

House District 43  
Senate District 21

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:

Dbas: The Learning Biz Group

Street Address: 1500 Kapiolani Blvd, Suite 206

Mailing Address: Honolulu, HI 96814

1500 Kapiolani Blvd, Suite 206  
Honolulu, HI 96814

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name Dan Herbert

Title Chief Operating Officer

Phone # 808-369-8500

Fax # 808-369-8509

E-mail dane@learningbiz.com

3. TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

West Oahu Career Education and Capacity Center Program

Funding is requested to support the Learning Biz training programs, which help provide workforce development for underemployed and unemployed families within the West Oahu District.

4. FEDERAL TAX ID #:

5. STATE TAX ID #:

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2017: \$ 307,550

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 \$ \_\_\_\_\_

Dan Herbert, Chief Operating Officer  
NAME & TITLE

1/22/2016  
DATE SIGNED



## Strategic Capacity-Building Plan

### I. Background and Summary

#### 1. LearningBiz Background

LearningBiz LLC is a private Vocational School licensed by the State of Hawaii Department of Education. It provides training, coaching and consulting to businesses, non-profits, government agencies and individuals. Students include business executives and owners; white collar and blue collar staff; at-risk youth; previously incarcerated adults; unemployed adults; and veterans. Consulting services include business and human resource management; hospitality management; business process management; and community service.

Gregg Yamanaka is the President of LearningBiz. He has served on various State Commissions over the past thirty years, including eight years as chair of the State Workforce Development Council. He has also served on numerous community and social service boards, including Child and Family Service, Good Beginnings, and the national boards of Family Service America as well as the National Governor's Association's Council of State Workforce Chairs. He has chaired the Educational Workforce Council, created by the 2007 Hawaii State Legislature; and the Career & Technical Education Center Advisory Committee, University of Hawaii.

#### 2. Goals and objectives related to the request

The objective of this request is the development of a sustainable education initiative that provides easy access and readily available presentations, classes, workshops and community events on a range of topics including:

- Pre-employment and Life Skills
- Family Literacy and Parenting Skills
- Personal and Family Financial Management
- Hospitality Services and Customer Service
- Critical Thinking and Problem Solving Skills
- Emotional Intelligence, Behavior Skills and Cultural Diversity
- Leadership, Managerial and Supervisory Skills
- Job Readiness and Employment Goal Setting

#### 3. The public purpose and need to be served

With the continued development of Oahu, there is continued need for workforce capacity building and vocational education for residents in our communities. The purposes are to:

- Develop a skilled and qualified workforce adequate to support the economic development of Oahu communities;
- Nurture economic self-sufficiency for families;
- Raise the financial, career and job prospects for residents;

- Improve the self-esteem and emotional intelligence of the youth and adult workforce
4. Target population to be served  
The youth and adult population that can be served through this proposal is open to all residents of the State of Hawaii with a focus on assisting disabled veterans, homeless veterans, the unemployed, and the underemployed. The population may include incumbent and dislocated workers; unemployed youth and adults; previously incarcerated youth and adults in transition; and Veterans. Family literacy and parenting classes will be for families living in Oahu.
  5. Geographic coverage  
Eligible participants may be from anywhere within the State of Hawaii; focused on Oahu communities with higher populations of the specified targeted population.

## **II. Service Summary and Outcomes**

1. Scope of work, tasks and responsibilities  
The educational plan would provide training in the following areas:
  - Pre-employment and Life Skills  
These classes are designed for youth and adult in the fundamental responsibilities expected of mature adults both at home and in the workplace. Participants will cover topics such as attitude, communications, body language, image, time management, workplace skills, employer relations and job retention.
  - Family Literacy and Parenting Skills  
The Harvard Family Research Project of the Harvard Graduate School of Education suggest the following to enhance the overall effective development of children and youth:
    - Strive to understand parents' literacy strengths and reinforce their knowledge and skills;
    - Promote shared dialogue, where learners are actively contributing to their own learning.
    - Provide opportunities for adults and children to reflect on literacy practices in their daily lives;
    - Recognize the literacy history of parents and that all parents come with some memories of literacy;
    - Grow out of needs of participants and examine resources in a sociocultural context;
    - Adopt an empowerment philosophy and take action to break down patterns of social isolation;
    - Respond to the interests of adults and children;

- Document their experiences and learn from them, which at the same time contributes to building a research base for family literacy.

