riouse District	XTH LEGISLATURE	
Senate District APPLICATION FOR	Log No: 6-0	
CHAPTER 42F, HAW	For Legislature's Use Only	
Type of Grant or Subsidy Request:		
XX GRANT REQUEST OPERATING GRANT F	REQUEST - CAPITAL SUBS	SIDY REQUEST
"Grant" means an award of state funds by the legislature, by an appropriat the community to benefit from those activities.	ion to a specified recipient, to support the activit	ties of the recipient and permit
"Subsidy" means an award of state funds by the legislature, by an appropr incurred by the organization or individual in providing a service available to	iation to a recipient specified in the appropriation some or all members of the public.	n, to reduce the costs
"Recipient" means any organization or person receiving a grant or subsidy		
STATE DEPARTMENT OR AGENCY RELATED TO THIS REQUEST (LEAVE BLANK IS	unknown):	
STATE PROGRAM I.D. NO. (LEAVE BLANK IF UNKNOWN):		
1. APPLICANT INFORMATION:	2. CONTACT PERSON FOR MATTERS INVOLVIN APPLICATION:	G THIS
Legal Name of Requesting Organization or Individual: Best Buddies International	Name MIKE McCormick	
Dba: Best Buddies Hawaii	Title State Director	<del></del>
Street Address: J.W. Cameron Center	Phone # (808) 242-6962	
95 Mahalani Street #9	Fax # (808) 875-1638	
Wailuku, Maui, HI 96793	e-mail michaelmccormick@bestbuddies.org	
Mailing Address: Same as above		
3. Type of business entity:	6. DESCRIPTIVE TITLE OF APPLICANT'S REQUE	est:
XNON PROFIT CORPORATION  FOR PROFIT CORPORATION  LIMITED LIABILITY COMPANY  SOLE PROPRIETORSHIP/INDIVIDUAL	The Best Buddies Hawaii Oahu Buddies to open a field office on valuable support to youth with ID students with IDD in one-to-one non-disabled peers. These frien and provide opportunities for lea skills development.	Oahu, and to provide DD by matching friendships with their dships combat isolation
4. FEDERAL TAX ID #	7. AMOUNT OF STATE FUNDS REQUESTED:	
5. STATE TAX ID #:	FY 2012-2013: \$125,000	
	MOUNT BY SOURCES OF FUNDS AVAILABLE  THIS REQUEST: STATE \$ FEDERAL \$ COUNTY \$25000 PRIVATE/OTHER \$	

Michael M. Cormid State Director 1-26-2012

# **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;

Best Buddies International (BBI) is a 501(c)(3) non-profit organization that was founded by Anthony K. Shriver in 1989. Our mission is to establish a global volunteer movement that creates opportunities for one-to-one friendships, integrated employment, and leadership development for people with intellectual and developmental disabilities (IDD). Established in 2008, Best Buddies Hawaii (BBHI) is a state affiliate of BBI with an office at the J.W. Cameron Center in Wailuku.

2. The goals and objectives related to the request;

The Best Buddies Hawaii Oahu Project will allow Best Buddies to open a field office on Oahu and to continue to provide valuable support to youth with IDD by matching students with IDD in one-to-one friendships with their typical peers. These friendships combat isolation and provide opportunities for leadership and social skills development.

3. State the public purpose and need to be served;

Although Hawaii has increased the percentage of state and local expenditures for public education, it continues to rank below comparable states. In 2009, 52% of students enrolled in Hawaii public schools had special needs. Among those, 5% were enrolled in special education, 13% had multiple disabilities and 31% were economically disadvantaged. The challenge and cost of educating these students have become state and national issues. (State of Hawaii Dept. of Education Superintendent's 20th Annual Report, published February 2010.)

In the United States, roughly 15% of children with disabilities ages 6-21 spend more than 60% of each school day separated from their non-disabled peers. In Hawaii, that figure more than doubles - nearly 32% of students with disabilities

spend more than 60% of their time in school separated from their non-disabled peers (<u>www.ideadata.org</u>). Hawaii's students with disabilities are separated from their non-disabled peers more than any of the other 50 states and territories with the exception of Guam.

