

House District _____

Senate District _____

**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): _____

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual: Life Foundation

Db: Life Foundation

Street Address: 677 Ala Moana Blvd. Suite 226

Mailing Address: Life Foundation, 677 Ala Moana Blvd. Suite 226,
Honolulu, Hawaii 96813

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name: Paul Groesbeck

Title: Executive Director

Phone # 808-521-2437 x 234

Fax # 808-521-1279

e-mail : paul@lifefoundation.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:

Life Foundation is applying to Grants-in-Aid to fund general operating expenses of the agency's HIV care and prevention work. This general operating support will the costs that its contracts through the Centers for Disease Control and Hawaii State Department of Health do not cover. These costs include administration of our HIV care and prevention departments, public awareness events, websites, social marketing campaigns, HIV public awareness campaigns, as well as a shortfall in our HIV care program and integrated care program.

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2014: \$100,000.00

8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

- NEW SERVICE (PRESENTLY DOES NOT EXIST)
 EXISTING SERVICE (PRESENTLY IN OPERATION)

SPECIFY THE AMOUNT BY SOURCES OF FUNDS AVAILABLE

AT THE TIME OF THIS REQUEST:

STATE \$ 700,797
FEDERAL \$ 1,126,645
COUNTY \$ 0
PRIVATE/OTHER \$ 32,000

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

PAUL GROESBECK, EXECUTIVE DIRECTOR
NAME & TITLE

1/15/2013
DATE SIGNED

Application for Grants and Subsidies

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

I. Background and Summary

1. **A brief description of the applicant's background:** Life Foundation was established in 1983 as one of the first AIDS programs in the country, and we remain the largest and most comprehensive AIDS organization in Hawaii. Life Foundation is based in Honolulu on the island of Oahu, and provides both HIV prevention and testing to the people of Oahu, as well as in-house case management services for people living with HIV on our island. Life Foundation works closely with the STD/AIDS Prevention Branch (SAPB) of the Hawaii State Department of Health (DOH).

2. **The goals and objectives related to the request:** Life Foundation is seeking general operating support to fund the areas that its contracts through the Centers for Disease Control and Hawaii State Department of Health do not cover. These costs includes administration of our HIV care and prevention departments, public awareness events, websites, social marketing campaigns, HIV public awareness campaigns, as well as a shortfall in our HIV care program and integrated care program. The overall goal of this request is to ensure the financial health and stability of Life Foundation and that the agency's programs and services are properly promoted to the community which they serve. The objectives of this request are as follows:
 - a. 2,500 free and anonymous HIV tests administered to the public.
 - b. 700 HIV positive individuals receive services through Life Foundation.
 - c. Agency website, brochures, and social media are kept up to date with relevant HIV prevention and care information.
 - d. Information about HIV testing and care is disseminated to public through advertising, newsletters, social media, and public awareness events to ensure the community is knowledgeable about accessing Life Foundation's programs and services.

3. **The public purpose and need to be served:** Currently, the majority of Life Foundation's HIV positive clients are Native Hawaiians, people of Asian ancestry and people from other Pacific Islands (APIs). By far, Hawai'i has the highest proportion of AIDS cases among APIs nationally. This is significant because 2/3s of APIs have never been tested for HIV, yet represent one of the fastest growing demographic of HIV positive individuals. HIV related stigma has proven to be high among these populations, creating barriers to both HIV testing and access to care services.

4. **Describe the target population to be served:** As stated above, majority of Life Foundation's HIV positive clients are Asian, Native Hawaiian and Pacific Islander. The average incidence rate of AIDS reported in Hawai'i for 2004-2008 was 7.5 cases per 100,000 persons, which is about half the national rate. Compared to U.S. data, Hawai'i's AIDS cases had high proportions of males (83% vs. 63%), male to male sex exposure (60% vs. 50%), Caucasians (50% vs. 29%), and NHAPI (28% vs. 1.5%) (Source: HI DOH and CDC). Approximately 97% of the clients served through Life Foundation's HIV prevention programs are considered high risk. HIV prevention outreach contacts average about 25,000 per year, with about 2,300 HIV tests conducted. This data is from the Outreach Program database that Life Foundation utilizes to collect all prevention data (testing data, individual level interventions, condom distribution, etc.).
5. **Describe the geographic coverage:** Life Foundation operates on the island of Oahu, offering HIV testing and prevention services island-wide. Any HIV positive person who is a resident of the island of Oahu is eligible for services. Life Foundation also provides capacity building services to AIDS organizations on neighboring islands, as well as organizations in the Pacific Islands.

