

House District 19.31

Senate District 10.16

THE TWENTY-EIGHTH LEGISLATURE  
APPLICATION FOR GRANTS  
CHAPTER 42F, HAWAII REVISED STATUTES

Log No:

For Legislature's Use Only

Type of Grant Request:

GRANT REQUEST - OPERATING

GRANT REQUEST - CAPITAL

"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.

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

STATE DEPARTMENT OR AGENCY RELATED TO THIS REQUEST (LEAVE BLANK IF UNKNOWN): LABOR OFFICE OF COMMUNITY SERVICES

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:

Touch a Heart, Inc.

Dbas: N/A

Street Address: 98-1277 Kaahumanu Street, PMB 224

Aiea, Hawaii 96701

Mailing Address: Same as Above

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name ROBIN KUMABE

Title Board President

Phone # 808-779-7083

Fax # N/A

E-mail robin@touchahearthawaii.org

3. TYPE OF BUSINESS ENTITY:

- NON PROFIT CORPORATION INCORPORATED IN HAWAII
- FOR PROFIT CORPORATION INCORPORATED IN HAWAII
- LIMITED LIABILITY COMPANY
- OTHER
- SOLE PROPRIETORSHIP/INDIVIDUAL

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

**BREAKING THE CYCLE OF POVERTY FOR WOMEN THROUGH TRANSFORMATIVE SUSTAINABLE VOCATIONAL TRAINING**



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4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2016: \$ 220,000

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 \$ 105,000

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[REDACTED]

AUTHORIZED SIGNATURE

ROBIN KUMABE, BOARD PRESIDENT

NAME & TITLE

JANUARY 23, 2015

DATE SIGNED

## Application for Grants

*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. Please include the following:

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

Touch a Heart, Inc. is a 501 (c) (3) organization dedicated to preserving and enhancing the dignity of the homeless and disadvantaged in Hawaii. Through impactful, innovative community partnerships, Touch a Heart assists families in moving toward self-sufficiency, independent living and life transformation.

Since 2004, Touch a Heart has been offering informal social services (assisting with doctor's appointments, job interviews, obtaining bus passes), mentorship, and tutoring for the GED high school equivalency credential, as well as providing meals to homeless families at Blaisdell Park, Waianae Boat Harbor, and the Kumuhonua Shelter.

In response to the growing number of homeless families on Oahu, Touch a Heart increased the number of meals served from 2,000 in 2004 to nearly 7,000 by 2006. By 2012, Touch a Heart expanded its number of service days to six days a week, actively collaborating with other community groups to conjointly fund and provide the volunteer-based manpower for this outreach effort.

After a decade of working with homeless families within our community, Touch a Heart recognized that job and vocational training are essential in providing the economic means for families to break the cycle of poverty and transition to sustainable independent living. In 2012, Touch a Heart augmented the scope of its organization's activities to address the challenges that homeless individuals face in their efforts to transition out of the parks and homelessness, adopting a new vision and strategy.

Touch a Heart has developed a tangible plan to partner with other nonprofits with underutilized commercial kitchens to create a Food Services Social Enterprise. The commercial kitchens will serve as vocational training work sites for the constituents of the community, with revenues generated through commercially marketed products, catering services, and food delivery programs used to sustain program operations.



**2. The goals and objectives related to the request;**

Through a partnership with the Salvation Army's Family Treatment Services, Touch a Heart will utilize their Kaimuki facility's commercial kitchen to develop a vocational worksite program for women in recovery from alcohol and drug addiction. In addition, the commercial kitchen will be used to develop a sustainable food services enterprise that will support the training program through commercially marketed products and meals for residents of the treatment program.

Touch a Heart will train a cohort of women for approximately 12 weeks at a time on the general skills necessary to seek employment in the food services industry, utilizing hands-on experiences with technology. In addition, these women will continue receiving supportive programs and services through the Salvation Army, as well as training in soft skills, such as communication, friendliness, and the importance of dependability – necessary traits to empower women in recovery to become job ready.

