

House District 44, 45

Senate District 21

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

Log No: 236-0

For Legislature's Use Only

Type of Grant or Subsidy Request:

- GRANT REQUEST - OPERATING
- GRANT REQUEST - CAPITAL
- SUBSIDY REQUEST

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

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

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

STATE DEPARTMENT OR AGENCY RELATED TO THIS REQUEST (LEAVE BLANK IF UNKNOWN): _____
STATE PROGRAM I.D. NO. (LEAVE BLANK IF UNKNOWN): _____

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:

Db: Wai'anae Coast Coalition

Street Address: 85-670 Farrington Highway, Suite 2

Mailing Address: Wai'anae, HI 96792

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name JOSEPH W. LAPILIO III

Title Executive Director

Phone # 696-1217

Fax # 696-5217

e-mail JWV3@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:

Maintaining Wai'anae Business Center services to support micro-enterprise and small business development on the Wai'anae Coast.

8. FISCAL YEARS AND AMOUNT OF STATE FUNDS REQUESTED:

FY 2008-2009 \$ 282,025

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 \$ 282,025

FEDERAL \$ _____

COUNTY \$ _____

PRIVATE/OTHER \$ 121,900

AUTHORIZED REPRESENTATIVE:

JOSEPH W. LAPILIO III, EXECUTIVE DIRECTOR

JANUARY 24, 2008

AUTHORIZED SIGNATURE

NAME & TITLE

DATE SIGNED

Application for Grants and Subsidies

I. Background and Summary

The Wai'anae Coast Coalition is a non-profit, tax-exempt organization focusing on planning and community development activities to improve conditions on the Wai'anae Coast. Our priorities are established by the community through annual community summits open to all residents to identify key issues and to develop resident-driven solutions. We have been active in our community since 1983 and established our 501(c)(3) in 1993.

In our 1997 community summit, residents asked for ongoing support for new and existing businesses. In 1998, the Wai'anae Business Center officially opened. The business center was initially a partnership of Legal Aid Society of Hawai'i, the Queen Lili'uokalani Children's Center, the UH-Public Administration Program, and the Wai'anae Coast Coalition.

Since its creation, the business center has provided workshops, information and referral, and technical assistance to individuals in our community interested in starting a business or in need of support to keep their businesses viable. The center also assists non-profit organizations and community groups with identifying and pursuing potential economic development ventures, including serving as a fiscal sponsor if needed. To support businesses and organizations through start-up, the center offers access to computers with internet access, meeting facilities, and other basic staff support.

In 2007, using seed money, program support and temporary in-kind services from other organizations, the Wai'anae Business Center initiated micro-enterprise training and technical assistance to low income individuals and families with a focus on residents of emergency and transitional housing shelters and public housing projects.

Financial support from these partnerships funded personnel needed to operate the business center and provided administrative support. This financial support is ending in 2008. The Wai'anae Coast Coalition has received a grant to develop a business plan for the [REDACTED] Business Center and we expect to implement this plan in late 2009. Financial support is [REDACTED] requested in this Grant-In-Aid to allow us to provide business training and technical assistance to the Wai'anae Coast community.

Goals and Objectives:

Our goal is to enhance the quality of life for Wai'anae Coast residents by improving their economic condition through business creation and increasing income. We will do this by:

1. Improve the community's perception of business and increase the number of Wai'anae Coast residents and provider agencies who see business development as a viable strategy to achieve economic self-sufficiency.

2. Provide support for individuals and families to develop their business ideas, address challenges and barriers, and acquire help as their businesses development.
3. Increase the number of micro-businesses and small businesses on the Wai'anae Coast and develop peer support and networks to provide ongoing assistance.

Public Purpose and Need to be Served:

Too many Wai'anae Coast residents are living on the margins. Many live in homeless and transitional shelters, in low-income housing projects, and unsheltered on the beaches and in the valleys along the Wai'anae Coast. Many more live in crowded houses, home to several families, with too many people.

In spite of Hawai'i's improved economic condition, the Wai'anae Coast continues to experience higher levels of unemployment in comparison to other communities on O'ahu and throughout the state. Unless we address the need for income from employment or business, conditions for many Wai'anae Coast residents will not change. Our experiences with homelessness indicate that these conditions may actually be getting worse.

The irony is that many of people unable to secure homes and/or meet their basic needs are employed but their incomes are too small to meet financial demands. While employment and training efforts are able to help some individuals secure employment, many entry-level positions require multiple jobs just to make ends meet.

This funding will create new businesses, support existing small businesses, increase employment opportunities and increase household income for Wai'anae Coast residents.

Target Population to be Served:

Our primary target has, and will continue to be, low and moderate income residents of the Wai'anae Coast. While the focus of the service will be for adults in low-income housing, homeless and transitional shelters and the unsheltered, services will be made available to anyone requesting support for emerging and start-up micro- and small businesses.

Geographic Coverage:

The Wai'anae Business Center serves residents living in the geographic area beginning at Kahe Point and through Ka'ena (the Wai'anae moku). It is not unusual for our workshops to include a small number of participants from other communities, particularly from Ewa and Central O'ahu. While we will focus our marketing efforts to Wai'anae Coast residents, our workshops will continue to be open to anyone interested.

II. Service Summary and Outcomes

The following are the components of our services. Outcomes, to be achieved by the end of the fiscal year, are in italics.

1. Improve the community's perception of business and increase the number of Wai'anae Coast residents and provider agencies who see business development as a viable strategy to achieve economic self-sufficiency.
 - a. Conduct outreach to service providers on the coast to inform them of the services available, help them identify prospective participants, and understand the potential for business development to support families in need.
 - *Twenty four community organizations will be directly contacted and receive information on the business center and its services.*
 - *Community organizations will be the source for one-third of our referrals.*
 - b. Conduct outreach into homeless shelters, public housing projects and other venues to inform residents on the services provided, determine readiness, and recruit training participants.
 - *One thousand individuals will receive direct information on the center.*
 - *Every household on the Wai'anae Coast will receive information from the center.*
 - *At least fifty percent of business center clients will be walk-ins and self-referrals.*
 - c. Publicize local role models who have started businesses on the Wai'anae Coast.
 - *During the program year, no less than nine monthly live television shows will be broadcast to provide business information and assistance. These monthly shows will start no later than the beginning of the second quarter.*
 - *Twelve "home grown" role models will be featured each month on television.*
 - *Twenty-four business owners will participate in a high school business fair.*
2. Provide support for individuals and families to develop their business ideas, address challenges and barriers, and acquire help as their businesses development.
 - a. Provide workshops and classes in financial literacy, and micro-enterprise and small business development.
 - *Training will be provided to two hundred-fifty participants.*
 - b. Provide follow-up technical assistance including support with financing and information and referrals to other agencies and providers that can assist in starting businesses.

