

House District 26

Senate District 12

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

Log No: _____

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):

DEPARTMENT OF HEALTH

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:
Healthy Communities Hawai'i

Dbas: _____

Street Address:
320 Ward Avenue, Honolulu, HI 96814-4016

Mailing Address:
320 Ward Avenue, Honolulu, HI 96814-4016

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name JESSICA YAMAUCHI, MA

Title Executive Director

Phone # 808-591-6508

Fax # _____

e-mail jessica@tobaccofreehawaii.org

3. TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

PUBLIC HEALTH INSTITUTE FOR THE PEOPLE OF HAWAII

4. FEDERAL TAX ID #: _____

5. STATE TAX ID #: _____

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2014: \$ 250,000

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:

AUTHORIZED SIGNATURE

JESSICA YAMAUCHI, EXECUTIVE DIRECTOR
NAME & TITLE

1/31/2013
DATE SIGNED

POS Proposal Application Table of Contents

I.	Background and Summary	
1.	Applicant Background	1
2.	Goals and Objectives	2
3.	Public Purpose and Need	2
4.	Target Population.....	3
5.	Geographic Coverage.....	3
II.	Service Summary and Outcomes	
1.	Scope of Work, Task and Responsibilities.....	4
2.	Projected Annual Timeline.....	4
3.	Quality Assurance and Evaluation	5
4.	Measures of Effectiveness.....	5
III.	Financial	
1.	Budget	6
2.	Quarterly Funding Request	6
3.	Other Sources of Funding	6
4.	Tax Credits.....	6
IV.	Experience and Capability	
A.	Necessary Skills and Experience	7
B.	Facilities.....	7
V.	Personnel: Project Organization and Staffing	
A.	Proposed Staffing, Staff Qualifications, Supervision and Training.....	8
B.	Organization Chart.....	9
VI.	Other	
A.	Litigation.....	10
B.	Licensure or Accreditation.....	10
VII.	Attachments	
	Declaration Statement	
	Budget Sheets: Pages 4-7	

Application for Grants and Subsidies

I. Background and Summary

1. A brief description of the applicant's background;

In recent years there has been growing interest among key community stakeholders for a need in Hawai'i for a public health organization with a broader focus on health and to be a partner to, and bridge between public and private public health efforts.

In response to this community feedback, the Coalition for a Tobacco Free Hawai'i (CTFH) has changed its name to Healthy Communities Hawai'i (HCH) and expanded the mission "to improve health and quality of life in Hawaii." As a nonprofit public health institute, HCH will build healthier communities through partnerships with government, academia, foundations, businesses and community-based organizations. This will be accomplished by providing issue-based advocacy, health promotion and education, and technical assistance and other capacity building services--supported by fee-for-service contracts, grants, and donations. HCH is working in close partnership with the Hawai'i State Department of Health (DOH), and the University of Hawaii, Office of Public Health Studies (UH).

The public health institute would address a number of unmet needs: grassroots organizing and advocacy efforts around public health issues (beyond tobacco); more public health trainings; technical assistance in areas including but not limited to grant writing, evaluation, meeting and conference planning, etc; and fiscal sponsorship for public health efforts.

HCH will continue the important advocacy work of CTFH to reduce the use of tobacco, and address other important issues including but not limited to obesity, physical education, physical fitness, nutrition.

In addition, HCH will provide a venue for public health work that is more flexible and efficient than DOH and UH as it is able to function without the cumbersome procurement regulations and time-consuming approval processes typically required by government agencies. In the 27 other public health institutes throughout the nation, state agencies and institutions of higher learning turn to their public health institute to rapidly respond to funding opportunities, and once funding is secured, quickly manage or guide the implementation process. In the State of California, their public health institute received funding in fiscal year 2011 of approximately \$96 million.

HCH, formerly CTFH, has built a strong network of organizations and individuals that have successfully contributed to large policy and social norms change relating to tobacco use in Hawaii. It has played a key role in state and local initiatives that resulted in county and state laws that protect Hawai'i residents from secondhand smoke exposure, increased taxes on cigarettes with the goal of reducing smoking rates, and provided a network for collaboration and training for the tobacco control community. During its 16 years of operation as CTFH, it has established an important place in Hawaii's public health community, and honed valuable skills including: grassroots organizing, issue-based advocacy campaigns, relations with policymakers, network building, collaboration with community and government partners, and training and community education.

