

**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 a:

Aloha Medical Mission

Amount of State Funds Requested: \$ 150,000.00

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

Aloha Medical Mission is asking the State Legislature to consider our request to maintain the operations of the free Dental Clinic, located at Palama Settlement since 2002. The funds will be used to support the clinic personnel -- 2 part-time dentists, 2 dental hygienists, 3 dental assistants, and a part time receptionist. We would also like to hire another dental assistant to cover when staff is on extended leave. The staff is exclusively dedicated to providing dental services and will ensure that services provided are of quality and that the clinic remains open 5 days per week.

Amount of Other Funds Available:

State: \$ \$61,970.11

Federal: \$ 0

County: \$ \$101,776.49

Private/Other: \$ 171,187.92

Total amount of State Grants Received in the Past 5 Fiscal Years:

\$ 326,697.12

Unrestricted Assets:

\$ 437,364.92

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:

810 North Vineyard Blvd.

City: State: Zip:

Honolulu Hawaii 96817

Contact Person for Matters Involving this Application

Name: Toni Muranaka	Title: Executive Director
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Email: toni.muranaka@alohamedicalmission.org	Phone: (808) 847-3411
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Federal Tax ID#:

██████████

State Tax ID#

██████████



 Authorized Signature

Toni Muranaka, Executive Director

 Name and Title

1-16-2020

 Date Signed

received
 01/16/2020 TC



ALPHA MEDICAL MISSION

Bringing Hope and Changing the Lives of the People We Serve Overseas and in Hawaii

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In Memoriam

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U.S. Senate

Jorge G. Camara, MD
Past President

January 16, 2020

Senator Donovan Dela Cruz, Chair
Senate Ways and Means Committee
State Capitol, Room 208
Honolulu, Hawaii 96813

ATTN: FY 2021 STATE GRANT-IN-AID APPLICATION

Dear Senator Donovan Dela Cruz:

Aloha Medical Mission is submitting its application for Grants and Subsidies to support Hawaii's only free Dental Clinic and its much-needed dental services to the uninsured, the underinsured, and those with no financial means of paying for dental care in Hawaii.

If there are any questions, please do not hesitate to contact Colleen Minami, grant writer and manager, at (808) 780-5793 or e-mail at colleenminami@hotmail.com or Toni Muranaka, Executive Director, at (808) 847-3411 or by e-mail at toni.muranaka@alohamedicalmission.org.

Thank you for your support and consideration on this matter.

Warmest Regards,

Toni Muranaka
Executive Director

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



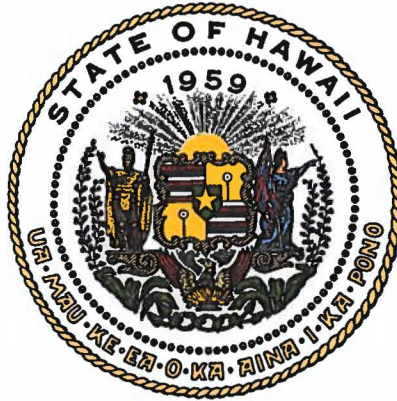
TONI MURANAKA, EXECUTIVE DIRECTOR

AUTHORIZED SIGNATURE

PRINT NAME AND TITLE

1-16-2020

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

ALOHA MEDICAL MISSION

was incorporated under the laws of Hawaii on 03/10/1983 ;
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 09, 2020

Director of Commerce and Consumer Affairs

**DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS PURSUANT TO
CHAPTER 42F, HAWAII REVISSED 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.

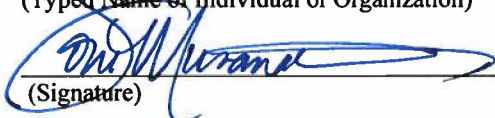
- 2) If the applicant is an organization, the applicant meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is incorporated under the laws of the State; and
 - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant 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.

Aloha Medical Mission
(Typed Name of Individual or Organization)


(Signature)

1-16-2020
(Date)

Toni Muranaka Executive Director
(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, 2019.

2. Declaration Statement

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

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](#)) **This grant will be used to provide free basic dental services to the uninsured, underinsured, or those with no means of paying for such care.**

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:

The influence behind this secular 501 (c) (3) organization continues to be its mission of "Bringing Hope and Changing the Lives of People We Serve". Aloha Medical Mission was founded 36 years ago by volunteer physicians in Hawaii, who wanted to give back to their community, by performing cleft lip surgeries on poor children in the Philippines. This overseas mission has expanded to 18 countries, treating thousands of people with limited or no access to health care, including Hawaii.

In Hawaii the Honolulu Dental Clinic provides basic dental services, such as oral examinations, x-rays, cleanings, fillings, extractions, emergency care, and oral health education, free of charge, to the uninsured, the underinsured (Medicaid and Medicare), and those with no means of paying for such care. Its local mission is to serve this excluded and marginalized population and its duty to the people of Hawaii is to be the last safety net.

AMM has added needed programs to the Dental Clinic, such as WELCOME SMILE, which provides specialized temporary restorative treatment for women at high-risk for domestic violence or are transitioning out of prison with the goal of finding gainful employment. FIRST SMILE is an interactive educational program which originally targeted young children in underserved communities to help them become knowledgeable about good oral health practices in the hope that they will carry this information throughout their lifetime and pass it onto their Ohana. However, this program now reaches not only children but also youths and adults in at least 37 schools and community programs. In 2018 AMM launched on Amazon "Ikaika, The Cavity Fighting Bear", a child's activity book created as a reinforcement tool and published through funding from Kaiser Foundation.

Then TEACH and REACH was launched to publicize dental health issues in the community, increase public awareness of the free clinic, conduct dental screening to identify and refer those in need to the free clinic, and collaborate with community groups, such as the Hawaii H.O.M.E. (Homeless Outreach & Medical Education) Project, to improve quality and access to free health care, including dental screening. We have had positive relationships with our 51 community partners as demonstrated by requests to participate in their health fairs and community events and to collaborate on various oral health coalitions. Of that number, 15 are referring sources for Welcome Smile. EMERGEN - TEETH, was conceived in 2018 due to the increase in emergency room visits for dental problems in which they can only alleviate the pain. By having the Emergency Departments on Oahu utilize AMM referral process into their discharge planning system, these patients can be referred to the Dental Clinic to treat the dental problems; thus, reducing these unnecessary emergency visits. In 2019 there were referrals from Queen's, Tripler, Shriner's, Kaiser, and Kuakini emergency rooms. According to the Hawaii Health Information Corporation (HHIC) and the Hawaii State Department of Health 2015 – 2016 data, there was an average of 4,877 preventable emergency room visits for dental problems, which amounted to about \$14 million in hospital costs.

In addition, the clinic continues to serve as a training facility for students interested in a health career. AMM has the experience and capacity to mentor future health professionals because its missions are dependent on dedicated and committed volunteers since 1983. In 2018 we accommodated 25 students from various educational institutions on Oahu, nurturing these future health professionals as well as adding to our volunteer pool; thus, leveraging our limited resources. Students have helped to expand AMM's reach into the community which then increases public awareness of the free clinic services. AMM has established partnerships with 6 educational institutions and plans to recruit additional students from other schools on Oahu. The long-term goal is to nurture the next generation of health professionals who will then give back to the community.

