



414 Kuwili St., Suite 103, Honolulu, HI 96817
www.abilitiesunlimitedhi.org

January 30, 2015

Senate Committee on Ways and Means
State Capitol, Rm. 207
Honolulu, HI 96813
Attn: GIA

To the Senate Committee on Ways and Means,

On behalf of the Board of Directors and staff of Abilities Unlimited, a dba of Winners at Work, Inc., I am pleased to submit a grant proposal in the amount of \$43,352. If awarded, these funds will be used to implement our Educational Improvement Initiative (EII), designed to significantly improve the quality of our classes for individuals with developmental disabilities. In doing so, we will empower our participants to live to their full potential, while also decreasing their reliance on government assistance.

Attached, please find our proposal.

Should you have any questions or require any additional information, please contact us at 808-532-2100 or email snishimoto@abilitiesunlimitedhi.org. Thank you for your consideration of our proposal.

Sincerely,



President & CEO
Abilities Unlimited, a dba of Winners at Work, Inc.
414 Kuwili St., Suite 103
Honolulu, HI 96817

House District 29
Senate District 13

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):

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:
Winners at Work, Inc.
Dba:
Abilities Unlimited
Street Address:
414 Kuwili St., Suite 103, Honolulu, HI 96817
Mailing Address:
414 Kuwili St., Suite 103
Honolulu, HI 96817

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name KAREN MUKAI
Title President & COO
Phone # 808-532-2100
Fax # 808-532-2108
E-mail karenmukai@yahoo.com

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:

EDUCATIONAL IMPROVEMENT INITIATIVE (EII): THE EII WILL ENABLE ABILITIES UNLIMITED TO SIGNIFICANTLY IMPROVE THE QUALITY OF ITS CLASSES FOR INDIVIDUALS WITH DEVELOPMENTAL DISABILITIES.

4. FEDERAL TAX ID #:

5. STATE TAX ID #:

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2016: \$ 43,352

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

Karen S. Mukai President & COO

NAME & TITLE

1-30-2015

DATE SIGNED



RECEIVED
1/30/2015
D. Schick

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;

Winners at Work, Inc., the parent corporation of Abilities Unlimited (AU), began in 1983 as a demonstration project in community-based employment services for people with disabilities. Today, it is a dynamic 501(c)(3) organization that serves individuals with a wide variety of disabilities and other barriers to employment. AU has earned awards for service excellence and innovation, including the Weinberg Fellows Aim For Excellence award and recognitions from the Council for Exceptional Children, The Chamber of Commerce of Hawaii, and the Governor's Commission on Persons with Disabilities. AU's mission is simple, yet profound: Building inclusive communities that empower individuals with disabilities.

Two main programs make up the foundation of AU – the Medicaid Waiver Program and the Employment Program. The Medicaid Waiver Program, which began in 2003, serves individuals with disabilities referred by the State of Hawaii Department of Health Developmental Disabilities Division. The Employment Program, which began in 1997, serves clients referred by the State of Hawaii Vocational Rehabilitation and Services for the Blind Division (DVR). Abilities Unlimited has established itself as Hawaii's leading non-profit service agency in placing and rehabilitating individuals with disabilities classified by DVR as having "significant disabilities" and "most significant disabilities" in positions of competitive employment.

AU serves individuals with disabilities across the island of Oahu, with an especially strong impact in Kalihi and the Waianae Coast. A full-time staff of 15 oversees, plans, and implements AU's services, while a part-time staff of 59 serves as Direct Support Workers, working one-on-one with participants with developmental disabilities. Collectively, this staff possesses a diverse set of capabilities relevant to the proposed project.

2. The goals and objectives related to the request;

The long-term goal of the Educational Improvement Initiative (EII) is to lay the foundation for AU's vision of creating a learning academy designed specifically for individuals, particularly adults, with developmental disabilities. This learning academy will consist of a daily class schedule that allows its participants to explore their unique interests in classroom and community-based settings under the supervision and guidance of a trained teacher and with the individualized assistance from a Personal Habilitation Direct Support Worker (1:1 DSW to participant ratio) or Adult Day Health Direct Support Worker (1:4 DSW to participant ratio). This learning center will not focus merely on daily activity for its participants, but rather, on daily *growth*. Participants will have an opportunity to become scholars in AU's Math and Public Speaking classes, athletes through AU's Sports Clinic and Tennis classes, actors and playwrights through AU's Theater Production class, musicians and dancers through AU's Music Rocks, Love to Dance, and Hula classes, artists through AU's Awesome Art and Thread-Ability Sewing classes, and philanthropists through AU's Serving Our Community class.