II. Service Summary and Outcomes

1. **Describe the scope of work, tasks and responsibilities:** Through this request, Life Foundation will ensure its HIV testing and HIV care programs are properly promoted and communicated to the public. This request will also ensure the financial stability of Life Foundation through making up for lack of funding for its care and prevention programs.
2. **Provide a projected annual timeline for accomplishing the results or outcomes of the service:**
 - a. August 2013 – Conduct annual client survey to 700 HIV positive clients to see what their needs are and evaluate the performance of Life Foundation.
 - b. September 2013 – Conduct website analysis to see what needs to be done to most effectively communicate services to public of Hawaii.
 - c. December 2013 – Hold World AIDS Day event to increase Life Foundation presence in community.
 - d. March 2014 – Hold Women's Day retreat for HIV positive women in community.
 - e. April 2014 – Hold Honolulu AIDS Walk – largest AIDS public awareness event in Hawaii.
 - f. May 2014 – Hold educational event for National Asian and Pacific Islander HIV/AIDS Awareness Day
 - g. June 2014 – Educate public about HIV testing through National HIV Testing Day.

3. **Describe its quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate, and improve their results:** For the past eight years, Life Foundation has participated in the evaluation phases of several multiyear federal grants including two three-year grant cycles under contract with the U. S. HHS Office of Minority Health and two directly funded CDC Community Based Organization HIV Prevention Cooperatives Agreements. Each of these has had very stringent data reporting requirements, which we have fully complied with. Just about all Life Foundation management and staff have had an active role in data gathering and evaluation. The staff members who participate in the proposed project will all be oriented and trained in the data gathering and reporting needs of our local evaluation team. In addition, Life Foundation was one of four successful national applicants in 2010 to provide local on-site evaluation of RESPECT, one of the CDC approved evidence-based HIV prevention interventions (EBIs), under its CBO Monitoring and Evaluation Program (CMEP). The purpose of CMEP is to improve the performance of CDC-funded CBOs delivering particular individual- or group-level behavioral risks. Our CMEP Specialist, Michele Sete, will work with involved staff to ensure proper evaluation of the project is completed.
4. **List the measure(s) of effectiveness that will be reported to the State agency through which grant funds are appropriated (the expending agency).**
- Number of HIV tests conducted.
 - Number of HIV prevention contacts made.
 - Number of HIV positive people served.
 - Number of website hits.
 - Number of advertising/marketing impressions.

III. Financial

Budget

- The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request. - ATTACHED
- The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2014.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$25,000	\$25,000	\$25,000	\$25,000	\$100,000

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2014.
 - Hawaii State Department of Health
 - Centers for Disease Control and Prevention
 - Asian and Pacific Islander Wellness Center
 - Kaiser Permanente
 - Women's Fund of Hawaii
 - Friends of Hawaii Charities
 - Macy's Foundation
 - M.A.C AIDS Fund

4. **The applicant shall provide a listing of all state and federal tax credits it has been granted within the prior three years. Additionally, the applicant shall provide a listing of all state and federal tax credits they have applied for or anticipate applying for pertaining to any capital project, if applicable. – NOT APPLICABLE**

