

House District 28

Senate District 12

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

Log No: 97-0

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.

"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:

**Hawaii Women's Business Center**

**1041 Nu'uaniu Avenue, Suite A**

**Honolulu, HI 96817**

**2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:**

Name KAY LORRAINE

Title Executive Director

Phone # (808) 526-1001

Fax # (808) 550-0724

e-mail Kay@HWBC.org

**3. TYPE OF BUSINESS ENTITY:**

NON PROFIT CORPORATION - 501(c)(3)

FOR PROFIT CORPORATION

LIMITED LIABILITY COMPANY

SOLE PROPRIETORSHIP/INDIVIDUAL

4. FEDERAL TAX ID #: [REDACTED]

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

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

**7. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:**

Expansion of economic development through education and training while providing sustainability and benefit to women and minorities of Hawai'i.

**8. FISCAL YEARS AND AMOUNT OF STATE FUNDS REQUESTED:**

FY 2008-2009 \$ 400,000

**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 \$0

FEDERAL \$124,250 (MATCHING FUNDS ONLY)

COUNTY \$42,825 (IN KIND ONLY)

PRIVATE/OTHER: DUES & DONATIONS \$306,000

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[REDACTED]  
AUTHORIZED SIGNATURE

KAY LORRAINE, EXECUTIVE DIRECTOR  
NAME & TITLE

JANUARY 29, 2008  
DATE SIGNED

## Application for Grants and Subsidies

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

### 1. Background and Summary

*This section shall clearly and concisely summarize and highlight the contents of the request in such a way as to provide the State Legislature with a broad understanding of the request.*

*Include the following:*

1. *A BRIEF description of the applicant's background;*
  2. *The goals and objectives related to the request;*
  3. *State the public purpose and need to be served;*
  4. *Describe the target population to be served; and*
  5. *Describe the geographic coverage.*
1. The Hawaii Women's Business Center is a 501(c)(3) domestic non profit organization formed in the State of Hawaii and operating continuously since November 1997. Located in downtown Honolulu, it is funded through individual membership, program fees, and private donations with approximately one-third of the budget supported through matching funds from the Small Business Administration. Although the name and mission statement would suggest a gender focus, in truth HWBC does not discriminate in its operating practices. In point, The Hawaii Women's Business Center has served in excess of 12,000 women and men covering virtually all cultural groups, thus supporting the economic and social fabric of Hawai'i.
  2. The Hawaii Women's Business Center was the first organization in the state focused on helping economically disadvantaged women start and expand their own businesses. This is accomplished by providing free one-on-one business counseling, combined with no-cost and low-cost training seminars, counseling, and workshops designed to educate and develop the skills necessary for small business owners to achieve sustainability and create successful entrepreneurs. The goal for the coming year is to expand services in Oahu's rural districts and on the neighbor islands.
  3. By providing clients with the tools, training, and support to become successful entrepreneurs, the Hawaii Women's Business Center increases economic viability for women in business. As such, this provides a direct correlation to raising tax revenue while reducing the economic burden on social programs.

For the past ten years, women-owned businesses have grown by 40.8% nationally. The state of Hawai'i ranks #1 in employment growth of women-owned businesses and #2 in sales growth. Yet, the resources and opportunities available tend to be limited compared to those available to men. Indeed, women continue to be more likely to be turned down for credit or loans when attempting to start a business. In downsizing and restructuring, women are traditionally the first

to be discharged. At the same time, two out of every five women are sole heads of households, while data from Bureau of Labor Statistics shows that the median weekly pay of a woman working full time is 77% of a man's median pay – up a whopping 2% since 1996. Is it any wonder that more women are transitioning to self-employment?

4. It's an old adage: Give a man a fish and he can feed his family for a day. Teach a man to fish and he can feed his family for a lifetime. This is true for women, as well. At the Hawaii Women's Business Center counselors and workshop leaders teach women from all ethnicities and cultures in Hawaii to be successful entrepreneurs. HWBC provides access to education, entrée to SBA low-cost business loans, and business development services in an effort to help clients support their families, create jobs for their communities, and build sustainability, resulting in a solid tax base. Last year, over 60% of the women served qualified as economically disadvantaged.
5. The Hawaii Women's Business Center currently operates in downtown Honolulu. Regrettably, there are no resources available to expand the education program into the under-served rural communities both on Oahu and on neighbor islands. This would be a first priority. HWBC believes that by working closely with local Chambers of Commerce and other established business groups on neighbor islands, we can assist in providing the community with much-needed training in areas of technology, financial and management tools necessary for successful growth without duplicating existing services. The Hawaii Women's Business Center's resources and training would create added value to the communities' existing business associations and organizations, noting our eleven years of experience.

