

House District(s) _____

Senate District(s) _____

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:

HO'OMANA
DbA:

Street Address: 4531 Kuamoo Rd., Kapaa, HI 96746

Mailing Address: 4531 Kuamoo Rd., Kapaa, HI 96746

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name ALISON "ANELA" PA

Title: Program Co-director

Phone # 808 821- 2818w or 808 346-8632 cell

Fax # 808 821-2818

E-mail anelashale@hotmail.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:

OPERATING GRANT REQUEST OF THE LIFE AND JOB SKILLS DEVELOPMENT PROGRAM AT HO'OMANA THRIFT STORE AND TRAINING CENTER FOR "SPECIAL NEEDS YOUTH" (AND THOSE NEEDING WORK EXPERIENCE) TO BECOME INDEPENDENT ONCE THEY TRANSITION OUT OF THE DEPT. OF EDUCATION SYSTEM.

4. FEDERAL TAX ID #: _____

5. STATE TAX ID #: _____

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2019: \$ 106,897

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 \$ 106,897

FEDERAL \$ _____

COUNTY \$ _____

PRIVATE/OTHER \$ 48,633

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

ALISON ANELA

AUTHORIZED SIGNATURE

HO'OMANA PROGRAM CO-DIRECTOR
NAME & TITLE

1/17/18
DATE SIGNED

Application for Grants

Please check the box when item/section has been completed. 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

In 2002 two visionary women, of children with special needs, frustrated by the bureaucracy, lack of real skill development training opportunities and a critical need for services for young adults with disabilities opened a large Thrift Store.

*The Ho'omana Thrift Store's primary focus is used as a "training site" for individuals with special needs to gain job transferable skills and life development skills that can be applied to their future through the **Hana Kalima Program**. Working with the Department of Education, the Department of Vocational Rehabilitation and other community agencies Ho'omana developed curriculum-based programs to ensure young adults with disabilities, opportunities to gain the necessary skills to become contributing members of their communities.*

Ho'omana also developed a financial literacy curriculum designed to teach participants how to manage their money and make informed financial decisions. Using group and individual activities teaching basic money management skills participants become familiar with banking procedures, check writing, deposits, withdrawals, developing monthly budgets and becoming proficient in differentiating between needs verses wants when making purchasing decisions. The use of "Makana Money" paid for hours volunteered at a predetermined rate provides opportunities to purchase merchandise and other rewards from the Thrift Store. This fiscal training increases their financial knowledge, gaining positive attitudes, self-motivation, and self-confidence as they gain life skills.

*In 2014 Ho'omana expanded program activities to include supportive employment services, to clients from Department of Vocational Rehabilitation Division. Through the **A'o Oihana (Job Training/teaching, Coaching) Project**, Ho'omana provides clients supportive employment strategies designed to provide employment opportunities to those with disabilities. Ho'omana will create, modify, or customize a job position (provided by the employer) in such a way that it can be successfully performed by an individual with disabilities, while simultaneously meeting the needs of an employer. Participants are monitored for 90 days by a Job coach.*

In these 90 days, Ho'omana's Job Coach will assess, analyze, and adopt/accommodate the position's requirements and responsibilities for the participant (which is now the new employee).

Currently the program includes two of the three Kauai High Schools. Our goal is to include-15 students from both Kapa'a High and Kauai High Schools in the 2017-2018 school year.

*Secondly, Ho'omana offers instruction to those from The Department of Human Services **First to Work (FTW)** and Workforce Development Agency **Senior Community Service Employment Program (SCSEP)**, needing to fulfill their required number of volunteer hours, in order to receive benefits (food stamps, financial, housing, medical etc.). These individuals receive on the job training to become gainfully employed with the goal to of being self-sufficient. In turn, Ho'omana's operational facet has become solidified.*

*Thirdly, Ho'omana is a community partner with the adult, teen and drug courts enabling offenders to perform their required community service to complete their sentences **Community Service Volunteers (CSV)**. Ho'omana also offers referrals to other service organizations and works in partnership with other community agencies providing clothing and household items to clients free of charge (Ho'ola La Hui, Hina Mauka, etc.)*

2. The goals and objectives related to the request:

Our mission: "To assist the emotionally, mentally and physically challenged and those with disabilities every opportunity to reach their maximum potential

Briefly describe your organization's goals.