AMM has also secured a new clinic facility located near Palama Settlement and on the bus line. We have demonstrated the stability of our local programs by the

continuation of the free Dental Clinic since 1995 for 5 days per week with the support of government grants and other charitable foundations; the maintenance of the current dental staff and the addition of another part-time dentist and a "vacation hire" dental assistant; retention of volunteer dentists; and the implementation of needed dental programs with the support of individual donors, staunch investors, and fundraising endeavors.

2. The goals and objectives related to the request:

The goals continue to be:

- ✓ Assurance of quality dental services provided to all served and free of charge;
- ✓ Treatment of patients in need, including abused or incarcerated women;
- ✓ Assurance that the clinic is open 5 days per week, not including holidays;
- ✓ Promotion of public awareness on oral health issues and services of the free Dental Clinic;
- ✓ Importance of oral health education to children, youths, and adults;
- ✓ Recruitment of more volunteers to help enhance services;
- ✓ Provision of a training facility for students interested in the health field and to mentor and nurture future health professionals.

To accomplish these goals, the following objectives will be met within the grant period:

- Provide at least 2,000 dental visits.
- Maintain the number of new Welcome Smile women treated at 39.
- Maintain operational hours for 5 days a week at the new clinic site.
- Educate at least 4,000 individuals through First Smile presentations, outreach efforts and community events.
- Retain the current number of volunteer dentists at 13.

3. The public purpose and need to be served:

"The importance of oral health cannot be underestimated. Good oral health promotes not only our ability to speak and eat, but also impacts broader issues such as self-esteem, school/work performance, and chronic disease, such as diabetes and heart disease... In particular, Hawaii's oral health outcomes have consistently been worse than the rest of the nation," according to the report on the Needs and Assets Assessment of Oral Health Services in Hawaii, April 2017 by the Hawaii Dental Service (HDS). A 2009 Pew Research Center study reported that Hawaii's children have one of the highest rates of cavities in the nation and dental caries is the most common childhood chronic disease. Furthermore, HDS data indicates that at least 30% (236,090) of the adult population in Hawaii do not have dental insurance.

Social determinants of health are those conditions in which people are born, live, learn, work and play, worship, and age. These determinants include availability of resources to meet daily needs; access to educational, economic and job opportunities; access to health care services; availability of community-based resources; social attitudes, such as discrimination; socio-economic conditions, such as poverty; and the environment, such as worksites, school settings, and the neighborhood, of which 75%

of them influences our health. According to the Robert Wood Johnson Foundation, health equity means everyone has a fair and just opportunity to be as healthy as possible. In 2015 Hawaii Oral Health: Key Findings Report, one of the recommendations were to expand access to the underserved, high risk population which is exactly the group AMM continues to serve. However, health disparities are rooted in inequities in opportunities and resources and exist by race, age, geography, and income.

According to the 2017 ALICE (Assets, Limited, Income Constrained, Employed) Report on financial hardships done by the United Ways, 48% (212,079) of Hawaii households, including those in poverty, were having difficulty paying for the basic necessities; thus, preventing them from becoming self-sufficient. This included seniors (65 years and older) in which 46% of them were not able to gain financial stability, forcing them to continue to work to make ends meet. The ALICE population also included other groups, such as families headed by single women with children, those with disabilities, undocumented or unskilled immigrants, and formerly incarcerated individuals. In urban Honolulu, which includes Kalihi-Palama, 45% of the households were below the ALICE threshold and lived in poverty. The cost of living in Hawaii has created a growing income inequality, especially for low-income workers, who can be considered the “working poor”. The federal poverty level is no longer a realistic measure of financial hardship for households in Hawaii. Hawaii also has the sixth highest rate of poverty nationally.

A 2009 Pew Research Center study reported that Hawaii’s children have one of the highest rates of cavities in the nation. An important oral health indicator is dental caries, which is the most common childhood chronic disease. In Oral Health 2001 (A Strategic Plan for Oral Health in Hawaii) Native Hawaiians and ethnic groups with large immigrant population, such as Filipino and Southeast Asian children have over 60% more decayed or filled primary teeth than the national average. Native Hawaiian, Micronesian, other Pacific Islander, and Filipino children have poor dental outcomes and together they comprise about one-fourth of the children in Hawaii. Some of the factors contributing to this disparity are cultural customs and foods common in Hawaii that promote tooth decay, limited understanding of good oral health practices, limited resources to pay for care, and the fact that oral health is not significant to these groups.

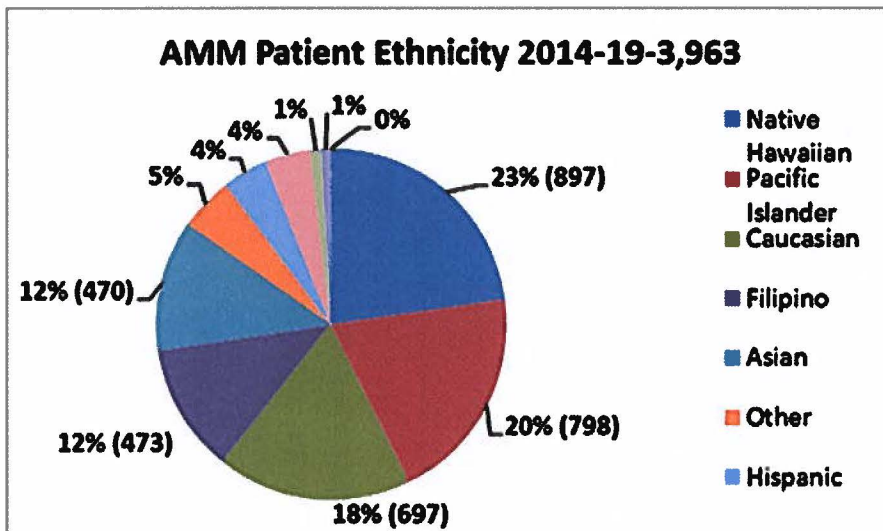
Public health interventions are varied and may address one or more of the three levels of prevention: 1) primary prevention, averting the onset of a dental problem, 2) secondary prevention, providing early intervention, and 3) tertiary prevention, decreasing the impact of a particular problem. In 2019 AMM addressed primary prevention on Oahu by providing and promoting oral health education to 1,034 children and youths through First Smile and to 3,538 individuals through outreach events ; secondary prevention by treating 1,054 individuals, who were uninsured or underserved, early with free basic dental services; and tertiary prevention by providing temporary restorative treatment through Welcome Smile to 39 women who were abused or incarcerated.

Dental health is a serious concern in our community. AMM is in a position to offer free basic preventive services, including temporary restorative treatment to abused or incarcerated women and health education. Our mission remains "Bringing Hope and Changing the Lives of People We Serve" through the provision of free, interim basic dental care to the "excluded or marginalized" groups in Hawaii. By removing the obstacle to dental care, everyone has a "fair and just opportunity to be healthier". However, being "free" means no income generated to support the Dental Clinic, which is why we are applying for this grant.