The short-term goal of the EII is to improve the quality of AU's current classes, which serve individuals with developmental disabilities. In order to improve the quality of AU's classes, AU intends to recruit qualified, experienced teachers to create and formalize curricula and implement this curricula for individuals with developmental disabilities. In doing so, AU hopes to more effectively address its participants' various individualized goals, which may include one or more of the following: socialization, budgeting, health, fitness, establishing social boundaries, exploring new interests, involvement in community outings, money skills, and telling time, among many others.

3. The public purpose and need to be served;

Adults with developmental disabilities do not have access to a quality education. AU seeks to change this via the EII.

Until the age of 22, an eligible student with a disability is entitled to special education under the Department of Education (DOE). According to the DOE, special education may include, but is not limited to: academic services, speech-language services, psychological services, physical and occupational therapy, counseling services, and parent education. Special education services are provided at no cost to parents. Special education services can be provided for the entire school day and many students also receive Extended School Year (ESY) services throughout the winter and summer breaks.

While Hawaii's special education system is imperfect, it is of relatively high quality due largely to the high quality of its teachers. In order to work as a special

education teacher in Hawaii, one must complete relevant coursework, typically from a state-approved teacher preparation program, and obtain licensure, which involves passage of a number of state-mandated tests. Furthermore, these teachers may attend a number of professional development courses to improve their skills and knowledge in their field.

Many would agree that Hawaii's special education system is of relatively high quality, especially when compared to the quality of education an individual with a disability receives once he/she ages out of the DOE special education system. Upon aging out, these students, who were once entitled to a high-quality special education, suddenly may not even be eligible for services that offer any form of further education. The vast majority of individuals with developmental disabilities will not qualify for college.

Fortunately, individuals with disabilities who meet income and disability thresholds will qualify for services through the Department of Health Developmental Disabilities Division (DDD). Typically, individuals who qualify for DDD services will be referred to a service provider like AU, who will be tasked to address a variety of individualized goals set by the participant, the participant's support network, and the participant's DDD Case Manager. The participant will work on these goals with the assistance of a Direct Support Worker, provided by the service provider.

Unfortunately, these services from DDD are of a significantly inferior quality compared to the special education that they received from the DOE. Most service providers contracted by DDD rely largely on Direct Support Workers to ensure that each participant works on his/her individualized goals. Unlike special education teachers, these Direct Support Workers are only required to have their high school diploma or GED and may be hired with no experience in the field. Often, the facilities and program structure of these service providers are far inferior to Hawaii's public high schools. Unfortunately, due to the limited funds from DDD allocated to the service providers, Hawaii's service providers are reluctant, or sometimes unable, to improve their standard of service, especially in light of the fact that many service providers are struggling just to keep their balance sheets out of the red.

In recognition of this dramatic drop-off in service quality after an individual ages out of the DOE system, AU committed itself years ago to replicating the DOE special education model by offering a diverse array of daily classes. To AU's knowledge, AU is one of the few service providers in the state that has committed to such a structured class schedule that runs regularly, Monday through Friday from 8:30 am - 2:00 pm. As effective as this programmatic structure has been, AU still believes that it is not nearly up to the standard of education that individuals with developmental disabilities should be entitled to after they age out.

The continued intellectual, emotional, and physical progress and wellness of adults with disabilities should not be overlooked, as it has been, currently and historically. Individuals with developmental disabilities face differences in intellectual, emotional, and physical developmental rates – some developing significantly in their adult years at a much greater rate than a typical individual without a disability. For this reason, drawing the “age out” line at age 22 is somewhat arbitrary, as it is clear that individuals with developmental disabilities can still benefit significantly from a quality education as an adult.

The continued growth and wellness of adults with developmental disabilities is not only in their best interest, but also in the best interest of society-at-large. Many adults with developmental disabilities have the potential to someday live independently and gain and maintain employment. In doing so, they save taxpayer dollars, as adults with disabilities typically receive federal and state benefits. A quality adult education for these individuals can make the difference between an individual receiving thousands per month in SSI and SSDI to pay for his/her foster home and daily necessities and an individual receiving minimal benefits, working a part-time job, and paying taxes.

4. Describe the target population to be served; and

The EII will impact individuals who are referred by the Department of Health Developmental Disabilities Division (DDD) who are admitted into Hawaii’s Home and Community Based Services for Persons with Developmental Disabilities / Mental Retardation Medicaid Waiver Program. These individuals range in age from 17 to their seventies. Individuals referred to AU from DDD to participate in the Medicaid Waiver Program require either 1:1 assistance from a Direct Support Worker (DSW) or 1:4 (1 DSW to 4 participants) assistance. The DDD Case Manager makes this determination based on the participant’s needs and desires.

