

COPY

PALAMA SETTLEMENT



SINCE 1896

The Twenty-Ninth Legislature
Grant in Aid Request
Operating Funds
Fiscal Year 2018

House District 27

Senate District 13

THE TWENTY-NINTH 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: Palama Settlement

Dba:

Street Address: 810 North Vineyard Blvd.

Mailing Address: 810 North Vineyard Blvd.
Honolulu, HI 96817

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name DONNA TANIGUCHI

Title Program Administrator

Phone # 808-848-2517

Fax # 808-847-2873

E-mail donna@palamasettlement.org

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:

PROMOTING ACTIVE SENIOR LIVING -
EXPANDING PALAMA SETTLEMENT'S SENIOR CITIZENS' PROGRAMMING

4. FEDERAL TAX ID # [REDACTED]

5. STATE TAX ID # [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2018: \$ 35,594.00

8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

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

SPECIFY THE AMOUNT BY SOURCES OF FUNDS AVAILABLE AT THE TIME OF THIS REQUEST:

STATE \$ 0

FEDERAL \$ 0

COUNTY \$ 0

PRIVATE/OTHER \$ 8,866.00

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[REDACTED]

AUTHORIZED SIGNATURE

EARL FUSATO, EXECUTIVE DIRECTOR
NAME & TITLE

1/12/17
DATE SIGNED



RECEIVED

1/13/17 *mm*

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;*

Since inception in 1896, Palama Settlement has served the low-income community of Kalihi-Palama by providing opportunities of education, health, and well-being. Palama Settlement grew out of the settlement philosophy to identify and meet the needs of its surrounding community. Situated just outside of Honolulu's financial district, the community has been the home to waves of newly arrived immigrant/migrant families, as well as long-time residents. Over the years, Palama pioneered the development of many innovative programs to address the ever-changing faces of the community residents. Today, the Settlement continues to offer a spectrum of services that range from educational, recreational, athletic, cultural, health, social and community building programs for children, youth, adults, senior citizens and families. As a community center on a 6.5 acre parcel, the Palama campus is an oasis of green just across the street from the State's oldest public housing project. The campus boasts one of the largest gymnasiums on the island and the only swimming pool in the immediate area. Participants from keiki to kupuna utilize the facilities daily to take part in leisure, sports and education programs. Kupuna enjoy gathering in the morning to exercise and to socialize while line-dancing, performing Zumba, learning ukulele or hula. Providing a venue for physical fitness and reduction in isolation keeps the seniors active and alert.

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

The overall goal of this project is to promote the well-being and active senior living of the growing older adult population. The objectives are: to increase the offerings of diverse classes; to increase the numbers of participants; to increase the participants' time spent in weekly exercise (water aerobics/exercise classes); to increase the consumption of fruits and vegetables (cooking demonstrations); and to promote active engagement and fulfillment (visual arts classes) and social engagement of the participants.

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

Baby boomers began turning 65 years of age in 2011 and through 2030, an average of 10,000 baby boomers nationwide will be turning 65 daily. It is projected that by 2056 the population of adults 65 years and older will outnumber the population of teens and children 18 years and younger.

(<http://assets.americashealthrankings.org/app/uploads/final-report-seniors-2016-edition-1.pdf>). In the ten year time period between 2000 and 2010, the age 60 plus population in Hawaii grew 34% as compared to the national average of 24.7%. Projections are that by 2020, 25.8% of all of Hawaii residents will be 60 years or older (US Census, 2010). This in part is due to Hawaii having the highest life expectancy rate in the nation of seniors 65 years and older, as reported in 2013 by Hawaii News Now. This is supported by the 2016 Health Rankings Senior Report in which Hawaii's seniors ranked 5th healthiest in the nation, had the 3rd lowest rates of senior smokers, the lowest rate of senior obesity, and ranked the 6th highest in senior physical activity. By keeping Hawaii's older adults healthy, health care expenses, of which the older adults are the largest consumer group, can be minimized for the individual as well as the State.