- Increase the number of employers participating in our job placement program (A'o Oihana).*
- Expand our relationship with Workforce Development Agency **Senior Community Service Employment Program (SCSEP)**, Department of Human Services **First to Work(FTW)** and other state/federal programs for "fee- for-service" programming opportunities.*
- Increase the number of young adults from each high school enrolled in the **Hana Kalima (HK)** and **A'o Oihana (AO) Programs***
- Increase our funding raising efforts through increased grant funding submissions.*
- Increase the number of paid staff to help run Ho'omana more efficiently.*
- Increase the number of volunteers in the Thrift Store by working more closely with other state/federal agencies that have clients who need to obtain sufficient volunteer hours to remain eligible for their benefits.*
- Increase our social media presence to include a more global network*

3. The public purpose and need to be served

*Ho'omana seeks to provide opportunities and knowledge for special needs youth to assist in their success in transitioning into independence, through job training and life development skills, financial management training in our **Hana Kalima Program**. Ho'omana also seeks to assist those needing work experience, job placement opportunities, and supportive employment services through the **A'o Oihana (On-site job training/teaching and coaching) Project**.*

4. Describe the target population to be served

*-Young adults 14-22 years of age with special needs from Kauai and Kapa'a High Schools
-young adults aged out of the Department of Education system with varying disabilities.
-Clients from Department of Human Services who are required to perform volunteer hours to qualify for benefits (Financial, Food stamps, Housing, etc.)*

Over 300 youth and adults have been served through Ho'omana programs and volunteer opportunities over the past 15 years.

5. Describe the geographic coverage.

*-The North/East portion of the island of Kauai-Haena to Wailua to Puhi, especially youth with disabilities from Kauai and Kapa'a High Schools.
-The island of Kauai for those who are required to perform volunteer hours to qualify for benefits.*

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:

Since 2002 Ho'omana has assisted more than 300 high school girls/boys in job development skills. Working with Kapa'a and Kauai High School special education staff, students from each high school attend training sessions at Ho'omana Thrift Store during the school year. After initial interviews and on-site orientation, participants are assigned tasks that will develop soft and hard job skills. Activities range from hanging, sorting or folding clothes, sweeping/mopping, general cleaning, greeting/assisting customers, answering phones, accepting donations (hard skills). The participants also learn social deportment, appropriate dress, proper grooming, punctuality and respecting themselves as well as others (soft skills).

Ho'omana also implements the Financial Literacy Program designed to teach participants how to manage their money and make informed financial decisions. Based on the Kahua Waiwai curriculum developed by Hawai'i Community Assets (HCA), this program uses workbooks and group activities to teach basic money management skills. Participants become familiar with banking procedures such as check writing, deposits, and withdrawals; become proficient in differentiating between needs versus wants when making purchasing decisions. Those who volunteer at the Thrift Store earn "Makana Money" where a set amount of in house store credit is paid for every hour volunteered. Participants then use their Makana Money to purchase merchandise from the Thrift Store. The use of the Makana Money system provides not only a reward system for the participants, but enabled students to put into practice their budgeting and savings skills and recognizing when to make purchases (sale versus non sale items). This fiscal training increases their financial knowledge, gaining positive attitudes, self-motivation, self-confidence and the ability to gain life skills.

Students may attend training sessions as long as they are enrolled in the Dept. Of Education (DOE). Once they turn 22, they are aged out of school. Ho'omana proposes employment opportunities to become employed in the community with supportive employment strategies. By creating, modifying, or customizing a community based job in such a way that it can be successfully performed by an individual with disabilities, while simultaneously meeting the needs of an employer. When the participant begins work the job coach works with them for as long as it takes for he/she to become familiar with the job responsibilities, fellow employees and working with customers, if that is a part of the job responsibility.

Adults clients from community agencies will also be "training" in job skills as a part of their required number of hours depending on their family size, income or program they come from. They will also learn Hard and Soft Skills as described above.

Responsibilities:

Rowena Pangan (Ho'omana's Job Development Director/A'o Oihana Job Coach):

- Provides an assessment of individual for particular job skills, prior to start of job*
- assists the participant in completing the job application, provides support during the interview and employment orientation.*
- Will perform a Task Analysis: receive an instructional strategy in which a task is analyzed, step by step, from the beginning to the completion of the respective task. Procedures can be simplified whereby a learner follows one set of steps in a straightforward sequential fashion. A task analysis breaks down the steps so that the overall goal, or task, can be achieved successfully.*
- Will job develop/job carve: develop necessary job accommodations using structured techniques to learn tasks according to employer's specifications.*
- Solicit and promote Job Coaching (A'o Oihana) Project to various businesses in the community.*
- File progress reports in a timely manner of each participant.*
- Help plan and implement job and life skills (Hana Kalima) Program.*
- Support Anela Pa in the program activities of all participants*