Lack of social skills will affect these students as they enter adulthood; researchers have found that social skills are essential for holding a job. (Holmes, J., Small Talk at Work: Potential problems for workers with an intellectual disability; Research on Language and Social Interaction, 36(1), 65-84., 2003) Because they lack opportunities to learn about appropriate social interaction, it is often difficult for adults with IDD to mingle and network with their colleagues without IDD. This makes holding a job especially challenging for this population. "While these workers are generally able to handle well the tasks required of them at work, the social interaction which others manage with ease often presents unexpected hurdles." (Holmes, J. & Fillar, R., Handling small talk at work: challenges for workers with IDD; International Journal of Disability, Development and Education, 47(3), 273-291., 2000) Best Buddies provides socialization opportunities so that Hawaiian youth with IDD can become more employable, more independent, and more included in their communities.

BBHI seeks \$125,000 in funding for our Oahu Project. Thanks to \$25,000 in funding from the City of Honolulu, we currently have two chapters on Oahu that are managed from our Maui office. Funding from the State of Hawaii would enable us to open an office on Oahu and serve more students who are in need of our services.

This project will match students with IDD (buddies) in one-to-one friendships with their typical peers (peer buddies), by establishing five middle or high school chapters on Oahu.

#### 4. Describe the target population to be served; and

The target population for this project is 15 Best Buddies chapters on Oahu serving 300 youth with and without IDD ages 13-21.

#### 5. Describe the geographic coverage.

This project will support 15 Best Buddies chapters serving the communities of Aiea, Ewa Beach, Ewa Gentry, Ewa Villages, Halawa, Honolulu, Makakilo, Kalaeloa, Kaimuki, Kapolei, Ko Olina, Hale/Nanakai Gardens, Nanakuli, Pearl City, Waipahu, and Waipio.

#### 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;

This funding, if awarded, would help fund Best Buddies chapters at 15 middle schools and high schools throughout Oahu. The principals and special education coordinators for these schools have all been contacted and are eager for the program to commence on July 1, 2012. This project would enable Best Buddies to serve 300 youth in Honolulu ages 13-21.

The project will achieve the following outcomes: 1) promote leisure networking opportunities between students with IDD and their typical peers; 2) transform attitudes regarding the needs and natural abilities of people with IDD; 3) help students with IDD develop social skills which aid in employment; and 4) provide recreational experiences that aid in independence and community integration for people with IDD.

Upon the awarding of this grant, State Director Mike McCormick will hire an Oahu-based area director (AD) and program manager (PM) who will be responsible for oversight of the chapters. The area director will oversee office operations and manage the PM. The PM will work with student leaders and faculty advisors and administrators at the schools as well as other local agencies providing services to people with IDD. This will require the PM to travel throughout the area to recruit and manage volunteers at these schools, meet with chapter leadership, and attend chapter activities.

In addition, the PM will select dedicated professionals to serve as faculty advisors and special education advisors at the 15 chapters. The PM will also recruit, interview, and select students for the chapter president and buddy director positions for each chapter and those that will attend the annual BBI Leadership Conference.

The PM provides training, feedback, support, and inspiration to student volunteers on an ongoing basis and oversees all day-to-day operations of chapters/matches in this region.

In addition, the PM compiles information from chapters to write mid and end year reports to be filed with BBI, maintains organized chapter files, and submits all required forms to BBI. When needed, the PM evaluates and selects appropriate public/private school pairings.

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

The Best Buddies Oahu Project will begin on July 1, 2012 and will be completed on June 30, 2013 according to the following timeline:

Jul-Aug Student leaders and faculty advisors attend the 23rd annual BBI Leadership Conference at Indiana University, where they receive extensive training and preparation. BBHI holds Local Leadership Training Day for all chapter officers.