The move to develop a public health institute within HCH is supported by the National Network of Public Health Institutes (NNPHI, www.nnphi.org). NNPHI's 37 member organizations in 27 states represent a diverse array of entities that work in collaboration with federal, state, and local public health agencies, private-sector partners, academia and other organizations. The NNPHI receives federal funding from the Centers for Disease Control (CDC) and other public agencies and private foundations to support the work of its membership of public health institutes. Since 2001 the NNPHI has been awarded over \$60 million in funding, and approximately 60% of these funds were distributed to its membership public health institutes.

2. The goals and objectives related to the request;

The goal of this project is to develop HCH to meet the need for a public health institute in the state to bring together the public, private and grassroots efforts throughout the state to improve the health of Hawai'i residents. To accomplish this, HCH will pursue the following objectives:

- *Provide support and collaborate with DOH and UH.* As a private nonprofit IRS 501(c)3, HCH has greater flexibility and will collaborate with DOH and UH to secure funding and implement projects to improve the health of Hawaii residents. As government entities, the DOH and UH are not able to access a majority of national and local private foundation funds, and government regulations prohibit rapid response not only to funding opportunities, but also hampers the ability to quickly hire and implement programs and services.
- *Provide support for nonprofit and grassroots organizations.* HCH will provide support to grassroots and nonprofit organizations that can more effectively reach the residents in their communities, and develop innovative ideas and methods to improve the public health. These grassroots organizations have the energy and inspiration, but require the training and technical assistance to succeed. This "social entrepreneurial leadership" will be cultivated and supported by HCH through grant writing, fiscal administration, evaluation and advocacy.

- *Provide training and education.* A skilled, responsive, and well prepared public health workforce requires ongoing education and training. At this time the sole organization working to address this need is the Public Health Training Hui (PHTH), a group of public health professionals that has no secure funding stream and has not organized as an IRS 501(c)3. It is supported by a volunteer group of public health professionals in the public and private sectors. HCH will act as fiscal sponsor to the PHTH so that they can secure public and private funding for their efforts.

3. The public purpose and need to be served;

Although there are many public and private organizations doing good work to improve the health of Hawaii residents, efforts are fractured and inefficient, and there is no organization working to bring together all of the interested parties to leverage resources and coordinate efforts.

In addition, the work of the DOH and UH are restricted or limited by government rules and regulations regarding their activities and procurement process. The necessity for an organization to coordinate efforts and that has the flexibility to immediately respond to funding opportunities and efficiently leverage resources is needed. By working in partnership, many public health institutes across the country have been able to attract much needed federal and private funds to their state.

4. Describe the target population to be served; and

HCH seeks to improve the public health of all residents in the State of Hawaii, with special focus on underserved communities that suffer the greatest health disparities. This includes but is not limited to Native Hawaiians, Limited English Speaking populations and residents living in the rural areas of the state.

5. Describe the geographic coverage.

HCH is the only organization in Hawaii, with expertise in advocacy, policy, systems, and environmental change. This project will serve the entire State of Hawaii.

II. Service Summary and Outcomes

1. Describe the scope of work, tasks and responsibilities;

Through this project HCH will:

Develop collaborations and provide support to DOH and UH –HCH will act as a link between the DOH, UH, and the nonprofit community to collaborate efforts and leverage resources. HCH will enable UH and DOH forward or enhance their work by providing them support and access to national and local foundations. Potential national sources of funding for collaborative projects includes the Robert Wood Johnson Foundation, the Kresge Foundation, and federal funding from the Centers for Disease Control, the National Institutes of Health and other departments of the U.S. Department of Health and Human Resources.

Cultivate social entrepreneurship – Act as a fiscal sponsor and/or incubator for new or newly developing nonprofit and grassroots organizations that have innovative ideas and community support, but lack the funding, resources, skills and experience to implement their programs. HCH will also provide them training and technical assistance in the form of grant writing, fiscal administration, evaluation and advocacy.

Provide training and education – Hold a series of meetings to identify the training and education needs of public health professions; provide training and education to public health professionals throughout the state. This will be done in collaboration with DOH, UH and PHTH.