Currently, DDD is serving approximately 3,200 individuals statewide. AU serves 64 of these individuals, and 42 of them currently attend AU’s classes. Each of these individuals has a developmental disability, defined as a severe chronic disability which: (1) is attributable to a mental and/or physical impairment; (2) is manifested before age 22; (3) is likely to continue indefinitely; (4) results in substantial functional limitations in three or more areas of major life activities, including self-care, receptive and expressive language, learning, self-direction, capacity for independent living, economic sufficiency; and (5) reflects the need for a combination and sequence of special interdisciplinary care, treatment, or other services, which are life long, or of extended duration and individually planned and coordinated. These individuals must be eligible for Medicaid, and therefore they also need to meet income restrictions to qualify.

5. Describe the geographic coverage.

AU's participants who will benefit from the EII come to AU from all across Oahu. AU's office is located at 414 Kuwili Street in Iwilei, centrally located just outside of Downtown Honolulu. Here, AU runs its facility-based classes. In addition, AU prides itself on using the community as a classroom as well. At least one class per day takes place in the community, typically at a nearby park, supermarket, or restaurant in Honolulu.

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;

The goal of the EII is to raise the standard of education for AU's participants with developmental disabilities. Currently, AU applies a piecemeal approach to teaching its classes, inserting teachers as they are available, sometimes using outdated or inadequate curricula. The scope of work, tasks, and responsibilities proposed here will reflect a dramatic overhaul in the manner in which AU currently runs its classes.

Phase 1 of the EII is to recruit and hire trained, experienced teachers to teach its classes. AU proposes to run a total of at least 20 classes per week for its participants with developmental disabilities. These 20 classes run on a fixed schedule for 48 of the 52 weeks per year, and all state and federal holidays are observed. With approximately 23 hours of class time and 23 hours of curriculum prep time per week, these teachers will add up to an equivalent of 1.0 FTE over the course of the grant year. These teachers will be hired according to experience and ability to teach the particular subjects he/she is in charge of teaching. Recruitment of these teachers will be advertised through online hiring websites. AU's Vice President of Programs will oversee all hiring and recruitment.

If awarded this grant, AU will be seeking teachers to lead at least 20 of the following weekly classes: Fun & Games, Health & Hygiene, Money & Math A, Becoming Independent, Team Building, Sports Clinic, Public Speaking, Time & Money, Cultural Exploration & Dining Out, Awesome Art, Love to Dance, Yoga, Makana Palena'ole (Hula Class), Threadability (Sewing Class), Money & Math B, Music Rocks, Tennis, Reading Club, Circles, Money & Math C, Theatre Production, Serving Our Community, Classic Board Games, and Market Shopping. This schedule of classes is amended slightly every semester, but generally, this schedule should look nearly identical at the beginning of the grant period.

Phase 2 is to train each of these teachers to work effectively with individuals with developmental disabilities. It is likely that the recruited teachers will be experienced in the fields they are recruited to teach, but not experienced in working with individuals with disabilities, as AU has found this experience rare to come by. For this reason, AU will require that each teacher go through AU's 6-hour orientation. This orientation covers a number of topics, including but not limited to: the history of disability in the U.S., the Medicaid Waiver program, participant self-determination, confidentiality, intellectual disabilities, person first language, Americans with Disabilities Act, rights of persons with disabilities, Health Insurance Portability & Accountability Act, Down Syndrome, Autism Spectrum Disorder, Seizure Disorders, Cerebral Palsy, Spina Bifida, communication, de-escalation, adverse event reporting, professional ethics and boundaries. In addition to this 6-hour orientation, participants will go through training to become first-aid and CPR certified.

Phase 3 in AU's scope of work is for the teachers to research, create, and formalize curricula for each of the 20 classes. Teachers will be given the freedom to research, create, and formalize curricula of their choice and will be encouraged to think creatively while also drawing on their experience and existing knowledge. At the same time, teachers will be asked to build a curriculum that is based on researched, proven strategies that have been effective particularly for individuals with developmental disabilities. The EII budget accounts for curriculum materials, including textbooks and other literature to create new curricula and continuously build upon the existing curricula.

Phase 4 in AU's scope of work is the actual implementation of the curriculum. Teachers will be responsible for the following tasks: establishing and communicating clear objectives to the students, instructing and monitoring students, providing appropriate feedback on assignments, keeping accurate attendance records, managing student behavior by establishing and enforcing rules, applying appropriate disciplinary measures when necessary, maintaining an orderly classroom environment, and collaborating with AU management staff.

In addition to these aforementioned duties that are typical to most teachers' jobs, an AU teacher must also provide leadership and guidance to the participants' respective Direct Support Workers. Because each class will be attended by individuals with developmental disabilities of varying severity, there will be classes in which individuals with 1st grade reading levels may be learning beside individuals with 5th grade reading levels. Similarly, individuals with significant behavioral challenges may be learning beside individuals with seizure disorders, or hygiene challenges, or social barriers. For this reason, it will be the responsibility of the teacher to provide Direct Support Workers with guidance on how to offer the participants individualized assistance.