4. Describe the target population to be served; and

In 2018 69% (980,080) of Hawaii's population lived in Honolulu County. Of that number, 21.7% were foreign born and 25% from other states. Hawaii is seen as a diverse ethnic state and in 2012, Native Hawaiians made up 21.6% (211,690) of Honolulu County, Japanese, 21% (207,065), and Filipinos, 9% (92,091). Native Hawaiians face cultural, financial, social, and geographic barriers, preventing them from either using existing health care services or accessing these services. Of the other marginalized groups in Hawaii, there is an estimated 16,000 Micronesians, many of whom are uninsured or are unable to pay for care. Furthermore, Micronesians and other Pacific Islanders have the highest prevalence of untreated decay, not only because of cost but also because health is seen as a low priority in meeting the basic necessities for survival, which are housing, food, transportation, childcare, and health care. In addition, females made up 49.9% (709,498) of the population in 2018 with 51% (615,252) ranging in age from 21 years to 65 years and over. Single mothers with children under 18 years of age amounted to 17% (15,207) of the population in 2010.

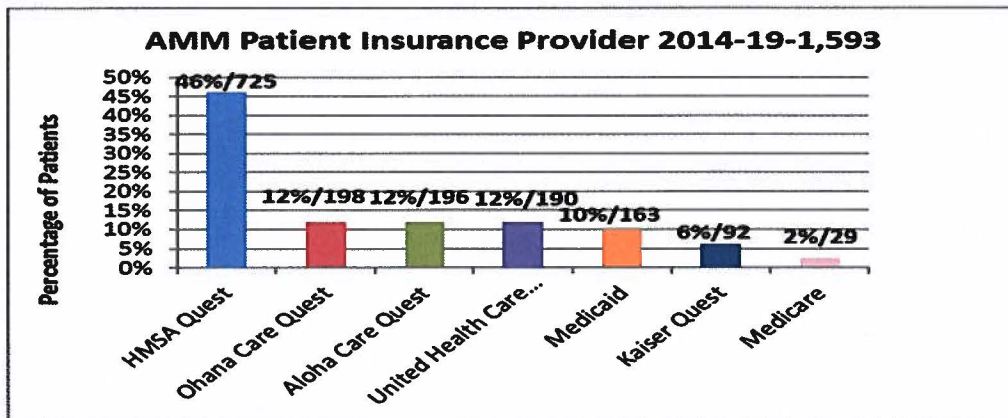
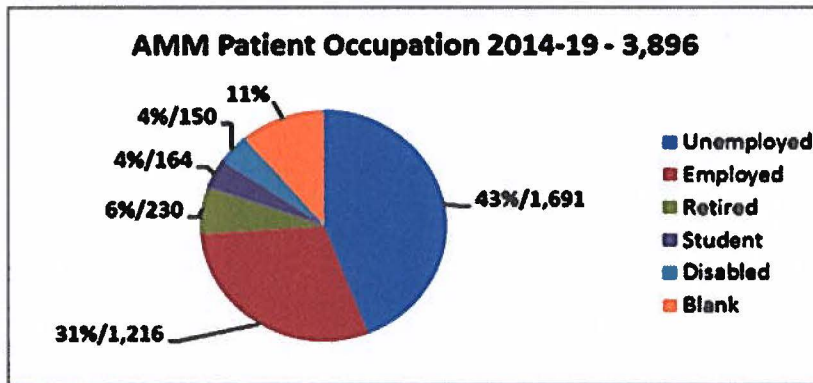
From 2014 – 2019 we served 4,416 individuals at the clinic and, of that number, 79% (3,143) were residents of Hawaii and 19% (750) were immigrants. Of those numbers, 23% (897) were Native Hawaiians, 20% (798), Pacific Islanders, 12% (473), Filipinos and 12% (470), Asians.

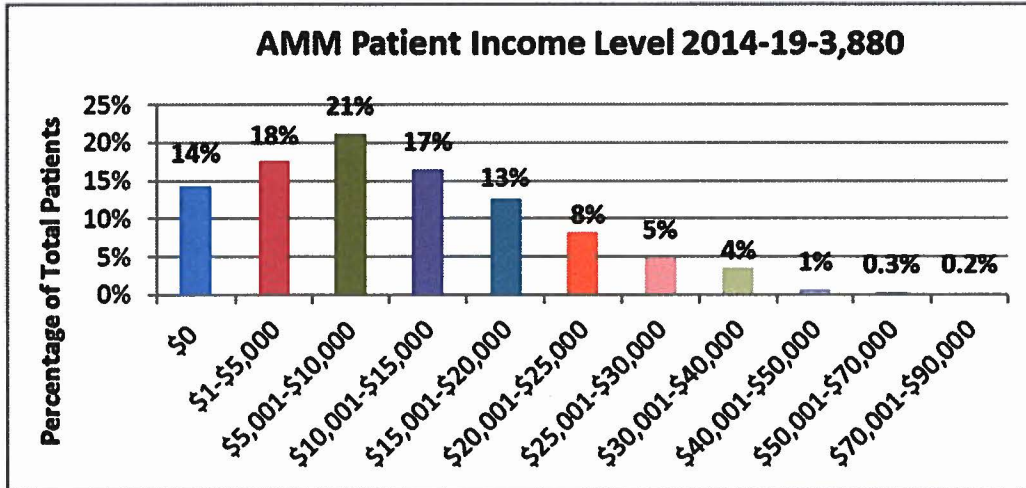


According to the State of Hawaii Data Book, from 2010-2014, 11% (153,828) of Honolulu County lived 100% below the poverty level; 31% (290,250) had Medicaid with an average per capita income of \$30,700; 7% (66,706) had no health insurance; 15% (150,413) were 65 years and older and 23% (213,618) were below 18 years of age.

The State of Hawaii Primary Care Needs Assessment Data Book, 2016, identified the following risk markers for health disparities in the Kalihi area from 2010-2014--17.5% lived 100% below the federal poverty level; 5.8% were unemployed; 8.4% had no health insurance; \$22,300 was the average per capita income; 41.4% had public health insurance; 24.3% had no high school diploma; 40.1% were foreign-born and 27% had a language barrier; and 38% of children under 18 years of age received public assistance. Of the adults, 32% did not see a dentist within the past year, 47% had their permanent teeth removed, and 17.8% ended up in the emergency room for dental problems. The ratio of persons for every dentist in Honolulu County was 1,165:1 with dentists not willing to provide care for this excluded and marginalized group, resulting in serious dental problems. Therefore, dental health remains a significant public health issue in Hawaii.

AMM data for 2014 - 2019 showed that 43% of patients served were unemployed; 59% (2,370) had no dental insurance; 98% had Medicaid of some kind; 89.8% had incomes below \$25,000; 53% (2,091) fell in the age range of 41 years of age to 65 + years; and 56% (2,106) were females.