The Program Participant (DOE student or Adults):

- Will have training to help him/her learn the specific requirements of the job or job skills.
- Learn work-related activities and requirements such as time and attendance rules; and learn appropriate work-related (including social) behaviors when dealing with supervisors and co-workers.
- Will actively participate in all learning sessions to the best of their abilities.
- Will prepare for interviews to help establish their confidence and gain an understanding of the interview process.
- Receive equipment (tools, footwear, assistive technology etc.) uniforms, bus pass required for employment through the Dept. of Vocational Rehabilitation (if applicable)
- DOE participant will receive work attire (if needed) from thrift store for free.
- Receive counseling, advocacy, travel training and other services needed to maintain employment through Dept. of Vocational Rehabilitation (if applicable)
- Be accepted as an equal worker/employee at the job site.
- Learn the importance of good personal grooming habits (bathing daily, hair cuts, nails etc.).

Anela Pa Program Co-Director/Managing Director:

- Responsible for the day to day managerial operations of the thrift store. Duties include but not limited to depositing and reconciling daily cash receipts; balancing checking accounts; paying incoming invoices; order and maintain inventory of office/store supplies; payroll responsibilities; taxes; Supervise, schedule, interview, file and reconcile (monthly) reports for clients from community agencies to ensure requirements are met to receive their benefits (financial, food stamps, housing, comm.service hours, etc.).
- Create, plan, implement and manage job and life skills (Hana Kalima) Program for those with special needs; Supervise and teach job skills to adults (from Dept. Human Services, Workforce Development, Dept. of Labor, etc.) needing work experience
- Compose/manage grants and the disbursement of grant funds; filing of grant reports in a timely manner; ensuring goals and objectives are being met.
- Support Rowena in the executing of program activities and filing of reports.

Full-time Lead Cashier:

- Reconcile daily cash receipts and reports; Deposit daily receipts in night depository
- Greets customers; customer service; answer phone calls; provides administrative support to Program Co-Directors
- provide operational support and direction for thrift store
- provide receiving support for incoming merchandise for thrift store
- Provides additional support to Program Directors in supervision of participants to ensure responsibilities and tasks are done.
- Be a positive role model to program participants

Part time Assistant trainer:

- Assist and provide support to the Program Director in the daily implementation and delivery of instruction to program participants (Hana Kalima).
- Be a positive role model and support for participants

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

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Implement Hana Kalima Program w/participants												
Implement A'o Oihana Program w/participants												
Review, plan, prepare Hana Kalima Program												
Review, plan, prepare A'o Oihana Program												
Fundraise, Grant write, revenue generation to keep programs running												

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

Ho'omana is dedicated to providing quality services to the individuals, families served and to the community who shop at the thrift store. Ho'omana is determined to create a safe and welcoming environment for our clients, customers, and staff. Our Board Directors will be accountable to those who fund our services and program through well establish policies, procedures and monthly over sight of grant appropriations. Fiscal oversight by Ho'omana's accounting firm of program and capital improvement expenditures.

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.

- *Monthly Board of Directors fiscal review of Ho'omana expenditures.*
- *Fiscal reporting to the grantor as may be required.*
- *Site visits available for our elected representatives.*

III. Financial

Budget

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.
 - a. Budget request by source of funds ([Link](#))
 - b. Personnel salaries and wages ([Link](#))
 - c. Equipment and motor vehicles ([Link](#))
 - d. Capital project details ([Link](#))
 - e. Government contracts, grants, and grants in aid ([Link](#))

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2019.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$50,000	\$50,000	\$6,897		\$106,897

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2019.

*Income from thrift store sales
 Fee for (job coaching) services from the Dept. of Vocational Rehabilitation
 Ho'omana fundraising activities
 Office of Hawaiian Affairs (next grant cycle)
 Hawaii Community Foundation
 Ho'omana fund raising activities
 Individual gifts and donations*

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.

There are no tax credits applied for or granted in the last three years. Also, no tax credits on and capital improvement projects.

5. The applicant shall provide a listing of all federal, state, and county government contracts, grants, and grants in aid it has been granted within the prior three years and will be receiving for fiscal year 2019 for program funding.

There are no government contracts that Ho'omana will be receiving funding for the 2019 fiscal year.

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2017.

Please see 2016 IRS 990 EZ attachment

IV. Experience and Capability

1. 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.