In Phase 5, AU will oversee the classes and ensure that the EII is in fact improving the quality of AU's classes. The most immediate source of oversight will come from AU's Service Supervisors who manage each of the participants' cases. In overseeing the participants' cases, the Service Supervisors are tasked with overseeing the quality of services they receive, including the quality of curriculum being taught to them. If a teacher fails to teach effectively or follow AU's rules and protocols, then the Service Supervisors will make the necessary corrections and adjustments to the teacher's practice.

The hired teachers will be required to report to AU's Vice President of Programs on a weekly basis to review over curriculum and lesson plans. AU's Vice President of Programs will oversee each of the classes and assess the quality of education, particularly the performance of the teachers. The Vice President of Programs will discuss these performance assessments with each of the teachers at a frequency of at least once per month. These performance assessments may be conducted more often if performance is consistently short of being satisfactory.

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

AU intends to accomplish the results of the EII as efficiently as possible. Upon permission from the State GIA Program Officer, AU will begin Phase 1 of the EII (in reference to phases discussed in previous section) by advertising openings for teaching positions to the public one week prior to the official start date of the grant year. As soon as the grant year begins, AU's Vice President of Programs will begin administering interviews to qualified candidates.

Three weeks or sooner into the grant year, Phase 2 will commence. Teachers will go through the 6-hour orientation, as well as first-aid and CPR training. This phase should be complete by the end of the first month of the grant year.

Phase 3 of the EII – the curriculum development phase – will begin at the start of month 2 of the grant year and will last 2 weeks. During this 1 week, teachers will be tasked to create a syllabus, as well as prepare the lesson plans for their first 2-3 weeks of classes. Teachers will be allocated a reasonable amount of curriculum prep time throughout the grant year to plan for all subsequent classes.

One week into the second month of the grant year, Phase 4 will begin. Phase 4 is the actual implementation of the curriculum. Teachers will begin teaching their respective classes at this time and will continue to teach these classes for the duration of the grant year. Each of these classes will run regularly each week.

Phase 5 of the EII occurs periodically throughout the grant year. Phase 5 involves the Vice President of Programs providing oversight of the EII. The Vice President of Programs will meet with the teachers once per week to review over curriculum

and lesson plans and also meet once per month to conduct a monthly performance assessment with each of the teachers.

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

AU will have in place 5 levels of oversight to assure quality implementation of the EII: Service Supervisor, Vice President of Programs, Vice President of Finance, President & COO, DDD Case Manager.

The most immediate source of oversight is the Service Supervisor. Service Supervisors oversee each of the participants' cases, and in doing so, they oversee the quality of education provided to the participants. Service Supervisors will provide teachers with guidance on how to implement curriculum, and if teachers ever fail to teach effectively, it is the Service Supervisors' duty to make the necessary changes and adjustments. Service Supervisors will report any instances in which teachers fail to teach effectively to the Vice President of Programs.

The Vice President of Programs will ensure the quality of the classes by meeting weekly with the teachers to review over curriculum and lesson plans. This measure will ensure that each week's curriculum and lesson plans are of high quality prior to the teacher actually implementing the curriculum. In addition to these weekly curriculum meetings, the Vice President of Programs will conduct monthly performance assessments with each of the teachers.

The next level of quality assurance is AU's Vice President of Finance. The Vice President of Finance provides fiscal oversight of the organization, including the EII. Though the Vice President of Finance will have minimal impact on the quality of service, she will have direct oversight over all financial matters involved with the EII. She will ensure that all documents reported to the State GIA Program Officer are accurate.

The fourth level of quality assurance is AU's President & COO. The President & COO oversees all programmatic and fiscal matters related to the organization, including the EII. The President & COO will provide an extra layer of oversight, ensuring that the Vice President of Programs and the Vice President of Finance are providing quality supervision of the programmatic and fiscal matters of the EII.

The final level of quality assurance is the State Department of Health Developmental Disabilities Division (DDD). Though not officially part AU's organization, the DDD Case Managers oversee each of the participants' cases, ensuring that AU is providing effective services for their participants. These DDD Case Managers, in essence, keep AU accountable for its services. If the participant is unhappy with AU's services, or if the DDD Case Manager is

displeased with AU's services, then the DDD Case Manager and participant will work together with AU to remedy the situation, or they will terminate services with AU.

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.**

The first measure of effectiveness that will be reported to the State will be attendance records reflecting (1) the number of classes AU has implemented, and (2) the number of duplicated participants attending AU's classes. These attendance records will be initialed daily by the participants upon attending the class. AU will commit to running 20 classes per full week (if no holidays or class cancellations), adding up to 800 classes over the course of the grant year, in consideration of holidays and emergency class cancellations. In these 20 classes per full week, AU will commit to serving 150 duplicated class participants per full week, which adds up to 6,000 duplicated class participants over the course of the grant year, in consideration of holidays and emergency class cancellations.