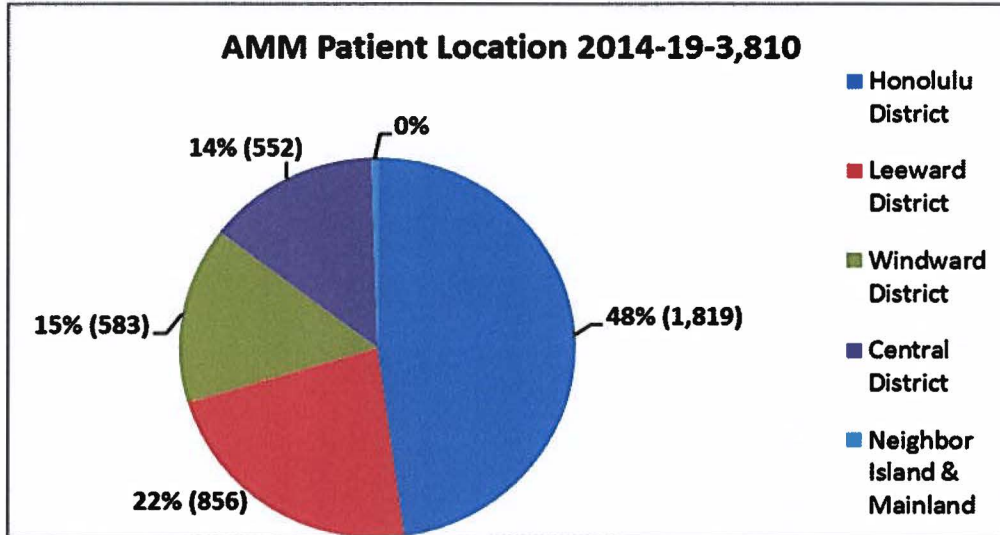
In addition, dental visits numbered 2,971, a 17% increase from 2017 but a 7% decrease from 2018 (3,210) and total individuals treated came to 1,054, a 4% decrease from 1,098. The reason for this decrease in numbers was that during the ending of 2019 the paid dentist and 2 of our volunteer dentists were on leave. However, the number of new Welcome Smile women treated remained at 39 for 2018 and 2019. Our target population continue to be seniors, women, domestic violence victims, homeless, students, underserved immigrants, and the “working poor”. Being the only free Dental Clinic in Hawaii, AMM has become the safety net for this gap group.

5. Describe the geographic coverage.

In 2018 Honolulu County made up 69% (980,080) of Hawaii’s population. Kalihi-Palama residents made up 8.9% of Oahu neighborhoods and the Kalihi-Palama district has been designated a medically underserved area and a health professional shortage area for dental health and 67% of the residents are considered low to moderate income.

The availability and accessibility of the free dental clinic for the past 17 years to all who live on Oahu have helped to deal with the issue of inadequate dental care for the at-risk population. AMM continues to link its patients to community health centers for long-term comprehensive dental care and complements their services by taking on their overflow of uninsured patients; thereby, minimizing duplication of services and leveraging limited resources more efficiently. Our dentists treat dental problems, which can have serious health consequences if left untreated, and prevent patients from seeking emergency room care, where dental problems cannot be treated.

Clinic data from 2014 – 2019 demonstrated that 48% (1,819) of the patients we served came from the Honolulu District; 22% from Leeward Oahu; 15% from Windward Oahu; and 14% from Central Oahu.



The risk factors previously identified point to a need for AMM to continue to provide basic dental services, free of charge. However, without reliable funding it becomes difficult to ensure adequate professional hours to meet the demand for free basic dental care. The State Grant-in-Aid (GIA) would be of tremendous help in maintaining the free Dental Clinic, which has a presence since 1995 and continue to be a safety net for those in need.

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:

A. The free clinic provides basic dental procedures, such as oral examinations, x-rays, fillings, extractions, root canal treatment, emergency care, and health education. The funds requested will support the 2 part-time dentists, 2 dental hygienists (one at 16 hours per week), 3 dental assistants (one at 16 hours per week), a part-time receptionist at 16 hours per week, and a part-time vacation hire to cover when staff is on extended vacation or sick leave. The staff is exclusively dedicated to providing dental services to our target population and can be relied on to meet the continual demand for these services. They will ensure that services are of quality and the clinic is operating 5 days per week. The ability to pay professional level staff provides increased stability and dependability, safeguarding that the clinic will be open daily. The additional dentist will help to increase availability of appointments and reduce the wait list.

Retention of capable and reliable clinic staff is essential to the success of the clinic. The Executive Director has held staff retreats, fostering good working relationships, and has arranged for educational trainings for staff to attend and paid by the organization, such as in 2018 our full-time dental assistants and the dental hygienist attended training sessions to further their education. Additionally, all staff are certified in

OSHA/HIPAA/CPR training each year in anticipation of a federal or state audit. Physician's Compliance has provided free training for staff for the past 6 years and the last occurred on January 13, 2020.

We have also implemented the following policies to ensure that dental visits either be maintained or increased: 1) reduction of the federal poverty level from 200% to 150% to decrease the wait list; 2) encouragement of walk-ins to reduce the no-show rates and still serve people in need; and 3) calling of patients not seen in 2019 to come in for an examination, x-rays and dental cleaning; thus, allowing more patients to be seen because these visits require less time.

We continue to have positive relationships with our community partners and with further work and communication, we hope to quickly scale up the number of referrals to our clinic. We will give priority scheduling to patient referrals from social service programs, which serve especially high need groups.

- 1) Provide 2,000 dental visits.
 - Continue basic dental services on an interim basis and free of charge – **AMM.**
 - Maintain the hours of current clinic staff to prevent disruption of services – **Executive Director and Dental Director.**
 - Maintain operational hours of 5 days per week – **Dental Director, clinic staff.**
 - Continue working relationships with community partners, currently numbering 51 – **Executive Director and outreach staff.**
- 2) Maintain the number of new Welcome Smile women at 39.
 - Enroll at least 2 to 3 new women per month – **referring partners, Executive Director, and receptionist.**
 - Maintain our 15 current partners and attain at least 1 more – **Executive Director and outreach staff.**
 - Implement a wait list of eligible women if funds become limited – **Dental Director and Executive Director.**
 - Secure additional funding for dental supplies and laboratory fees, such as other grants or fundraising events – **Executive Director.**
- 3) Retain the current number of clinic staff at 7.
 - Hold weekly staff meetings to share any concerns, problems encountered and positive events that happened – **Dental Director and Executive Director.**
 - Allow staff to attend continuing education appropriate for their position and responsibilities – **Executive Director, Dental Director, and AMM Board.**
 - Cross train staff so that they may cover each other's duties as necessary – **Executive Director and Dental Director.**
 - Hire "vacation relief" dental assistant – **Executive Director and Dental Director.**

B. AMM has secured another clinic site just 2 blocks from Palama Settlement. Renovations will be completed by January 31, 2020 with plans to move into the new facility by June 2020. The clinic has touched over 25,000 at-risk patients, providing

millions of dollars of free dental care over the last 18 years. We have been able to sustain the “only” free clinic on Oahu, in spite of funding challenges due to the leadership of the AMM Board and its volunteers, leading to the continuation of its mission. The lease with Palama Settlement of \$650 per month is very reasonable but will expire in December 2021. Because space of the new facility is half the size of the present facility, we plan to maintain the current site for storage, meetings, and additional office space for designated staff and volunteers.