## II. Service Summary and Outcomes

*The Service Summary shall include a detailed discussion of the applicant's approach to the request. The applicant shall clearly and concisely specify the results, outcomes, and measures of effectiveness from this request.*

1. *Describe the scope of work, tasks and responsibilities;*
  2. *The applicant shall provide a projected annual timeline for accomplishing the results or outcomes of the service;*
  3. *The applicant shall describe its quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate, and improve their results; and*
  4. *The applicant shall list the measure(s) of effectiveness that will be reported to the State agency through which grant funds are appropriated (the expending agency). The measure(s) will provide a standard and objective way for the State to assess the program's achievement or accomplishment. Please note that if the level of appropriation differs from the amount included in this application that the measure(s) of effectiveness will need to be updated and transmitted to the expending agency.*
1. In order to meet our goal of increased service, training, and counseling, we must address the current problem facing the Hawaii Women's Business Center. Through no fault of our own, we

have lost our two Small Business Resource Center partners, the SBA and the Small Business Development Center, with whom we shared both space and operations management. After the tragedy of 9/11, the SBA was required by the Department of Homeland Security to move into the more secure Prince Kuhio Federal Building. This seriously reduced our walk-in traffic, as well as our administrative support. Nonetheless, HWBC persevered, learning to do more with less. On December 27, 2007, our other partner, the SBDC relocated to a building on Kalakaua Avenue, taking with them much of the furniture and equipment which we have always shared equally.

The first order of business would be to bring the Center physically back to its professional operating standard. This requires restoring basic furniture such as tables and chairs for our training room, bookshelves and storage cabinets, a working fax machine, replacement books and DVDs for our reference library, as well as, the purchase of two DVD players with monitors and earphones. We also need to increase our modest staff to compensate for the loss of shared training workshop leaders and front desk support.

The hiring of an additional Counselor would allow us to better serve our current client base. We are often booked up several months in advance, a clear indication of the need for our services. The addition of a Program Director would vastly increase our ability to meet the current demand for workshops and training programs. The Hawaii Women's Business Center is committed to free counseling and low-cost training, thus we cannot justify raising our prices to cover the cost of a dedicated Program Director. However, we believe that once in place, the increased capacity of training session fees would quickly cover much of his or her salary.

2. The addition of a Counselor and a Program Director should be put in place immediately, as should the purchase of the physical items required to restore the Center to an appropriate training facility.
  - Counselor Goal: Within four weeks of joining the staff, we would anticipate that the waiting time for free one-on-one counseling should be down to ten days or less.
  - Program Director Goal: Within nine weeks of joining the staff, we would expect that program development and marketing would increase our workshop and training programs by 30%. The goal by the end of the year would be an increase in attendance of workshop and training programs by at least 50%.

Our target goal of expansion to neighbor islands would be January 1, 2009. We would begin by taking day-long, turn-key seminars on the road utilizing our staff counselors and current workshop leaders with proven track records. The programs would cover a variety of topics such as professional business plan writing, legal issues (taught by an attorney), marketing techniques (taught by a marketing professional), cash flow management and tax procedure (taught by a financial expert), internet use, website development, how to apply for an SBA Community Express Loan, how to apply for federal contracts, etc.

By the end of 2009, we intend to have covered all of the major islands of Hawai'i. Also, by the end of 2009, we would hope to have established a regular, free one-one-one counseling service on at least two of the islands and identify qualified individuals on respective neighbor islands to take on the counseling and training programs.

3. The Hawaii Women's Business Center already has in place an evaluation form which is distributed to each participant attending any workshop or business seminar. Participation in the evaluation is anonymous and mandatory. These evaluations are tabulated by a staff member apart from the workshop leader and the results are reported on a quarterly basis to the SBA and would also be reported to the auditing official designated by this program.

The program would be monitored closely by the Program Director and results of the evaluations would help us to evaluate the results and improve on further presentations.