**3. The public purpose and need to be served;**

Each year, an estimated 14,000 people experience homelessness in the State of Hawaii. Less than one-third of adults who are living in shelter programs have jobs, while nearly three out of four are unemployed. Some of the major barriers to the employment of Hawaii's homeless population includes the lack of marketable skills, technical and soft skills training, and work experience.

The number of job opportunities in the restaurant industry continues to grow in Hawaii, resulting in an ongoing need for entry level, mid-level, and management level positions in food services, depending upon skill levels and experience. Training for jobs in food services is not as time intensive compared to other technical or professional jobs, with many entry level positions not requiring a high school diploma as a prerequisite.

Touch a Heart's one-of-a-kind vocational training program will offer women in transition with the marketable skills necessary to move toward sustainable independent living through employment. Because the program is place-based and high touch, women who are recovering from substance and alcohol abuse, many of whom are single parents, will have the opportunity to obtain vocational readiness in a supportive and nurturing environment. Stable employment will provide these women with the financial means to eventually secure affordable or subsidized housing, enabling their families to move out of transitional shelters into more permanent housing.

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

The Vocational Training Program will target women who are currently participating in the Salvation Army's Family Treatment Services Program at the Kaimuki facility. Many

of these women are single mothers who are recovering from substance and alcohol abuse and are ready to take the next step to transition out of homelessness and an endless cycle of poverty. To ensure the greatest level of success for the program, these women will be referred to Touch a Heart after being assigned a caseworker and undergoing comprehensive screening for substance use and overall health, including mental health.

**5. Describe the geographic coverage.**

Touch a Heart's Vocational Training Program will be offered at the Salvation Army's Family Treatment Services Facility in Kaimuki, and will be accessible to women from all parts of Oahu who are in the residential and outpatient treatment program, therapeutic living program or residential housing program.

**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. The applicant shall:

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

Touch a Heart's Director of Enterprise Operations will oversee the purchase of all necessary equipment and supplies for the Vocational Training Program, as well as provide oversight for commercially marketed products and food service operations to meet the nutritional needs of residents. The Vocational Training Program Manager will oversee the vocational program trainees and work with the Salvation Army to assist the women to graduate with marketable, job readiness skills in the food services industry.

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

If Grant-in-Aid funding is approved, Touch a Heart will purchase the necessary equipment for the training program, hire the necessary staff, work with the Salvation Army to recruit participants, and graduate a minimum of two cohorts from the program within 12 months following release of the grant funds.

**3. Describe its quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate, and improve their results; and**

The Director of Enterprise Operations will work with the appropriate equipment vendors to ensure that the equipment is purchased on time and within budget in order for Touch a Heart to launch the vocational training program. Throughout the 12-week training program, the Program Manager will monitor participants to ensure that each individual of the cohort achieves a level of proficiency for the training modules in order to graduate from the training program. At the conclusion of the program, the Program Manager will

work with the Salvation Army to ensure that each receives additional training in soft skills necessary to seek and secure job placement at some level in the food services industry.

4. **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.**

Each quarter, Touch a Heart will report the number of women involved in the vocational training program, the percentage of participants achieving proficiency level at the end of each training module, and the number of individuals who have successfully graduated from the training program.

### **III. Financial**

#### **Budget**

1. **The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.**
2. **The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2016.**

| Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | Total Grant |
|-----------|-----------|-----------|-----------|-------------|
| \$92,500  | \$42,500  | \$42,500  | \$42,500  | \$220,000   |

3. **The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2016.**

This request to the State is for \$220,000 in Grant-in-Aid funds to implement the Vocational Training Program at the Salvation Army's Family Treatment Services Kaimuki facility for FY 2015-2016. The \$105,000 estimated cost necessary to renovate the commercial kitchen has been committed through a generous grant from the Hayashi Group. Touch a Heart plans to seek the remaining funds required to operate the program through the generous donations of individuals, as well as through grant requests to local foundations and corporations.

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.**

This does not apply.

5. **The applicant shall provide a listing of all government contracts and grants it has been and will be receiving for program funding.**

This does not apply.

6. **The applicant shall provide the balance of its unrestricted current assets as of December 31, 2014.**

The balance of Touch a Heart's unrestricted current assets as of December 31, 2014 is \$13,675.07.