In 2003 two visionary women of children with special needs, were frustrated by the bureaucracy, lack of skill development training opportunities and a critical need for services to high school students with disabilities. An opportunity arose where a vacant building sat unused, whose lease was written in a way that it would have to be used for rehabilitative

puroposes. Ho'omana is located in a 7,200 sq. ft. building, in Wailua, that once housed the Rehabilitation Unlimited Kauai (RUK). Their focus was for adults with disabilities to gain work experience and skills using the surrounding resources in Wailua's famous coconut grove. The building sat vacant since Hurricane Iwa and the two women took advantage of this opportunity and opened a thrift store. Like to old addage, give a man a fish, you'll feed him for a day, TEACH a man to fish, you'll feed him for a lifetime. Since its inception in 2003, Ho'omana has been providing a range of services to the special needs community and other diverse clients in need of assistance. Since 2005 Ho'omana has primarily worked with the Department of Education, Kaua'i High School and Kapa'a High School to service special needs high school students 14-22 years old. During the school year, students attend Ho'omana to participate in the curriculum and activities being offered. Ho'omana Thrift Store serves as a training site for these students and coaches them in job- transferable skills such as cashiering, customer service, and merchandising that can be applied to future employment positions.

In addition to working with the special needs community, Ho'omana also partners with other social-serving organizations to assist those in need and provide opportunities constructive for their future. Ho'omana Thrift Store participates as a site for the Department of Human Services' First-to-Work Program (FTW). As mandated by State Law, people who receive Temporary Assistance for Needy Families (TANF) benefits, and are not disabled are required to participate in FTW Program and fulfill hourly work/volunteer requirements within their community. After completing an in-depth assessment, participants receive an Employment Plan and Support Plan which include 1) assessments including the establishment of support services, 2) job readiness training, and 3) job search activities. At Ho'omana these FTW participants work to implement and complete their Employment and Support Plans. As a result of this partnership, Ho'omana has had 30 FTW participants, 35% have moved on to find part time or full time employment elsewhere. Further, throughout their tenure, FTW participants become reliable workers at Ho'omana Thrift Store providing adequate staffing thus solidifying the Thrift Store's operations and minimum costs. For the past 5 years, Ho'omana has also participated in Alu Like Employment & Training with similar requirements but with the exception of having a position to hire the participant after completing their required hours of training. In the past, Ho'omana has employed three part time employees as a result of this partnership.

Secondly, Ho'omana is a "sponsor" worksite with the Department of Labor & Industrial Relations Workforce Development Division Senior Community Service Employment Program (SCSEP). This program is offered to seniors (age 55 and older) opportunities to acquire work experience, job skills, refine/develop good work habits in preparation of economic independence. Since 2013 Ho'omana has sponsored two "kupuna" that have successfully completed the program and one is currently training at 19 hours per week.

Ho'omana is also a community partner with the Adult and Juvenile Drug Court functioning as a site where offenders can perform their required community service to complete their sentences. These participants are provided with a Work Plan and schedule that they fulfill during their tenure. Upon completed their service hours, Ho'omana works with these clients to place them in employment positions and provides referral to other service organizations. Frequently, Ho'omana also provides clothing, household items, and work supplies to these clients free of charge to assist them with their transition from prison to society.

Aside from providing invaluable services to special needs individuals and the Kaua'i community for over 15 years, Ho'omana has sustained its operations by refurbishing, recycling, and reusing donated items that would have otherwise ended up in the landfill. Through the Ho'omana Thrift Store, Kaua'i residents have an alternative place to take their gently used items instead of throwing them away. In return, these residents receive donations slips which they can later use for tax write off purposes. Customers who shop at Ho'omana Thrift Store can purchase quality used items 60-80% less than the cost of purchasing these items new. This translates into tremendous saving for our customers and is especially beneficial during the current economic state where an increasing number of families are finding it difficult to make ends meet. Profits received from the Thrift Store sales helps to support operational costs and the array of services Ho'omana provides.

2. 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.

Ho'omana Thrift Store is in an advantageous area adjacent to a major highway that draws both residents and visitors with a solid concentration of hotels and attractions nearby. Ho'omana is several miles from the nearest "thrift store" and consists of over 5,000 square feet of sales area, offices, receiving/sorting area, and training and conference area a small kitchenette, and storage space. 3,000 square feet is utilized for display and merchandizing of donated clothes including clothing display racks, bins, shelves and counters, furniture and other household related items. Merchandise display areas include a furniture section, library, children's clothing, dish/china room, two dressing rooms, and a household small appliance area. The facility has nearly 2,000 square feet of storage and/or future training center space for future job training or for collaborative community job training programs. Centrally located for the two high schools to attend training sessions during their school day and return to school in a reasonable amount of time. A large parking lot accommodates customer parking. The store is located near a significant residential area which necessitates passing Ho'omana Thrift Store. A multi-million dollar hotel resort (Coco Palms) is proposed across the street from our location. With the increased traffic and public exposure we expect our customer base and sales will increase. It is imperative that we are a good neighbor.