Parenting and family workshops will be conducted to promote these concepts and nurture a home learning environment where youth are supported in their learning by their families.

- **Personal and Family Financial Management**  
These workshops will focus on basic financial management principles and practices of creating budgets, saving, credit policies, financing and banking basics.

- **Hospitality Services and Customer Service**  
These classes involve a range of introductory to advanced customer service classes for the hospitality, retail and restaurant industries. Included are concepts in understanding Ho'okipa, as well as cultural diversity and its impact on how visitors, guests, customers and employees behave.

The American Hotel and Lodging Association (AH&LA) Guest Service Gold, as well as additional front line hotel certification training programs will also be offered. Successful participants will earn an AH&LA Guest Service Gold designation, pin and certificate.

- **Critical Thinking and Problem Solving Skills**  
Critical thinking and problem solving are two sets of skills and competencies that are at the core of career success as well as every day success in the workplace. Topics include a framework for approaching problems and creating solutions.

- **Emotional Intelligence, Behavior Skills and Cultural Diversity**  
These courses cover the range of communication and behavior styles of people. Participants learn about differing inter-personal communication styles and the impact that those styles have on others as well as themselves. By understanding the differing styles, they learn how to successfully work together by building upon the strengths of individual differences.

Cultural awareness classes provide an overview of cultures and increase awareness of how sensitivity to cultural differences will improve visitor and customer satisfaction, loyalty, sales and performance.

- **Leadership, Managerial and Supervisory Skills**  
These classes are designed to promote workplace and career success; improve employee retention; and enhance workplace performance. Topics include:
  - Frontline supervision
  - Leadership and management
  - Coaching and Mentoring
  - Time Management
  - Conflict Management

- Change Management
- Team Building
- Business Ethic

LearningBiz would develop the educational plan, curriculum and workshops for the above areas of need. It would also be responsible for scheduling all classes, venues, instructors, speakers and staff. Appropriate courseware will also be prepared and distributed; along with attendance tracking.

Class size:

Large workshops – up to 50 attendees

Small workshops – up to 24 attendees

2. Projected annual timeline

The educational implementation for this proposal would begin no later than July 1, 2016 and continue through June, 2017, with the emphasis being on the initial roll-out from July – November, 2016. Additional classes, workshops and events would continue through June, 2017.

	Tasks	2016						2017					
		Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Pre-program Development	Curriculum Development	X											
	Curriculum Review Assessment			x			x			x		x	
	Community Outreach	x	x	x	X	x	x	x	x	x	x	x	x
	Recruitment	x	x	x	X	x	x	x	x	x	x	x	x
	Participant Screening	x	x	x	X	x	x	x	x	x	x	x	x
Training & Sustainability	Pre-employment & Life Skills	x		x		x		x		x		x	
	Family Literacy & Parenting Skills	x		x		x		x		x		x	
	Personal & Family Financial Management	x		x		x		x		x		x	
	Hospitality Services & Customer Service		x		X		x		x		x		x
	Critical Thinking & Problem Solving		x		X		x		x		x		x
	Emotional Intelligence & Behavior Styles		x		X		x		x		x		x
	Cultural Awareness		x		X		x		x		x		x
	Leadership, Managerial & Supervisory	x		x		x		x		x		x	
	One-to-One Coaching												
Employment	Job Placement Assistance			x			x			x			x
	Interview Skills		x			x			x			x	

3. Quality assurance and evaluation plans for the request

LearningBiz ensures quality deliverance of our training services by conducting program evaluations throughout the year based on quantity (numbers of persons attending) and quality (depth of experience for the individual attendees).