The second measure of effectiveness will be participant feedback on the classes. Participants will be given participant feedback forms at the end of each semester. These participant feedback forms will allow participants to rate the performance of their teachers and the quality of education. This feedback will be anonymous and confidential.

The third measure of effectiveness will be Direct Support Worker feedback on the classes. Direct Support Workers will be given a form similar to the participant feedback sheet at the end of each semester. This form will give Direct Support Workers the opportunity to rate the performance of the teachers and the quality of education, with special focus on how effective the teachers and classes were in addressing the goals of the participants. This feedback will be kept anonymous and confidential as well.

III. Financial

Budget

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

Budget is attached.

- 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
\$10,838	\$10,838	\$10,838	\$10,838	\$43,352

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

AU has not yet sought any other funding sources for this particular project.

Outside the scope of the EII, and in addition to all of AU's current contracts, AU intends to apply for two contracts procured by the Department of Human Services Division of Vocational Rehabilitation. These two contracts – Job Placement and Retention Services, and Supported Employment Program – are scheduled to be released as Request for Proposals in late January.

- 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.

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

Government Contracts and/or Grants worksheet is attached.

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

Balance Sheet is attached.

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.

As an organization, AU possesses over 32 years of experience serving individuals with disabilities in our community. Most relevant to this particular grant is AU's 11+ years of experience as a service provider for the Medicaid Waiver Program, serving individuals with developmental disabilities referred by the State of Hawaii Department of Health Developmental Disabilities Division. AU offers personal assistance/habilitation services, employment services, and most recently, adult day health services.

In providing Medicaid Waiver services, AU has, as far back as has been documented, been offering its clients classroom-based and community-based classes. These classes have continuously improved over the years, though they are admittedly still not up to the standard that AU envisions in this proposal. However, AU is confident that its current staff possesses the necessary skills and experience to successfully implement the EII.

AU's President and COO, Karen Mukai, has extensive experience in creating and leading successful businesses, including Best Bridal Hawaii, Tuxedos by Hale Niu, and Hawaii Kai Kumon Center, among others. As President & COO of Abilities Unlimited since 2007, she has developed the executive skills necessary for top-level oversight of an incorporated organization. Karen also holds a Master's Degree in Education and years of teaching experience, with special expertise in curriculum development. She will apply her knowledge developed from the education sector to provide oversight of the EII.

AU's Vice President of Finance, Emma MacDonald, has established a high level of accountability and efficiency in all that AU does. Her Bachelor of Science in Business Administration and her experience as the organization's accountant since 2007 has prepared her with the skills necessary to manage the fiscal duties of the Medicaid Waiver Program and the organization as a whole. As a former Employment/Education Counselor for individuals with disabilities, Emma brings an especially informed and effective approach to handling AU's fiscal matters for the EII.

AU's Vice President of Programs, Stanette Kitamura, brings experience in the Human Resources and Management fields that provide her the necessary skills to recruit and manage program staff and oversee the day-to-day operations of the organization's programs. She has worked as the Human Resources Manager for two major companies – Carlsmith, Wichman, Case, Mukai, and Ichiki, as well as Liberty House of Hawaii. Since working at AU beginning in 2008, Stanette has served in a variety of capacities, overseeing the Medicaid Waiver Program, teaching classes, serving as an Employment Counselor, and overseeing the entire organization in her current position as Vice President of Programs. Stanette is qualified to provide successful programmatic oversight of the EII.

AU's staff of Service Supervisors brings a diverse wealth of experience to the EII's service delivery. As a team, they bring experience in teaching, physical education, marriage & family therapy, case management, curriculum development, psychology, physical therapy, and social work, among others.

Related Projects and Contracts

- Medicaid Waiver Program (Department of Health – Developmental Disabilities Division)
- Supported Employment Program (Department of Human Services – Division of Vocational Rehabilitation and Services for the Blind)
- Job Placement and Retention Services (Department of Human Services – Division of Vocational Rehabilitation and Services for the Blind)
- Evaluation and Training Services (Department of Human Services – Division of Vocational Rehabilitation and Services for the Blind)
- Vocational and Work Adjustment Training Services (Department of Human Services – Division of Vocational Rehabilitation and Services for the Blind)
- Travel Training Program (Paratransit, Inc., via subcontract from City & County of Honolulu – Department of Transportation)
- Work-Life Development Program (City and County of Honolulu – Department of Community Services)
- Community Inclusion Project (City and County of Honolulu – Department of Community Services)

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.