V. Personnel: Project Organization and Staffing

1. 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.

Ho'omana Inc. employs two full-time Program Co-Directors that have been the driving force behind its programs and services they provide to the community. Both are parents and now grandparents of children with special needs and have been actively involved with the community for the past 15 years. The Program Co- Directors are responsible for the overall operations of Ho'omana which include the management of the Thrift Store, providing supervision to participants and volunteers, and meeting the strategic results and mission of the organization. In addition, the Program Co- Directors leads the non-profit organization in various initiatives including program development and implementation, partnering with community organizations, and securing the financial growth and sustainability of Ho'omana

Alison "Anela" Pa
P. O. Box 265
Lihue, HI 96766
Email: anelashale@hotmail.com

Rowena Pangan
5024 Kawaihau Rd.
Kapaa, HI 96746

Ho'omana also has two part time volunteer cashiers who are responsible for Thrift Store operations including (but not limited to) cash register operations; providing customer service, receive incoming donations; merchandising duties; and supervising First-to-Work (FTW) and Community Services Volunteer participants provided by the Department of Human Services and State of Hawaii Circuit Courts. They are also positive role models for our participants.

Please see attached resume: Anela Pa and Rowena Pangan

2. 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.

Ho'omana Inc. employs two full-time Co-Program Directors and one part-time Cashier. The Co-Program Directors are responsible for the overall operations of Ho'omana which include the management of the Thrift Store, providing supervision to participants and volunteers, and meeting the strategic results and mission of the organization. In addition, the Co-Program Directors leads the non-profit organization in various initiatives including program development and implementation, partnering with community organizations, and securing the financial growth and sustainability of Ho'omana Inc. The Cashier is responsible for Thrift Store operations including cash register operations, providing customer service, merchandising duties, and supervising First-to-Work (FTW) participants. Provided by the Department of Human Services, FTW participants assists Ho'omana Thrifts Store with merchandising, general cleaning and cashiering tasks.

Ho'omana Inc. serves the island of Kaua'i with an annual operating budget of \$106,000 per calendar year. The organization is governed by a Board of Directors made up of community professionals who perform in the following capacity:

Frances Kamoku, Board President
Retired Office Manager for Smith's Motor Boats
5024 Kawaihau Rd., Kapa'a, HI 96746

Laola Rapozo, Secretary/Treasurer
Lead Cashier, Aloha Island Mart Puhi Shell
P. O. Box 66212, Līhu'e, HI 96766

Miles Greenberg, ND, Board Member
Natural Health & Pain Relief Clinic, Naturopathic Physician
3093 Akahi St., Līhu'e, HI 96766
Email: littlelongon@yahoo.com

Ron Clark, Board Member
Business owner/ Entrepreneur
Retired State of Hawaii Department of Transportation
5950 Kapahi Rd., Kapa'a, HI 96746
Email: clarkr037@hawaii.rr.com

PLEASE SEE ATTACHED ORGANIZATION CHART

3. 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.

Both of Ho'omana's Co-Directors (Anela Pa and Rowena Pangan) are budgeted annual salaries of \$40,000 each.

VI. Other

1. Litigation

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgment. If applicable, please explain.

There is no litigation regarding Ho'omana, Inc.

2. 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.

No special licensure or accreditation is required regarding program activities.

3. 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.

No funds will benefit a sectarian or non-sectarian private educational institution.

4. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 2018-19 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2018-19, but
- (b) Not received by the applicant thereafter.

Future program activity funding and maintenance/repairs can and will be provided by regular income, volunteer labor and "pro-bono" craftsmen labor and additional Grants/donations/gifts.

5. 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, 2017.