- 1) Maintain current operational hours of 5 days per week at new clinic facility.
 - Inform the community and our community partners of the move and the closing date of the old site and opening date of the new facility at least 3 months in advance – **Executive Director, clinic staff, outreach staff, administrative staff, volunteers.**
 - Inform the target population and our current patients of the move via flyers, notices at the current site, word-of-mouth, PSA, etc. – **Executive Director, Dental Director, clinic staff, outreach staff. AMM Board, and volunteers.**
- 2) Secure parking alternative and funding for staff and volunteers since only 2 stalls allowed at new facility.
 - Seek other sources of funding or other parking alternatives– **Executive Director and AMM Board.**

C. AMM continues to do outreach into the community through the FIRST SMILE, TEACH AND REACH, and EMERGEN – TEETH programs. By conducting these programs, we are able to educate individuals about good oral health practices in schools and at community programs; about dental health issues in their community through health fairs, coalition meetings, and other events; and about the free services of the Dental Clinic.

Those without means of accessing needed dental care end up in the emergency room. From 2006-2012 the Hawaii State Department of Health data showed emergency room visits increased 67% with 3,000 of them due to preventable dental problems, which added to the \$8.5 million cost of care or about \$2,834 per visit. In addition, emergency rooms are not equipped to treat dental problems and these patients are referred to outside care which many cannot afford and often do not follow up. According to the State of Hawaii Primary Care Needs Assessment 2016, 17% (69,010) of Kalihi residents ended up in the emergency room for dental problems. By collaborating with Emergency Departments, we intend to reduce the number of emergency room visits for dental problems.

- 1) Educate at least 4,000 individuals (children, youths, and adults).
 - Participate in appropriate community events and health fairs – **outreach staff, clinic staff, and Executive Director.**
 - Provide “Train the Trainer” sessions on First Smile to high school students or interested volunteers so that they can go out and conduct sessions – **outreach staff, Dental Hygienist.**

- Conduct First Smile presentations to preschools, including Head Start, public and private schools, and adult (kupuna) programs – **outreach staff, trained volunteers.**
- Attend Hawaii Dental Association Convention to educate dental professionals and promote awareness of the free clinic – **clinic staff, Executive Director, Dental Director, outreach staff, and AMM volunteer dentists.**

D. Our volunteer efforts have been successful with the retention of volunteer dentists, currently numbering 13, and continued management of students from high schools as well as from institutions of higher learning, which number 15 to 25 annually. Retention efforts have evolved into an annual Volunteer Recognition and Acknowledgement Dinner. Recruitment and retention of volunteer dentists are essential in expanding our services and increasing the availability of appointments

- 1) Retain the current number of volunteer dentists at 13.
 - Attend Hawaii Dental Association Convention to recruit potential volunteers for the clinic and to inform the professionals about the free dental services – **Executive Director, Dental Director, clinic staff, outreach staff and volunteer dentists.**
 - Send out letters and flyers to private practitioners regarding the opportunities and benefits of volunteering at the free clinic – **Executive Director and Dental Director.**
 - Work with the Hawaii Dental Association to publicize the need for volunteer dentists at the free clinic – **Dental Director, volunteer dentists, Executive Director.**
 - Solicit volunteers through public media and community events – **Executive Director, Dental Director, AMM Board, and volunteer dentists.**
 - Evaluate dentists from other states who have a current Hawaii license or a community license, who desire to volunteer at the free clinic – **AMM credentialing coordinator, FTCA contact, and office coordinator.**
2. Provide a projected annual timeline for accomplishing the results or outcomes of the service;

Projected Timeline for the grant period:

- Ongoing -- Continue with our current staffing pattern of 7 at the Dental Clinic – 2 dentists, 2 dental hygienists, 3 dental assistants, and a receptionist.
- July 2020 – Hire “vacation-relief” dental assistant at 16 hours per week.
- July 2020 – Move into new clinic facility at AUW building.
- August 2020 – Maintain clinic operational hours of 5 days per week at new site.
- Ongoing – Retain and utilize volunteers, including our volunteer dentists, effectively.
- Ongoing -- Retain our partnerships with current 51 community agencies, including 15 Welcome Smile referring sources.
- September 2020 – Conduct First Smile “Train the Trainer” sessions for interested volunteers, including high school students.

- October 2020 – Conduct First Smile presentations to at least 5 schools and/or adult community programs.
 - October 2020 – Arrange Volunteer Appreciation/Acknowledgement Dinner.
 - December 2020 – Outreach to 2 more community partners and/or educational institutions.
 - January 2021 – Participate in Hawaii Dental Association Convention.
 - January 2021 – Assess progress in dental visits provided and number of new Welcome Smile women treated.
 - February 2021 – Recruit at least one more volunteer dentist.
 - Ongoing – Maintain positive relationship with Palama Settlement and AUW as a good tenant and partner.
 - June 2021 – Attain goal for 2,000 dental visits provided; 39 new Welcome Smile women treated; 4,000 individuals educated; and retain current number of volunteer dentists (13).
3. Describe its quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate, and improve their results; and

Quality Assurance Plan:

The Quality Assurance (QA) Program is in place to ensure the delivery of high-quality services to all of our patients. The QA Program also serves to evaluate that the clinic functions (i.e. administrative, personnel, and clinical) effectively and efficiently and the need for any changes to improve our services. It ensures that we are meeting legal requirements and current standards of care in the dental industry. The components of this plan include the following:

- Health Care Practitioner Credentialing and Privileging Process is an important part of the Federal Torts Claims Act (FTCA), which provides malpractice coverage for licensed clinic volunteers free of charge after they have been credentialed and allowed the privilege to work at the clinic.
- Peer Review Process is conducted periodically on the volunteer dentists and other licensed health professionals to ensure protocols are being followed, federal and state requirements are being met, and patient care provided are according to best practices in dentistry.
- Patient Care Protocols ensure that standard procedures are followed in the clinic.
- Employee Handbook ensures that Hawaii's best practices in human resources are followed by AMM.
- Volunteer Policies and Procedures ensure that all clinic volunteers know and follow the policies regarding volunteering.
- Compliance with Health Information Portability Accountability Act (HIPAA) ensures the confidentiality of all patient health information.
- Compliance with Occupational Safety and Health Administration (OSHA) requirements ensure the safety of the staff, patients, and volunteers and that training of staff is conducted annually.
- Annual CPR certification ensures that clinic staff can provide life-saving measures in an emergency.

- Emergency Preparedness Manual ensures that the latest in emergency and disaster protocols are available to staff, volunteers and students.

Evaluation Plan

We have maintained the free clinic at Palama Settlement and have sustained its operations since 2002, despite late or limited funding and staffing situations. The Board of Directors and key volunteers have a wide range of experience, historical knowledge, and a continued commitment to Aloha Medical Mission, which have been critical to the well-being of the organization. Our clinic staff have also demonstrated their commitment and dedication to our patients by ensuring that the clinic remains open in spite of staffing shortage, that all patients are treated with respect, and that quality dental care is provided to all.

Our long-standing presence on Oahu, has brought a positive reputation and familiarity with who we are and what we do. The dental staff and our 13 volunteers, one of whom has been with AMM since 1995, bring a high level of experience and patient-centered commitment to the quality of services provided to all. Our partnerships with community agencies have been positive in terms of the number of referrals received, reports of improvement in the well-being of their clients, the quality of services provided, and the notable success in employment opportunities sought by patients energized with renewed confidence in their appearance.