#### **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.**

Touch a Heart has a wealth of food service experience within the organization and a passion to train and teach those with barriers to employment, with the job skills and necessary techniques to move this Food Services Enterprise Training Program into a top-notch, high quality program that will produce potential employees for the Restaurant and Hospitality Industries in Hawaii.

By offering vocational training in the food services industry, Touch a Heart builds upon its successful years of providing meals and feeding Hawaii's homeless throughout Oahu. Touch a Heart has expertise in Restaurant Management and Cooking, with two former Executive Sous Chefs, one former Zippy's Unit Manager, and their pre-established networks.



**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.**

What makes Touch a Heart's Vocational Training Program unique is that training will be conducted on site, utilizing the commercial kitchen of our partnering organization, the Salvation Army. The commercial kitchen is located at the Family Treatment Services' Kaimuki facility, located at 845 22<sup>nd</sup> Avenue. In addition to a commercial kitchen, the Kaimuki facility features Ka 'Olu Hou O Manoa Transitional Housing, and an on-site therapeutic nursery and preschool. Through a generous grant from the Hayashi Group, the Salvation Army has the necessary funding to upgrade equipment and make necessary repairs to the commercial kitchen in preparation for Touch a Heart's Vocational Training Program to begin in FY 2015-2016.

**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.**

*Director of Enterprise Operations, Colin Kumabe* will be responsible for overall operations and will oversee all Social Enterprises, including marketable products produced by the participants of the training program, as well as catering and meal service projects. Colin's experience encompasses seven years as manager of Wendy's and Zippy's, as well as 20 years as unit store manager at Zippy's. Mr. Kumabe was also instrumental in establishing the food services enterprise and operation for Abilities Unlimited's Fifth Floor Café located at the Department of Health.

*Vocational Training Program Manager Jason Tsubaki* will assist Touch a Heart with program development and be responsible for overall daily operations. From 1974-1988, Mr. Tsubaki worked his way up from Fry-Cook to Sous Chef at the Ilikai Hotel. Mr. Tsubaki has also worked as the Executive Sous Chef at the Kahala Hilton, and has experience working at the Kauai Westin, Byron II, and Anna Millers.

*Brad Hull* will provide support for the training of participants in pastry and bakery skills. Mr. Hull served as the Executive Pastry Chef at the Ihilani Resort and Kahala Mandarin, and has worked as a Baking and Pastry Instructor at Kapiolani Community College's Culinary Institute. Mr. Hull also has experience working at the Ritz Carleton, Lanai Partners, and La Cote St. Jacques in France.

**Matt Kaneshiro** will provide expertise and guidance to Touch a Heart with respect to business development and operations set up. Mr. Kaneshiro's work experience includes general contracting at Universal Matrix, business development through M Kaneshiro Associates Consulting, and Vocational Rehabilitation through Public Safety: Hawaii Correctional Industries.

**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 organization chart that illustrates the placement of this request.**

Touch a Heart's Organizational Chart is attached.

**C. Compensation**

**The applicant shall provide the annual salaries paid by the applicant to the three highest paid officers, directors, or employees of the organization by position.**

All officers of Touch a Heart's Board of Directors are voluntary positions. Touch a Heart currently employs one staff person, the Director of Enterprise Operations, who earns an annual salary of approximately \$12,000.

**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.**

This does not apply.

**B. Licensure or Accreditation**

**The applicant shall specify any special qualifications, including but not limited to licensure or accreditation that the applicant possesses relevant to this request.**

This does not apply.



**C. Federal and County Grants**

**The applicant shall separately specify the amount of federal and county grants awarded since July 1, 2014.**

This does not apply.

**D. Private Educational Institutions**

**The applicant shall specify whether the grant will be used to support or benefit a sectarian or non-sectarian private educational institution. Please see Article X, Section 1, of the State Constitution for the relevance of this question.**

This does not apply.