- *One-hundred twenty-five participants will receive follow-up support through individual consultation.*
 - *By the end of the program year, twenty micro-businesses will be started.*
 - *By the end of the program year, six small businesses will be started.*
 - *By the end of the program year, twenty four existing businesses will receive assistance to improve their businesses.*
 - *By the end of the program year, four existing businesses will receive assistance to expand their businesses (increasing employment by at least one employee).*
- c. Collaborate with other service providers on the Wai'anae Coast (including health and mental health agencies, substance abuse treatment services, and other support groups) and provider referrals as needed.
- *Priority ancillary services will be identified and agree to participate in the project as a hui of service providers.*
 - *Members of the hui of service providers will participate in monthly meetings to discuss and address common issues, develop referral and monitoring mechanisms, and initiate approaches to improve services related to business development.*
- d. Develop peer support groups, business networks and community partnerships to coordinate and enhance marketing of Wai'anae Coast products and services.
- *During the program year, no less than forty Wai'anae Coast businesses will be dues paying members of a Wai'anae Coast business organization.*
 - *Partnerships will result in marketing opportunities for Wai'anae Coast businesses using retail locations and community events.*

Timeline

The following is the timeline for the project during the project year. The primary position responsible for each identified task is in italics.

July 2008

- Hire Business Outreach Specialist, Business Center Manager and Business Center Assistant (Executive Director)
- Complete contracts with Business Developers and Trainers (Executive Director)
- Schedule financial literacy, micro-enterprise and small business training workshops (Business Center Manager)
- Develop communications plan (Business Outreach Specialist)
- Complete video plan and schedule (Business Outreach Specialist)

August 2008

- Complete brochures, flyers and advertisements needed to publicize the project in the community (Business Outreach Specialist)
- Set up meetings with individual community service providers to provide information on center services (Business Outreach Specialist)
- Establish links with Wai'anae Coast business organizations (Executive Director)
- Meet with service providers to provide information on center services and to establish links and referral protocols (Executive Director)
- Start micro-enterprise training (Business Center Manager)
- Start financial literacy classes (Business Center Manager)
- Begin video-taping shows for community access television broadcasts (Business Outreach Specialist)

September 2008

- Continue meetings with individual community service providers to provide information on center services (Business Outreach Specialist)
- Continue meetings with service providers to provide information on center services and to test referral protocols (Executive Director)
- Plan community summit on business and economic development (Executive Director)
- Assist with membership recruitment in Wai'anae business organizations (Executive Director)
- Continue micro-enterprise training (Business Center Manager)
- Continue financial literacy classes (Business Center Manager)
- Provide technical assistance and consultation for participants (Business Center Manager)
- Begin monthly broadcasts of video-taped shows (Business Outreach Specialist)

October 2008

- Continue meetings with individual community service providers to provide information on center services (Business Outreach Specialist)
- Continue meetings with service providers and to refine referral protocols (Executive Director)
- Plan community summit on business and economic development (Executive Director)
- Begin planning for high school business fair (Business Outreach Specialist)
- Continue micro-enterprise training (Business Center Manager)
- Continue financial literacy classes (Business Center Manager)
- Continue technical assistance and consultation for participants (Business Center Manager)
- Continue monthly broadcasts of video-taped shows (Business Outreach Specialist)

November 2008

- Continue meetings with individual community service providers to provide information on center services (Business Outreach Specialist)
- Continue meetings with service providers to provide information on center services and to refine referral protocols (Executive Director)
- Convene community summit on business and economic development (Executive Director)
- Continue planning for high school business fair (Business Outreach Specialist)
- Continue micro-enterprise training (Business Center Manager)
- Continue financial literacy classes (Business Center Manager)
- Continue technical assistance and consultation for participants (Business Center Manager)
- Continue monthly broadcasts of video-taped shows (Business Outreach Specialist)

December 2008

- Continue meetings with individual community service providers to provide information on center services (Business Outreach Specialist)
- Continue meetings with service providers (Executive Director)
- Develop business and economic development strategic plan (Executive Director)
- Continue planning for high school business fair (Business Outreach Specialist)
- Continue micro-enterprise training (Business Center Manager)
- Continue financial literacy classes (Business Center Manager)
- Continue technical assistance and consultation for participants (Business Center Manager)
- Continue monthly broadcasts of video-taped shows (Business Outreach Specialist)

January 2009

- Continue meetings with individual community service providers to provide information on center services (Business Outreach Specialist)
- Continue meetings with service providers (Executive Director)
- Develop business and economic development fund development plan (Executive Director)
- Implement high school business fair (Business Outreach Specialist)
- Continue micro-enterprise training (Business Center Manager)
- Continue financial literacy classes (Business Center Manager)
- Continue technical assistance and consultation for participants (Business Center Manager)
- Continue monthly broadcasts of video-taped shows (Business Outreach Specialist)

February 2009

- Continue meetings with individual community service providers to provide information on center services (Business Outreach Specialist)
- Continue meetings with service providers (Executive Director)
- Implement business and economic development fund development plan (Executive Director)
- Continue micro-enterprise training (Business Center Manager)
- Continue financial literacy classes (Business Center Manager)
- Continue technical assistance and consultation for participants (Business Center Manager)
- Continue monthly broadcasts of video-taped shows (Business Outreach Specialist)

