

House District 14, 15, 16

Senate District 7

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

Log No: 144-0

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 HUMAN SERVICES
AND PROGRAM I.D. NO. HMS501

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:

KAUA'I PLANNING & ACTION ALLIANCE, INC.

Dba: NA

Street Address: 2959 Umi Street, Lihue, HI 96766

Mailing Address: 2959 Umi Street, Lihue, HI 96766

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name DIANE ZACHARY

Title PRESIDENT & CEO

Phone # (808) 632-2005

Fax # (808) 632-2018

e-mail dzachary@kauainetwork.org

3. TYPE OF BUSINESS ENTITY:

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

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

6. SSN (IF AN INDIVIDUAL): _____

7. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:
(MAXIMUM 300 CHARACTERS)

EXPANSION OF COMMUNITY-BASED BEFORE AND AFTER SCHOOL PROGRAMS FOR KAUA'I YOUTH AGES 5-18.

8. FISCAL YEARS AND AMOUNT OF STATE FUNDS REQUESTED:

FY 2007-2008 \$ 0

FY 2008-2009 \$200,000

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 \$ 0

COUNTY \$ 0

PRIVATE/OTHER \$ 20,000

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[REDACTED]
DIANE ZACHARY, PRESIDENT AND CEO

JANUARY 29, 2008

AUTHORIZED SIGNATURE

NAME & TITLE

DATE SIGNED

Application for Grants and Subsidies

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

I. 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

Kaua'i Planning & Action Alliance (KPAA) is a 501(c)(3) nonprofit membership organization whose mission is to "*Bring together diverse organizations for collaborative planning and action to achieve targeted community goals.*" It is the only agency of this type on Kaua'i.

KPAA brings together various sectors of the Kaua'i community to find long-term solutions to prevailing issues. It is a membership organization, composed of nonprofits, community groups, government agencies, businesses and individuals committed to working cooperatively on difficult issues that confront Kaua'i.

Presently, KPAA has over 50 member organizations and agencies and 16 business and individual members and a staff of four under the direction of President & CEO Diane Zachary and the governance of a Board of Directors. KPAA focuses on careful planning and implementation resulting in action to achieve results of long-term benefit to the community.

Its creation began in 2001, sparked by community interest during the update of the County of Kaua'i's General Plan and was established in 2003 as a membership organization. KPAA members select the goals for action. Current priority initiatives focus on: 1) expanding affordable housing; 2) community support for public education; 3) substance abuse mitigation; 4) identifying growth management tools and strategies; and 5) improvements to County and State parks. Additionally, KPAA has developed a set of 55 community indicators to track over time to identify trends and provide guidance for decision-makers. The first report, *Measuring What Matters for Kaua'i – Community Indicators Report 2006*, was published in June 2007.

2. The goals and objectives related to the request

Research indicates that after school programs play an important role in reducing youth exposure to risk factors and offer protective factors that lead to new skills, improved academic performance, and positive relationships with peers and adults.

Successful after school programs recognize the importance of partnering in the community and working together with the family, the school, and the community to provide a total enriching and educational experience for youth. These programs can play a vital role in serving as a bridge for schools and communities by closing the "achievement gap especially for students from diverse cultural and socioeconomic backgrounds."¹

The goal of this proposed grant-in-aid to Kaua'i Planning & Action Alliance (KPAA) is to:

Create and manage a project that encourages the development of and provides financial support for new or expanded before and after school activities for youth aged 5-18.

The financial support provided would be directed toward programs such as those that provide enrichment, character development, life skills, and sports activities, particularly those with evidence-based outcomes to reduce risk factors and enhance protective factors. A requirement for programs receiving funds through this state grant-in-aid would be to leverage state funds to secure additional private funds, thus forming new partnerships to make the programs sustainable.

The total amount of this grant-in-aid application is \$200,000. The total project cost is \$220,000 with the balance coming from other sources.

3. State the public purpose and need to be served

Time at the end of the school day can leave our youth alone and vulnerable. Boredom, hanging out with other kids and too much unstructured, unsupervised time provides prime time for both juvenile crime participation and juvenile victimization to occur. Studies have shown that teen sexual activity and pregnancy, cigarette, alcohol and drug use, vandalism and petty theft are more likely to occur right after school between the hours of 3:00 pm and 6:00 p.m. As a result, there is growing demand from families and communities to partner and develop after school programs as a means of keeping youth safe and at the same time promoting intellectual, social, emotional and physical development.

After school programs are a powerful solution to reducing youth crime:

- They provide a safe haven that keeps youth away from violence.
- They provide an alternative to gangs and street life, allowing the development of new skills and positive peer interaction.
- They offer opportunities and hope.
- They provide economic opportunity through academic support as well as through leadership and job skills training.