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

The intended target population are "older adults" ages 60 plus, an age group defined by the United States Administration on Aging (AoA). Because of the proposed programming, the target population would additionally be active and mobile.

5. *Describe the geographic coverage.*

Preferential geographic coverage is the Liliha-Palama-Kalihi community that Palama Settlement serves, however, participants will not be declined due to their geographic area of residence. Programming will be offered at the Palama Settlement campus.

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 proposed project would expand Palama Settlement's program offerings to its Senior Citizens' morning classes. In addition to Palama's current performing arts program (hula, ukulele, line dancing), the program would be expanded to include visual classes in ceramics/pottery and watercolor classes. The exercise classes (currently Zumba Gold, chair yoga and tai chi) would be expanded to include

water exercise/aerobics. Monthly cooking demonstrations that emphasize use of fruits and vegetables, lower salt and fat content is also proposed. The expansion classes would promote physical exercise, healthy diet, and for those not interested in performing arts, another creative outlet.

Palama Settlement would contract with the Hawaii Potters' Guild (HPG) to provide two instructors to conduct once per week classes for a maximum of 20 students. The twelve week, two hour class would be offered during each of the two senior program semesters (spring and fall) for a total of 24 classes during the year. Students would learn all three basic, clay hand-building skills: coiling, pinching and slabbing. The curriculum would be designed to allow for the creation of functional work, including bowls, mugs, cups, planters, vases, tiles, beads, etc. as well as sculptural work, including Hawaiian sea and animal life, wall-hangings, etc. Students would be introduced to advanced ceramic techniques such as texturing, marbling, mono-printing and graffito, as classes progress. The pieces would be glazed and fired in a kiln located on the Palama campus. The Hawaii Potters' Guild has been teaching clay classes to the Palama keiki since April of 2010.

The watercolor classes would be contracted with the Hawaii Watercolor Society (HWS) to provide two instructors to conduct once per week classes for a maximum of 20 students per class. The watercolor classes would also be two hour classes, for twelve weeks during each of the two semesters, for a total of 24 classes. During the two hour period, 20 minutes would be spent on instruction, followed by two 40 minute painting exercises. The last 10 minutes of the class would be for reflection, coaching and discussion of the exercises and work. Students would learn color bridges (3 basic techniques and color mixing); black and white value, tone, shapes and lines; the composition of making an interesting painting; rendering light and form; textures and a final project of designing and creating notecards. The HWS has been teaching classes to the Palama keiki since 2013. Supplies for both the pottery and watercolor classes would be provided by Palama. The classes would be offered on different days so that the participants could choose to attend either or both classes during the semester.

The water exercise or aerobics classes would be offered twice per week, each class 30 – 45 minutes in length. The classes would be conducted by a part-time Palama staff with experience in the instruction of either water exercise or aerobics classes and assisted by Palama's Aquatics Manager who is a certified lifeguard. Participants can elect to attend the class either once or twice per week. The classes would be conducted for eight consecutive weeks during the spring and fall semesters. Water exercise classes can reduce arthritis and joint pain while strengthening bone density and muscle mass. Water is also a form of resistance, so strengthening exercises can be done without additional weights.

The monthly cooking demonstrations would introduce the seniors to creative ways of adding more fruits and vegetables to their diets. The seniors would also learn how the use of herbs and seasonings can substitute for excessive salt, sugar and soy sauce in cooking. Kapiolani Community College's Culinary Arts Program, a partner of the keiki cooking classes will assist in providing tips for making the dishes more palatable and easier for the older adults to chew.

Participants to the pottery, watercolor and water exercise/aerobics classes would be required to register during the registration periods in December and January for the spring semester, and May and August for the fall semester. A \$25 registration fee per semester is required, but enables the seniors to enroll in an unlimited number of classes except for the Zumba Gold and chair yoga classes that require an additional \$2 fee per class.