4. From business planning and bookkeeping to marketing and customer service, the Hawaii Women's Business Center has an established track record for offering quality classes for the nascent business owner. In addition to offering these reputable workshops to rural and neighbor island locations, the Hawaii Women's Business Center also recognizes the need for support and assistance among small, second-stage established business owners, often referred to as the Missing Middle. The sheer size of the Missing Middle alone (16% of the population of women-owned firms, compared to 7% that are start-ups) should point out that a greater focus on this population could yield a positive return on investment in this established tax base.

The effectiveness of the nascent business program will be easier to measure, since number of new businesses, number of new jobs created, etc. can be readily tracked and reported. The Missing Middle program will present recognized challenges in the ability to record and project long-term growth as a result of the technical and managerial skills acquired that will take them to the next level. For this reason, the assessment of the program's achievements and accomplishments will depend more heavily on the evaluations already in place. An additional benchmark would be found in demonstrated increased access to capital and in greater contracting opportunities with government and corporations. All of the measures of effectiveness information would be reported to the state's Grant-In-Aid's governing body in a form and timetable deemed appropriate by them.

Hawaii Women's Business Center would provide, on a quarterly basis, a report of the number of workshops, counseling and training sessions conducted, as well as, the number of participants. If requested, we would further break down the numbers in terms of gender and ethnicity. We would also deliver a quarterly financial update of ongoing activities. At the end of the grant period, we would deliver a detailed report summarizing the activities, identifying all funds spent and any balances remaining along with our CPA-certified financial review.

### III. Financial

#### Budget

1. The enclosed applicable budget forms clearly detail the cost of this request.
2. *The applicant shall provide its anticipated quarterly funding requirements for the fiscal year 2008-2009.*

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$200,000	\$75,000	\$75,000	\$50,000	\$400,000

Please note that the amount requested is front-ended because of the immediate need for replacement furniture, phones, computers, training equipment, etc.

#### **IV. Experience and Capability**

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

*The applicant shall demonstrate that it has the necessary skills, abilities, knowledge of, and experience relating to the request. State your experience and appropriateness for providing the service proposed in this application. The applicant shall also provide a listing of verifiable experience of related projects or contracts for the most recent three years that are pertinent to the request*

The Hawaii Women's Business Center has been operating continuously since November 1997. All programs are extended to the public on a nondiscriminatory basis. The staff is both international and multi-cultural. The Hawaii Women's Business Center has been recognized both statewide and nationally as a place where over 12,000 women – and men – achieve their business and career dreams. In 2003 and 2004, HWBC was ranked the #2 women's Business Center in the U.S. based on counseling hours and training numbers. Business Development Director Cherylle Morrow has been recognized by the Filipino Chamber of Commerce of Hawaii Foundation for her continued support of the Filipino business community. All workshops are lead by established business owners with expert, real-life resources in finance, management, operations, and marketing. Our financial specialists work with both neo-entrepreneurs and seasoned business owners to assist them in securing quick-processing, unsecured loans through the SBA Community Express & Patriot Express Loan Program. In fact, in 2006, the Hawaii Women's Business Center was recognized as the SBA Lending Office of the Year. Additionally, our Business Development Director, Cherylle Morrow, has been the recipient of the:

- Small Business Administration: Women in Business Advocate, State of Hawai'i
- Small Business Accountant Advocate for the City and County of Honolulu
- Small Business Administration – "Booster Award"

##### **B. Facilities**

*The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the request. If facilities are not presently available, describe plans to secure facilities. Also describe how the facilities meet ADA requirements, as applicable.*

The Hawaii Women's Business Center is located at 1041 Nu'uuanu Avenue on the ground floor, with easy ADA access at multiple entrances. We have a total of 4,431 square feet divided into a resource library, staff offices and reception area, including a 1,200 sq. ft. training room with a small kitchenette attached. The location is readily accessible to all major bus lines and has a three-level parking garage located in the basement. Rest rooms for our clients are available on the second floor and 24-hour elevator service makes both the garage and the rest rooms ADA accessible.