March 2009

- Continue meetings with individual community service providers to provide information on center services (Business Outreach Specialist)
- Continue meetings with service providers (Executive Director)
- Continue micro-enterprise training (Business Center Manager)
- Continue financial literacy classes (Business Center Manager)
- Continue technical assistance and consultation for participants (Business Center Manager)
- Continue monthly broadcasts of video-taped shows (Business Outreach Specialist)

April 2009

- Continue meetings with individual community service providers to provide information on center services (Business Outreach Specialist)
- Continue meetings with service providers (Executive Director)
- Continue micro-enterprise training (Business Center Manager)
- Continue financial literacy classes (Business Center Manager)
- Continue technical assistance and consultation for participants (Business Center Manager)
- Continue monthly broadcasts of video-taped shows (Business Outreach Specialist)

May 2009

- Continue meetings with individual community service providers to provide information on center services (Business Outreach Specialist)
- Continue meetings with service providers (Executive Director)
- Continue micro-enterprise training (Business Center Manager)
- Continue financial literacy classes (Business Center Manager)
- Continue technical assistance and consultation for participants (Business Center Manager)
- Continue monthly broadcasts of video-taped shows (Business Outreach Specialist)

June 2009

- Continue meetings with individual community service providers to provide information on center services (Business Outreach Specialist)
- Continue meetings with service providers (Executive Director)
- Continue micro-enterprise training (Business Center Manager)
- Continue financial literacy classes (Business Center Manager)
- Continue technical assistance and consultation for participants (Business Center Manager)
- Continue monthly broadcasts of video-taped shows (Business Outreach Specialist)

Quality Assurance and Evaluation

There are several levels of review and evaluation that will be used to monitor the project and ensure a high level of quality.

The Wai'anae Coast Coalition is governed by a board of directors. The business center will be evaluated by its board of directors that meets monthly and will monitor progress on the outcomes described in this application, provide oversight on the management of the project's funding, and maintain links to the community.

The executive director, responsible to the board, is responsible for administering the Wai'anae Business Center. This responsibility includes meeting contractual and compliance issues, ensuring sound financial accounting and reporting, and monitoring day-to-day operations and staffing.

Participants in workshops and other events will provide feedback through workshop evaluations that will be administered after each workshop. These evaluations will be compiled and reviewed each month to maintain relevance to customer needs and to adjust programming as needed. This information will be shared with the Wai'anae Coast Coalition board of directors and in reports to the funding agency.

All participants requesting and/or using business center services will be asked to register and complete information forms that will provide contact and other information. All participants will be sent an evaluation form to help us determine if their needs were met, if other needs exist, and if they are satisfied with the support we provided to them. Responses to these evaluations will also be monitored at least monthly. This information will be shared with the Wai'anae Coast Coalition board of directors and in reports to the funding agency.

Measure of Effectiveness

The following measure(s) of effectiveness will be used by the Wai'anae Coast Coalition – Wai'anae Business Center and used for reporting purposes to the appropriate State agency.

- *One hundred residents complete micro-enterprise and/or small business training.*
- *Forty residents complete business plans.*
- *Ten micro-businesses are operating at the end of the project year.*
- *Four small businesses start-up.*
- *Two businesses expand (increasing employment by at least one employee).*

III. Financial

Budget

Budget forms for this Grant-In-Aid application are attached. Anticipated quarterly funding requirements for the fiscal year 2008-2009 are as follows:

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
68,540	76,495	72,295	64,695	282,025

IV. Experience and Capability

Necessary Skills and Experience

The Wai'anae Coast Coalition (WCC) was incorporated in 1993 as a community planning and development agency. The Wai'anae Coast Coalition convenes annual community summits to identify community issues and goals. WCC convened a housing and homelessness summit in August 2005 in which improved coordination of services and in particular, training leading to increased income and economic self-sufficiency. The summit also called for centers in the community utilizing cultural approaches to addressing individual and family need.

The Wai'anae Business Center (WBC) is a program of the Wai'anae Coast Coalition and was formed in 1997 and has been providing workshops, training and technical assistance to Wai'anae Coast residents for more than five years. In 2005, the Wai'anae Business Center entered into a collaboration with Partners in Micro-Enterprise and focused its micro-enterprise training programs to Native Hawaiians and low and moderate income individuals. Our training workshops are convened all over the island of O'ahu. The Wai'anae Business Center is located at the Wai'anae Community Center, across the street from Pai'olu Kaiaulu.

Business training, whether micro-enterprise or small business, is done in partnership with existing training organizations such as Partners in Micro-Enterprise Development (PIMD) – a subsidiary of Empower Oahu, Small Business Development Center – Honolulu (SBDC), and the Hawai'i Alliance for Community-Based Economic Development (HACBED). Each of these organizations is well known and provides training and support for specific business development niches. Workshop instructors are noted for the experience in micro-enterprise development, business planning, business management, accounting and taxes, and/or non-profit organizational development.

In 2007, the Wai'anae Business Center partnered with Hawai'i Maoli, a recipient of an Administration for Native Americans grant, to develop businesses in the Native Hawaiian community. The Wai'anae Business Center contracted PIMD to provide micro-enterprise classes on the Wai'anae Coast and at the transitional shelter in Kalaeloa. Forty Wai'anae Coast residents attended these training sessions and twelve started their micro-businesses.

The Wai'anae Business Center also contracted with SBDC to provide small business training to help larger businesses and those ready for expansion. The classes were held in Honolulu. Twenty-four individuals attended these training opportunities.

The Wai'anae Business Center also contracted with HACBED to provide training to non-profit organizations. This is a new service and participant organizations are being recruited at the time of the proposal.

In 2007, the Wai'anae Business Center helped organize the Leeward O'ahu Chamber of Commerce to provide a forum and network for Wai'anae Coast business people. The Wai'anae

Business Center will provide staffing support and other related help to this organization as they develop.

The Wai'anae Business Center will continue to work with these providers rather than duplicate these services. Funding in this request will be used to continue contracting with these providers. The Wai'anae Business Center, in addition to coordinating these services on the coast, will provide ongoing technical assistance, provide infrastructure (equipment) to assist start-up businesses, and help with training and business oriented promotional activities on the coast.