- Class evaluations of instructors as well as the students will be conducted; all classes will be on a pass/fail basis. Statistics will be maintained on percentage of students passing, and number of sessions attended.
- Attendees of each course will be filling out evaluation forms to provide us with their feedback, which is then incorporated into the planning and implementation of the following programs.
- Interns from a local community college, university or college will conduct random market research surveys to assess student, management and community reaction to the educational program
- Interviews, focus groups and meetings with human resource departments, employment agencies, unemployment offices and other community service organizations will be conducted to assess performance levels and updated needs.
- Continue to work with major employers for the state as well as regional locations in areas of high employment; hospitality, restaurants and retail; LearningBiz will develop small consortiums of specific employers such as West O’ahu Retail and Hospitality industry such as Kapolei Commons, Disney Aulani Resort, Four Seasons West Oahu, Marriot Ko Olina Beach Club to assess their needs to ensure our candidates meet the demands of local businesses to be eligible to apply for jobs.
- At the completion of course work, the appropriate LearningBiz instructor will follow-up with participants as needed to ensure comprehension and that supportive services are in place, if needed.
- Conduct on-going monitoring of participants by tracking their progress and findings within 2 weeks after initiation of course work.
- Post-employment monitoring will occur on a quarterly basis for five quarters from the time of employment to ensure the success of the participant.
- Monthly collaborative staff meetings to evaluate progress.

4. Measures of effectiveness

Data from major employers throughout the state Oahu Worklinks offices will be monitored to assess employment statistics and the need for specific jobs and training skills.

LearningBiz is committed to meet outcomes and to track data that effectively measures outputs and outcomes.

Target Outputs and Outcomes:

- 1) Outreach and Recruitment: Minimum of 400 participants will be recruited into the program.
- 2) Training: Coaching and training scheduled regularly; of the 400 participants recruited:

- 25% will enroll in the family literacy program
- 60% will become certified as customer service employees in accordance with the American Hotel & Lodging Educational Institute (AHLEI) standards.
- 70% will have job placements in the hospitality/retail/visitor industry.

The average unemployment rate for the State of Hawaii is 4.4%, which is one of the lowest in the nation. However, this rate does not include the percentage of *underemployment*. The percentage of persons living in poverty on the western coast of Oahu is 21%. This program is designed for community capacity-building and to alleviate the underemployment of residents from these communities.

### III. Financial

#### Budget

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

Please see attached budget form for breakdown of requested funds.

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
\$87765	\$73137	\$73137	\$58511	\$292,550

3. Other sources of funding.  
Applicant will also be seeking funding from the State Department of Labor and Industrial Relations Workforce Development Division, the Oahu Worklinks program, the Beatrice Young Foundation and the Weinberg Foundation.
4. State and federal tax credits it has been granted within the prior three years.  
Applicant has not sought nor received any State and federal tax credits.
5. Government contracts and grants it has been and will be receiving for program funding.  
None yet.

### IV. Experience and Capability

#### A. Necessary Skills and Experience

LearningBiz has over fifteen years' experience providing a comprehensive array of high-impact and effective training courses that accommodate the needs of participants and a diverse group of employers, such as government agencies, educational, social service,



faith-based organizations, and businesses. It is an approved training provider for several funding programs, such as the Workforce Development Division's ETF Program; Oahu Worklinks; and the Hawaii Hotel and Restaurant Industry Employment and Training Trust.

LearningBiz, together with its predecessor and sister companies TeraBiz and Green Era Training has been providing training and consulting services in Hawaii for over fifteen years. Its clients represent a broad spectrum of industries including healthcare, social services, hospitality, technology and financial services. It also brings considerable expertise in business management, organizational development, workforce development, customer service, human resources, technology and training for individuals with multiple barriers to employment. The competencies of its staff in managing collaborative efforts and providing training to strengthen Hawaii's workforce, make it well suited for the proposed project. LearningBiz's administrators are adept in ensuring communication and coordination among multiple partners.