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

### **A. Proposed Staffing, Staff Qualifications, Supervision and Training**

*The applicant shall describe the proposed staffing pattern and proposed service capacity appropriate for the viability of the request. The applicant shall provide the qualifications and experience of personnel for the request and shall describe its ability to supervise, train and provide administrative direction relative to the request.*

Just as our clients represent men and women from diverse races and social-economic levels, (specifically, 60% of HWBC clients served annually are socio-economically disadvantaged; 19% report race as Native Hawaiian/Pacific Islander, 29% are classified as Asian, 27% served are Caucasian, 6% identify themselves as African American 7% identify themselves as Hispanic, 1% are Alaska Native and 11% choose not to respond) our staff and board represent a culturally diverse group of women comprised of expansive Pacific business experience and leadership. All of the three full time staff and two business-counseling volunteers are female, with international and multi-ethnic backgrounds. All of the members of our governing Board are female, representing entrepreneurs and industries such as banking, finance, business consulting and human resources management.

To reiterate our earlier request, the HWBC will need to hire two additional, professional staff members to meet our current client needs:

- The Program Development Director that we hope to hire has a Masters in Public Administration and has handled programming for a previous non-profit client. She will report directly to the Executive Director, who has 14 years of experience in non-profit management, as well as, 16 years of prior experience as President/CEO of a for-profit corporation with offices in New York, Chicago and Los Angeles. The Program Development Director will work in tandem with the Executive Director in the expansion program to the neighbor islands.
- The additional Counselor that we desperately need should have an MBA or equivalent real-world work experience in the small business/entrepreneurial arena. The Counselor will answer directly to the Business Development Director.

### **B. Organization Chart**

Attached please find an organization chart illustrating the position of each proposed staff member and their line of responsibility/supervision.

## **VI. Other**

### **A. Litigation**

The Hawaii Women's Business Center has no pending litigation, nor have they ever been a party to any litigation or judgments.

**B. Licensure or Accreditation**

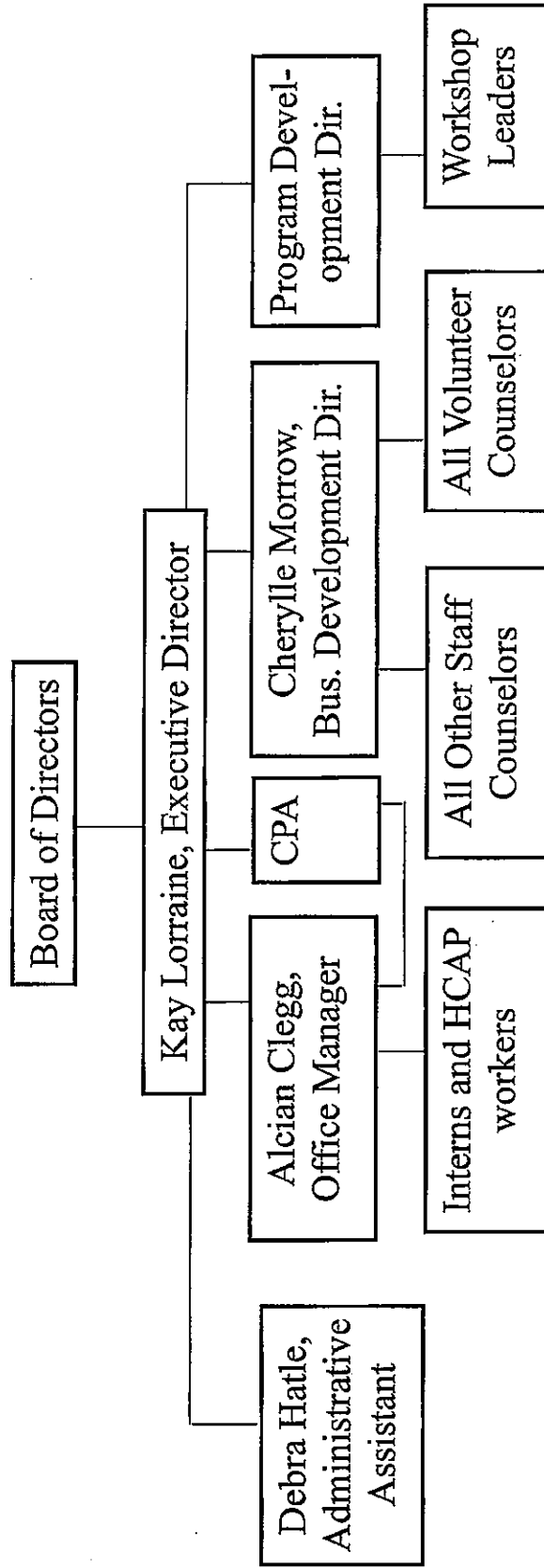
Attached please find a copy of our 501(c)(3) status from the Internal Revenue Service as well as a copy of our Business License.