Facilities

The Wai'anae Coast Coalition is located in the Wai'anae Community Center and has sufficient office space for current Wai'anae Business Center personnel and for personnel requested in this application. The Wai'anae Coast Coalition also shares a meeting room which will be used for Wai'anae Business Center workshops. Wai'anae Business Center workshops have also been held at Leeward Community College at Wai'anae, at facilities provided by housing and homeless shelters and at other community facilities. All facilities used in this project are ADA compliant.

V. Personnel: Project Organization and Staffing

Proposed Staffing, Staff Qualifications, Supervision and Training

Current staff are supervised by the Wai'anae Coast Coalition Executive Director. Any additional staff or contracted support hired for this project will already possess the experience and know-how to conduct their functions. No topical training will be needed.

This request will fund positions in the Wai'anae Business Center, a Wai'anae Coast Coalition project, and provide the staffing needed to fully operate the center. The following are the staff positions that will be funded through this request.

Wai'anae Coast Coalition Executive Director (.20 FTE). Joseph Lapilio is the current executive director. The WCC Executive Director is responsible for monitoring and evaluating the project and for reports and compliance issues. Responsibilities specific to this project include organizing human services and health providers to develop support for business training participants needing additional support. The Executive Director will also work with local business organizations including the Leeward O'ahu Chamber of Commerce and the Wai'anae Coast Rotary Club. Joseph Lapilio's resume is attached.

Wai'anae Coast Administrative Assistant (.33 FTE). The Administrative Assistant who will provide financial accounting, contract monitoring, assisting with grant compliance and human resource management. This position is supervised by the Wai'anae Coast Coalition Executive Director. Bobbie Experanza is the current administrative assistant. Bobbie's resume is attached.

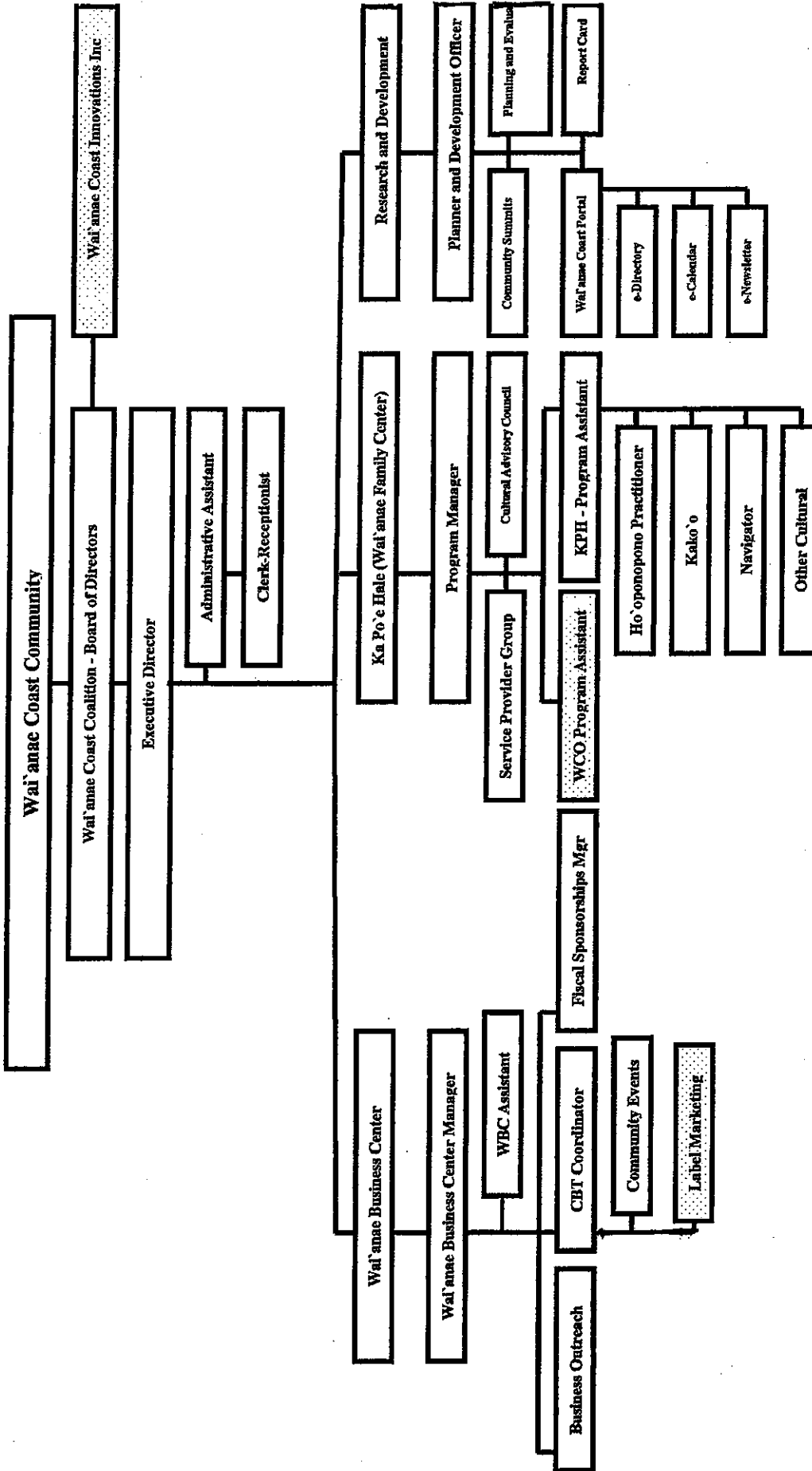
Wai'anae Business Center Manager (1.0 FTE). The Wai'anae Business Center Manager will be responsible for staffing the business center, managing walk-ins, telephone and internet inquiries, identifying and meeting client needs, coordinating training workshops and technical assistance and consultation, and assisting in other project functions. This position is supervised by the Wai'anae Coast Coalition Executive Director. The current Wai'anae Business Center Manager is Chanel Blackwell and she will continue in this role. Chanel's resume is attached.