See attachment COG

6. Declaration Statement

The applicant shall submit a declaration statement affirming its compliance with Section 42F-103, Hawaii Revised Statutes. ([Link](#))

See attachment

7. Public Purpose

The applicant shall specify whether the grant will be used for a public purpose pursuant to Section 42F-102, Hawaii Revised Statutes. ([Link](#))

It is Ho'omana intent to apply for a Operating Grant request to continue programs offered at Ho'omana Thrift Store and Training Center.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2018 to June 30, 2019

Applicant: Ho'omana

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	69,300			29,700
2. Payroll Taxes & Assessments	20,097			8,613
3. Fringe Benefits				
TOTAL PERSONNEL COST	89,397			38,313
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	0			500
2. Insurance	8,000			
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training	0			2,500
6. Supplies	2,000			
7. Telecommunication	0			1,320
8. Utilities	6,000			6,000
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	16,000			10,320
C. EQUIPMENT PURCHASES	1,500			
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	106,897			48,633
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	106,897	Atison "Anela" Pa 808 821-2818/ 346-8632		
(b) Total Federal Funds Requested		Name (Please type or print) Phone		
(c) Total County Funds Requested		Signature of Authorized Official Date		
(d) Total Private/Other Funds Requested	48,633	Program Co-director		
TOTAL BUDGET	155,530	Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2018 to June 30, 2019

Applicant: HO'OMANA

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Program Co-Director	1	\$40,000.00	85.00%	\$ 34,000.00
Program Co-Director	1	\$40,000.00	85.00%	\$ 34,000.00
1 Full time staff- Lead Cashier	1	\$21,000.00	100.00%	\$ 21,000.00
1 Part time staff-Assistant Trainer	19 hr. per week	\$10,000.00	100.00%	\$ 10,000.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				99,000.00
JUSTIFICATION/COMMENTS: Ho'omana employs two full time Co-Directors to manage, create and implement programs for Ho'omana. Ho'omana seeks to hire one additional full time and one part time staff position to solidify Ho'omana's operational aspect of thrift store				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2018 to June 30, 2019

Applicant: Ho'omana

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Cash Register-Sam4s ER-380	1.00	\$450.00	\$ 450.00	450
Printer/fax-HP Officejet 4500	1	\$200.00	\$ 200.00	200
Telephone-corded & cordless phone answering system	1	\$150.00	\$ 150.00	150
laptop computer-	1	\$700.00	\$ 700.00	700
			\$ -	
TOTAL:	4		\$ 1,500.00	1,500
JUSTIFICATION/COMMENTS: Purchase of new store equipment (replace old and outdated) to train special needs participants and those seeking work experience.				

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, 2018 to June 30, 2019

Applicant: HO'OMANA NOT APPLICABLE

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: 2016-2017	FY: 2017-2018	FY:2018-2019	FY:2018-2019	FY:2019-2020	FY:2020-2021
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS:						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: HO'OMANA

Contracts Total: -

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon./Kau / Mau)	CONTRACT VALUE
1	Dept. of Human Services Vocational Rehabilitation (DVR)	May 2012-present	DVR	State of Hawaii-Kau	Fee for services
2					not to exceed \$24,999
3					
4					
5					
6					
7					
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30					

Short Form Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

2016

Open to Public Inspection

Department of the Treasury
Internal Revenue Service

▶ Do not enter social security numbers on this form as it may be made public.

▶ Information about Form 990-EZ and its instructions is at www.irs.gov/form990.

A For the 2016 calendar year, or tax year beginning 2016, and ending 20

B Check if applicable:

<input type="checkbox"/> Address change	C Name of organization HO'OMANA, INC.		D Employer identification number
<input type="checkbox"/> Name change			E Telephone number (808) 821-2818
<input type="checkbox"/> Initial return	Number and street (or P.O. box, if mail is not delivered to street address)	Room/suite	F Group Exemption Number ▶
<input type="checkbox"/> Final return/terminated	4531 KUAMOO RD		
<input type="checkbox"/> Amended return	City or town, state or province, country, and ZIP or foreign postal code		
<input type="checkbox"/> Application pending	KAPAA, HI 96746		

G Accounting Method: Cash Accrual Other (specify) ▶ _____

H Check if the organization is not required to attach Schedule B (Form 990, 990-EZ, or 990-PF)

I Website: ▶ _____

J Tax-exempt status (check only one): 501(c)(3) 501(c) () ◀ (insert no.) 4947(a)(1) or 527

K Form of organization: Corporation Trust Association Other _____

L Add lines 5b, 6c, and 7b to line 9 to determine gross receipts. If gross receipts are \$200,000 or more, or if total assets (Part II, column (B) below) are \$500,000 or more, file Form 990 instead of Form 990-EZ ▶ \$ 161,594

Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances (see the instructions for Part I)
Check if the organization used Schedule O to respond to any question in this Part I