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

Palama Settlement's Senior Program is offered twice a year. The spring semester is generally conducted from the second week in January to early May for a total of 16 weeks. The fall semester is conducted from mid-August to the end of November for a total of 16 weeks. Registration for classes begins in December and continues in January for the spring session and in May to August for the fall session. The timeline below is dependent upon availability of funding.

In the spring/fall semester, the weekly pottery and watercolor classes would begin in mid-January/late August, allowing time for the participants to register for each of the new class offerings. Six classes of watercolor and six classes of pottery would be conducted on consecutive weeks. Following a two week break, during which time new participants could register for the classes, both classes would resume for six consecutive weeks through the end of the spring/fall semester.

In January/August, a water aerobics/exercise instructor would be hired and equipment purchased. The twice per week, 45 minute classes would begin in March/September. (Spring classes would not start until March due to cold pool temperature). Each of the bi-weekly classes would be independent of the other, however, participants would be able to enroll for one or both classes each week. The water aerobics/exercise classes would be conducted for eight consecutive weeks. Unlike the rest of the senior program classes, the water aerobics/exercise classes would continue through the summer to take advantage of the warm weather. These classes would remain twice per week, 45 minutes per class for eight weeks. The fee for the participants registering for this summer program would be \$25 for once per week classes or \$40 for bi-weekly attendance.

Cooking demonstrations will be conducted once per month on a trial basis to determine interest and feasibility. The demonstrations would be conducted just

after the usual senior programming hours at 11:00 a.m. to allow for greater participation. There would be four demonstrations in each of the spring and fall semesters. Depending on the interest, the demonstrations may be increased to twice per month in the second semester.

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 Senior Program at Palama Settlement is currently a volunteer, peer-driven program. The Coordinator works closely with the instructors and participants and is most familiar with their comments and complaints. She will track registration to the classes. Palama's Recreation Director, who oversees the Senior Program and Palama's Program Administrator, will meet every three weeks with the pottery and watercolor instructors and the Coordinator. During the meetings both instructor and participants concerns will be discussed. Both the Recreation Director and Program Administrator will also observe the classes on a random basis. Concerns will be noted in the meeting and observation notes and corrective measures discussed and undertaken. Class participants will also be asked to complete a satisfaction and evaluation survey after the end of each six week session. The water exercise/aerobics classes will be monitored by the Recreation Director. Concerns will be discussed during the Recreation Division's weekly meeting with staff, including the Aquatics Manager. The Recreation Director will also conduct random observations of the class. Concerns will be noted and reported to the Program Administrator. Corrective actions will be developed and undertaken. Participants will be asked to complete a satisfaction and evaluation survey at the end of the class session. The cooking demonstrations will be monitored through observation by the Recreation Director and Program Administrator. Participants will be asked to complete a satisfaction and evaluation survey following each demonstration. Concerns will be discussed and corrective action developed and undertaken. Record of the discussion and observation notes with corresponding corrective action and resulting comments of the participants will be kept by the Program Administrator.

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.***

Overall goal: To promote the well-being and active senior living of the growing older adult population.

Overall goal measurement: Participants will report that the classes have met with their satisfaction and would enroll in the class again and/or would recommend the class to their friends as measured by the satisfaction and evaluation survey

Objective #1: To increase the offerings of diverse classes

Objective #1 Measurement: The Senior Program class offerings will increase by the addition of two visual arts classes, a water exercise/aerobics class and monthly cooking demonstrations.

Objective #2: To increase the numbers of participants in the Senior Program

Objective #2 Measurement: New participant enrollment will increase by 10% as evidenced by the registration log.

Objective #3: To increase the participants' time spent in weekly exercise.

Objective #3 Measurement: Participants in the water exercise/aerobics class will report they have increased time spent exercising as evidenced in the satisfaction and evaluation survey.

Objective #4: To increase the consumption of fruits and vegetables (cooking demonstrations)

Objective #4 Measurement: Participants of the cooking demonstrations will report they are more conscious about increasing their consumption of fruits and vegetables as evidenced in the satisfaction and evaluation survey.