2. Provide a projected annual timeline for accomplishing the results or outcomes of the service;

Timeline	1	2	3	4	5	6	7	8	9	10	11	12
<i>Develop collaboration with DOH, UH</i>												
Secure staff and consultants	x											
Set up policies and procedures	x	x	x									
Develop network of public, private organizations	x	x	x									
Submit grants and collaborate on projects		x	x	x	x	x	x	x	x	x	x	x
<i>Cultivate social entrepreneurship</i>												
Outreach to community groups	x	x	x	x	x	x	x	x	x	x	x	x
Provide fiscal sponsorship/incubator support				x	x	x	x	x	x	x	x	x
Provide technical assistance and training				x	x	x	x	x	x	x	x	x
<i>Provide training and education</i>												
Work with DOH, UH, PHTH to identify priorities	x		x		x		x		x		x	
Provide training and education				x	x	x	x	x	x	x	x	x

3. Quality assurance and evaluation plans for the request.

Monitoring and evaluation will be conducted through the following:

- HCH will compare the projected timeline with the actual timeline of activities in this project to monitor and evaluate progress and achievements in this project.
- HCH will track collaborations and support to DOH and UH through program records and meeting notes.
- HCH will develop a list of priority training needs as identified by DOH, UH, PHTH, and other community and grassroots organizations.
- HCH will maintain a log of training and education provided, including the number of individuals that attend, and the number of sessions provided.
- HCH will track support services, training, education, fiscal sponsorship or incubator support for new or newly developing nonprofits or grassroots organizations through program records.

4. Measure(s) of effectiveness that will be reported to the State agency through which grant funds are appropriated (the expending agency).

Program accomplishment or achievement will be measured by completion of tasks within the projected timeframe. In addition, HCH will evaluate the following:

- A network of at least 500 public and private organizations interesting in improving the public health will be developed;
- Regular communications will be sent to the network through email blasts;
- Will deliver technical assistance services like evaluation, grant writing, meeting and conference logistics, needs assessments;
- List of priority training needs will be completed and guide the training activities provided by HCH together with DOH, UH and PHTH;
- At least six training and education sessions will be provided public health professionals;
- At least three training and education sessions will be provided to newly formed nonprofit or grassroots organizations;
- At least two newly formed nonprofits or grassroots organizations will be provided assistance in the form of fiscal sponsorship or incubator support.

III. Financial

Funds received will support development of a public health institute. In future years the organization anticipates being fully funded through grants and also administrative fees charged for services provided, including but not limited to fiscal sponsorship, evaluation services, grant writing and management, and community outreach. This plan for sustainability is modeled after the work of public health institutes across the country

Budget

1. Budget forms

The required budget forms, pages 4 – 7, are included in this application.

2. Anticipated quarterly funding requests for the fiscal year 2014.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$62,500	\$62,500	\$62,500	\$62,500	\$250,000

3. Listing of all other sources of funding that they are seeking for fiscal year 2014.

HCH currently receives funding for its work to prevent tobacco used from the DOH, Tobacco Trust Fund. The DOH is currently seeking other sources of funds for HCH to assist with the campaign against the use of sugar sweetened beverages.

HCH will aggressively seek additional sources of funding to grow the PHI throughout FY 2013-2014.

4. State and federal tax credits.

HCH has not received any tax credits in the past three years, and does not anticipate applying for any tax credits in the current and in future years.

IV. Experience and Capability

A. Necessary Skills and Experience

HCH is uniquely qualified as the only non-profit organization in Hawai'i with a record of accomplishments and experience in building community collaborations, public health advocacy, grassroots and grasstops network building, and community leadership development. HCH's work at CTFH includes:

- Spearheaded the campaign for the passage and implementation of Hawai'i's Smoke-Free Law to protect people from secondhand smoke while at work and in most public places (2005-7). Additionally, CTFH has prevented attempts to repeal or weaken the law (most recently in 2010);
- Passed legislation requiring retail outlets to have a permit to sell tobacco products, including penalties for violations (2005), and eliminated the law's sunset (2009);
- Coordinated the development of statewide five-year strategic plans to reduce tobacco use (2005-2010, 2011-2016). Involved over 40 organizations and 150 individuals in the planning process;
- Spearheaded the passage and implementation of Hawai'i County's Smoke-Free Parks and Beaches Law (2009) and Smoke-Free when Minors are in Vehicles Law (2010); and
- Lead multiple campaigns to pass legislation to increase taxes on cigarettes and other tobacco products such as cigars.