Revenue	1 Contributions, gifts, grants, and similar amounts received	1	101,274
	2 Program service revenue including government fees and contracts	2	16,221
	3 Membership dues and assessments	3	
	4 Investment income	4	
	5a Gross amount from sale of assets other than inventory	5a	
	b Less: cost or other basis and sales expenses	5b	
	c Gain or (loss) from sale of assets other than inventory (Subtract line 5b from line 5a)	5c	
	6 Gaming and fundraising events		
	a Gross income from gaming (attach Schedule G if greater than \$15,000)	6a	
	b Gross income from fundraising events (not including \$ _____ of contributions from fundraising events reported on line 1) (attach Schedule G if the sum of such gross income and contributions exceeds \$15,000)	6b	96
c Less: direct expenses from gaming and fundraising events	6c	4	
d Net income or (loss) from gaming and fundraising events (add lines 6a and 6b and subtract line 6c)	6d	92	
7a Gross sales of inventory, less returns and allowances	7a	44,003	
b Less: cost of goods sold	7b		
c Gross profit or (loss) from sales of inventory (Subtract line 7b from line 7a)	7c	44,003	
8 Other revenue (describe in Schedule O)	8		
9 Total revenue. Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8	9	161,590	
Expenses	10 Grants and similar amounts paid (list in Schedule O)	10	
	11 Benefits paid to or for members	11	
	12 Salaries, other compensation, and employee benefits	12	53,685
	13 Professional fees and other payments to independent contractors	13	3,009
	14 Occupancy, rent, utilities, and maintenance	14	1,830
	15 Printing, publications, postage, and shipping	15	113
	16 Other expenses (describe in Schedule O)	16	26,413
	17 Total expenses. Add lines 10 through 16	17	85,050
Net Assets	18 Excess or (deficit) for the year (Subtract line 17 from line 9)	18	76,540
	19 Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return)	19	2,071
	20 Other changes in net assets or fund balances (explain in Schedule O)	20	
	21 Net assets or fund balances at end of year. Combine lines 18 through 20	21	78,611

46 Did the organization engage, directly or indirectly, in political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I. **46** Yes No

Part VI Section 501(c)(3) organizations only
 All section 501(c)(3) organizations must answer questions 47-49b and 52, and complete the tables for lines 50 and 51.

Check if the organization used Schedule O to respond to any question in this Part VI

47 Did the organization engage in lobbying activities or have a section 501(h) election in effect during the tax year? If "Yes," complete Schedule C, Part II **47** Yes No

48 Is the organization a school as described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E **48** Yes No

49a Did the organization make any transfers to an exempt non-charitable related organization? **49a** Yes No

b If "Yes," was the related organization a section 527 organization? **49b** Yes No

50 Complete this table for the organization's five highest compensated employees (other than officers, directors, trustees, and key employees) who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and title of each employee	(b) Average hours per week devoted to position	(c) Reportable compensation (Forms W-2/1099-MISC)	(d) Health benefits, contributions to employee benefit plans, and deferred compensation	(e) Estimated amount of other compensation

f Total number of other employees paid over \$100,000 **f**

51 Complete this table for the organization's five highest compensated independent contractors who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and business address of each independent contractor	(b) Type of service	(c) Compensation

d Total number of other independent contractors each receiving over \$100,000 **d**

52 Did the organization complete Schedule A? Note: All section 501(c)(3) organizations must attach a completed Schedule A Yes No

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here Signature of officer Signature of preparer
 _____ Date *November 14, 2017*
 Laola K. M. Rapozo - secretary
 Type or print name and title

Paid Preparer Use Only
 Print/Type preparer's name _____ Date *11-6-17*
 Check if self-employed if PFTN P00056778
 Firm's name **DESMOND M. KOTAKE, CPA** Firm's EIN **99-0276359**
 Firm's address **1405 N. KING STREET, SUITE 300** Phone no. **808-848-8144**
HONOLULU, HI 96817

May the IRS discuss this return with the preparer shown above? See instructions Yes No

Alison Anelanani Pa

P.O. Box 265

Lihue, Hawaii 96766

808 346-8632 cell

Email: anelashale@hotmail.com

Objective

To obtain a challenging and rewarding position creating new and innovative programs for those with disabilities and special needs children of Kaua'i.

Summary of Achievements

- Incorporated Ho'omana into a nonprofit 501(C)3 in October 2003
- Co-created (along with co-partner) Ho'omana Thrift Store & Training Center, used as a "training site" to learn life and job transferable skills for those with disabilities and those needing work experience.
- Co-Created, planned, directed, and managed designated projects/programs for Ho'omana.
- Composed and managed grants from the Office of Hawaiian Affairs, Hawaii Community Foundation and the County of Kaua'i.