Sept-Oct Student leaders recruit student volunteers. Chapters hold their first organizational meetings and start making matches and holding match parties. BBHI holds advisor training day sessions to train all faculty who are serving as liaisons for their chapters. BBHI conducts IDD training for volunteers. Many chapters hold parent nights to provide information.

**Nov-Dec** BBHI staff continues to ensure that chapters are implementing best practices as outlined by BBI, including regular one-to-one contact between the matches Chapters hold holiday group activities. Student leaders and BBHI staff conduct mid-year reports.

**Jan-Feb** Students set a calendar for the spring semester including all meetings and activities. Chapters hold fundraisers, plan service projects, and begin leadership recruitment for the following school year.

**March** March is Best Buddies Month. BBHI hosts an annual friendship event for participants, their families, friends and members of the community.

**Apr-June** BBHI staff conducts annual survey of all volunteers. Participants engage in National Youth Service Day. Student leaders are selected for the upcoming school year. Year-end evaluations and reports are written by both student leaders and staff.

BBHI staff facilitates buddy pairs saying good bye at the end of the school year and discuss how to stay in touch over the summer. Students that are graduating or moving complete alumni forms to stay involved in Best Buddies.

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.

Best Buddies defines a successful chapter as one in which participants meet their commitment to communicate once a week and to participate in a one-to-one

activity together twice a month. We will also consider the number and quality of leadership trainings we hold, the number of friendships we make, and the number and quality of chapter activities in our evaluation of the project's impact.

BBI evaluates chapters and one-to-one matches on the commitment shown by participants, the quality of the friendships, and the success of activities and outreach efforts. We evaluate ourselves on the quality and quantity of training provided based on feedback from volunteers and observations we make during monthly visits to chapter activities or meetings. We evaluate staff based on success in supporting high-quality chapters and in working to improve program delivery where needed. Interim and annual personnel evaluations augment quarterly goal tracking, and weekly program update meetings ensure program quality and encourage individual staff development.

We use four tools to evaluate the effectiveness of program activities. The first is the friendship update, a form that serves as a maintenance tool to log the progress of the buddy pairs, including contacts and one-to-one activities, and friendship successes and concerns. Friendship updates are used to determine whether individual matches are successful or whether students should be re-matched. They are completed by the chapter president and returned to the PM by the 15th of each month.

The second and third tools are the mid and end-year reports. These reports, filled out by student officers, detail chapter activities, number of matches, goals for the following semester, etc. Best Buddies' staff members use the information gleaned from these reports along with detailed information gathered throughout the semester from communication, observation, and chapter visits to complete their own comprehensive mid and end-year reports for each chapter. These reports are used to monitor progress and to highlight areas that need improvement. They are completed at the end of each semester.

Since 1994, our fourth tool used for evidenced-based evaluation of program performance is our Annual Survey, developed by Michael Hardman, Ph.D., Dean of the College of Education at the University of Utah, to analyze factors such as whether participants enjoyed their experience, whether they would recommend it to others, and whether they gained a better understanding of the challenges faced by people with IDD through their participation.

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.

BBHI seeks \$125,000 in funding for our Oahu Project. This project will match students with IDD (Buddies) in one-to-one friendships with their peers without IDD (Peer Buddies), by establishing 15 middle or high school chapters on Oahu.

Goals for the project include:

- Friendship: Promote leisure networking opportunities between students with and IDD through one-to-one friendships with their typical peers;
- Leadership: Transform attitudes regarding the needs and abilities of people with IDD;
- Social Skills: Enable students with IDD to develop social skills; and
- Activities: Provide recreational experiences that aid in community integration for people with IDD.

Through Best Buddies friendships, youth with IDD learn valuable social skills that give them confidence. Well-developed social skills can help youth with disabilities develop positive peer and familial relationships, succeed in school, and begin to successfully explore adult roles such as employee, co-worker, and community member. Studies have found that "adolescents who have strong social skills . . . are more likely to be accepted by peers, develop friendships, maintain stronger relationships with parents and peers, be viewed as effective problem solvers, cultivate greater interest in school, and perform better academically" (Hair, E.C., Jager, J., & Garrett, S.B. July 2002). Our participants are also teaching their peers about what it means to be different at a time when conformity seems of paramount importance.