HCH has 14 years of experience working with underserved and multicultural communities across the state. The Board of Directors has representation from disparate communities with health disparities, including Korean, Filipino, Lesbian Gay, Bisexual and Transgender, and Native Hawaiians, as well as representation from all geographic regions of the state.

HCH has also been successful in organizing workshops with national and Hawai'i based trainers to build capacity. Trainings have focused on core public health skills.

Development of the PHI has the strong support of the DOH and UH. These organizations have provided, and will continue to provide their expertise and experience to HCH as it develops the first PHI in the state.

B. Facilities

The main office of HCH is located on Oahu, at 320 Ward Street. These offices are conveniently located on a main bus line, and the building is ADA compliant.

V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

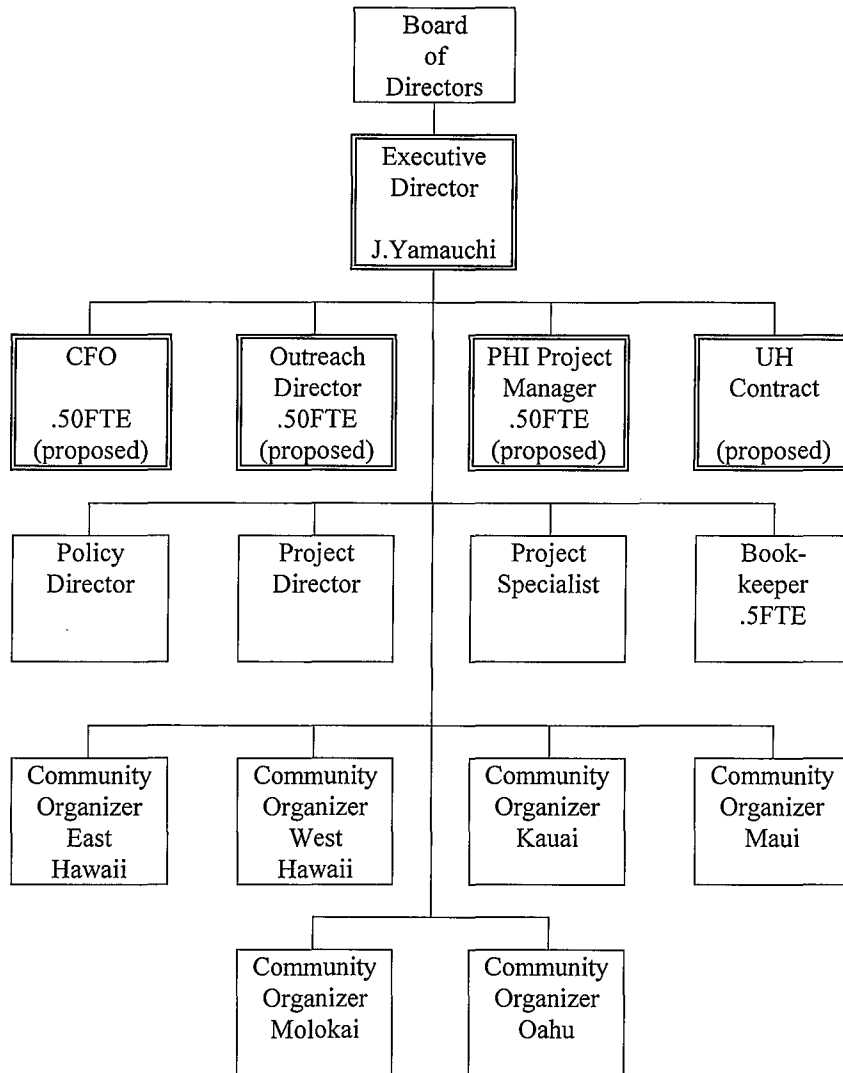
Jessica Yamauchi is the Executive Director of HCH, and will direct this project. She was previously the Policy and Advocacy Director of HCH, and has worked in the field of public health for over thirteen years. Through her work at CTFH/HCH, she has worked to convene community groups to work on various policies changes, and is currently in the process of working with the Hawai'i Public Housing Authority to create smoke-free policies in public housing developments across the state.