Objective #5: To promote active and social engagement and fulfillment of the participants.

Objective #5 Measurement: Participants will report that they have met new people as the result of enrollment in the new program offerings and that the classes have met with their satisfaction as evidenced by the satisfaction and evaluation survey.

III. Financial

Budget

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

See attached

2. *The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2018.*

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$10,580.00	\$8,405.00	\$8,305.00	\$8,304.00	\$35,594.00

3. *The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2018.*

*Palama Settlement operates on a calendar year. The following is a list of the agency’s sources of funding which we are seeking for the 2017 calendar year:

- Waterhouse Charitable Trust (a portion related to this project)
- Henry and Colene Wong Foundation (not related to this project)
- Aloha United Way (not related to this project)
- Hawaii Community Foundation (not related to this project)
- City and County of Honolulu Grant-in-Aid (not related to this project)
- State of Hawaii, Judiciary (not related to this project)
- Harry and Jeanette Weinberg Foundation (not related to this project)
- Clarence T.C. Ching Foundation (not related to this project)
- Friends of Hawaii Charities (not related to this project)
- Individual Contributions (a portion related to this project)
- Legacy and Bequests (not related to this project)
- Corporate and Business Contributions (not related to this project)
- Facility Rentals (not related to this project)
- Special Events Fundraisers (not related to this project)

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.*

Palama Settlement has not applied for nor have been granted any state or federal tax credits within the prior three years and does not anticipate applying for state and federal tax credits pertaining to any capital project.

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

Current Federal, State and County Contract: Contract No. J16151 – Judiciary, State of Hawaii (not related to this project)

No current or past Federal, State and Country Contracts have been awarded for Palama Settlement's Senior Program.

6. *The applicant shall provide the balance of its unrestricted current assets as of December 31, 2016.*

As of December 31, 2016, Palama Settlement had a balance of \$507,000 in unrestricted current assets.

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.

Palama Settlement's Senior Program has been in existence for over the past twenty years. Line dancing, tai-chi, Mahjongg and sewing have long been staples. More recently, the performing arts program was re-established with ukulele and hula classes, both developing a steady following. Zumba Gold and chair yoga were also introduced in the last three years and is growing in popularity. The number of participants averages approximately 200 in each semester. This number, however has been slowly diminishing with the aging population of the long-time participants. While the foundation of the program is strong, the intent of the new offerings is to attract a population whose interests may not be served with current programming.

The Hawaii Potters' Guild has provided classes to Palama's keiki since April 2010. The primary instructor has been with the keiki program from its inception. The Hawaii Watercolor Society began keiki classes in 2013. In 2015, the lead instructor changed hands and since then she has been conducting the six week classes that alternates with six weeks of pottery classes. Both instructors have expressed their desire to expand the classes at Palama Settlement.

Water exercise/aerobic classes have not been a part of the senior program for over twenty years. There has been expressed interest by the current participants as well as from older adults in the community. With the hiring of the Aquatics Manager in 2015, the keiki swim program has grown to include learn-to-swim classes, drown-proofing classes to neighborhood elementary schools, individual swim lessons and the development of an emerging swim team. The Aquatics Program is ready to include older adults to its programming.

Listing of verifiable experience:

- 1) Rayna Galati, Hawaii Potters' Guild.
Lead instructor of Palama Settlement's keiki pottery classes since April 2010
- 2) Dawn Yoshimura, Hawaii Watercolor Society
Lead instructor of Palama Settlement's watercolor classes since October 2015.

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.