AU provides services in natural community environments. Its office at 414 Kuwili Street, Suite 103, Honolulu, Hawaii 96817, is used for intakes, planning meetings and classroom training. A large classroom equipped with white boards and electronic equipment is available for classes, special events, workshops, support groups, and circle gatherings.

AU entered into a legal collaboration known as DiverseAbilities in 1977 with ATRC, HCIL and UCPA who all serve individuals with disabilities. DiverseAbilities designed 15,000 square feet of office and training space to be occupied by all entities of the collaboration. The building, offices, meeting areas, classrooms, restrooms, parking, walkways and access into the facility are all fully accessible and compliant with the Americans with Disabilities Act Architectural Guidelines (ADAAG) and Occupational Safety and Health Administration (OSHA) requirements. The facility includes 14 handicap parking stalls and is accessible from the major bus route hub at the intersection of King Street and

Dillingham Boulevard. The space is recognized as a model of accessibility for individuals with disabilities.

The partnership of the agencies in the building has also fostered an environment of cooperative spirit and full acceptance of individuals with disabilities, making it a very safe and supportive place for program participants.

Abilities Unlimited's office interior is configured for Health Insurance Portability & Accountability Act (HIPAA) compliance. Within the office, information on participants is maintained in individual folders, which are secured in locked file cabinets and may only be accessed by authorized staff members. The duplication and transferring of information to and from Abilities Unlimited by other agencies follow state regulations. Staff training on client confidentiality is an expectation adhered to throughout the year and is reviewed annually.

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.

Abilities Unlimited will employ a direct service staff equivalent to 1.0 FTE. This will likely take the form of four 0.25 FTE Teachers. All supervisory and administrative salaries will not be included in this particular request for funding.

Teachers will be hired based on their qualifications and experience. Required qualifications include:

- BA or BS degree
- Strong written and verbal communication skills; able to communicate effectively with clients, their family members, Vocational Rehabilitation Counselors, Case Managers
- Clearance from the Hawaii Criminal Justice Data System
- Fingerprinting clearance with the FBI Criminal Justice Data System
- Clearance from the Adult Protective Services and Child Abuse and Neglect Central Registry
- Current 2-step TB skin test or Normal chest x-ray clearance

Desired experience includes:

- Experience working with individuals with disabilities
- Experience working with disadvantaged populations
- Experience working in a teaching setting
- Experience in particular fields he/she is hired to teach

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.

Organization 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.

President & Chief Operating Officer	\$90,000
Vice President of Finance	\$58,300
Vice President of Programs	\$51,700

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.

Abilities Unlimited, a dba of Winners at Work, Inc. is not a party to any litigation, nor is any litigation pending.

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.

Not applicable.

C. Federal and County Grants

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

Proposal Name: Community Inclusion Project

Amount: \$55,518

Granting Agency: City & County of Honolulu, Dept. of Community Services

Grant Fund: Grants In Aid FY15

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.

Not applicable.

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.**

AU is confident that the success of the proposed EII will lead to its eventual sustainability and expansion. The EII is a pilot project that, if proven successful, will lead to increased contract revenue, resulting in the eventual ability to sustain the EII beyond the State GIA grant term.

AU's primary source of income is the income it receives from the Department of Health Developmental Disabilities Division. AU earns this income based on the number of service hours it provides its participants, as well as the type of service provided. To put it simply, the more service hours AU provides, the more revenue AU generates. The more revenue AU generates, the more funds AU can allocate to its services, including the EII.

The number of service hours and type of service provided is dictated by a team consisting of the client, the client's circle of support, and the client's DOH-DDD Case Manager. Over the past few years, AU has learned that the quality of its services has a direct impact on the number of service hours AU is contracted to provide. Clients and families will naturally select the service provider that offers the strongest services. Similarly, Case Managers will naturally recommend the service provider that offers the strongest services.

Therefore, AU is confident that the EII will ultimately increase referrals and service hours, enabling AU to sustain the EII beyond the grant period. To ensure that this will happen, AU plans to couple the EII with a marketing initiative to convince prospective clients, families, and Case Managers to choose AU as their service provider.

In addition, AU intends to apply for other grants from private foundations as well as the City & County Grants In Aid fund. Recently, AU has experienced repeated success in securing such grants. AU is one of only a small handful of non-profit organizations to have secured a City & County Grants In Aid grant for both of the past two years, scoring 51st out of 133 proposals in 2013 and 24th out of 112 proposals in 2014. AU has also secured recent foundation grants from the Atherton Family Foundation and the Walmart Foundation.

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.

