

**THE THIRTIETH LEGISLATURE
APPLICATION FOR GRANTS
CHAPTER 42F, HAWAII REVISED STATUTES**

Type of Grant Request:

Operating Capital

Legal Name of Requesting Organization or Individual: Db:
LAPA'AU COMMUNITY ACUPUNCTURE WAILUKU COMMUNITY ACUPUNCTURE

Amount of State Funds Requested: \$ 99,770.00

Brief Description of Request (Please attach word document to back of page if extra space is needed):

Lapa'au Community Acupuncture, a 501(c)3 socially responsible healthcare entity, wishes to expand our services to a wider demographic. Our purpose is to improve the quality of life for our patients, and their families by providing substantial support for their health, including relief of pain; reducing opioid use, reduction in the frequency, duration, and intensity of distressing symptoms/ and prevention of the onset of acute and chronic diseases.

Amount of Other Funds Available:
State: \$ 00.00
Federal: \$ 00.00
County: \$ 00.00
Private/Other: \$ 00.00

Total amount of State Grants Received in the Past 5 Fiscal Years:
\$ 00.00
Unrestricted Assets:
\$ 00.00

New Service (Presently Does Not Exist): Existing Service (Presently in Operation):

Type of Business Entity:
 501(C)(3) Non Profit Corporation
 Other Non Profit
 Other

Mailing Address:
33 CENTRAL AVENUE
City: State: Zip:
WAILUKU HI 96793


Contact Person for Matters Involving this Application

Name: DR. DEBORAH J. MCMENEMY	Title: D.AC., DAOM, PRESIDENT/CLINIC MANAGER
Email: KEPI@WAILUKUCOMMUNITYACUPUNCTURE.C	Phone: 808-868-6052

Federal Tax ID#: [REDACTED]	State Tax ID# [REDACTED]
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Authorized Signature

DR. DEBORAH MCMENEMY, D.AC.
Name and Title

01/4/2019
Date Signed
JAN 5 6 2019 

Application Submittal Checklist

The following items are required for submittal of the grant application. Please verify and check off that the items have been included in the application packet.

- 1) Certificate of Good Standing (If the Applicant is an Organization)
- 2) Declaration Statement
- 3) Verify that grant shall be used for a public purpose
- 4) Background and Summary
- 5) Service Summary and Outcomes
- 6) Budget
 - 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](#))
- 7) Experience and Capability
- 8) Personnel: Project Organization and Staffing

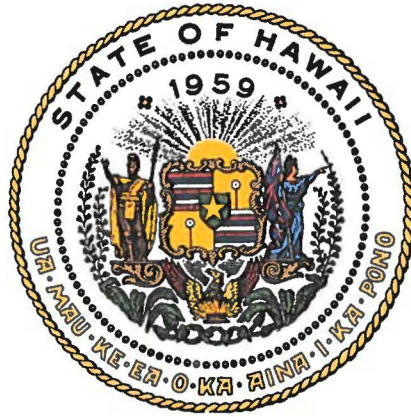

AUTHORIZED SIGNATURE

DR. DEBORAH MCMENEMY, PRES/DIRECTOR

PRINT NAME AND TITLE

1/4/2019

DATE



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

LAPA'AU COMMUNITY ACUPUNCTURE

was incorporated under the laws of Hawaii on 06/03/2016 ; that it
is an existing nonprofit corporation; and that,
as far as the records of this Department reveal, has complied with all
of the provisions of the Hawaii Nonprofit Corporations Act, regulating
domestic nonprofit corporations.



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

Dated: December 27, 2018

Director of Commerce and Consumer Affairs

**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.

LAPAAU COMMUNITY ACUPUNCTURE
(Typed Name of Individual or Organization)

Dr. Deborah McMenemy 1/4/19
(Signature) (Date)

Dr. Deborah McMenemy D.Ac., DAOM
(Typed Name) (Title)

Application for Grants

If any item is not applicable to the request, the applicant should enter "not applicable".

I. Certification – Please attach immediately after cover page

1. 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, 2018.

ATTACHED

2. Declaration Statement

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

ATTACHED

3. 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](#))

Lapa'au Community Acupuncture allows people of low or normal incomes to access the powerful therapeutic, preventive, and palliative benefits of acupuncture and herbal medicine. LCA benefits the public by providing extremely low-cost health care services for people from all walks of life, at all income levels allowing people to participate in this intentional self-care complimentary medicine.