Attached also please find a photocopy of a special presentation from Governor Linda Lingle recognizing the Hawaii Women's Business Center as a place that has "helped countless women achieve greater independence and financial security....."



**HAWAII WOMEN'S BUSINESS CENTER**

**ORGANIZATIONAL CHART**



INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: JUN 27 2002

HAWAII WOMENS BUSINESS CENTER  
1041 NUUANU AVE STE A  
HONOLULU, HI 96817

Employer Identification Number:  
99-0332563

DLN:  
17053096736032

Contact Person:  
LARRY W BOTHE

ID# 31462

Contact Telephone Number:  
(877) 829-5500

Our Letter Dated:  
May 1998

Addendum Applies:  
No

Dear Applicant:

This modifies our letter of the above date in which we stated that you would be treated as an organization that is not a private foundation until the expiration of your advance ruling period.

Your exempt status under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3) is still in effect. Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the Code because you are an organization of the type described in section 509(a)(1) and 170(b)(1)(A)(vi).

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.

You are required to make your annual information return, Form 990 or Form 990-EZ, available for public inspection for three years after the later of the due date of the return or the date the return is filed. You are also required to make available for public inspection your exemption application, any supporting documents, and your exemption letter. Copies of these documents are also required to be provided to any individual upon written or in person request without charge other than reasonable fees for copying and postage. You may fulfill this requirement by placing these documents on the Internet. Penalties may be imposed for failure to comply with these requirements. Additional information is available in Publication 557, Tax-Exempt Status for Your Organization, or you may call our toll free number shown above.

If we have indicated in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

Letter 1050 (DO/CG)

HAWAII WOMENS BUSINESS CENTER

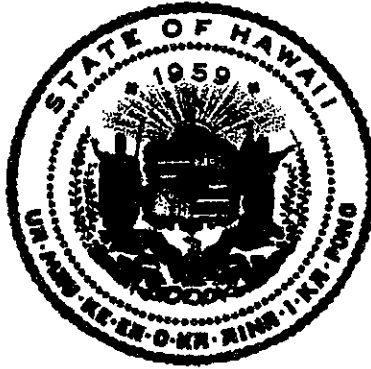
Because this letter could help resolve any questions about your private foundation status, please keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown above.

Sincerely yours,

A large black rectangular redaction covers the signature area, obscuring the name and any handwritten notes.

Steven T. Miller  
Director, Exempt Organizations



*Message from Governor Linda Lingle*  
*presented to the*

## **HAWAI`I WOMEN'S BUSINESS CENTER**

### **SEPTEMBER 27, 2006**

On behalf of the people of Hawai'i, I send greetings of aloha and welcome everyone gathered for the grand opening celebration of *Pearl* located on the Ho'okipa Terrace in the Ala Moana Shopping Center. This opening will benefit the Hawai'i Women's Business Center (HWBC).

Since 1998, HWBC has helped thousands of women achieve their dreams of developing successful businesses.

As the first organization in our state focused solely on this goal, your work has helped countless women achieve greater independence and financial security by providing a place where they can access resources, such as one-on-one counseling, a business-related library, computer laboratory and training opportunities. In addition, your efforts have created an essential mentoring network that connects aspiring business women with established professionals.

I commend the service that HWBC provides to advance the presence of business women in our Aloha State and extend my sincere *mahalo* to all who are gathered tonight in support of Hawai'i's female business leaders.

Congratulations to all of the women being recognized for their outstanding achievements as leaders in our state.

Best wishes for a memorable evening.