Our volunteer efforts have been successful over the years with the retention of volunteer dentists and continued usage of students from high schools. We are dependent on our volunteer dentists and encourage them to get involved with recruitment of their colleagues either through their study groups or at the Hawaii Dental Association Convention. Our student volunteers assist with First Smile presentations in the community and are mentored in the clinic setting, while working with patients and the dentists. We hope to approach other high schools on Oahu to recruit additional students interested in a health career and in being mentored at the clinic. We plan to obtain feedback from all our volunteers to help improve clinic operations, enhance clinic set up, adjust scheduling of patients and make changes as needed.

Feedback will also be obtained from participants of the First Smile presentations as to the value and appropriateness of the information given and whether or not revisions are needed and if this endeavor is worthwhile to continue. Classroom teachers will also be surveyed regarding the information given to the children and value of "Ikaika, The Cavity Fighting Bear" activity book as a reinforcement tool. We will also assess whether or not the "Train the Trainer" project is a worthwhile venture to continue for AMM as well as for the students.

By evaluating our participation in community activities, health fairs, coalition groups, and Emergen – Teeth project, we will be able to determine if the results listed have been met and whether or not these are worthwhile endeavors for AMM to continue. In addition, the clinic continues to obtain vital feedback from the patients, including Welcome Smile women, through a Patient Satisfaction Survey to assist us in

evaluating the services provided, treatment by dental staff, how the services have made a difference in their lives, and any improvements for us to consider. The results will also help us monitor the number of women who have completed their treatment, estimate the average cost of the treatment provided, and consult with our referring partner agencies as to the impact Welcome Smile has had on the lives of their clients and their families. AMM also plans to obtain feedback from our community partners as to whether or not the dental program is meeting their needs and the needs of their clients or patients, and any changes needed to improve our relationship.

The electronic dental record system, Dentrix, will help us determine if we have reached the goals and objectives identified by monitoring the number of patients treated by each dentist and the costs of dental procedures provided. Additional demographic information will also be captured when the patient is treated, such as age, gender, ethnicity, income, occupation, residency, and referral source. Comparison of numbers from previous years, as reflected in the graphs of 2014 – 2019, have demonstrated that the clinic has increased dental visits and number of patients treated, including Welcome Smile women, over the last 4 years. By determining the cost of the dental procedures provided to each patient, we can better estimate annually the in-kind cost per patient served and of Welcome Smile women treated, which will help with planning the annual budget and requesting needed funds from grants. Currently, patients' records are scanned into Dentrix for required paperless filing.

The plan is to have the Dental Director, the Executive Director, the grant manager, and the accountant monitor progress on deliverables to be fulfilled and keep track of grant funds expended. The evaluation team will also include the Hawaii Programs Committee chair and health professional members of the Board of Directors to ensure that services provided are of quality, that services remain free, that those served are treated with respect, and that any risk to patients, volunteers and staff will be averted through ongoing monitoring and evaluation of the clinic and its programs.

The Executive Director will be ultimately responsible to ensure that we have met our goals and objectives and the resolution of any issues or problems arising at the clinic or with the personnel.

4. List the measure(s) of effectiveness that will be reported to the State agency through which grant funds are appropriated (the expending agency). The measure(s) will provide a standard and objective way for the State to assess the program's achievement or accomplishment. Please note that if the level of appropriation differs from the amount included in this application that the measure(s) of effectiveness will need to be updated and transmitted to the expending agency.

The measures of effectiveness that will be reported for this program through grant funds appropriated are the following:

- Provide at least 2,000 dental visits.
- Maintain the number of new Welcome Smile women treated at 39.

- Maintain operational hours for 5 days a week at the new clinic site.
- Educate at least 4,000 individuals through First Smile presentations, outreach efforts and community events.
- Retain the current number of volunteer dentists at 13.

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](#)) **ATTACHMENT P 6**
 - b. Personnel salaries and wages ([Link](#)) **ATTACHMENT P 7**
 - c. Equipment and motor vehicles ([Link](#)) **NOT APPLICABLE**
 - d. Capital project details ([Link](#)) **NOT APPLICABLE**
 - e. Government contracts, grants, and grants in aid ([Link](#)) **ATTACHMENT P10**

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2021.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$37,500.00	\$37,500.00	\$37,500.00	\$37,500.00	\$150,000.00

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2021.

The list of funds we are seeking for FY 2021 is as follows:

- Hawaii Dental Service Foundation (HDS) -- \$150,000 from 10/1/2019 – 9/30/2020. **RECEIVED**
- City & County of Honolulu Grant-in-Aid (GIA) -- \$125,000 from 10/1/2019 – 9/30/2020. **AWARDED AND BEING EXPENDED**
- State of Hawaii GIA -- \$120,000 from 7/1/2019 – 6/30/2020. **AWARDED AND BEING EXPENDED**
- Hawaii Women’s Legal Foundation -- \$5,000 from 5/1/2019 – 4/30/2020. **RECEIVED AND BEING EXPENDED**
- Friends of Hawaii Charities -- \$5,000 from 2/1/2019 – 1/31/2020. **RECEIVED AND BEING EXPENDED**
- Women’s Fund of Hawaii -- \$5,000 from 10/1/2019 – 9/30/2020. **RECEIVED**
- AUW Safety Net Grant -- \$50,000 from 4/1/2019 – 3/31/2020. **RECEIVED AND BEING EXPENDED**
- AUW Safety Net Grant -- \$40,000 from 4/1/2020 - 3/31/2021. **APPROVED**
- City & County of Honolulu GIA -- \$125,000 from 10/2020 – 9/30/2021. **PENDING**

- Chamber of Commerce of Hawaii – Public Health Fund -- \$20,000 FROM 4/1/2020 – 3/31/2021. **PENDING**
- 4. The applicant shall provide a listing of all state and federal tax credits it has been granted within the prior three years. Additionally, the applicant shall provide a listing of all state and federal tax credits they have applied for or anticipate applying for pertaining to any capital project, if applicable. **NOT APPLICABLE**
- 5. The applicant shall provide a listing of all 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 2021 for program funding. **ATTACHMENT Page 10**
- 6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2019.

Total Unrestricted Current Assets per Balance Sheet.....\$124,048.17

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.

As the only “free” Dental Clinic in Hawaii, AMM has provided more than \$5.5 million of basic dental procedures for more than 24,000 uninsured and underinsured dental patients. The Board of Directors and key volunteers, currently involved with the clinic, have been with the organization for at least seven to over twenty years and bring a high level of experience, historical knowledge, and commitment. The varied expertise and skills of the current Board of Directors in marketing, finances, human resources, the law, and dentistry will help to ensure the sustainability and well-being of the organization. Their commitment and the leadership demonstrated during funding challenges have led to the survival of Aloha Medical Mission and its programs over the years. They have continued to guide the Executive Director, assuring that plans identified will be carried out successfully and there are adequate funds to sustain the organization and its operations.

The Executive Director has demonstrated her ability to network with other community agencies; supervise personnel; manage the resources; attract new partners; write grants; and ensure that all of the volunteers feel appreciated by recognizing them for the past 4 years annually at a dinner event, which has included acknowledgement of

our steadfast donors and staunch supporters. In 2017 and 2019 she executed 2 major fundraising events, "Aloha on a Mission", which helped raise needed unrestricted funds.