Palama Settlement is conveniently situated on 6.5 acres of land in the Liliha-Palama-Kalihi community of Honolulu. The Harry and Jeannette Weinberg Gymnasium that was built in 1960 remains one of the largest on the island with one full and one half court, a second floor multi-purpose room, a second floor weight room and large lanai. The gym is occupied on most mornings by the either the line dancing, Zumba or tai-chi classes. Hula, ukulele, chair yoga and sewing classes are conducted on the ground floor dining room and dining lanai of the Higashino Building. Also housed in the Higashino Building is a certified, commercial-grade kitchen with walk-in refrigerator and freezer. The kitchen is used in the mornings by a vendor who prepares meals for Meals on Wheels and private preschools. Palama's swimming pool was reopened in 1985 after being closed for over six years. The pool is a foot shy of 25 yards, is six lanes across and ranges in depth from four feet to nine feet. The pool is also equipped with a portable aquatic lift and is wheelchair accessible.

The keiki pottery and watercolor classes are currently held in the dining room lanai of the Higashino Building. This area makes for easy setup and cleanup, and is easily accessible. The classes for the older adults will either be conducted in this area or the gym lanai. The kiln room for firing the pottery pieces is located in the back of the gym. The areas to be used for the pottery, watercolor and cooking demonstrations are on the ground floor of the buildings which makes it easy for the older adults to access and offers a safe environment for the classes to be held.

The Palama campus is accessible via the city bus with a west-bound bus stop fronting the campus on Vineyard Boulevard. Ample, on-campus parking is also available.

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.

Palama Settlement's Senior Program is a volunteer, peer-driven program. The volunteer coordinator leads the other volunteers to conduct the registration, schedule classes and plan end of semester celebrations. She is present during program hours and serves as the direct contact to the participants and volunteer instructors (line dancing, tai-chi and sewing classes) and contracted instructors (hula, ukulele, Zumba and chair yoga). In addition to her daily communication with the Recreation Director, the volunteer instructors and assistants meet monthly with the Recreation Director. The Recreation Director oversees the day-to-day operations of his division, including the Senior, and Aquatics Programs. He is responsible to address and resolve concerns and comments that the volunteer coordinator communicates to him, as well as his staff's concerns. He has been in his position since 2011.

The Recreation Division's Youth Specialist, under the supervision of the Recreation Director would be responsible for the planning, preparation and conducting the monthly cooking demonstrations. He currently teaches the bi-weekly keiki cooking classes. As part of the 808 Jr. Chef Showdown collaborative, he has attended training classes at the Kapiolani Community College's Culinary Arts Program to learn basic cooking skills and kitchen hygiene. With a goal of increasing fruit and vegetable consumption and reducing fat, salt and sugar intake, and how to utilize herbs and spices, fruits and vegetables the Aquatics Manager would directly supervise the water exercise/aerobics instructor to develop a curriculum for the seniors.

The Program Administrator ensures that Palama's programs are complying with Palama's mission, program outcomes, participant satisfaction and staffing concerns. This includes oversight of the Recreation Division. The Program Administrator is also responsible for the oversight of memorandum of agreements with contractors including compliance of their scope of work. She has also been involved with the writing, execution, monitoring, and reporting of Palama's program grants since 2007. These grants have included funding by private foundations and trusts, City Grant-in-Aid (2012-2013); Community Development Block Grants (September 2010 – August 2011; September 2011 – August 2012); and State of Hawaii Grant-in-Aid (FY 2012, amended to September 2013). The Program Administrator would oversee the memorandum of agreement with Rayna

Galati of the Hawaii Potters' Guild and Dawn Yoshimura of the Hawaii Watercolor Society.

The Business Office Manager began working for Palama Settlement in 1980 as a bookkeeper. In 2006 she was elevated to Manager of the Business Office. In addition to oversight of Palama's day-to-day financial operations, the Business Office Manager develops, manages and reviews the financial record keeping and procedure in order to maintain sound fiscal controls. She works closely with the Program Administrator to ensure appropriate use of grant funds and its financial reporting.

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.

See Attachment A – Organization Chart

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.

Executive Director - \$100,000
Program Administrator - \$63,200
Business Office Manager & Recreation Director - \$53,000

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.

Palama Settlement is not a party to any pending litigation nor a party to any outstanding judgement.