Funding for the following positions are requested for this project:

- Chief Financial Officer (CFO) – The CFO will develop policies and procedure so that HCH has the capability to provide fiscal sponsorship to community organizations that may not be formally organized as IRS 501(c)3 nonprofits, or organized nonprofits that may not have the experience and expertise to secure funding and implement programs. The CFO will also play a key role in developing the strategic financial planning, budgeting, cash management and forecasting as well as other organizational, financial and trend analysis for HCH's public health institute.
- Public Outreach Director (POD) – The POD will be responsible for developing a wide network of public, private, and grassroots organizations through mail and email, and implement a plan to disseminate information about the new PHI. The POD will also develop messages in print and through the internet regarding priority health issues.
- PHI Project Manager (PHI PM) – The PHI PM will direct and monitor activities provided by the public health institute for DOH, UH, nonprofits and community groups as necessary. This includes grants management, quality improvement, strategic planning, technical assistance, capacity building; evaluation and methodologies to ensure effective programs.

HCH will contract with the UH to develop and manage the PHTH. This position will ensure that training and technical assistance needs of the public health workforce are addressed.

B. Organization Chart



VI. Other

A. Litigation

HCH is not involved in any pending litigation.

B. Licensure or Accreditation

HCH is an IRS 501(c)3 nonprofit organization.

**DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS AND SUBSIDIES PURSUANT TO
CHAPTER 42F, HAWAII REVISED STATUTES**

The undersigned authorized representative of the applicant certifies the following:


- 1) The 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:
 - a) 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;
 - b) Complies 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;
 - c) Agrees not to use state funds for entertainment or lobbying activities; and
 - d) Allows 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.
- 2) The applicant meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is incorporated under the laws of the State; and
 - b) 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.
- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
 - b) Has a governing board whose members have no material conflict of interest and serve without compensation.

Pursuant to Section 42F-103, Hawaii Revised Statutes, for grants or subsidies 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.

Healthy Communities Hawai'i

(Typed Name of Individual or Organization)


(Signature)

1/31/2013

(Date)

Jessica Yamauchi, MA

(Typed Name)

Executive Director

(Title)

BUDGET REQUEST BY SOURCE OF FUNDS
(Period: July 1, 2013 to June 30, 2014)

Applicant: Healthy Communities Hawaii

BUDGET CATEGORIES	Total State Funds Requested (a)	(b)	(c)	(d)
A. PERSONNEL COST				
1. Salaries	110,000			
2. Payroll Taxes & Assessments	8,415			
3. Fringe Benefits	36,300			
TOTAL PERSONNEL COST	154,715			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	2,000			
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space	14,750			
5. Staff Training	2,500			
6. Supplies	3,385			
7. Software	750			
8. E-storage				
9. Telecommunication	20,000			
10. Printing	5,000			
11. Consultant - IT	9,150			
12. Contractual - UH	35,000			
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	92,535			
C. EQUIPMENT PURCHASES	2,750			
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	250,000			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested		Jessica Yamauchi, Executive Director (808) 591-6508		
(b)		Phone		
(c)		01/31/13		
(d)		Date		
TOTAL BUDGET		Signature of Authorized Official Jessica Yamauchi, Executive Director Name and Title (Please type or print)		

BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: Healthy Communities Hawaii

Period: July 1, 2013 to June 30, 2014

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Executive Director	100	\$65,000.00	50.00%	\$ 32,500.00
Chief Financial Officer	100	\$60,000.00	50.00%	\$ 30,000.00
Outreach Director	100	\$50,000.00	50.00%	\$ 25,000.00
PHI Project Manager	100	\$45,000.00	50.00%	\$ 22,500.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				110,000.00
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Healthy Communities Hawaii

Period: July 1, 2013 to June 30, 2014

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Lap top computers	2	\$750.00	\$ 1,500.00	1500
Monitor	3	\$200.00	\$ 600.00	600
Desktop computer	1	\$650.00	\$ 650.00	650
			\$ -	
			\$ -	
TOTAL:	6		\$ 2,750.00	2,750

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: Healthy Communities Hawaii

Period: July 1, 2013 to June 30, 2014

FUNDING AMOUNT REQUESTED							
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:2013-2014	FY:2013-2014	FY:2014-2015	FY:2015-2016
	PLANS						
LAND ACQUISITION							
DESIGN							
CONSTRUCTION							
EQUIPMENT							
TOTAL:				NA			
JUSTIFICATION/COMMENTS: Not applicable							