Regular access to this type of care can reduce the incidence of chronic diseases such as diabetes, can relieve chronic pain thereby reducing opioid use, and can resolve symptoms of illness when they do arise.

Lapa'au Community Acupuncture's mission is to provide affordable, accessible, and easy-to-use healthcare options for everyone in our community. Our purpose is to improve the quality of life for our patients, and their families by providing substantial support for their health, including relief of pain; reducing opioid use, reduction in the frequency, duration, and intensity of distressing symptoms/ and prevention of the onset of acute and chronic diseases.

II. 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;

Lapa'au Community Acupuncture has been operating at its current location since December, 2015, and as a 501(c)3 non-profit since June 3, 2016. Dr. Deborah McMenemy has operated community style acupuncture clinic since receiving her license in 2009; two different clinics in Santa Cruz, CA, and now Lapa'au Community Acupuncture in Wailuku, HI. Dr. McMenemy has always operated from her belief that acupuncture is a powerful medicine that can heal anything if people can afford to get it.

2. The goals and objectives related to the request;

Lapa'au Community Acupuncture wishes to expand our services to more vulnerable populations by opening an additional community acupuncture clinic in the Kihei area.

Most acupuncturists charge \$60 - \$90 per treatment making it out of reach for people of low or normal income levels to take advantage of the powerful therapeutic, preventive, and palliative benefits of acupuncture and herbal medicine. Grants will make it possible for us to treat more people at our lower cost of \$15 - \$35 per treatment and increase the frequency of treatments.

63% of our current patient population lives within 3 miles of our Wailuku clinic; a year-round population of approximately 15,000 people. Kihei with a year-round population of approximately 20,000 is 10 miles from our existing clinic making it difficult and unlikely for our vulnerable citizens to travel there.

3. The public purpose and need to be served;

We allow people of all incomes to access the powerful therapeutic, preventive, and palliative benefits of acupuncture and herbal medicine. We benefit the public by providing extremely low-cost health care services for people from all walks of life, at all income levels.

Our services are available on a pay-what-you-wish basis, between \$15 and \$35 per treatment. We do not in any way suggest, recommend, or require a specific level of payment from any patient within this range. We do not conduct any income or needs verification.

4. Describe the target population to be served; and

We provide services to all individuals, regardless of gender, sex, race, color, income, national origin, age, ability or disability, marital status, familial situation, religion, size and shape, sexual orientation, veteran status, or political beliefs. Our patients' access to and level of care are never based on any of these factors. We are a social service organization who actively promotes our services to patient populations who have unmet healthcare needs. Our target populations are those who are unemployed, uninsured, or underinsured, veteran's, and the homeless.

5. Describe the geographic coverage.

Lapa'au Community Acupuncture predominantly services the greater Central Maui populations of Wailuku, and Kahului. However, LCA wishes to also service the Kihei area with an additional location there. This clinic would predominantly serve the Kihei, Maalaea, and Wailea areas.

63% of our current patient population lives within 3 miles of our Wailuku clinic; a year-round population of approximately 15,000 people. Kihei with a year-round population of approximately 20,000 is 10 miles from our existing clinic making it difficult and unlikely for our vulnerable citizens to travel there.

III. 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;

- Scout, and secure an open concept clinic space, preferably with a half bathroom space within the clinic space. If that is not available then we must provide a hand wash station for inside the clinic space for the practitioner.
- Fit-up the clinic space with front office furniture, 7 reclining chairs, all acupuncture supplies, business supplies, stereo, white noise fans, etc. to perform community style acupuncture.
- Hire full time acupuncturist to perform all duties at said clinic.
- Community Outreach & Education; join local networking groups, run public service announcements, order flyers, business card & post accordingly. Provide public talks at senior centers, mental health centers, addiction centers, etc.

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

June 2019 – Secure the open concept community clinic space & fit-up the space accordingly.

July 2019 – Grand opening with hours that suit the working-class community's needs. Goal is to be open 30 hours a week with evenings & weekend times available.

December 2019 – The clinic will have a clientele of at least 250 patients, and performing a minimum of 20 treatments per week.