#### Overview of contracts, projects and clients

##### Contracts and Projects

- Department of Education, State of Hawaii – approved Professional Services Consultant; Provided Leadership Development Team Building, Communications and Conflict Management training to Complex Area Superintendents, Principals, administrators and staff
- State Department of Labor and Industrial Relations, Workforce Development Division – approved ETF training provider.
- Oahu WorkLinks – approved training provider.
- Honolulu Board of Water Supply – Leadership Development, Team Building, Career Skills, Communications and Conflict Management.
- MC&A, Inc. – Leadership Development, Customer Service, Team Building, Career Skills, Communications, and Conflict Management to Supervisors and Customer Service staff in the Hospitality Industry.
- Gemini Observatories; and Hawaii France Canada Observatory; on Mauna Kea
- Outrigger Hotels – Training, mentoring, and coaching for staff to become better prepared for career opportunities in the Hospitality Industry.
- Beach Activities of Maui – Executive training
- Outrigger Beachwalk – monthly training for tenants in customer service, Hawaiian culture and culture awareness

LearningBiz will partner with O'ahu Worklinks

#### **B. Facilities**

LearningBiz facilities are located at 1500 Kapiolani Boulevard on the second floor; equipped with a large classroom, training materials and parking for training participants within the Honolulu area. For residents where a Honolulu training destination is not convenient LearningBiz's partner O'ahu Worklinks will offer various rooms around the State for training, seminars, and coaching. Various employers may also offer assistance in securing space for job fairs and information sessions.

LearningBiz will be proposing a joint capital funding from The Harry & Jeanette Weinberg Foundation and the Beatrice M. H. Young Foundation through a partnership with the Menehune Foundation.

The Menehune foundation is a not-for-profit public corporation chartered and incorporated in the State of Hawai'i in July 2005. The Menehune Foundation was created to raise environmental awareness, and to teach values and life skills that children will need to make better choices in becoming responsible citizens of the world. This will be accomplished by promoting the economic and social development interests of the Native Hawaiian Community through financial and literary education; science and technology; and business development activities.

The Menehune Foundation will ultimately help children and their families become economically self-sufficient. This will be accomplished through proven financial literacy curriculum. Funding will be used to create television programs, learning DVD's, video games, workbooks, a supportive and interactive website, and other multimedia channels popular in Hawaiian culture.

## **V. Personnel: Project Organization and Staffing**

### **A. Proposed Staffing, Staff Qualifications, Supervision and Training**

#### **1. Proposed Staffing**

Gregg Yamanaka, President of LearningBiz will be the lead instructor and curriculum developer.

The LearningBiz staff is composed of highly qualified individuals who because of their varied background and experience are an integral part of the organization's operation and vitality. The following outlines the staffing pattern that will be involved in the curriculum development, technology development, instructional and assessment services.

The COO of LearningBiz, Dan Herbert, who is bilingual, possesses the skills, abilities, and knowledge necessary to supervise, schedule, and ensure the successful delivery of the proposed services, will oversee the administrative aspects of the Project, including future grant applications, facility development, classroom technology delivery.

Rolanse Crisafulli, Executive Director of O'ahu Worklinks has exceptional experience with developing programs such as the Career Educaiton & Capacity Center Program, hands-on experience with our target audience and the challenges they are faced in finding and keeping employment, and has a firm understanding of developing cohesive employment goals matched with Hawaii employer's needs.

LearningBiz has eight instructors who will be working on this project: Gregg Yamanaka, Chris Leong, Debbi Leilani Keolanui, Heidi Arrington, Laura Leong, Kaipo Ho, and David Asanuma.

Due to its business model of utilizing independent contract trainers, LearningBiz has the capacity to expand its existing training capacity if necessary to meet the demands of this RFP. Chris Leong, Heidi Arrington, and Laura Leong each have the capacity for an increase of 40-60 hours per month. There are additional instructors who are capable of delivering this program's content if demand requires.