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.

Palama Settlement's Aquatics Manager holds certifications for:

American Red Cross Lifeguard
American Red Cross Water Safety Instructor
American Red Cross Safety Training for Swim Coaches
World Swimming Coaches Association Level 02
USA Swimming Coach
American Heart Association - CPR AED

Palama Settlement's Program Administrator is a licensed social worker in the State of Hawaii

C. 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.

Grant funds will not be used to support or to benefit a sectarian or non-sectarian private educational institution.

Grant funds will not be used by Palama Settlement to support or to benefit a sectarian or non-sectarian private educational institution.

D. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 2017-18 the activity funded by the grant if the grant of this application is:

(1) Received by the applicant for fiscal year 2017-18, but

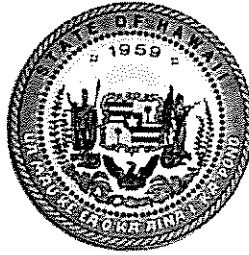
If funding is received for fiscal year 2017 – 2018, the plan to sustain the programming following that period includes seeking other funding and grant opportunities through both private and public sources. If there is a high level of interest for the programs, a registration fee may also be charged.

(2) Not received by the applicant thereafter.

If funding is not received thereafter, Palama may have to scale back the new program offerings until other sources of funding can be secured. A small registration fee may still be charged if there is expressed interest in the programs.

E. 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, 2016.



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

Vendor Name: PALAMA SETTLEMENT

DBA/Trade Name: Palama Settlement

Issue Date: 01/12/2017

Status: Compliant

Hawaii Tax#: W4039382201

New Hawaii Tax#:

FEIN/SSN#: XX-XXX4140

UI#: XXXXXX1427

DCCA FILE#: 788

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	Exempt
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
Pending	The entity is compliant with DLIR requirement
Submitted	The entity has applied for the certificate but it is awaiting approval
Not Compliant	The entity is not in compliance with the requirement and should contact the issuing agency for more information

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2017 to June 30, 2018

Applicant: _____ Palama Settlement

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	13,968			8,366
2. Payroll Taxes & Assessments	2,821			
3. Fringe Benefits	4,030			
TOTAL PERSONNEL COST	20,819			8,366
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies	4,375			500
7. Telecommunication				
8. Utilities				
9. Contract Services	10,400			
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
TOTAL OTHER CURRENT EXPENSES	14,775			500
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	35,594			8,866
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	35,594	Donna Taniguchi 808-848-2517		
(b) Total Federal Funds Requested		Name [REDACTED] Phone		
(c) Total County Funds Requested		Date 1/12/17		
(d) Total Private/Other Funds Requested	8,866	Signature of Authorized Official		
TOTAL BUDGET	44,460	Earl Fusato, Executive Director Name and Title (Please type or print)		

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2017 to June 30, 2018

Applicant: Palama Settlement

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Not Applicable			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				

JUSTIFICATION/COMMENTS:

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
Not Applicable			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				

JUSTIFICATION/COMMENTS:

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2017 to June 30, 2018

Applicant: Palama Settlement

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OF FUNDS	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2015-2016	FY: 2016-2017	FY:2017-2018	FY:2017-2018	FY:2018-2019	FY:2019-2020
PLANS			0			
LAND ACQUISITION			0			
DESIGN			0			
CONSTRUCTION			0			
EQUIPMENT			0			
TOTAL:			0			
JUSTIFICATION/COMMENTS: Not Applicable						

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

The undersigned authorized representative of the applicant certifies the following:

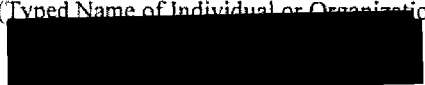
- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide 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.

Palama Settlement
(Typed Name of Individual or Organization)
 _____
(Signature) 1/21/17
(Date)

Earl Fusato
(Typed Name) Executive Director
(Title)

PALAMA SETTLEMENT ORGANIZATION CHART