¹ Harris, J. (2007) Making a difference in the lives of youth: strategies for engaging parents and communities in afterschool programs and activities. Conference proceedings from The Bridge from Afterschool and Back. Vancouver, WA.

This project will also help support one of the new goals to be included in the updated Kaua'i Community Response Drug Plan, which is to encourage development of new or expanded after school programs.

Current Statistics²...Based on a "Household Survey on Afterschool" conducted during the 2002-2003 school year by *America After 3 PM*:

- 67% of Hawai'i's children spend a part of their after school hours being cared for by a parent or guardian.
- 15% of K-12 youth are given the responsibility of caring for themselves.
- 35% of Hawai'i's K-12 youth participate in some form of after school program.
- 26% utilize alternate care arrangements such as child care centers
- 6% are cared for by a sibling
- 9% are cared for by a non parent, i.e. neighbor or grandparent.

Demand for After School Programs²...This same survey indicates that:

- 37% of K-12 youth in self-care would like to participate in an after school program if one were available
- 20% not currently in an after school program would likely participate regardless of their current arrangement.

Based on 2006 statistics from the National Child Care Information Center³ and the "Household Survey on Afterschool"², of the 16% or 210,000 school aged children in Hawai'i, approximately 15%² or 31,508 of them take care of themselves. Of this number, 37%² or 11,658 children would like to attend an after school program if it were made available to them.

Kaua'i Planning & Action Alliance conducted a survey of after school programs in late 2007. We found that while some schools offer activities before and after school, they reach only a limited number of participants and are limited in nature.

Nonprofit organizations and County of Kaua'i Parks & Recreation Department also offer some before and after school programs. Funding limits the number of youth that can be reached through these programs.

After School Program Information²

The survey mentioned previously found that:

- Parents' top three (3) reasons for sending their child to an after school program are child enjoyment, convenient location, and quality of care.
- Parents of children not currently participating in an after school program believe their child would benefit most in the following ways: child enjoyment, academic enrichment, improved social skills, and improved physical activity.

² http://www.afterschoolalliance.org/press_archives/america_3pm/HI_NR.pdf

³ <http://nccic.acf.hhs.gov/statedata/statepro/display.cfm?state=Hawaii>

4. Describe the target population to be served

The population to be served through this grant would be Kaua'i youth from kindergarten through high school participating in the new or expanded before and after school programs. Kaua'i nonprofit organizations and community groups would provide these programs.

5. Describe the geographic coverage

Through this grant, financial support would be made available to nonprofit organizations or community groups throughout the island of Kaua'i.

6. Describe how the request will, in the case of a grant, permit the community to benefit from those activities; or 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.

Quality after-school programs result in many benefits not just for youth participants but also for schools and the surrounding community. There are youth benefits of increased learning, improved health, increased exposure to career choices, and enhanced social and psychological development.

Quality after school programs involve partnerships and thus increase the support and involvement of parents and the businesses in the community. This can lead to more effective use of funding, sharing of resources thus creating an increased capacity to serve youth.

Quality after-school programs with its structured and supervised activities prevent juvenile crime participation and juvenile victimization from occurring.

II. 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.

Staff at Kaua'i Planning & Action Alliance are highly capable administrators and managers. Diane Zachary, President and CEO of Kaua'i Planning & Action Alliance will administer this project. She has 30 years of experience in community development and nonprofit and project management. She has experience managing small to large projects, working with government agencies, nonprofit organizations and community members. Before moving to Kaua'i in 2003, she worked with nonprofits on Maui and in the Pacific Islands. In her previous position,

the CEO received and managed a State GIA for a project to develop a computer networking training curriculum, working in collaboration with the Maui High Performance Computing Center. She also worked with the East-West Center and the South Pacific Forum Fisheries Agency on fisheries resource management projects for the Pacific Islands. Her academic background is in public administration and political science.

Rayne Regush, KPAA's Executive Assistant, brings over ten years experience providing high level executive support to senior management and project coordination in the nonprofit sector, along with a knowledge of community issues and government processes.

B. Quality Assurance and Evaluation

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.

A request for funding (RFP) process will be developed, with the guidance of KPAA's Education Action Team, composed of education, business and community leaders. The application would include requirements for semi-annual and end-of-grant reporting, along with determination of and reporting on measures of success. The outcomes of these measures would be required in the end-of-grant report. Nonprofit and community groups wishing to apply for small grants through this state grant-in-aid would be required to complete the RFP application and comply with all stated grant requirements.

KPAA will summarize the results obtained from all the organizations and groups receiving support and will provide those results in a final project report.

