT REQUESTED						
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	0	0	0	0		
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:	0	0	0	0		
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, Hawai'i 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.

Empower Oahu

(Typed Name of Individual or Organization)



(Signature)

January 30, 2008

(Date)

Claire Tamamoto

(Typed Name)

President

(Title)