

House District 44

Senate District 21

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

Log No: 235-C

For Legislature's Use Only

Type of Grant or Subsidy Request:

GRANT REQUEST - OPERATING

GRANT REQUEST - CAPITAL

SUBSIDY REQUEST

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

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

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

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

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:
Waianae Coast Christian Women's Job Corps
Dba:

Street Address: **87-1948 Mohihi Street**
Nanakuli, HI 96792

Mailing Address:
Same As Above

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name PHYLLIS WATERHOUSE

Title Executive Director

Phone # (808) 668-1869

Fax # _____

e-mail munm001@hawaii.rr.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:

Finishing two Portable Buildings for occupancy and for classroom room use.
(Maximum 300 Characters)

8. FISCAL YEARS AND AMOUNT OF STATE FUNDS REQUESTED:

FY 2008-2009 \$ 20,000.00

8. 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 \$ _____

FEDERAL \$ _____

COUNTY \$ _____

PRIVATE/OTHER _____

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

 Executive Director

PHYLLIS WATERHOUSE
NAME & TITLE

1-31-2008
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;
Waianae Coast Christian Women's Job Corps (WCCWJC) opened in Nov 2002 as a 501(C)(3) governed by a local Board of Directors and an Advisory Council. WCCWJC operates on the premises of First Baptist Church of Nanakuli at 87-1948 Mohihi Street, Nanakuli, HI 96792-3738. Regardless of race or religious background, women who desire job skills and encouragement to achieve self-sufficiency may enroll. President Bush and former Vice President Al Gore have described the Christian Women's Job Corps' program as the best "at lifting women out of government dependency and helping them to become self-supporting wage earners."

2. The goals and objectives related to the request;
Women are equipped for life and employment through a one-year curriculum which includes Medical Coding, Basic Computer, Certified Nursing Assistant, plus other self-improvement classes in Finances, Nutrition, Health, Social Behavior, and Job Readiness. The program is conducted in a classroom setting by teachers who are volunteers and qualified to teach specific classes. There is no charge for classes or other services provided during the training such as childcare, daily lunches, or weekly food boxes.

Currently, classes are held in a large multi-purpose room provided by the church. This one-time grant would allow us to prepare two recently donated portable buildings for occupancy and to improve the learning environment of our participants. Finishing costs: \$1000 for 8 aluminum frame 2 pane sliding glass windows; \$1,400 for 4 standard exterior wood doors with matching door frames & hardware; \$2000 for vinyl flooring & preparation of the sub-floor, \$1500 for two access ramps (special needs/disabled) and steps; \$5000 electrical (sub-contract) & 2 electrical disconnect boxes, 2 panel breaker boxes, 12g wire, 8 light switches, 16 wall outlets, 4 porch lights, 4 interior light fixtures, 2 smoke alarms, siren alarm for smoke and burglary, \$7000 for interior walls & ceiling, plus \$2100 contingency allowance. Total cost: \$20,000.

3. State the public purpose and need to be served;
Homelessness and poverty on the Waianae Coast have reached alarming levels. Based on the 2000 Census, the Waianae Community Profile shows that 27.2% of the 30,832 ethnically diverse population are families with children headed by a single mother. It also shows that 25.7% are families with children living in poverty. From our community survey to determine how best we could serve our community, out of the interviews taken, 73% said their main concern was getting a job, 60% worried about steady employment, and 44% desired to learn to read. Most of this sector of our population cannot be served by standard methods such as 1) Leeward Community College & University of Hawaii, 2) Waianae Community Outreach, 3) Waianae Health Academy, and 4) Women in Need.

WCCWJC fills the gap in which the disadvantaged and unemployed can change their circumstances and improve life for themselves and their families.

4. Describe the target population to be served; and
WCCWJC works to give women in need, skills to break the bonds of poverty and to become self-sufficient. Any women regardless of ancestry, age, race, marital status, religion, disability, sexual orientation or any other legally protected characteristics may enroll in the training program.

5. Describe the geographic coverage.
The Leeward area or Waianae Coast is the main geographic area of coverage.

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;
Not applicable
2. The applicant shall provide a projected annual timeline for accomplishing the results or outcomes of the service;
Not applicable
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
Not applicable

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.
Not applicable

III. Financial

Budget

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.
2. The applicant shall provide its anticipated quarterly funding requirements for the fiscal year 2008-2009. Not applicable-Construction

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$20,000				\$20,000

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.

Carlton McGregor, a journeyman carpenter, on mission from North Carolina, will lead the finishing project on the two portable buildings for WCCWJC. Each building is 20' x 24'. The building plans, prepared and submitted by Stewart Waterhouse, have been approved by the Building Department. Both buildings have steps, guardrails, and ramps to meet ADA requirements. The electrical work will be subcontracted.

Mr. McGregor has 20 years of home building, remodeling and refinishing work experience.

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.

WCCWJC enjoys a covenant with the First Baptist Church of Nanakuli, 87-1948 Mohihi Street, Nanakuli, HI 96792, which allows use of church facilities for classroom and office space. The main area of WCCWJC operations is called the Educational Building—which is used 5 days a week, Monday through Friday, as well as for special meetings when needed.

The site of First Baptist Church –Nanakuli is 41,213 sq ft and is the location of the parsonage, worship center, and educational building. The two portable buildings in this request have been approved by the church to be added onto the church's property for additional classroom use.

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.

Not applicable

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.

Not applicable

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.

Waianae Christian Women's Job Corps is the only licensed site in the State of Hawaii; it is also a 501(c)(3) organization.

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

Applicant: Waianae Coast Christian Women's Job Corps

BUDGET CATEGORIES	Total State Funds Requested (a)	(b)	(c)	(d)
A. PERSONNEL COST				
1. Salaries				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST				
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES				
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL	20,000			
TOTAL (A+B+C+D+E)	20,000			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	20,000	Shirley Y. Kinoshita (808) 295-8899		
(b)		Name (Please type or print) Phone		
(c)		 1/30/08		
(d)		Signature of Authorized Official/ Date		
TOTAL REVENUE	\$20,000	Shirley Y. Kinoshita, President		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: Waiānae Coast Christian Women's Job Corps

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
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				\$ -
JUSTIFICATION/COMMENTS: <u>Not Applicable - Construction</u>				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Waianae Coast Christian Women's Job 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: Not Applicable - Construction

**BUDGET JUSTIFICATION
CAPITAL PROJECT DETAILS**

Applicant: Waianae Coast Christian Women's Job Corps

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: 2006-2006	FY: 2006-2007	FY: 2007-2008	FY: 2008-2009	FY: 2009-2010	FY: 2010-2011
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION				\$20,000.00		
EQUIPMENT						
TOTAL:				\$20,000.00		
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:

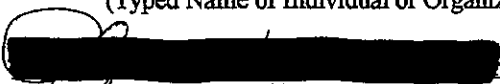
- (1) Is incorporated under the laws of the State; and
- (2) Has bylaws or policies that describe the manner in which the activities or services for which a grant or subsidy is awarded shall be conducted or provided.

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.

Waianae Coast Christian Women's Job Corps
(Typed Name of Individual or Organization)


(Signature)

1-31-2008
(Date)

Phyllis Waterhouse
(Typed Name)

Executive Director
(Title)