Wai'anae Coast Business Outreach Specialist (1.0 FTE). This position will be responsible for communications with the community including creating promotional collateral, developing and broadcasting community access television shows, convening meetings with community members and organizations, convening a community summit on economic and business development, and planning a high school business fair. This position is currently vacant. If this project is funded, the position will be advertised. A position description for this position is attached.

Wai'anae Business Center Assistant (1.0 FTE). This position will assist Wai'anae Business Center Manager as a receptionist and clerk. In addition to receiving walk-ins and telephone inquiries, this position will assist with workshop registration, staff workshops, and provide regular phone contact with participants and others. This position is currently vacant. If this project is funded, the position will be advertised. A position description for this position is attached.

Trainers and Instructors. Training will be provided by contracted providers who bring experience in specific areas within the business community (including micro-enterprise, small business, and non-profit organizations). These providers include: Partners in Micro-Enterprise Development (a subsidiary of Empower O'ahu), the Small Business Development Center – Honolulu, and the Hawai'i Alliance for Community-Based Economic Development.

Wai'anae Coast Coalition -- Organizational Chart



VI. Other

Litigation

Not Applicable.

Licensure or Accreditation

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

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

App

Wai'anae Coast Coalition

BUDGET CATEGORIES	Total State Funds Requested (a)	Wai'anae Coast Coalition (b)	Other Funding (c)	(d)
A. PERSONNEL COST				
1. Salaries	122,500	36,000	36,000	
2. Payroll Taxes & Assessments				
3. Fringe Benefits	40,425	12,000	12,000	
TOTAL PERSONNEL COST	162,925	48,000	48,000	
B. OTHER CURRENT EXPENSES				
1. Lease/Rental of Space	0			
2. Insurance		1,800		
3. Office Furniture	2,000	3,000		
4. Equipment				
5. Telephone	2,400	2,400		
6. Telecommunications	2,400			
7. Printing	1,500			
8. Copying	3,200			
9. Supplies	1,700	1,200		
10. Advertising	8,400			
11. Postage	1,600			
12. OLELO Broadcasting	13,000		12,000	
13. Conference (Summit)	7,500		2,500	
14. Contracted Services	68,000			
15. Utilities	2,400			
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	114,100	8,400	14,500	
C. EQUIPMENT PURCHASES	5,000	3,000		
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	282,025	59,400	62,500	
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	282,025	Joseph W. Lapilio III	696-1217	
(b) Wai'anae Coast Coalition	59,400	[Redacted Signature]	Phone	
(c) Other Funding	62,500		1-24-09	30,477
(d)		Signature of Authorized Official	Date	
TOTAL REVENUE	403,925	Joseph W. Lapilio III, Executive Director		
		Name and Title (Please type or print)		

**BUDGET JUSTIFICATION
PERSONNEL - SALARIES AND WAGES**

Applicant: Waianae Coast Coalition

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	0.2	\$90,000.00	20.00%	\$ 18,000.00
Administrative Assistant	0.3	\$54,550.00	33.00%	\$ 18,001.50
Business Center Manager	1	\$34,500.00	100.00%	\$ 34,500.00
Outreach Specialist	1	\$34,500.00	100.00%	\$ 34,500.00
Business Center Assistant	1	\$17,500.00	100.00%	\$ 17,500.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				\$ 122,501.50
JUSTIFICATION/COM:				
The primary positions needed are those that staff the business center.				
A current partnership that supports the center manager will end and funding for this position is needed.				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Wai'anae Coast Coalition Period: July 1, 2008 to June 30, 2009

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Computers	2.00	\$1,200.00	\$ 2,400.00	2400
Copy machine (lease)	1	\$2,600.00	\$ 2,600.00	2600
		\$ -		
		\$ -		
		\$ -		
TOTAL:	3		\$ 5,000.00	5,000
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: Wai`anae Coast Coalition _____

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: 2008-2008	FY: 2009-2010	FY: 2010-2011
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENT: Not Applicable						

**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 Coalition

(Individual or Organization)



(Signature)

JOSEPH W. LAPILIO III

(Typed Name)

1-24-08

(Date)

Executive Director

(Title)

RESUME

January 25, 2008

Joseph W. Lapilio III

87-151 Liliana Street
Wai'anae, HI 96792
Cell: (808) 265-3975
Email: JVWL3@hawaii.rr.com

EMPLOYMENT BACKGROUND

CURRENT

Principal, Naki'i Ku

Facilitation, strategic and business planning, board governance training, and community and project development. Current and previous clients are listed in this resume. Current contracts include a statewide economic development project for Native Hawaiians and restoration of Mauna'ala.

Executive Director, Wai'anae Coast Coalition

Administration of the Coalition and responsible for implementing economic development strategic established by the community. Also includes community-wide strategic planning, telecommunications planning, and leadership development. Supervises and manages the Waianae Business Center.

PREVIOUS

President, CEO – Hawai'i Community Services Council (1999 - 2002). Duties included work with a wide variety of people and organizations. Developed a community building program to assist community development efforts in Hawai'i. Managed the organization through times of extreme financial difficulty.

Adjunct Professor – UH: Public Administration (1999 – 2001). Taught graduate classes on multi-sector collaboration.

Community Development Coordinator - Queen Lili'uokalani Children's Center (1995-1999). Planned and coordinated community building and economic development projects. Organized ahupua'a councils and provided support to regional residents' councils. Created the Wai'anae Business Center.

Director - The Wai'anae Coast Coalition for Human Services (1991-1995). Work included creating and implementing community planning efforts. Transformed the organization into a community development corporation focused on economic development.

Project Coordinator - Social and Employment Services Incubator Project (1990 - 1991). Planned the state's first one-stop center for Kapolei with public and private agencies and target communities. Designed an integrated service delivery system. Ended when funding ceased but infrastructure was laid for later planning.

Program Specialist - Hawaii Department of Labor and Industrial Relations (1988 - 1990). Developed systems to expand employment services for the School-to-Work Transition Center program. Designed the fiscal management system, curriculum and service delivery systems, and MIS plan.