IV. Experience and Capability

A. Necessary Skills and Experience

6. **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:** Life Foundation, under contracts with SAPB that have spanned 23 years, has provided supportive case management for 3,000 HIV positive people. In addition to long standing case management contracts, SAPB/DOH have also contracted consistently with Life Foundation for HIV prevention outreach services targeting gay men, transgender people, high risk women and youths. Life Foundation has been a CDC directly funded community based organization since 2004, contracted with the Office of Minority Health from 2004 to 2010, and has been a CDC-funded capacity building assistance (CBA) provider since 2004 through subcontracts with the Asian and Pacific Islander American Health Forum and Asian and Pacific Islander Wellness Center, both in San Francisco. The Hawaii Office of Hawaiian Affairs (OHA) has contracted with Life Foundation to provide HIV care and prevention services for Native Hawaiian people, especially those who reside in the rural parts of Oahu. OHA has supported various Life Foundation programs for Native Hawaiian people for more than 15 years. Life Foundation's HIV case management program has been operating formally since 1989. Its staff includes mental health case managers, medical case managers and an HIV clinical nurse. Life Foundation is not a primary care medical facility and, accordingly, works closely with AIDS-treating physicians throughout Oahu. Life Foundation works closely with the Clint

Spencer Clinic, a patient care program of the Hawaii Center for AIDS of the University of Hawaii Medical School.

B. Facilities

1. **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. The applicant shall also describe how the facilities meet ADA requirements, as applicable:** Life Foundation's main office is located at 677 Ala Moana Blvd, suite 226, and offers private HIV testing rooms, support group rooms, and private meeting spaces for prevention and care clients. Our facilities are ADA compliant. Life Foundation also does outreach across the island to provide services to individuals who may not be able to travel to us, or do not feel comfortable entering an "AIDS Organization" due to the stigma attached to the disease.

V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

1. **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:** Life Foundation's 35 staff members, one-third of whom are Native Hawaiians, speak eleven languages and represent fourteen different cultures. Its thirteen-member HIV prevention staff has over fifty years of combined experience, ranging from one to ten years with an average of four years. Agency practice is to always hire people who are peers of the target/risk groups they will be working with. As a result, new prevention staff members are already completely oriented to the risk groups they will be working with and are often known to the people to whom they will be reaching out. Our communications and development office has a combined 17 years experience in non-profit social marketing.