A number of Oahu Worklinks job counselors will be assigned to assist in interviewing potential training candidates, develop employment plan goals and assess their training needs in collaboration with the LearningBiz team. Job counselors daily interact with our target audience and understand their unique needs. They will be an integral portion to our program.

## 2. Staff Qualifications

- Gregg Yamanaka, President – 25+ years demonstrated leadership, management, training and workforce development experience as the founder of LearningBiz, in business, and as Chair of the State Workforce Development Council. He has strong experience in workforce development, organizational development, capacity building, youth development, and family literacy. He has been an approved trainer for the State Department of Education, the State Workforce Development Division, the Oahu WorkLinks office; and has served on the Boards of Child and Family Service, Good Beginnings, the national boards of Family Service America and the National Governor's Association's Council of State Workforce Chairs. He has chaired the Educational Workforce Council, created by the 2007 Hawaii State Legislature; and the Career & Technical Education Center Advisory Committee, University of Hawaii.
- Dan Herbert, COO – holds a Bachelor's degree in International Business and Economics. Over the last 10 years he has worked in Hawaii, Japan and Vietnam on hospitality, marketing and technology strategies. He has served as COO of LearningBiz for the past year, focused on the administration of training processes and contracts.
- Elena Yoo, Director of Instructional Strategies and Asian Cultures– Holds a Master's of Engineering in Technical Japanese, with an in-depth knowledge of educational technology and instructional design for adult learners. She has taught all levels of business courses at the Japan-America Institute of Management Science at the Shidler College of Business at University of Hawaii Manoa.
- Chris Leong, Ph.D. – holds a Ph.D. in Cross-cultural Psychology and a Masters in Counseling Psychology; experienced in both government and private sector coaching and training, he delivers both training and coaching to a wide range of

clients. He conducts workshops for the Quality of Life Inc in anger management and interpersonal conflict management.

- Laura Leong – holds a Master of Arts in Behavioral Science – Clinical Psychology; and a Bachelor of Arts in Psychology. Most recently, she has been a counselor for the Kapiolani Community Center as a counselor for the iCAN program as an instructor and counselor. She has also worked as a mental health specialist for Child and Family Service, The Institute for Rehabilitation and Research, the VA Medical Center Hospital in Houston, Texas; and other clinics.
- Debbi Leilani Keolanui has been an adjunct instructor for the University of Hawai'i – Kapi'olani Community College for 9 years. She has over 17 years of management experience in the hospitality industry; and 14 years of experience in private and public education and training in management, hospitality, tourism, career development, and service excellence. Leilani has created and conducted many management and customer service training programs in the private sector, and for the Hawai'i State Government; and is a Certified Facilitator of Franklin Covey's "The 7 Habits for Managers". She currently wears many volunteer hats, and is especially proud of being a volunteer trainer for APEC Hawai'i 2011. Her style is "training, management, and service with Aloha".
- Heidi Arrington, Senior Instructor, has over 30 years of experience in the hospitality training industry having worked as Front Office Training Coordinator, Sr. Instructor for United Airlines where she helped design, develop and facilitate curriculum for Reservations and Customer Service training programs currently used. In addition, Heidi has worked as Contract Service Manager for Hawaiian Airlines and for the Department of Transportation, Federal Aviation Administration. During her career with United, Heidi supported offshore operations in India, the Philippines, China and Canada working with third party vendor instructors to ensure the curriculum was delivered and implemented to customer satisfaction standards. In addition, she worked closely with multiple departments on Leadership Development strategies for both management and non-management (union & non-union) employees. During APEC 2011, she trained over 650 State and Federal Airport employees in the Ho'okipa (Hospitality) training program. Heidi has been lecturing at Kapi'olani Community College in the Hospitality & Tourism Department since 2010. She previously taught Travel & Tourism courses at Travel University International's Honolulu campus from 1999 to 2005. Heidi holds a BA in Psychology from the University of Hawai'i West O'ahu and is currently working on the completion of a Master's in Educational Psychology at the UH Manoa.
- Kaipo Ho, Hawaiian Culture Trainer, was born and raised in Honolulu, and is a 38 year veteran with Hawai'i's hospitality industry. He began his career as a cultural interpretive guide with the Bernice Pauahi Bishop Museum and enjoyed the opportunity to learn from the many cultural scholars that frequented the campus. He later joined the E Noa Corporation, the present day owner/operator of