March 2020 – The clinic will have a clientele of at least 300 patients, and performing a minimum of 25 treatments per week.

June 2020 – The clinic will have a clientele of at least 500 patients, and performing a minimum of 35 treatments per week.

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

Lapa'au Community Acupuncture currently operates this same type of clinic in Wailuku. We already know from experience there, and from our previous clinics in California, that it may take nine to twelve months to build our clientele to the point where the clinic will be self-sustainable. We monitor, evaluate, and improve our results based on monthly reports generated through our booking, and charting system. LCA's acupuncturist will be networking weekly through Business Networking International in Kihei as well to help spread and educate the public about our services.

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.

LCA will be closely monitoring the quantity of treatments given each week, month and quarter watching for overall growth as outlined in Section III, Item 2.

IV. 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](#)). SEE ATTACHED

- b. Personnel salaries and wages ([Link](#)). SEE ATTACHED
- c. Equipment and motor vehicles ([Link](#)). SEE ATTACHED
- d. Capital project details ([Link](#)). SEE ATTACHED
- e. Government contracts, grants, and grants in aid ([Link](#)). SEE ATTACHED

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2020.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
30,775	23,005	23,005	23,005	99,770

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2020.

None at this time.

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.

None at this time.

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 2020 for program funding.

None at this time.

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2018.

\$ 9,002.46

V. 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.

Dr. Deborah McMenemy, D.Ac., DAOM has owned and operated three community acupuncture clinics over the last seven years; Communi-Qi Acupuncture, and Flux Community Acupuncture – both in Santa Cruz, California, and currently Wailuku Community Acupuncture in Wailuku. All three clinics have been profitable and are still currently operating at a profit for their respective owners.

www.fluxacupuncture.com

www.communi-qi.com

www.wailukucommunityacupuncture.com

Dr. McMenemy, and Wailuku Community Acupuncture, are members of the community acupuncture co-operative “POCA”, People’s Organization of Community Acupuncture. This community co-operative actively supports community acupuncture endeavors, and its practitioners. All available and necessary support (forms, systems, etc.) are made available to us.

Dr. McMenemy is also a certified Dr. Richard Teh-Fu Tan Global Balance and Pain Mitigation practitioner, and has trained numerous acupuncturists in this style which garners quick and efficient results for our patients.

Community acupuncture allows people of modest means to get as much acupuncture as they need to help alleviate their symptoms, and Dr. Tan's balance method assists them in meeting their healthcare goals in a timely manner. We want our patients to get well and stay well!

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.

We have not secured facilities for this clinic as yet. We have done some initial scouting in order to build this budget. There are two appropriate spaces in Kihei at this time, both of which are low-cost at approximately \$2-\$2.25 per square foot including the common area maintenance costs. A focal key to building a sustainable clinic is low rent.

VI. 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

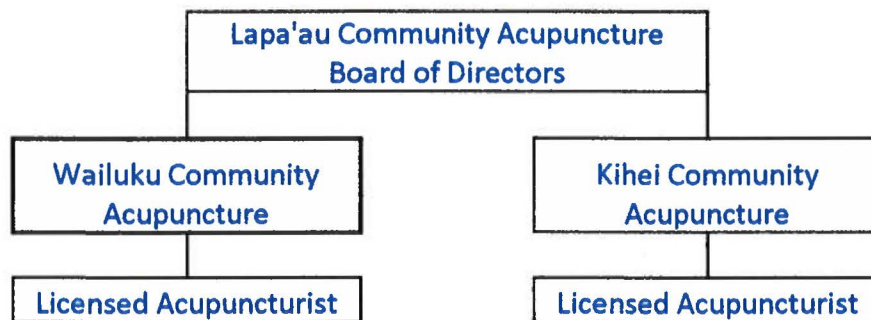
qualifications and experience of personnel for the request and shall describe its ability to supervise, train and provide administrative direction relative to the request.

Our initial proposed staffing will be one licensed, and experienced in community acupuncture style practitioner working four to five days a week at hours that are to be determined by what works best for this populace. Our goal is to be initially be open thirty hours per week with evenings and weekend hours being available to the worker's schedule.

Dr. Deborah McMenemy will oversee all aspects of the clinic. Dr. McMenemy's experience running a \$10mil construction company in Silicon Valley before the entering acupuncture profession makes her extremely qualified and capable to supervise, train and provide administrative direction for this endeavor.