**E. Future Sustainability Plan**

**The applicant shall provide a plan for sustaining after fiscal year 2015-16 the activity funded by the grant if the grant of this application is:**

- (1) Received by the applicant for fiscal year 2015-16, but**
- (2) Not received by the applicant thereafter.**

By partnering with other non-profit organizations and utilizing their commercial kitchens, Touch a Heart significantly reduces the total cost of program start-up. Using a benefit sharing model, each partner subsidizes a portion of the expenses, then gives back to program through program development and monetary or in-kind donations.

Touch a Heart will also establish an enterprise venture that utilizes the Salvation Army's commercial kitchen to provide tangible food services, including baked goods, meal deliveries, catering, and branded products, to sustain the operational aspects of the training program. In addition, we continue to work toward diversifying funding sources, including revenues from special events and the generous donations from friends of Touch a Heart, to ensure that the vocational training program is sustained beyond State GIA funding. As the Salvation Army prototype demonstrates success, Touch a Heart plans to replicate the model at additional sites, as well as expand programs at the Kaimuki facility with added services being generated to meet needs in the community.

**F. Certificate of Good Standing (If the Applicant is an Organization)**

**If the applicant is an organization, the applicant shall submit one (1) copy of a certificate of good standing from the Director of Commerce and Consumer Affairs that is dated no earlier than December 1, 2014.**

Touch a Heart's Certificate of Good Standing is attached.

## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2015 to June 30, 2016

Applicant: Touch a Heart

| BUDGET CATEGORIES                          | Total State<br>Funds Requested<br>(a) | Total Federal<br>Funds Requested<br>(b)                                | Total County<br>Funds Requested<br>(c) | Total Private/Other<br>Funds Requested<br>(d) |
|--|---------------------------------------|--|--|---|
| <b>A. PERSONNEL COST</b>                   |                                       |  |  |   |
| 1. Salaries                                | \$140,000                             | \$0  | \$0                                    | \$100,000                                     |
| 2. Payroll Taxes & Assessments             | \$18,000                              | \$0  | \$0                                    | \$18,000                                      |
| 3. Fringe Benefits                         | \$12,000                              | \$0  | \$0                                    | \$12,000                                      |
| <b>TOTAL PERSONNEL COST</b>                | <b>\$170,000</b>                      | <b>\$0</b>   | <b>\$0</b>                             | <b>\$130,000</b>                              |
| <b>B. OTHER CURRENT EXPENSES</b>           |                                       |  |  |   |
| 1. Airfare, Inter-Island                   | \$0                                   | \$0  | \$0                                    | \$1,500                                       |
| 2. Insurance                               | \$0                                   | \$0  | \$0                                    | \$2,000                                       |
| 3. Lease/Rental of Equipment               | \$0                                   | \$0  | \$0                                    | \$18,000                                      |
| 4. Lease/Rental of Space                   | \$0                                   | \$0  | \$0                                    | \$36,000                                      |
| 5. Staff Training                          | \$2,000                               | \$0  | \$0                                    | \$0   |
| 6. Supplies                                | \$0                                   | \$0  | \$0                                    | \$5,000                                       |
| 7. Telecommunication                       | \$0                                   | \$0  | \$0                                    | \$2,000                                       |
| 8. Utilities                               | \$0                                   | \$0  | \$0                                    | \$8,000                                       |
| 9 Start up: Marketing                      | \$5,000                               | \$0  | \$0                                    | \$0   |
| 10 Start up: Legal consultation and review | \$2,000                               | \$0  | \$0                                    | \$1,000                                       |
| 11   |                                       |  |  |   |
| 12   |                                       |  |  |   |
| 13   |                                       |  |  |   |
| 14   |                                       |  |  |   |
| 15   |                                       |  |  |   |
| 16   |                                       |  |  |   |
| 17   |                                       |  |  |   |
| 18   |                                       |  |  |   |
| 19   |                                       |  |  |   |
| 20   |                                       |  |  |   |
| <b>TOTAL OTHER CURRENT EXPENSES</b>        | <b>\$9,000</b>                        | <b>\$0</b>   | <b>\$0</b>                             | <b>\$71,500</b>                               |
| <b>C. EQUIPMENT PURCHASES</b>              | <b>\$41,000</b>                       | <b>\$0</b>   | <b>\$0</b>                             | <b>\$0</b>                                    |
| <b>D. MOTOR VEHICLE PURCHASES</b>          | <b>\$0</b>                            | <b>\$0</b>   | <b>\$0</b>                             | <b>\$0</b>                                    |
| <b>E. CAPITAL</b>                          | <b>\$0</b>                            | <b>\$0</b>   | <b>\$0</b>                             | <b>\$105,000</b>                              |
| <b>TOTAL (A+B+C+D+E)</b>                   | <b>\$220,000</b>                      | <b>\$0</b>   | <b>\$0</b>                             | <b>\$306,500</b>                              |
| <b>SOURCES OF FUNDING</b>                  |                                       | Budget Prepared By:  |  |   |
| (a) Total State Funds Requested            | \$220,000                             | Robin Kumabe (808) 779-7083  |  |   |
| (b) Total Federal Funds Requested          | \$0                                   | Name (Please type or print) Phone                                      |  |   |
| (c) Total County Funds Requested           | \$0                                   | [REDACTED] January 23, 2015  |  |   |
| (d) Total Private/Other Funds Requested    | \$306,500                             | Signature of Authorized Official Date                                  |  |   |
| <b>TOTAL BUDGET</b>                        | <b>\$526,500</b>                      | Robin Kumabe, Board President<br>Name and Title (Please type or print) |  |   |

## BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2015 to June 30, 2016

Applicant: Touch a Heart

| POSITION TITLE                    | FULL TIME EQUIVALENT | ANNUAL SALARY<br>A | % OF TIME ALLOCATED TO GRANT REQUEST<br>B | TOTAL STATE FUNDS REQUESTED<br>(A x B) |
|-----------------------------------|----------------------|--------------------|---|--|
| Director of Enterprise Operations | 1                    | \$80,000.00        | 100.00%                                   | \$ 80,000.00                           |
| Program Manager                   | 1                    | \$60,000.00        | 100.00%                                   | \$ 60,000.00                           |
| Administration                    | 1                    | \$50,000.00        | 100.00%                                   | \$ -                                   |
| Trainers (2)                      | 1                    | \$50,000.00        | 100.00%                                   | \$ -                                   |
|                                   |                      |                    |   | \$ -                                   |
|                                   |                      |                    |   | \$ -                                   |
|                                   |                      |                    |   | \$ -                                   |
|                                   |                      |                    |   | \$ -                                   |
|                                   |                      |                    |   | \$ -                                   |
|                                   |                      |                    |   | \$ -                                   |
|                                   |                      |                    |   | \$ -                                   |
|                                   |                      |                    |   | \$ -                                   |
|                                   |                      |                    |   | \$ -                                   |
|                                   |                      |                    |   | \$ -                                   |
|                                   |                      |                    |   | \$ -                                   |
| <b>TOTAL:</b>                     |                      |                    |   | <b>140,000.00</b>                      |

**JUSTIFICATION/COMMENTS:** Grant-in-Aid Funds would be used toward the start-up salary of the Director of Enterprise Operations, who will oversee all social enterprises, including marketable products produced by the participants of the training program, as well as catering and meal service delivery projects. Grant-in-Aid funds will also be used toward the start-up salary of the Program Manager, who will develop the training program and be responsible for overall daily operations.



## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2015 to June 30, 2016

Applicant: Touch a Heart

| DESCRIPTION<br>EQUIPMENT         | NO. OF<br>ITEMS | COST PER<br>ITEM | TOTAL<br>COST       | TOTAL<br>BUDGETED |
|----------------------------------|-----------------|------------------|---------------------|-------------------|
| Used Ice Cream Machine           | 1               | \$25,000.00      | \$ 25,000.00        | \$25,000          |
| Program Development Equipment    |                 |                  | \$ 4,000.00         | \$4,000           |
| Kitchen Equipment/Training Tools |                 |                  | \$ 12,000.00        | \$12,000          |
|                                  |                 |                  | \$ -                |                   |
|                                  |                 |                  | \$ -                |                   |
| <b>TOTAL:</b>                    | <b>1</b>        |                  | <b>\$ 41,000.00</b> | <b>\$41,000</b>   |