Aloha,

Linda Lingle  
Governor, State of Hawai'i

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

Applicant: **HAWAII WOMEN'S BUSINESS CENTER**

<b>BUDGET CATEGORIES</b>	<b>Total State Funds Requested (a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>
<b>A. PERSONNEL COST</b>				
1. Salaries	163,680	85,000	8,000	59,440
2. Payroll Taxes & Assessments	24,552	12,750		8,916
3. Fringe Benefits	8,184	4,250		2,972
<b>TOTAL PERSONNEL COST</b>	<b>196,416</b>	<b>102,000</b>	<b>8,000</b>	<b>71,328</b>
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare/Ferry - Mainland & Inter-Island	5,000	3,100		150
2. Insurance	3,700			3,250
3. Lease/Rental of Equipment	6,000			1,500
4. Lease/Rental of Space	1,800	6,500		400
5. Staff Training	3,000		650	650
6. Misc. Office Supplies	2,000	600		2,305
7. Telecommunication	3,600	3,100	400	120
8. Utilities, CAM, Janitorial, Repairs	1,200	4,200		200
9. Workshop Space Rental	3,000		42,825	
10. Consultants and Outside Contractors	25,300	750	19,300	9,185
11. Training Materials, Books & Supplies	7,000	500		7,800
12. Annual Tax Preparation & Audits	4,872	3,015	500	500
13. Membership Networking Programs	3,000			1,100
14. DSL Internet Service	1,200	450		750
15. Neighbor Island Lodging (no food)	2,645			
16. Neighbor Island Car Rental	900			
17. Staff Parking/Mileage Expense	1,220			5,250
18. Signage	990			200
19. Misc. Printing & Postage	1,800			400
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>78,227</b>	<b>22,215</b>	<b>63,675</b>	<b>33,760</b>
<b>C. EQUIPMENT PURCHASES</b>	<b>125,357</b>			
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>	<b>400,000</b>	<b>124,215</b>	<b>71,675</b>	<b>105,088</b>
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	400,000	Kay Lorraine, Executive Director (808) 526-1001		
(b) SBA/OWBO Grant	124,245	Name (Please type or print) Phone		
(c) In-Kind Donations	71,675	Signature of Authorized Official Date		
(d) Dues, Fees, Cash Donations	105,088	Kay Lorraine, Executive Director		
<b>TOTAL REVENUE</b>	<b>701,008</b>	Name and Title (Please type or print)		

# BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: HAWAII WOMEN'S BUSINESS CENTER

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 x B
Executive Director	FULL TIME	\$82,500.00	20.00%	\$ 16,500.00
Business Development Director	FULL TIME	\$53,120.00	25.00%	\$ 13,280.00
Business Counselor	FULL TIME	\$40,000.00	100.00%	\$ 40,000.00
Program Development Director	FULL TIME	\$48,500.00	100.00%	\$ 48,500.00
Administrative Assistant	FULL TIME	\$26,000.00	50.00%	\$ 13,000.00
Program Assistant	FULL TIME	\$26,000.00	100.00%	\$ 26,000.00
Office Manager	FULL TIME	\$32,000.00	20.00%	\$ 6,400.00
<b>TOTAL:</b>				<b>163,680.00</b>
<b>JUSTIFICATION/COMMENTS: Some salaries would be covered by other programs</b>				

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

**HAWAII WOMEN'S BUSINESS CENTER**

Period: July 1, 2008 to June 30, 2009

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Replacement Telephone System (including installation)	1	\$4,500.00	\$ 4,500.00	
Computers/Printers for offices & training lab (incl. installation)	21	\$3,850.00	\$ 80,850.00	
Replacement Furniture: tables, files, bookcases, chairs, etc.		\$	10,000.00	
Replacement Business Resource Library & Training DVDs	190	\$79.00	\$ 15,010.00	
LCOS or LCD Projector w/compatible laptop & screen	3	\$4,999.00	\$ 14,997.00	
		\$	-	
<b>TOTAL:</b>	215		\$ 125,357.00	

**JUSTIFICATION/COMMENTS:** We are desperate to replace the previously shared basic items lost when SBDC moved to its new location in Waikiki

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
		\$	-	
		\$	-	
<b>TOTAL:</b>				

**JUSTIFICATION/COMMENTS:** These customized mobile training centers allow women's business centers across the mainland to serve rural communities by delivering resources, training, and technical assistance to places that could otherwise not be served. The exterior design provides instant visibility, and the Bizmobile can be transported to neighbor islands via the Superferry or by Matson.

**DECLARATION STATEMENT  
APPLICANTS FOR GRANTS AND SUBSIDIES  
CHAPTER 42F, HAWAII REVISIED 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.

Hawaii Women's Business Center  
(Typed Name of Individual or Organization)

  
(Signature)

Kay Lorraine  
(Typed Name)

January 29, 2008  
(Date)

Executive Director  
(Title)