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.



3. Compensation

The applicant shall provide an annual salary range paid by the applicant to the three highest paid officers, directors, or employees of the organization by position title, not employee name.

Clinic Manager, Licensed Acupuncturist	\$ 50,000.00
Licensed Acupuncturist	\$ 35,000.00

VII. Other

1. 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.

None

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.

- Master's in Traditional Chinese Medicine
- Licensed Acupuncturist; State of Hawaii, and California
- National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM) accredited
- Doctor of Acupuncture and Oriental Medicine (DAOM)
- Certification as Global Balance & Pain Mitigation Dr. Richard Teh-Fu Tan

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.

This grant will not be used for any such purposes.

4. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 2019-20 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2019-20, but
- (b) Not received by the applicant thereafter.

Community acupuncture clinics do charge minimally on a sliding scale for acupuncture treatments, and herbs. After sufficient clientele capacity is achieved this clinic will be able to stand on its own. This grant is specifically to be used for start-up costs, and to sustain the practitioner during the growth phase.

When Dr. McMenemy began her other clinics they were operated as a sole-proprietor and Dr. Kepi worked for free until such time as the income was able to provide a salary for her. Now as we are a non-profit, funds are required to pay an acupuncturist and a landlord even during the start-up phase.

Lapa'au Community Acupuncture is very grateful for the opportunity to apply for and receive these funds to assist us in delivering quality health care to people of all incomes and vulnerabilities in Hawaii society today. Mahalo!

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2019 to June 30, 2020

App LAPA'AU COMMUNITY ACUPUNCTURE

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	45,400			
2. Payroll Taxes & Assessments	9,080			
3. Fringe Benefits	4,540			
TOTAL PERSONNEL COST	59,020	0	0	0
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	0			
2. Insurance	400			
3. Lease/Rental of Equipment	0			
4. Lease/Rental of Space	30,000			
5. Staff Training	0			
6. Supplies	1,300			
7. Telecommunication	600			
8. Utilities	2,000			
9				
10				
11				
12				
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14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	34,300			
C. EQUIPMENT PURCHASES	8,450			
D. MOTOR VEHICLE PURCHASES	0			
E. CAPITAL	0			
TOTAL (A+B+C+D+E)	99,770	0	0	0
SOURCES OF FUNDING				
(a) Total State Funds Requested	99,770	Dr. Deborah McMenemy, D.Ac., DAOM		808-888-8052
(b) Total Federal Funds Requested	0	Name (Please type or print)		Phone
(c) Total County Funds Requested	0	<i>Dr. Deborah McMenemy</i>		1/15/19
(d) Total Private/Other Funds Requested	0	Signature of Authorized Official		Date
TOTAL BUDGET	99,770	President, Clinic Manager		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2019 to June 30, 2020

Applicant: LAPAAU COMMUNITY ACUPUNCTURE

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Licensed Acupuncturist	Yes	\$35,000.00	100.00%	\$ 35,000.00
Clinic Manager	No	\$10,400.00	100.00%	\$ 10,400.00
				\$ -
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TOTAL:				45,400.00
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2019 to June 30, 2020

Applicant: LAPAAU COMMUNITY ACUPUNCTURE

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Printer	1	\$400.00	\$ 400.00	
Electronics; iPad, iPod & sound system	1	\$1,250.00	\$ 1,250.00	
Hand wash station	1	\$3,000.00	\$ 3,000.00	
Furniture; treatment chairs, desks, tables, waiting area chairs, etc.	1	\$1,800.00	\$ 1,800.00	
			\$ -	
TOTAL:	4		\$ 6,450.00	\$ 6,450.00

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, 2019 to June 30, 2020

Applicant: LAPAAU COMMUNITY ACUPUNCTI

FUNDING AMOUNT REQUESTED

TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OTHER SOURCES OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2017-2018	FY: 2018-2019	FY:2019-2020	FY:2019-2020	FY:2020-2021	FY:2021-2022
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:	NOT APPLICABLE					

JUSTIFICATION/COMMENTS:

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

App: **LAPAAU COMMUNITY ACUPUNCTURE**

Contracts Total: **-**

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	NONE				
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