B. Organization Chart

1. **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.- ATTACHED**

VI. Other

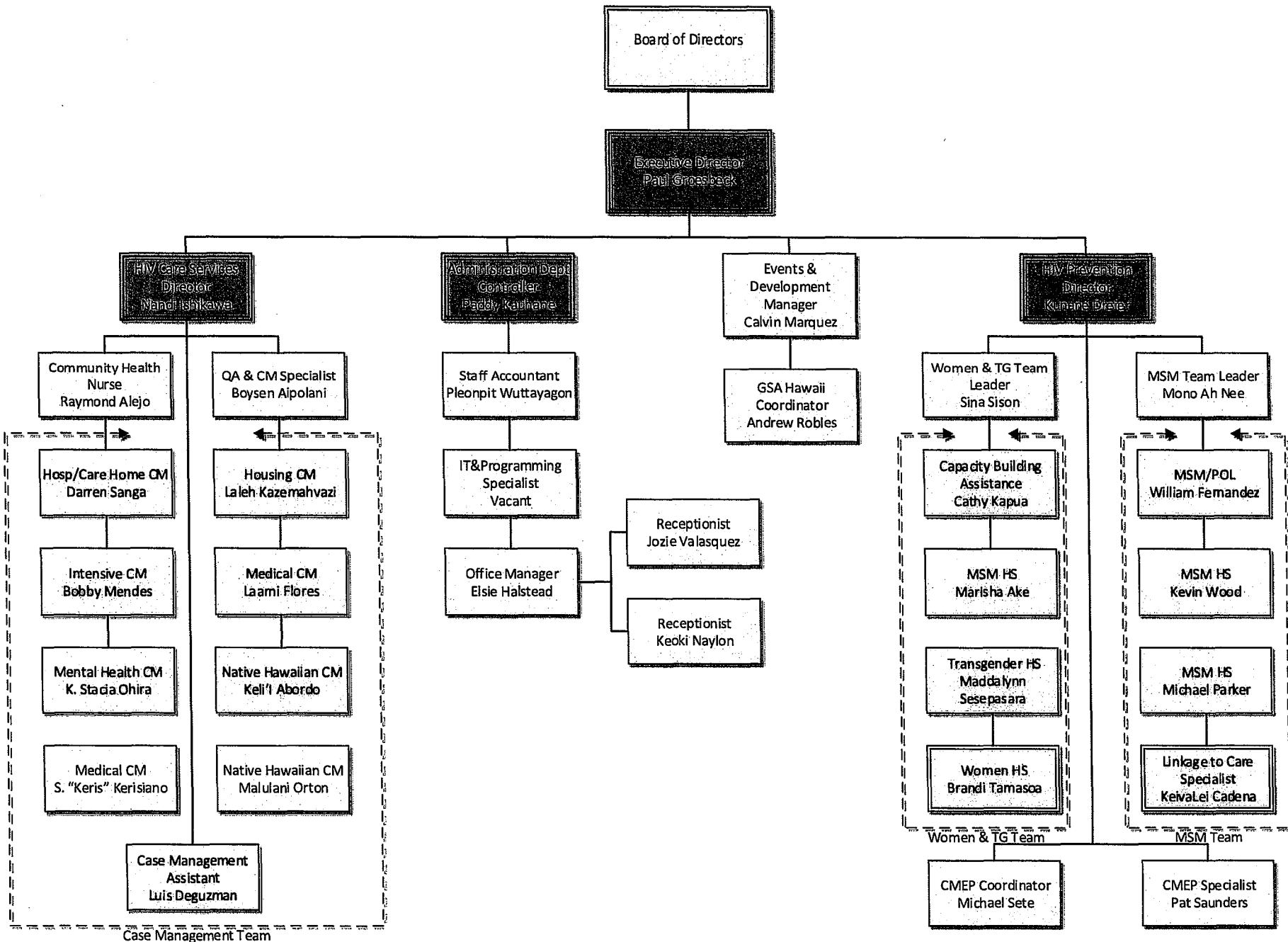
A. Litigation

- 1. The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgement. If applicable, please explain.**
NOT APPLICABLE

B. Licensure or Accreditation


Life Foundation has been CARF certified and is the recipient of the Kaiser Permanente National AIDS Diversity Award. Life Foundation is also a 4 time winner of Hawaii Business Magazine's Best Places to Work in Hawaii competition. Life Foundation staff are accredited in the latest HIV care and prevention certifications.

LIFE FOUNDATION ORGANIZATIONAL CHART



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

Applicant: Life Foundation

BUDGET CATEGORIES	Total State Funds Requested (a)	(b)	(c)	(d)
A. PERSONNEL COST				
1. Salaries	38,462			
2. Payroll Taxes & Assessments				
3. Fringe Benefits	11,538			
TOTAL PERSONNEL COST	50,000			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	1,300			
2. Insurance	3,500			
3. Lease/Rental of Equipment	14,000			
4. Lease/Rental of Space	20,000			
5. Staff Training	3,000			
6. Supplies				
7. Telecommunication	3,500			
8. Utilities				
9. Consultants	4,700			
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	50,000			
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	100,000			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	100,000	Paddy Kauhane	808-521-2437	
(b)		Name (Please type or print)		Phone
(c)				1/26/2013
(d)				Date
TOTAL BUDGET	100,000	Paul Groesbeck, Executive Director		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: Life Foundation

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)
Events and Communications Manager	1 FTE	\$50,000.00	100.00%	\$ 50,000.00
Communications Consultant	n/a	\$50,000.00	9.40%	\$ 4,700.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				54,700.00
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Life Foundation

Period: July 1, 2013 to June 30, 2014

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Server	1.00	\$16,800.00	\$ 16,800.00	14000
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:	1		\$ 16,800.00	14,000
JUSTIFICATION/COMMENTS: Life Foundation's server is essential and not currently covered by contracts.				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

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

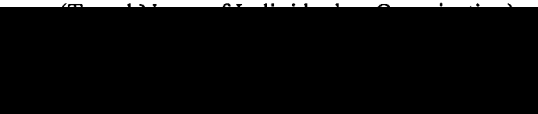
The undersigned authorized representative of the applicant certifies the following:

- 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.

Life Foundation



1/26/2013

(Date)

Paul Groesbeck

Executive Director

(Typed Name)

(Title)