Certificate of Good Standing is attached.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2015 to June 30, 2016

Applicant: WINNERS AT WORK, INC. dba ABILITIES UNLIMITED

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
A. PERSONNEL COST				
1. Salaries	33,120			
2. Payroll Taxes & Assessments	6,382			
3. Fringe Benefits				
TOTAL PERSONNEL COST	39,502			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training	350			
6. Supplies (Curriculum development ma	3,500			
7. Telecommunication				
8. Utilities				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	3,850			
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	43,352			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	43,352	Emma MacDonald	808-532-2117	
(b) Total Federal Funds Requested		Name (Please type or print)	Phone	
(c) Total County Funds Requested			1/29/15	
(d) Total Private/Other Funds Requested		Signature of Authorized Official	Date	
TOTAL BUDGET	43,352	Karen S. Mukai - President & COO		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2015 to June 30, 2016

Applicant: WINNERS AT WORK, INC. dba ABILITIES UNLIMITED

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Teachers	0.25	\$8,280.00	100.00%	\$ 8,280.00
Teachers	0.25	\$8,280.00	100.00%	\$ 8,280.00
Teachers	0.25	\$8,280.00	100.00%	\$ 8,280.00
Teachers	0.25	\$8,280.00	100.00%	\$ 8,280.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				33,120.00
JUSTIFICATION/COMMENTS: Salary expense				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2015 to June 30, 2016

Applicant: _____

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				

JUSTIFICATION/COMMENTS:

Not Applicable

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

JUSTIFICATION/COMMENTS:

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2015 to June 30, 2016

Applicant: _____

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: 2013-2014	FY: 2014-2015	FY:2015-2016	FY:2015-2016	FY:2016-2017	FY:2017-2018
PLANS						
LAND ACQUISITION						
DESIGN	Not Applicable					
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS:						

GOVERNMENT CONTRACTS AND/OR GRANTS

Applicant: Winners At Work, Inc., dba Abilities Unlimited

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1.	DD/MR Medicaid Waiver	2006 - present	Dept. of Health	State	Cost Reimbursement
2.	Vocational and Work Adjustment Training Services	8/13 – 6/16	Dept. of Human Services	State	\$518,140.00
3.	Evaluation and Training Services	7/14 – 6/16	Dept. of Human Services	State	\$265,198.00
4.	Supported Employment Services	7/13 – 6/15	Dept. of Human Services	State	\$459,000.00
5.	Job Placement and Retention Services	7/13 – 6/15	Dept. of Human Services	State	\$550,000.00
6.	Work-Life Development	1/14 – 3/15	Dept. of Community Srvcs.	Honolulu	\$51,106.64
7.	Community Inclusion Project	12/14 – 12/15	Dept. of Community Srvcs.	Honolulu	\$55,518.00
8.					
9.					
10.					
				TOTAL	\$1,898,962.64 (not including cost reimbursement)

**DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS 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 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.

Winners at Work, Inc., dba Abilities Unlimited

(Typed Name of Individual or Organization)


(Signature)

January 29, 2015
(Date)

Karen Mukai

(Typed Name)

President & COO

(Title)

Balance Sheet
As of 12/31/2014

Winners at Work, Inc. (WAW)
dba Abilities Unlimited

ASSETS

CURRENT ASSETS

PETTY CASH	900.00
CASH: HNB OPERATING	40,531.64
CASH: HNB PAYROLL	2,807.63
CASH: HNB SAVINGS	154,776.55
ACCOUNTS RECEIVABLE	541,867.23
NOTES RECEIVABLES	15,088.71
ALLOWANCE FOR BAD DEDTS	-15,000.00
ACCRUED INCOME	213.33
FLAVORS ADVANCES: ADMIN	277,153.70
WEINBERG FOUNDATION ENDOWMENT	<u>100,000.00</u>