Executive Director - Management By Islanders (1986 - 1988). Provided organizational development and technical assistance. Assisted in creating Hale Na'au Pono and Wai'anae Coast Time Out Services.

Administrative Aide - Governor's Office (1983 - 1986). Served as liaison between the Governor's Office and other government, private sector and community agencies. Served as the Governor's assistant on education policy, Pacific region issues and Native Hawaiian issues.

EDUCATIONAL BACKGROUND

- Masters in Public Administration; University of Hawai'i at Manoa; 1997.
- Bachelor of Arts: Community Planning and Development; Antioch University West; 1983.
- Graduate: Kamehameha Schools; 1972.

ADDITIONAL TRAINING AND EDUCATION

- Training for Executive Directors of Nonprofit Organizations, Weinberg Fellows (1993 - 1994).
- Case Management Systems Design, Brandeis University (1990 - 1992).
- Information Systems Project Management, Coopers and Lybrand (1989).
- Systems/Program Design-Year Round Programming for At-Risk Youth, Brandeis Univ. (1989).

OTHER EMPLOYMENT EXPERIENCES

- Coordinator - HCAP: Wai'anae Coast School Concerns Coalition (1983)
- Coordinator - HCAP: Parent Advocate Program (1981-1983)
- Information Specialist - Aina Koe Foundation (1981)
- Restaurant Manager - Marriot Terminal Restaurants (1980)
- Supervisor - Alu Like: The Wai'anae High School Hawaiian Assistance Program (1979-1980)
- Technical Assistant - Alu Like: Community Awareness Campaign (1978-1979)
- Teacher - Wai'anae Intermediate School (1976-1978)
- Food and Beverage Manager - Makaha Inn and Country Club (1972-1976)

CONSULTATION AND TECHNICAL ASSISTANCE BACKGROUND (Sample)

- Hawai'i Maoli (2005 – 2008). Economic Development Project Management (ANA Grant).
- Department of Health (2005 – 2006). Strategic Planning, Healthy Start Program Systems Re-Design.
- Office of Hawaiian Affairs 92004 – 2006). Facilitation and Planning for Nation Building.
- National Indian Women's Health Resource Center (2006). Strategic Planning.
- Windward Homeless Coalition (2006). Strategic Planning and Organizational Development.

- Island Tenants on the Rise (2006). Strategic Planning and Organizational Development.
- Department of Health (2005 – 2006). Lana'i Health Planning Project for the Lana'i Women's Center.
- Department of Health – Child Safety Collaborative (2004). Facilitation, Organizational Development, Planning.
- Wai'anae Coast Coalition (2004). Business Planning, Board Development.
- South Seas Women Development Group (2004). Strategic and Business Planning.

- Ho'omau Ke Ola (2004 - 2005). Strategic and Business Planning, Executive Director Coaching, Board Development.
- National Council for Urban Indian Health (2002, 2003, 2004). Strategic Planning.
- Queen Lili'uokalani Children's Center (2002, 2003, 2004). Community Assessment, Strategic Planning.
- Sandwich Islands Communication (2003). Community Outreach and Community Relations.
- Maul Long Term Care Project (2003, 2004). Facilitation.

- DOH – Community Health Division (2002 – 2003). Community Outreach, Organizing, Project Development.
- DOH – FHS Division (2001). Facilitation, Community Organizing, Planning and Coalition Building.
- 'Ohana Makamae, Inc (2001, 2003, 2004). Strategic Planning, Executive Director Coaching.
- Hana Community Partners (2000-2003). Strategic Planning and Various Technical Assistance.
- Hui Malama Pono O Lana'i (2000 - 2002). Community Organizing, Board Development, Strategic Planning.

- Honolulu Community Action Program (1993-1995, 2002). Staff Development, Strategic Planning.
- Wai'anae Coast Comprehensive Health Center (1992, 1994). Community Planning.
- Wai'anae Intermediate School SCBM Project (1992). Fund Development.
- Hale Ola Ho'opakolea, Inc. (1991-1992).
- Ma'ili Elementary SCBM Project (1990).

- Wai'anae High School Special Needs Project (1989).
- Ma'ililand Housing Project (1986-1987).
- Wai'anae Community Mental Health Center, Inc. (1986-1987).
- The Native Hawaiian Business Farm Project (1985-1987)

PUBLICATIONS AND PAPERS

- *Ua Mau Na Po'e 'O Wai'anae Community Cultural Festival: An Experience in Community Collaboration. Small Towns and Rural Economic Development: A Case Studies Approach (co-authored with Linda Cox and Dolores Foley), 1999*
- *A Model for Community-Based Tourism on the Wai'anae Coast, 1998*
- *Wai'anae Coast Resource Directory, 1992-1996*
- *Wai'anae Coast Youth Conference Report, 1991*
- *West O'ahu One-Stop Center Project Report, 1991*
- *Governor's Conference on Education, 1986*
- *Hawaii Educational Resource Directory, 1986*

AWARDS AND OTHER RECOGNITION

- 1997 One of 20 Honolulu PEW Civic Entrepreneurs in a national civic renewal program.
1997 Community Scholar in Residence at UH-Manoa.
1995 SOPHE (UH School of Public Health Education) Award for promoting healthy communities.

COMMUNITY ACTIVITIES AND MEMBERSHIPS (Selected)