Our contracted accountant has helped us keep track of revenues and expenditures on a monthly basis, balances the budget at the end of the fiscal year, and assisted in drafting budgets for the organization and grant requests. She is a great resource to the Executive Director and office coordinator and to those involved with obtaining funds for clinic operations. She has been involved with the State GIA contract for AMM since 2016 and is proficient in doing the required documentation, including the City GIA for the last 4 years.

The volunteer grant writer and manager, who is a former Board member and now an Advisory Board member for AMM, has assisted with obtaining grants for the clinic since 2014, ensuring that the clinic had funds to sustain its operations. She has assisted the Executive Director in researching new grant opportunities, in reapplying for grants previously funded, in tracking expenditures of grants received, and submitting reports required for the City and State GIA. She will continue to assist the Executive Director as long as needed.

The clinic staff has demonstrated necessary skills and experiences to assist the dentists in providing treatment and to work cordially with patients, even difficult or demanding ones as well as has demonstrated their commitment and dedication to our patients by ensuring that the clinic remains open in spite of occasional staff shortages. We have 37 years of experience with recruiting and managing volunteers for the free clinic and the annual overseas missions because Aloha Medical Mission began as a volunteer organization. We have had volunteer dentists since the free clinic was established, one of whom has been a volunteer since 1995. We now have a cadre of 13 dentists, who have been vetted and have helped us expand the hours of operation. AMM has trained and mentored students interested in health for the last 17 years, providing a stimulating and challenging environment for learning.

Our longstanding presence in the community has brought a positive reputation and familiarity with who we are and what we do. We have established relationships with the low-cost clinics on Oahu, other community agencies and educational institutions and have acquired more partners to support the various programs implemented. The outreach coordinator has demonstrated her ability to reach out to community agencies; work with Emergency Departments; and gather and analyze clinic data collected and then create visual graphs of the impact to the patients and the clinic. She has also assisted the outreach dental hygienist and Executive Director at community events and has demonstrated her skills promote outreach.

The Dental Clinic has had staunch investors, such as the Hawaii Dental Service (HDS) Foundation, Clarence T.C. Ching Foundation, Friends of Hawaii Charities, Women's Fund of Hawaii, Harry and Jeanette Weinberg Foundation, and the Omidyar Ohana Fund, who have supported AMM for the last 17 years. We have also been able to recruit new supporters, such as the City and County of Honolulu Grant-In-Aid, the

Atherton Foundation, the Beta Beta Gama Foundation, and AUW Safety Net Grant in the last 4 years, all believing in the concept of a free clinic as a safety net for the poor and needy. As challenges for increase funding arises, we have been able to find opportunities to sustain clinic operations through other charitable foundations locally and nationally and new individual donors.

The list of verifiable experience of related projects or contracts for the most recent 3 years include:

- Hawaii Dental Service (HDS) Foundation supporting the clinic and its programs since 2002 - 2020.
- City GIA supporting operating expenses since 2016 - 2020.
- State GIA supporting clinic operating expenses from 2016 to 2020 and in 2017 Capital Project to renovate the new site.
- Strong Foundation funding clinic expenses in 2016 and 2018.
- Clarence T.C. Ching Foundation supporting the renovation of the new clinic facility from 2017 to 2019.
- Kaiser – Hawaii Region supporting the outreach endeavors of the clinic in 2017.
- Hawaii Women Legal Foundation, Friends of Hawaii Charities, Inc., and Women’s Fund of Hawaii, all supporting the Welcome Smile Program since 2016 - 2019
- McInerney Foundation supporting Welcome Smile Program in 2017 and 2019.
- Patterson Foundation supporting volunteer dentists in 2019.
- AUW Safety Net supporting outreach endeavors for 2019 and 2020.

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.

Palama Settlement, the former home of the Strong-Carter Dental Clinic, is where the free Dental Clinic is situated, serving the “excluded and marginalized” population over the years. It is located on the first floor of the former Corbett House, which was renovated in 2001 through a grant from the Harry and Jeanette Weinberg Foundation. The facility, which measures 3,245 square feet, has a 20-year lease which will end on December 2021 and has a current rent of only \$650 per month.

The clinic facility was expanded from 2 dental treatment rooms to 4 in 2011 through the Clarence T.C. Ching Foundation. It has x-ray machines available in each of the units, which are licensed by the Department of Health. We are able to accommodate two (2) dentists at one time or one dentist and a dental hygienist. The clinic consists of a waiting room, where videos are played while patients are waiting, a reception area to greet patients, and a sterilization and supply area. There is a computer in every dental unit so the dentists and dental assistants are able to access the Dentrix system while treating patients and record complaints, diagnosis, and recommended treatment. Although patient records are scanned into Dentrix for a paperless filing, hard copies of records are still kept and secured in locked filing

cabinets. Our dental facility has up-to-date equipment and an upgraded electronic patient chart system (Dentrix).

The facility also houses an administrative office for the Executive Director, the office manager, and the outreach coordinator. It also has a small conference room which serves as the break room, meeting room, and a limited storage area for overseas mission supplies. The facility is also ADA compliant with a ramp for wheelchairs and handicap parking space in the back of the building and a handicap accessible bathroom. Currently, it more than meets the needs of the Dental Clinic and the administrative needs of AMM.

The new clinic facility, which is in the AUW building on Vineyard Boulevard, has a space of only 1300 square feet for 3 dental units with x-ray machines, a waiting area, a utility room to clean and sterilize equipment, computers in each unit, and a small administrative office for the Executive Director and office manager. Because the new facility is profoundly limited in space, AMM plans to maintain the current facility for storage of equipment and supplies, a meeting place, and for additional office space for volunteers and some of the staff, as needed.

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.

The consumer experience has been significantly improved, having a dedicated dental staff to guarantee a particular level of capacity and reliability. The dental assistants provide assistance to the dentists; help out at the reception area; triage as needed; educate patients on good oral health practices as they are being treated; order and receive dental supplies; take care of the cleaning of equipment; and are responsible for the maintenance of dental equipment and the facility. The additional dental assistant will help with coverage of the clinic when staff is on leave.

The dental hygienists are responsible to provide dental cleanings at the clinic and while the outreach dental hygienist also conducts First Smile presentations and the outreach dental screening project in the community. Both the dental assistants and dental hygienist participate in health fairs in the community and at the Hawaii Dental Association Convention. The clinic dentist not only provides dental treatment to patients but also is the dental director, who ensures quality assurance in the clinic, risk management protocols are followed, and the supervision of dental volunteers and clinic staff. He also does the annual peer review of selected dentists at the clinic to satisfy the federal requirements and ensure the standards of care for the profession. The dental director has recruited many of his colleagues to volunteer, which has greatly enhanced

our services. He also identifies training opportunities for the dental staff and volunteer dentists. All of the dental staff ensures the efficient and smooth operation of the clinic.

The executive director has been charged with securing funds to meet the projected budget annually and has been responsible for the overall supervision of AMM personnel and overall management of the organization. She has increased partnerships and collaboration with community agencies to leverage our resources wisely. She has also found community service groups, such as the Exchange Club, to provide needed repairs to our facility. She has taken on some of the grant writing activities as well as submitted final reports for some of the grants currently in place.