**JUSTIFICATION/COMMENTS:**

| DESCRIPTION<br>OF MOTOR VEHICLE | NO. OF<br>VEHICLES | COST PER<br>VEHICLE | TOTAL<br>COST        | TOTAL<br>BUDGETED |
|---------------------------------|--------------------|---------------------|----------------------|-------------------|
| Used Freezer Truck              | 1                  | \$60,000.00         | \$ 60,000.00         |                   |
| New Delivery Truck              | 1                  | \$60,000.00         | \$ 60,000.00         |                   |
|                                 |                    |                     | \$ -                 |                   |
|                                 |                    |                     | \$ -                 |                   |
|                                 |                    |                     | \$ -                 |                   |
| <b>TOTAL:</b>                   | <b>2</b>           |                     | <b>\$ 120,000.00</b> |                   |

**JUSTIFICATION/COMMENTS:** Grant-in-Aid funds would be used toward the purchase of an ice cream machine, program development equipment and kitchen equipment/training tools necessary to successfully implement the vocational training program. The cost for the Freezer and Delivery Trucks will be raised through private, philanthropic dollars in FY 2016-2017.

## BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2015 to June 30, 2016

Applicant: Touch a Heart

| FUNDING AMOUNT REQUESTED   |  |               |                       |                                  |                                      |              |
|--|--|---------------|-----------------------|----------------------------------|--------------------------------------|--------------|
| TOTAL PROJECT COST   | ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS |               | STATE FUNDS REQUESTED | OTHER SOURCES OF FUNDS REQUESTED | FUNDING REQUIRED IN SUCCEEDING YEARS |              |
|  | FY: 2013-2014                                | FY: 2014-2015 | FY:2015-2016          | FY:2015-2016                     | FY:2016-2017                         | FY:2017-2018 |
| PLANS  | \$0  | \$0           | \$0                   | \$0                              | \$0                                  | \$0          |
| LAND ACQUISITION   | \$0  | \$0           | \$0                   | \$0                              | \$0                                  | \$0          |
| DESIGN   | \$0  | \$0           | \$0                   | \$5,000                          | \$0                                  | \$0          |
| CONSTRUCTION   | \$0  | \$0           | \$0                   | \$100,000                        | \$0                                  | \$0          |
| EQUIPMENT  | \$0  | \$0           | \$0                   | \$0                              | \$120,000                            | \$0          |
| <b>TOTAL:</b>  |  |               |                       | <b>\$105,000</b>                 | <b>\$120,000</b>                     | <b>\$0</b>   |
| <p><b>JUSTIFICATION/COMMENTS:</b> The \$105,000 expenditure has already been committed through a private philanthropic source toward renovations to the commercial kitchen. The \$120,000 expenditure required in FY 2016-2017 is toward the estimated cost of purchasing a Used Freezer Truck and New Delivery Truck.</p> |  |               |                       |                                  |                                      |              |

# GOVERNMENT CONTRACTS AND/OR GRANTS

Applicant: Touch a Heart

|     | CONTRACT DESCRIPTION | EFFECTIVE DATES | AGENCY | GOVERNMENT ENTITY<br>(U.S. / State / Haw / Hon<br>/ Kau / Mau ) | CONTRACT VALUE |
|-----|----------------------|-----------------|--------|---|----------------|
| 1.  | Not Applicable       |                 |        |   |                |
| 2.  |                      |                 |        |   |                |
| 3.  |                      |                 |        |   |                |
| 4.  |                      |                 |        |   |                |
| 5.  |                      |                 |        |   |                |
| 6.  |                      |                 |        |   |                |
| 7.  |                      |                 |        |   |                |
| 8.  |                      |                 |        |   |                |
| 9.  |                      |                 |        |   |                |
| 10. |                      |                 |        |   |                |
|     |                      |                 |        | TOTAL   |                |

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

The undersigned authorized representative of the applicant certifies the following:

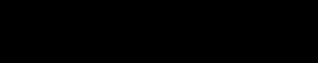
- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawaii Revised Statutes:
  - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant 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 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.
- 2) If the applicant is an organization, 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 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 used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant 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 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.