Total CURRENT ASSETS: 1,118,338.79

FIXED ASSETS

FURNITURE & FIXTURES	309,317.43
ACCUM DEPREC- FURN & FIXT	-182,999.55

Total FIXED ASSETS: 126,317.88

OTHER ASSETS

SECURITY DEPOSITS:CHARITY F.	3,862.42
PREPAID EXPENSES	14,569.88
PREPAID INSURANCE	4,383.43

Total OTHER ASSETS: 22,815.73

Total ASSETS: 1,267,472.40

LIABILITIES

CURRENT LIABILITIES

ACCOUNTS PAYABLE	3,187.68
ACCRUED PAYROLL PAYABLE	48,383.91
PAYROLL WITHHOLDING	<u>422.00</u>

Total CURRENT LIABILITIES: 51,993.59

Total LIABILITIES: 51,993.59

RESERVES

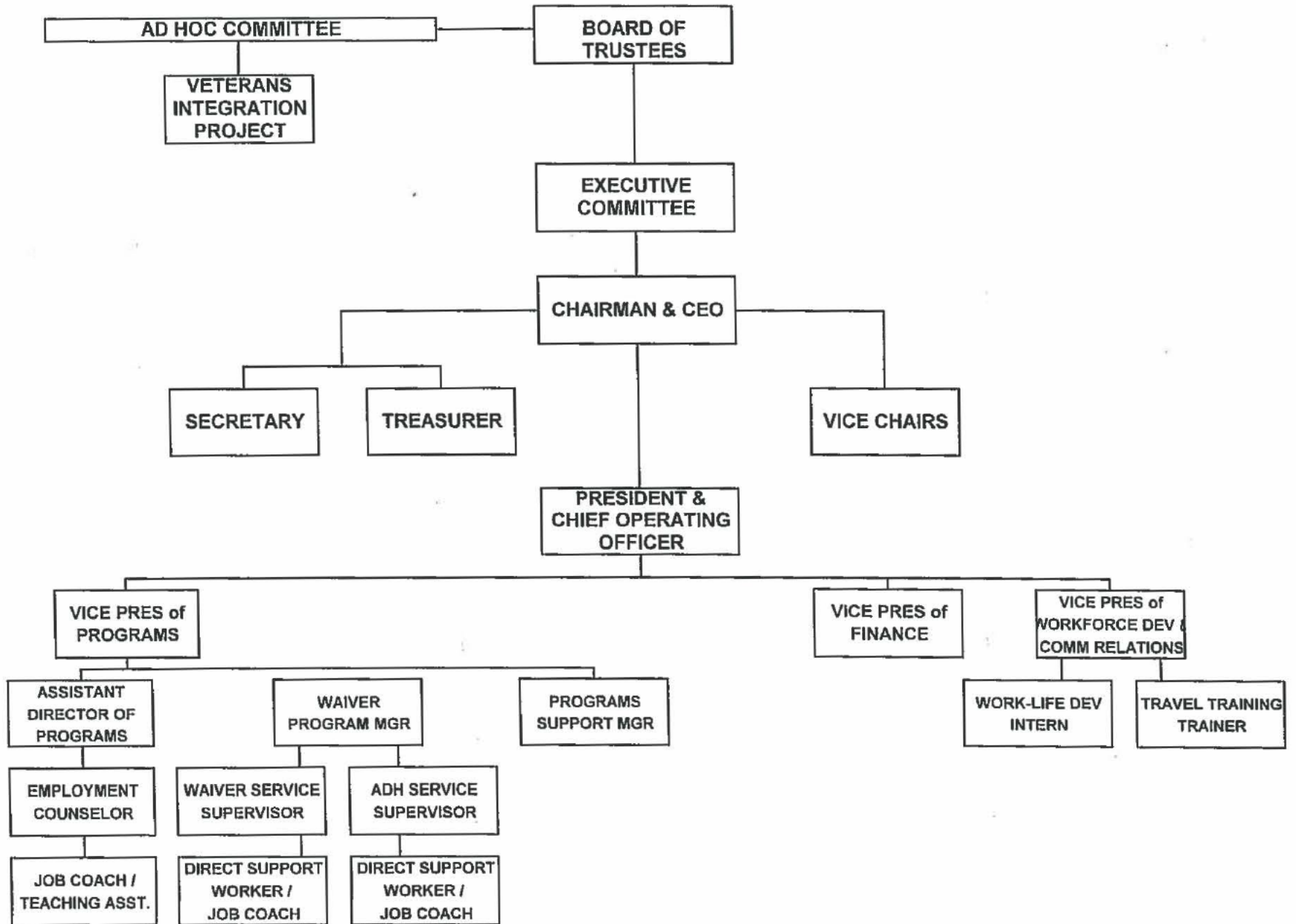
CURRENT YEAR Surplus (Deficit)	36,739.72
RESERVE CONTRIBUTION-PRIOR YEAR	389,914.07
UNRESTRICTED- FUND BALANCE	688,825.02
RESTRICTED FUND BALANCE	<u>100,000.00</u>

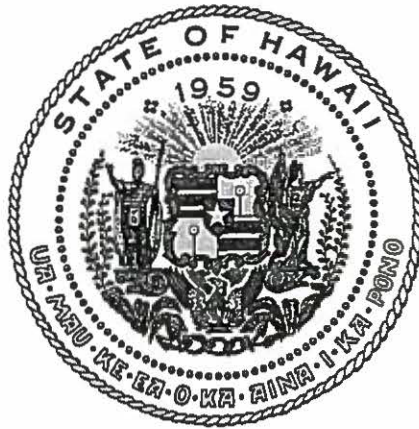
Total RESERVES: 1,215,478.81

Total LIABILITIES & RESERVES: 1,267,472.40

Unaudited

ORGANIZATION CHART
Abilities Unlimited a dba of Winners at Work, Inc.





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

WINNERS AT WORK, INC.

was incorporated under the laws of Hawaii on 11/01/1988 ; 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: December 09, 2014

Director of Commerce and Consumer Affairs