- 2007 – present President, Association of Hawaiian Civic Clubs – O'ahu Council
2007 – present Member, Hawai'i Technology Institute Board of Directors
2007 – present Member, Ho'omaui Ke Ola Board of Directors
2007 – present Member, Merchant Street Hawaiian Civic Club
- 2004 – 2007 Chair, Association of Hawaiian Civic Clubs – Economic Development Committee
2004 – 2007 Chair, Association of Hawaiian Civic Clubs, O'ahu Chapter – Education Committee
1999 – 2007 Wai'anae Coast Comprehensive Health Center Board of Directors: - Board President, 2004-2006
- 2003 – present Member, Wai'anae Coast Rotary: Club President, 2005 – 2006, 2006 – 2007
2003 – present Member, Nanaikapono Hawaiian Civic Club
2003 – present Member, Native Hawaiian Chamber of Commerce
2003 – 2004 Vice-President, Board of Directors; Alternative Structures International
- 2000 – 2002 Member, Hawai'i Outcomes Institute Board of Directors
2000 – 2002 Member, National Association of Planning Councils Board of Directors
2000 – 2001 Member, Friends of Iolani Palace
1998 – 2002 Member, OLELO Board of Directors
1998 – 2001 Member, Wai'anae Coast Coalition Board of Directors
- 1997 – 2000 Member, Hawai'i Community Services Council Board of Directors
1996 – 2000 Member, National Congress of Community Economic Development
1996 – 2000 Member, Association for Enterprise Opportunity
1996 – 2001 Member, 'Ohana Luualalei Ahupua'a Council; Chairperson, 1999 – 2001
- 1994 – 1997 American Red Cross Volunteer
1993 – 1995 Wai'anae Coast Neighborhood Board (Chairman 1993 - 1994)
1991 – 1995 Chairperson, Ma'ili Elementary SCBM Council
1983 – 1986 Member, Hawai'i Education Council (Chairman 1985 - 1986)
1983 – 1989 State Commissioner, Education Commission of the States

REFERENCES

Provided upon request.

Roberta A. M. Esperanza

92-1334 Kikaha Street
Kapolei, Hawaii 96707
Home (808) 672-4542
besperanza55@hotmail.com

Experience

Administrative Assistant, Wai`anae Coast Coalition, Wai`anae, Hawaii, May 2006
to Present.

- Route incoming and outgoing correspondence.
- Answer telephone calls and greet visitors.
- Provide human resources services through maintaining employee personnel files, updating employee personnel forms, processing new hires and processing payroll.
- Maintain budget and financial data and provide weekly and monthly to the Executive Director and various clients.

Human Resources Assistant/Executive Secretary, Makaha Resort and Golf Club,
Wai`anae, Hawaii, July 2006 – April 2007.

- Processed and prepared paperwork for all incoming hires as well as terminations.
- Maintained personnel files for approximately 150 personnel.
- Transcribed executive meeting minutes and distributed to all managers.
- Answered incoming calls for the General Manager and the Human Resources Manager.
- Processed incoming and outgoing mail.

Senior Clerk Typist/Transcriber, Honolulu Police Department, Internal Affairs Division, Honolulu, Hawaii, January – December 2005. Resigned to care for family member.

- Recorded testimony and took notes as appropriate.
- Transcribed testimony.
- Finalized testimony in appropriate format.
- Ensured recording equipment was in good working order.
- Filed testimony and cases in appropriate folders.

Supervisory Financial Analyst, Navy Public Works Center, Pearl Harbor, Hawaii, January 1976 – March 2001 (early retirement).

- Managed the operations of the Financial Planning Division as well as directly supervising 25 personnel.
- Prepared and presented annual budgets as well as updates to executive command personnel.
- Revised and finalized budget and financial reports as required and provided data to headquarters personnel.
- Served as command's human resource coordinator which included issuing implementation directives for approximately 1,600 command personnel.
- Member of command's Equal Employment Opportunity Committee and Office of Workmen's Compensation Program Committee.

Secretary, Addressograph Multigraph Corporation, Honolulu, Hawaii, August 1974 – December 1975.

- Took stenographic notes of various meetings and typed and finalized correspondence to customers and headquarters personnel.
- Maintained executives' appointment calendars as well as coordinating meetings.
- Routed incoming and outgoing mail.
- Maintained branch filing system.

- Updated monthly sales data graphs and charts.
- Prepared finalized correspondence for signature.

Secretary, City University of New York at Queens College, Office of Dean of Administration, Queens, New York, September 1970 — July 1974.

- Took stenographic notes of various meetings with students and faculty.
- Used various recording equipment to transcribe conference and seminar notes and prepared reports in appropriate format.

Education

Bachelor of Public Administration, University of Hawaii, Honolulu, Hawaii, 1986, Major: Professional Studies

Honors: Nominated for Public Administration Award, 1986.

Computer Skills

- Knowledge of various transcription devices, fax machines and copiers.
- Microsoft suite of software including Word, Excel, Power Point, Access and Outlook, and QuickBooks for Not for Profit Corporations.
- Keyboard speed: 70+ words per minute.

CHANEL K. BLACKWELL

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EDUCATION

Chaminade University of Honolulu Bachelor of Science, May 2007 Major: Forensic Science	Honolulu, HI
Rockville High School High School Diploma, June 2002	Rockville, MD

EXPERIENCE

June 2007 – Present	Wai`anae Business Center Project Assistant	Wai`anae, HI
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- Coordinate small and micro business trainings.
- Develop and monitor contracts with consultants and partners.
- Manage the business center by providing technical support to clients. Technical support includes, but is not limited to help with business plans, licensing and permits, marketing, business card designs, faxing and copying.
- Prepare quarterly reports to federal funding agencies.
- Develop advertisements to be published in newspapers and to be used as flyers and brochures.

June 2007 – August 2007	Honolulu Medical Examiner Intern	Honolulu, HI
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- Accompany forensic investigators to scenes.
- Help investigators with scene photographs, fingerprints, and documentation when appropriate.

June 2003 – May 2007	University of Hawai`I Department of Cell and Molecular Biology Lab Assistant – Dr. Steven Robinow	Honolulu, HI
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- Exposing *Drosophila melanogaster* to various pesticides to determine the sensitivity of mutant and wild type flies at different concentrations.
- Performed lab procedures that were necessary to the project such as: Southern blotting, gel extraction, DNA extraction, DNA sequence analysis, and PCR reaction and analysis

SPECIAL SKILLS

- Microsoft Word
- Powerpoint
- Microsoft Excel
- Photo Explosion
- Internet Explorer
- Microsoft Publisher

LEADERSHIP

- Secretary for Leeward O'ahu Chamber of Commerce (Present)
- Secretary for Merchant St. Hawaiian Civic Club (Present)
- President for Chaminade University Hawaiian Club (September 2006 – June 2007)
- Representative for Chaminade University Student Government (September 2006 – June 2007)

**Wai'anae Coast Coalition – Wai'anae Business Center
Business Outreach Services Specialist**

Position Description

General Responsibilities

The Wai'anae Business Center is a project of the Wai'anae Coast Coalition. The Business Outreach Services Specialist (BOSS) assists the Wai'anae Business Center by providing contact with Wai'anae Coast residents, businesses and organizations. In general duties include developing promotional materials, implementing communications strategies to improve center visibility, relevance and impact, identifying opportunities to promote business development and serving as liaison with the community and key partners. The Business Outreach Services Specialist is responsible to the Business Center Manager and may need to coordinate and/or supervise the activities of others to complete his/her duties.