Touch a Heart, Inc.

(Typed Name of Individual or Organization)



(Signature)

January 23, 2015

(Date)

Robin Kumabe

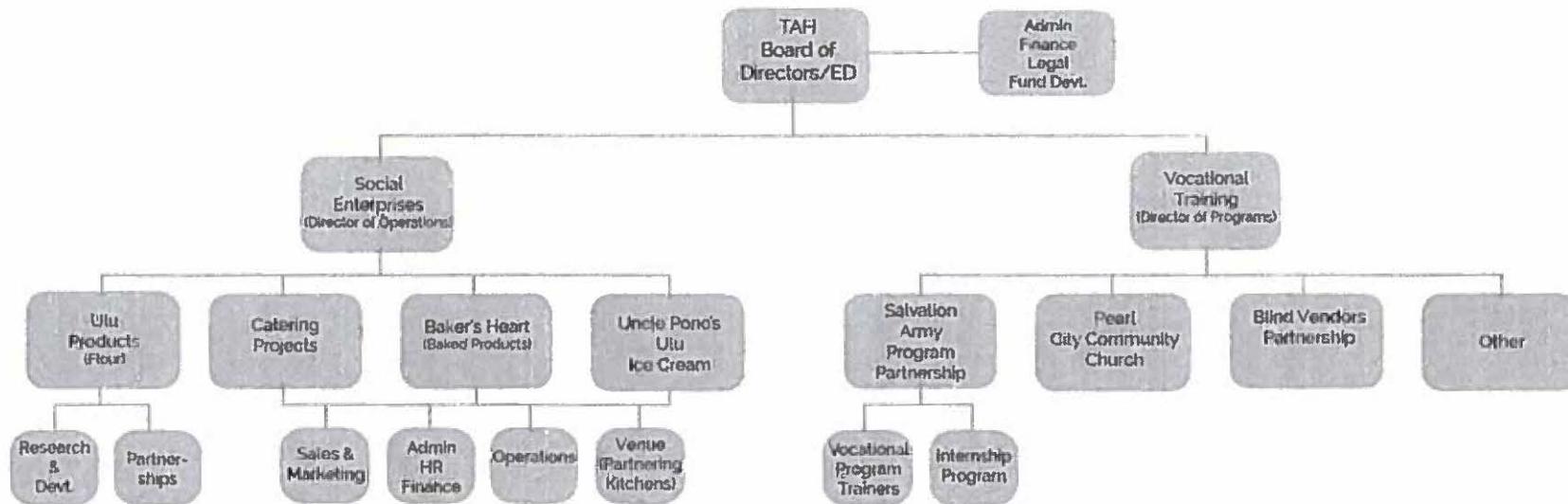
(Typed Name)

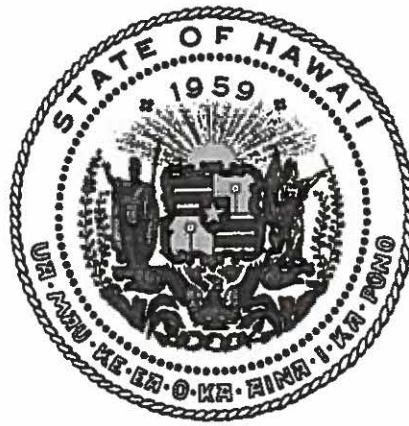
Board President

(Title)



# Touch A Heart Organization Chart





**Department of Commerce and Consumer Affairs**

**CERTIFICATE OF GOOD STANDING**

I, the undersigned Director of Commerce and Consumer Affairs of the State of Hawaii, do hereby certify that

**TOUCH A HEART, INC.**

was incorporated under the laws of Hawaii on 01/22/2007 ; that it is an existing nonprofit corporation; and that, as far as the records of this Department reveal, has complied with all of the provisions of the Hawaii Nonprofit Corporations Act, regulating domestic nonprofit corporations.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Department of Commerce and Consumer Affairs, at Honolulu, Hawaii.

Dated: January 11, 2015

Interim Director of Commerce and Consumer Affairs