In working toward project goals, the Oahu Middle and High School Project will reach the following objectives during the grant period:

- a. Friendship: Recruit and match 300 students with and without IDD in 150 one-to-one friendships;
- b. Leadership: Recruit and train 75 Oahu student leaders who are dedicated to helping those with IDD throughout their lives, including 15 students who have IDD;
- c. Social Skills: Provide opportunities for the development of critical social skills in at least 150 Oahu students with IDD, through frequent contact with non-disabled peers; and
- d. Activities: Execute 30-45 group activities that will engage Oahu's students in recreation, sports, community service, etc. (based on two to three activities per chapter). These activities will demonstrate successful inclusion to community members.

When Best Buddies participants spend time on their campuses doing what friends do—talking in the hallways, eating lunch together, attending school events—they send a powerful message to the student body that people with IDD can sustain relationships, build independence, and enrich other people's lives. These friendships can change the lives of all individuals involved and revolutionize the way society views people with IDD.

#### III. Financial

#### **Budget**

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

Please see attached.

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2012-2013.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
31,250	31,250	31,250	31,250	125,000

# 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.

Best Buddies is a 501(c)(3) non-profit organization founded in 1989 and dedicated to enhancing the lives of children and adults with IDD by providing opportunities for one-to-one friendships and integrated employment.

Founded by Anthony K.Shriver, Best Buddies is a vibrant, international organization that has grown from one original chapter to more than 1,500 middle school, high school, and college campuses across the country and internationally.

Best Buddies programs engage participants in each of the 50 United States. We have accredited international programs on six continents with additional country programs under active development. Our seven formal programs - Best Buddies

Middle Schools, High Schools, College, Citizens, Jobs, Ambassadors, and e-Buddies® - will positively impact more than 700,000 individuals this year.

Best Buddies volunteers annually contribute services to the community that equate to more than \$170 million USD.

BBHI ensures that each child enrolled in our program reaps the greatest benefits possible through the implementation of a service delivery model grounded in time-tested standards developed by BBI and tailored to meet the specific needs or our local service population. All Best Buddies chapters are required to comply with certain program protocols that are strictly enforced and supported by Best Buddies staff.

#### B. Facilities

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

The University of Hawaii at Manoa has offered to provide BBHI free office space for an office on Oahu for the staff to supervise the project activities associated with this grant.

# 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.

BBHI State Director Mike McCormick is responsible for ensuring the success of all state programs and managing all state and private grants. Mike has overseen Best Buddies chapters in Maui County since 2008. Mike has a brother with IDD and is passionate about the Best Buddies mission. He is a successful business man and has been a community activist since 1990.

Mike reports to BBI's Vice President, State Operations and Programs, Tiffany

Cannava, who manages and oversees all programs and new state development. Tiffany's involvement with Best Buddies began in 1991 as a special education major at the University of Miami. She founded the Best Buddies chapter at the University of Miami and was the student leader for two years. Upon graduation, she was hired by BBI to create and oversee the Best Buddies Citizens program, which matches adults with and without intellectual disabilities in one-to-one friendships. In 1996, Tiffany initiated the Best Buddies Jobs program in Los Angeles and became the state director for Best Buddies California in 1998. In June 2000, she returned to Miami to take on the position of director of program expansion for BBI and to oversee Best Buddies Jobs. Tiffany became the vice president, state development and operations in 2008, overseeing the operations and development efforts of the state offices and her current position in 2009.

BBI's Vice President of Finance, Jennifer Miller, came to Best Buddies in 2000 with eight years of management experience in payroll and accounts payable. Jen earned her B.S. in Accounting from Florida International University. She is responsible for financial accounting related to this grant.

In addition, BBHI also has an Oahu Advisory Board consisting of members of the community.

#### 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.

Please see attached organizational charts.