C. 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 project will be located at KPAA's office, 2959 Umi Street, Suite 201 in Lihu'e. The office is located near state and county government offices and is in close proximity to many nonprofit organizations. KPAA maintains a directory of community organizations on its website and has the technological capacity to reach the nonprofit and community groups readily.

III. 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.

The position responsible for managing this project will be the KPAA Program Director, who shall devote 10 hours per week (0.25 FTE) toward the project.

Qualifications for the Program Director are knowledge of the Kaua'i community, strong administrative and communication skills, ability to oversee the development and implementation of a project from concept to completion, analytical skills, ability to work effectively with the island's nonprofits and community groups, and ability to prepare reports summarizing progress.

The Program Director is supervised by the KPAA President & CEO. The KPAA Education Action Team will assist in providing guidance for the project; the group is composed of Department of Education, business and community representatives. No specific training will be required.

B. Organization Chart

The applicant shall illustrate the position of each staff and line of responsibility/supervision. If the request is part of a large, multi-purpose organization, include an organizational chart that illustrates the placement of this request.

See attached organizational chart for Kaua'i Planning & Action Alliance.

IV. 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 or outcomes from this request.

A. Describe the scope of work, tasks and responsibilities.

<u>Tasks</u>	<u>Timeline</u>	<u>Responsibility</u>
Develop RFP process and reporting requirements	July 2008	Program Director KPAA Education Action Team
Develop selection criteria, and draw on the needs identified in KPAA After School survey	July 2008	Program Director KPAA Education Action Team
Promote availability of the funds to nonprofits and community groups, provide RFP package	August 2008	Program Director
Collect, review and select proposals that meet criteria	October 2008	Program Director KPAA Education Action Team
Develop MOA with selected projects, provide funding	November 2008	Program Director
Funded projects get underway	December 2008	Funded organizations
Monitor projects to determine implementation progress	December 2008 – May 2008	Program Director
Collect and summarize final project reports and outcomes	June 2009	Program Director
Prepare final project report for submission to Legislature, assigned state department and Education Action Team	July 2009	Program Director

B. The applicant shall provide a projected annual timeline for accomplishing the results or outcomes of the service.

See Section IV-A above for timeline.

V. Financial

A. Budget

The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.

Budget is attached.

VI. Other

A. Litigation

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgement. If applicable, please explain.

Not applicable.

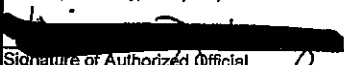
B. Licensure or Accreditation

Specify any special qualifications, including but not limited to licensure or accreditation that applicant possesses relevant to this request.

Not applicable.

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

Applicant: Kaua'i Planning & Action Alliance, Inc.

BUDGET CATEGORIES	Total State Funds Requested (a)	(b)	(c)	(d)
A. PERSONNEL COST				
1. Salaries	11,960			
2. Payroll Taxes & Assessments	2,121			
3. Fringe Benefits	1,228			
TOTAL PERSONNEL COST	15,309			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	0			
2. Insurance	0			
3. Lease/Rental of Equipment	0			
4. Lease/Rental of Space	0			
5. Staff Training	0			
6. Supplies				
7. Telecommunication	100			
8. Utilities	0			
9. Staff Mileage	800			
10. Office Supplies	3,291			
11. Postage	500			
12. Contracted Services	160,000			
13. KPAA Administrative Fee	40,000			
14.				
15.				
16.				
17.				
18.				
19.				
20.				
TOTAL OTHER CURRENT EXPENSES	204,691			
C. EQUIPMENT PURCHASES	0			
D. MOTOR VEHICLE PURCHASES	0			
E. CAPITAL	0			
TOTAL (A+B+C+D+E)	220,000			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	200,000	Diane Zachary 808-632-2005		
(b) KPAA (Admin Fee)	20,000	Name (Please type or print) Phone		
(c)		 1/29/08 Signature of Authorized Official Date		
(d)				
TOTAL REVENUE	220,000	Diane Zachary, President & CEO Name and Title (Please type or print)		

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Kaua'i Planning Y Action Alliance, Inc. Period: July 1, 2008 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**

Applicant: Kaua'i Planning & Action Alliance, Inc

Period: July 1, 2008 to June 30, 2009

TOTAL PROJECT COST	FUNDING AMOUNT REQUESTED						
	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				na			
LAND ACQUISITION				na			
DESIGN				na			
CONSTRUCTION				na			
EQUIPMENT				na			
TOTAL:				na			
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.

Kauai Planning & Action Alliance
(Typed Name of Individual or Organization)

[Redacted Signature]
(Signature)

1/29/08
(Date)

Diane Zachary
(Typed Name)

President & CEO
(Title)

Kauai Planning & Action Alliance
Organizational Chart