the Waikiki Trolley system, and developed the company's first formal driver-interpreter training and certification program. In 1986, Kaipo joined the Amfac Resorts operations management team in Po'ipu, Kaua'i as assistant guest services manager of the Waiohai Beach Resort. He was later promoted to Guest Services manager overseeing the luxury resort's concierge, bell and valet departments. In 1990, Kaipo was appointed hotel manager of the Stouffer's Po'ipu Beach Hotel and oversaw its daily operations. In 1993, Kaipo returned to his O'ahu home and joined Outrigger Enterprises. During his 20 years with Outrigger, Kaipo has been instrumental in planning, designing and facilitating Outrigger's successful management-by-values process known as Ke 'Ano Wa'a, The Outrigger Way, and ensuring that the process is aligned with the company's business goals and objectives. Kaipo is also a Hawaiian Kahu and practitioner of Hawaiian cultural protocol and spiritual healing, and is a licensed wedding celebrant in the State of Hawai'i.

- David Asanuma, a native of Tokyo, Japan, has lived in Hawaii for 24 years and has spent those years accomplishing many things creatively and productively. Since 2001, he has done volunteer work for the Bishop Museum and has an in-depth knowledge of Hawaiian culture and history, as well as the history of Japanese Americans in Hawaii. David acquired the knowledge of cultural exchange during his 45 years at JTB (Japan Travel Bureau) as Director of Community Relations, and as the executive director of Honolulu Festival since 2004. He is a recipient of the "Foreign Minister's Commendation 2013" from the Japanese Government for cultivating cultural exchange between the United States and Japan. He has been a lecturer at several universities in Japan for Hawaiian culture, tourism in Hawaii, cross-cultural communication, etc.

Instructors – All LearningBiz instructors have at least 4 years minimum experience working with adult learners and demonstrated competencies in their respective fields of training.