Experience

October 2003-present

Program Co -Director Ho'omana.

Wailua, Kauai

Responsible for the financial and managerial operations of thrift store including but not limited to depositing, reconciling, of deposits, balancing checking accounts, ordering, maintaining inventory and processing office and store supplies; Co-Directed and coordinated activities of projects and programs for those with special needs and those needing work experience; Responsible for the disbursement of grant funds and filing of grant reports in a timely manner; Ensuring goals and objectives are being met; Supports other Co-Director in the executing of programs. Management of facility remodels, revisions and repairs, through bids and supervision of "pro bono" craftsman work.

February 2003 - present

Office receptionist,

Lihue, Kauai

Desmond Kotake, CPA

Greets clients, accepts/distributes tax organizers, schedule appointments, answers phones, and provides administrative support services.

Special Training

Kaua'i Community College Continuing Education and Training-

Kids and Cash Workshop 13S-TKC101

January 2013

Pacific Leadership Partners- C. H. A.N.G.E. Workshop

April 2009

Pacific Leadership Partners- Leadership Essence

April 2009

Hawaii Community Assets- Kahua Waiwai, Opio Edition, Train the Trainer

March 2009

Hawaii Alliance of Nonprofit Organizations-Organizational Capacity Building

Jan. 2008

Education

1984-1985 Kauai Community College (no degree obtained)

1978-1984 Kauai High & Inter. High School diploma

ROWENA PANGAN

5024 A Kawaihau Rd
Kapaa, HI. 96766
(808)346-6561

Professional Experience

HOO'MANA – OCTOBER 1,2003 - PRESENT

Help adults and students with varies disabilities

Using HOO'MANA THRIFT STORE as a training sight to teach people with disabilities Life skills, money managements, organizational skills, work ethics, job placement in community

- a. Job coaching, taking clients who have reach maximum potential get real paying jobs in our local community
- b. Preparing for para-transit bus transportation to and from sight of work
- c. Opening saving and checking account at our local community
- d. Picking up weekly work schedules that needs to be followed, using time awareness when punching in and out of work.
- e. Following daily work schedule on work sight.
- f. Dressing appropriately

NA WAHINE O KEALOHA – JANUARY 15,2011 - 2016

- a. Women who are incarcerated at our local prison, bringing them out to HOO'MANA THRIFT STORE as a training sight to help women intergrade back into society.
- b. Teaching them life skills.
- c. Money management
- d. Organizational skills
- e. Work ethics
- f. Time management
- g. Dressing appropriately

PARAPRO – MAY 15,2000 – DECEMBER 25, 2013

- a. Teaching young adults life skills
- b. Living independently
- c. Teaching them appropriate behavior in the community
- d. Money management
- e. Communication skills in the community
- f. Teaching them time courtesy (standing in line waiting your turn)
- g. Work ethics
- h. Dressing appropriately

KAMA'AINA HEALTHCARE – APRIL 18,2012 – PRESENT

- a. Light housekeeping
- b. Escort service
- c. Companionship
- d. Personal Care
- e. Vital Signs

EDUCATION

KAPAA ELEMETARY SCHOOL- K-6

KAPAA HIGH SCHOOL – 7-12

HO'OMANA BOARD OF DIRECTORS

CO-DIRECTOR
Alison "Anela" Pa
Hana Kalima Program Director
Administrative Director

CO-DIRECTOR
Rowena Pangan
Ho'omana's Job Development Director
A'o Oihana Job Coach

Hana Kalima Manager
Fiscal Reporting
Administration-Operation
Support Rowena with program reporting A'o
Oihana Program

Job Outreach & Placement Coach
Help in implementing Hana Kalima Program
Support Anela with program activities in
Hana Kalima



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

HO'OMANA

was incorporated under the laws of Hawaii on 12/22/2003 ; that it is an existing nonprofit corporation; and that, as far as the records of this Department reveal, has complied with all of the provisions of the Hawaii Nonprofit Corporations Act, regulating domestic nonprofit corporations.

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

Dated: January 17, 2018

Director of Commerce and Consumer Affairs



**DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS PURSUANT TO
CHAPTER 42F, HAWAI'I REVISED STATUTES**

The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawai'i 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, Hawai'i 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, Hawai'i 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, Hawai'i 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.

HO'OMANA
(Typed Name) _____

(Signature) _____

(Date) 11/17/18

Alison "Anela" Pa
(Typed Name)

Program Co-Director
(Title)