#### 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.

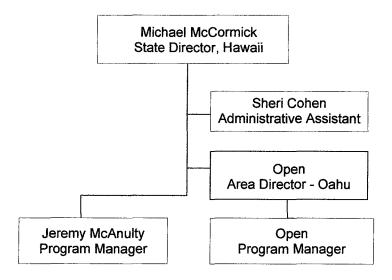
N/A

#### B. Licensure or Accreditation

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

N/A

# Best Buddies Hawaii Organizational Chart



January 26, 2012

# **BUDGET REQUEST BY SOURCE OF FUNDS**

(Period: July 1, 2012 to June 30, 2013)

Applicant: Best Buddies Hawaii

Total State		UDOET					
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						1-26-2012	
(d) Date		(d)		Signature of Authorized	Omeiar		
				Michael McCarmiel Ct-	do Director Deet Duder	!!a"	
TOTAL DUDGET	TO	TAI RUDGET	450 000 F	Michael McCormick, State Director Best Buddies Hawaii			
150,000 Name and Title (Please type or print)	٠. ب		130,000	vame and Title (Please	type or print)		

# BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
State Director	1	\$30,960.00	0.00%	\$ _
Area Director	1	\$45,000.00	100.00%	\$ 45,000.00
Program Manager	1	\$28,000.00	80.00%	\$ 22,400.00
Benefits		\$16,000.00	93.00%	\$ 14,880.00
				\$ •
				\$ 
				\$ -
				\$ 
				\$ · · · · · · · · · · · · · · · · · · ·
				\$ 
				\$ _
				\$ 
				\$ 
				\$ <u> </u>
TOTAL:				82,280.00

# **BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES**

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER	TOTAL COST	TOTAL BUDGETED
omputers	2.00	\$900.00	\$ 1,800.00	180
			\$ -	
			\$ -	
			\$ -	·
			\$ -	
	TOTAL: 2		\$ 1,800.00	1,80
STIFICATION/COMMENTS:			<u> </u>	· · · · · · · · · · · · · · · · · · ·
DESCRIPTION	NO. OF	COST PER	TOTAL COST	TOTAL
	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
DESCRIPTION OF MOTOR VEHICLE		1	COST	
DESCRIPTION OF MOTOR VEHICLE		1	\$ -	
DESCRIPTION OF MOTOR VEHICLE		1	\$ - \$ -	
DESCRIPTION OF MOTOR VEHICLE		1	\$ - \$ - \$ -	

# BUDGET JUSTIFICATION CAPITAL PROJECT DETAILS

Applicant:	_Best Buddies Hawaii					
		Period:	July 1,	2012 to	June 30,	2013

TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2010-2011	FY: 2011-2012	FY:2012-2013	FY:2012-2013	FY:2013-2014	FY:2014-2015
PLANS	NA	NA	NA	NA	NA	NA
LAND ACQUISITION	NA	NA	NA	NA	NA	NA
DESIGN	NA	NA	NA	NA	NA	NA
CONSTRUCTION	NA	NA	NA	NA	NA	NA
EQUIPMENT	NA	NA	1620	180	NA	NA
TOTAL:			1,620	180	0	

### DECLARATION STATEMENT APPLICANTS FOR GRANTS AND SUBSIDIES CHAPTER 42F, HAWAI'I REVISED STATUTES

The undersigned authorized representative of the applicant acknowledges that said applicant meets and will comply with all of the following standards for the award of grants and subsidies pursuant to section 42F-103, Hawai'i Revised Statutes:

- (1) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant or subsidy is awarded;
- (2) Comply with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
- (3) Agree not to use state funds for entertainment or lobbying activities; and
- (4) Allow the state agency to which funds for the grant or subsidy were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and ensuring 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.

For a grant or subsidy used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant or subsidy was awarded and disposes of the land in fee simple or by lease, the organization shall negotiate with the expending agency for a lump sum or installment repayment to the State of the amount of the grant or subsidy used for the acquisition of the land.

Further, the undersigned authorized representative certifies that this statement is true and correct to the best of the applicant's knowledge.