Duties and Responsibilities

- Assists in developing a communications strategic plan and assists in its implementation. Develops promotional collateral and other materials to promote business on the Wai'anae Coast, provide interested community members with business development materials and guides.
- Develops and monitors advertising for center activities and services. Identifies and uses partnerships and other relationships to maximize exposure and positive publicity for the center. Develops public service announcements, newspaper and magazine articles and other print media tools.
- Develops a plan to maximize use of community access television and assists with production and filming of programs.
- Identifies opportunities for center exposure in the community and in other areas of program interest. Plans and implements business fairs, exhibits, and other vehicles for promotion of the center and its business development goals and objectives.
- Plans and implements services, activities, trainings, events and other initiatives to support potential, emerging and current entrepreneurs. Recruits, organizes, and coordinates human, financial and other resources to get the job done. Monitors progress, evaluates, makes recommendations and implements changes as needed. Reports on Wai'anae Business Center activities and ensures the program meets and is responsive to community and business needs.
- Plans and implements strategies to collect and analyze information and data to ensure the Wai'anae Business Center is relevant to the business community. Builds and develops the business community through organizing efforts, communication and information sharing. Serves as an advocate for the needs and interests of the local business community.
- Maintains contact with Wai'anae businesses and business organizations through media and direct contact. Develops and maintains tools to identify business needs and follows up with programs, technical assistance, referrals and information. Participates in center planning to meet these needs. Develops and maintains a Wai'anae Coast Business Directory,
- Assists with planning for the long term health of the Wai'anae Business Center. Assists with developing and implementing the Center's business plan. Provides an entrepreneurial spirit to the program by identifying new initiatives and resources. Assists with other projects as they are developed. Supports the program by assisting with grants writing and other fund and resource development activities.
- Performs any other job-related duties and responsibilities as assigned by the Wai'anae Business Center Manager.

Minimum Qualifications, Skills, Knowledge, and Abilities

- Graduation from college is a plus but demonstrated experience and knowledge of business development, adult learning, community education, and the Wai'anae Coast is considered more than equivalent. High school graduation is required.
- Demonstrated proficiency and effectiveness with written communication, public speaking and active listening. Demonstrated ability to communicate effectively with staff and external organizations, agencies and individuals.
- Good planning, organizational and collaborations skills. Think complicated tasks through and understand consequences.
- Computer and Internet literate. Able to use word processing, spreadsheet, presentation and database programs.
- Entrepreneurial (analyzes situations and opportunities, develops effective approaches and strategies to maximize return on investment, creative and flexible).
- Team player with personal and professional integrity.

Preferred Abilities and Skills:

- OLELO certification.
- Works effectively with Native Hawaiians and other diversified groups, organizations and communities.
- Works effectively with minimum supervision; self-motivated, self-confident, persuasive and goal-oriented.
- Handles multiple tasks concurrently.
- Able to work with web pages and knowledgeable on uses and applications.
- Business and/or entrepreneurial background.

Work Conditions and Requirements:

The Business Outreach Services Specialist is stationed at the Wai'anae Business Center office in Wai'anae and in general, will work Monday through Friday, 8:30am through 4:30pm. There may be times in which the work of the Business Outreach Services Specialist will require attending meetings or events away from the office during the evening and/or weekends. Compensatory time is available for these occasions (there is no overtime pay for this position).

**Wai'anae Coast Coalition – Wai'anae Business Center
Business Center Assistant**

Position Description

General Responsibilities

The Wai'anae Business Center is a project of the Wai'anae Coast Coalition. The Business Center Assistant is a clerical and receptionist position that assists the Wai'anae Business Center as a first point of contact for people calling in the office, walking in and requesting services, contact the office through email or the website, and (on occasion) at center events in the community. The Wai'anae Business Center Assistant also helps clients by distributing information, assists with completing forms and other items (as directed), and coordinates events including meetings, workshops, and conferences. The Wai'anae Business Center Assistant is responsible to the Wai'anae Business Center Manager.

Duties and Responsibilities

- Answers the phone in a friendly and warm manner. Address common needs with information and referrals as appropriate. Takes messages and transmits these to the appropriate recipients. Records calls requiring follow-up.
- Welcomes clients entering the office. Determines their needs and addresses them as appropriate. Provide general information and materials as needed. Records items requiring follow-up.
- Check emails and other contact made to the Wai'anae Business Center. Determines an appropriate course of action. Provides information and referral as needed. Refers to center and Wai'anae Coast Coalition staff as appropriate. Records items that require follow-up.
- Types materials as directed. Maintains files, reports, records, and other items as directed. Assist with mailing and other distribution activities including email and fax.
- Attends meetings as directed and takes notes.
- Performs any other job-related duties and responsibilities as assigned by the Wai'anae Business Center Manager.

Minimum Qualifications, Skills, Knowledge, and Abilities

- High school graduation is required.
- Able to type and use a computer. Knowledge of word processing, email and Outlook is required.
- Excellent customer relations skills.
- Team player with personal and professional integrity.

Preferred Abilities and Skills:

- Works effectively with Native Hawaiians and other diversified groups, organizations and communities.
- Handles multiple tasks concurrently.

Work Conditions and Requirements:

The Business Center Assistant is stationed at the Wai'anae Business Center office in Wai'anae and in general, will work Monday through Friday, 8:30am through 4:30pm. There may be times in which the work of the Business Center Assistant will require attending meetings or events away from the office during the evening and/or weekends. Compensatory time is available for these occasions (there is no overtime pay for this position).