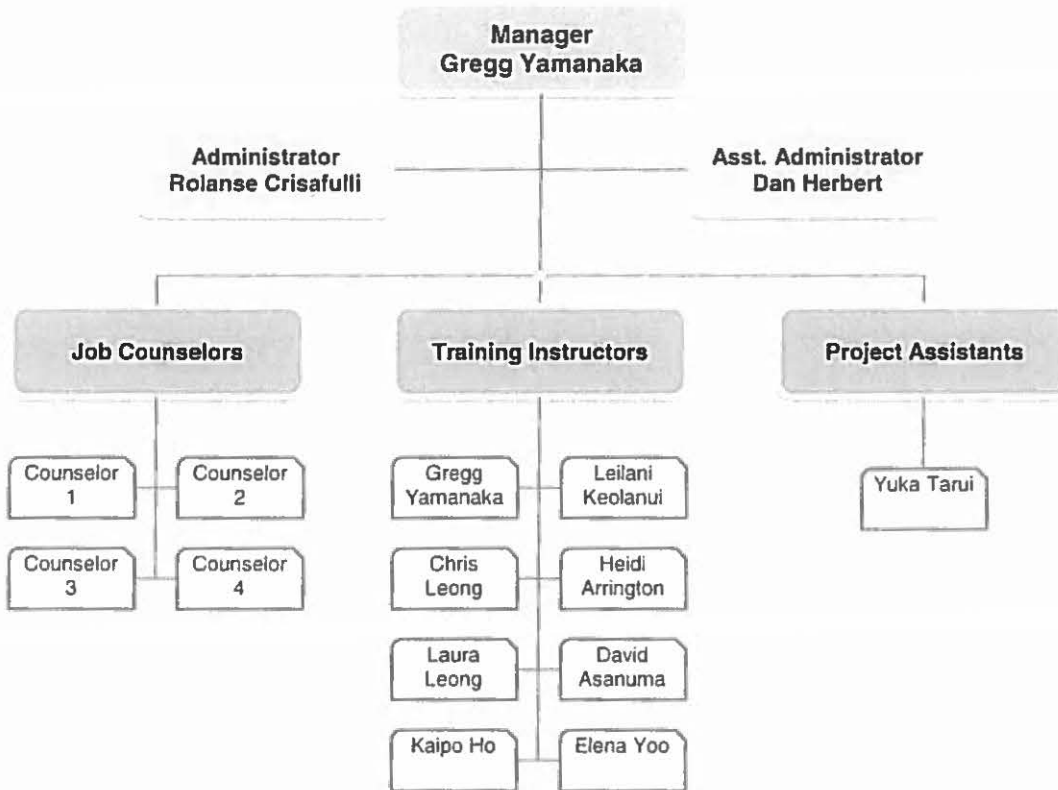
### 3. Supervision and Training

LearningBiz is an employer of lifelong learning and is at the basis of all new hiring's. All staff must possess a passion for lifelong learning as that is what we instill in all of our training participants. Instructors are carefully selected based on their real-life experience pertinent to their area of instruction, level of academic achievement, and personality. Our instructors possess that "it" factor that is infectious to everyone around them and this is prevalent in the training room.

LearningBiz offers annual one-to-one coaching led by our Chief Learning Officer, Gregg Yamanaka. In addition we require all employees to attend a variety of leadership, behavior styles, critical thinking and problem solving programs as they are the basis for all programs and individual success.

We encourage instructors to participate in a variety of industry specific webinars and conferences. Many choose to study for new licensing or certifications. Quarterly the Chief Learning Officer, Directors of Instructional Strategies, Chief Operating Officer and key instructors sit down and review client feedback, training participant feedback and the industry need for our training materials and update accordingly.

## Project Organizational Structure



**C. Compensation**

Dan Herbert, Chief Operating Officer: \$60,000  
Debbi Leilani Keolanui, Program Director: \$60,000  
Yuka Tarui, Part-Time Office Manager: \$43,200

**VI. Other**

**A. Litigation**

The applicant is not in any pending litigation.

**B. Licensure or Accreditation**

LearningBiz is a private Vocational School licensed by the State of Hawaii Department of Education.  
In addition LearningBiz is a State approved Eligible Training Provider.



**C. Federal and County Grants**

C. Federal and County Grants

Since July 1, 2014 LearningBiz has been a subcontractor for the following State wide grants:

**GOVERNMENT CONTRACTS AND/OR GRANTS**

Applicant: LearningBiz, LLC

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau )	CONTRACT VALUE
1.	Approved Eligible Training Provider for the State of Hawaii providing training at Subsidized costs for Employers paying into the unemployment tax fund for incumbent workers.	01/2015 - 12/2016	Workforce Development Division Department of Labor Industrial Relations	State	Tuition Subsidized Varies
2.	Approved training provider for dislocated workers/chronically unemployed.	01/2014 - 06/2016	O'ahu Worklinks	State	Varies
3.					
4.					
				TOTAL	\$100,000+

**D. Private Educational Institutions**

LearningBiz will use funds awarded to support or benefit a non-sectarian vocational school.

**E. Future Sustainability Plan**

The applicant will be seeking longer-term capital and operational funding for this educational project from local and national foundations. In addition, private employer funding as well as State funding through the Workforce Development Division Employment Training Fund will be utilized for incumbent worker training.

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

Please review Attachment 1 of this application for an updated Certificate of Good Standing and Vendor Compliance.

## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2016 to June 30, 2017

Applicant: LearningBiz, LLC

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
<b>A. PERSONNEL COST</b>				
1. Salaries	292,550			
2. Payroll Taxes & Assessments	0			
3. Fringe Benefits	0			
<b>TOTAL PERSONNEL COST</b>	<b>292,550</b>			
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies	15,000			
7. Telecommunication				5,000
8. Utilities				5,000
9. Building/Construction				250,000
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>15,000</b>			<b>260,000</b>
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>	<b>307,550</b>			<b>260,000</b>
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	307,550	Daniel Herbert (808) 369-8502		
(b) Total Federal Funds Requested		Name (Please type or print) Phone		
(c) Total County Funds Requested		[Redacted Signature] 07/27/16		
(d) Total Private/Other Funds Requested	260,000	Signature of Authorized Official Date		
<b>TOTAL BUDGET</b>	<b>567,550</b>	Daniel Herbert COO Name and Title (Please type or print)		

**BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES**

Period: July 1, 2016 to June 30, 2017

Applicant: LearningBiz, LLC

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Program Administrator	1	\$80,000.00	10.00%	\$ 8,000.00
Assistant Administrator(s)	1	\$60,000.00	70.00%	\$ 42,000.00
Administrative Assistants (4)	2	\$98,400.00	100.00%	\$ 98,400.00
Workplace Skills Instructor(s)	0.2	\$56,060.00	50.00%	\$ 28,030.00
Family Literacy Instructor(s)	0.75	\$56,060.00	50.00%	\$ 28,030.00
Hospitality Instructor(s)	0.73	\$56,060.00	50.00%	\$ 28,030.00
Emotional Intelligence Instructor(s)	0.25	\$56,060.00	50.00%	\$ 28,030.00
Cultural Instructor(s)	0.3	\$56,060.00	50.00%	\$ 28,030.00
Job Counselors	4	\$40,000.00	10.00%	\$ 4,000.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				<b>292,550.00</b>
<b>JUSTIFICATION/COMMENTS:</b>				

# **APPENDIX 1**



STATE OF HAWAII  
STATE PROCUREMENT OFFICE

**CERTIFICATE OF VENDOR COMPLIANCE**

This document presents the compliance status of the vendor identified below on the issue date with respect to certificates required from the Hawaii Department of Taxation (DOTAX), the Internal Revenue Service, the Hawaii Department of Labor and Industrial Relations (DLIR), and the Hawaii Department of Commerce and Consumer Affairs (DCCA).

Vendor Name: **LEARNINGBIZ, LLC**

DBA/Trade Name: **THE LEARNINGBIZ GROUP**

Issue Date: **01/22/2016**

Status: **Compliant**

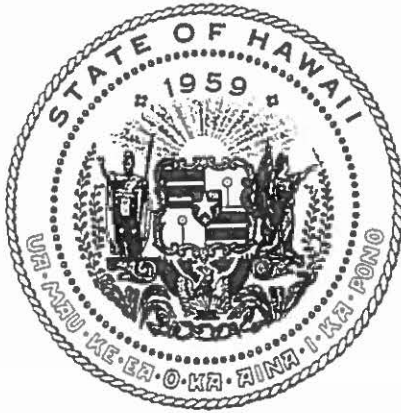
Hawaii Tax#: XXXXXXXXXX  
FEIN/SSN#: XXXXXXXXXX  
UI#: XXXXXX3968  
DCCA FILE#: 37949

**Status of Compliance for this Vendor on issue date:**

Form	Department(s)	Status
A-6	Hawaii Department of Taxation	Compliant
	Internal Revenue Service	Compliant
COGS	Hawaii Department of Commerce & Consumer Affairs	Compliant
LIR27	Hawaii Department of Labor & Industrial Relations	Compliant

**Status Legend:**

Status	Description
Exempt	The entity is exempt from this requirement
Compliant	The entity is compliant with this requirement or the entity is in agreement with agency and actively working towards compliance
Pending	The entity is compliant with DLIR requirement
Submitted	The entity has applied for the certificate but it is awaiting approval
	The entity is not in compliance with the requirement and should contact the issuing agency for more information



## 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 according to the records of this Department,

LEARNINGBIZ, LLC

was organized under the laws of the State of Hawaii on 06/21/2005 ; that it is an existing limited liability company in good standing and is duly authorized to transact business.



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 22, 2016



Director of Commerce and Consumer Affairs