Having a contracted accountant, who is knowledgeable and experienced in working with grants-in-aid has helped us to carry out the above plan and get reimbursed for services provided in a timely fashion. She has demonstrated proficiency in tracking grant expenses and in accounting for their use at the clinic. Her aptitude in reconciliation of expenditures, tracking of grant funds, projecting amount of funds needed to support the clinic monthly, and drafting of proposed budgets for grants and the organization has enabled the organization to support not only its overseas missions but also the Dental Clinic and its programs in Hawaii. The volunteer grant writer and manager has worked collaboratively with a number of AMM Executive Directors since 2014 and will continue to assist the current Executive Director with monthly reports or annual reports for grants awarded, research potential funding opportunities, apply for grants in keeping with the mission of Aloha Medical Mission, and assist with exploring additional staffing needs and funding, all free of charge because she believes in the mission.

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. **SEE ATTACHMENT**

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.

The annual salaries of the following highest paid employees are: Executive Director -- \$84,048; Dental Hygienist -- \$77,905; Clinic Dentist/Dental Director (.5 FTE) - \$66,194. The Officers and Directors of Aloha Medical Mission and the grant writer are volunteers and do not get paid.

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. **NOT APPLICABLE**

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.

AMM retains the following licenses or accreditation through its facility, clinic staff, and Volunteer dentists:

- Annual Radiation Facility license for the x-ray machines.
- CPR/AED Certification of designated clinic staff.
- Annual OSHA and HIPAA Certification of the clinic and its staff.
- Current State of Hawaii Dentist and Dental Hygienist Licenses.
- DEA (Drug Enforcement Administration) Registration/License of the Volunteer Dentists.
- Federal Torts Claim Act (FTCA) – Malpractice Insurance Protection for Volunteer Dentists, other licensed health professionals, other volunteers, the Board of Directors and Officers of Aloha Medical Mission, through the federal government (HRSA).
- Liability Coverage for Directors and Officers of the AMM Board.
- General Liability Coverage for the facility and any occurrences occurring within the facility, including the State of Hawaii and the City & County of Honolulu.

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. **NOT APPLICABLE**

4. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 2020-21 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2020-21, but
- (b) Not received by the applicant thereafter.

AMM has actively pursued funding opportunities, continued our fundraising efforts, and has been successful in securing grants and donations to sustain clinic

operations; thus, maintaining the safety net for the at-risk population. The maintenance of capable, paid clinic staff and the coordination of our volunteer dentists will guarantee a level of availability and reliability of dental services daily; thereby, reducing emergency room usage and minimizing health complications.

The Executive Director has demonstrated her ability to secure needed funds to meet the projected budget over the last 3 years. She has presented to civic groups and businesses regarding who we are and what we do, which has garnered donations to support the clinic. She has also found community service groups, such as the Exchange Club, to provide needed repairs or Locations, Inc. to paint the exterior of our facility at minimal cost to our annual budget. Our office coordinator has helped the Executive Director and Dental Director manage their load by scheduling meetings, representing AMM at designated meetings, participating at staff meetings regarding the clinic, and has assisted the Credentialing Coordinator with the vetting of the volunteer dentists.

Some of our volunteer dentists have guided the Executive Director to potential foundations or have actively solicited their civic clubs to make donations. Having a contracted accountant, who is knowledgeable and experienced in working with City grants, has helped us carry out the above plan and get reimbursed for our services. She has also guided the Executive Director to potential grant opportunities. The volunteer grant writer, who is on the AMM Advisory Board, has assisted with securing grants for the clinic since 2014 and that the above plan is carried out.

The varied expertise and skills of the Board of Directors in marketing, finances, human resources, the law, and dentistry will ensure the sustainability and well-being of the organization. Their commitment and the leadership demonstrated during unexpected upheavals over the last 5 years have led to the survival of Aloha Medical Mission. They have continued to guide the Executive Director, assuring that plans identified will be carried out successfully and that the clinic will continue to exist beyond the grant period.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2020 to June 30, 2021

Applicant: ALOHA MEDICAL MISSION - Free Dental Clinic

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	130,860		110,360	146,663
2. Payroll Taxes & Assessments	12,640		10,661	14,168
3. Fringe Benefits	6,500		3,979	10,288
TOTAL PERSONNEL COST	150,000		125,000	171,119
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				0
2. Insurance				5,354
3. Lease/Rental of Equipment				2,988
4. Lease/Rental of Space				43,719
5. Staff Training				2,100
6. Supplies				69,036
7. Telecommunication				4,582
8. Utilities				0
9. Professional fees - audit, actg, IT, etc				23,366
10. Repair & Maintenance				10,205
11. Transportation / Mileage				950
12. Other Expenses				2,270
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES				164,570
C. EQUIPMENT PURCHASES				15,000
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	150,000		125,000	350,689
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	150,000	Toni Muranaka 808 847-3411		
(b) Total Federal Funds Requested		Name (Please type or print) Phone		
(c) Total County Funds Requested	125,000	<i>Toni Muranaka</i> 1-16-2020		
(d) Total Private/Other Funds Requested	350,689	Signature of Authorized Official Date		
TOTAL BUDGET	625,689	Toni Muranaka, Executive Director		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2020 to June 30, 2021

Applicant: ALOHA MEDICAL MISSION - Free Dental Clinic

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Dentist	0.500	\$66,194.00	35.00%	\$ 23,168.00
Dentist	0.300	\$37,440.00	35.00%	\$ 13,104.00
Dental Specialist	1.000	\$35,707.00	35.00%	\$ 12,497.00
Dental Specialist	1.000	\$32,460.00	35.00%	\$ 11,361.00
Dental Specialist	0.400	\$12,730.00	35.00%	\$ 4,456.00
Dental Specialist	0.500	\$14,851.00	35.00%	\$ 5,198.00
Dental Specialist - vacation relief - on call	0.077	\$2,400.00	35.00%	\$ 840.00
Dental Hygienist	1.000	\$77,905.00	35.00%	\$ 27,267.00
Dental Hygienist	0.400	\$29,702.00	35.00%	\$ 10,396.00
Outreach Coordinator	1.000	\$40,000.00	35.00%	\$ 14,000.00
Office Coordinator	1.000	\$43,705.00	10.00%	\$ 4,371.00
Executive Director	1.000	\$84,040.00	5.00%	\$ 4,202.00
				\$ -
				\$ -
TOTAL:				130,860.00
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2020 to June 30, 2021

NOT APPLICABLE

Applicant: Aloha Medical Mission

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
n/a			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
n/a			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2020 to June 30, 2021 - **NOT APPLICABLE**

Applicant: Aloha Medical Mission

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: 2018-2019	FY: 2019-2020	FY:2020-2021	FY:2020-2021	FY:2021-2022	FY:2022-2023
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS:						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: **ALOHA MEDICAL MISSION - Free Dental Clinic**

Contracts Total: **470,000**

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	Dental Clinic -- Free basic dental procedures	8/5/16-6/30/18	Dept. of Health	State	150,744
2	Dental Clinic -- Free basic dental procedures	7/1/17-10/31/18	Dept. of Community Svcs	C&C of Honolulu	100,000
	Dental Clinic -- Free basic dental procedures	11/1/18-9/30/19	Dept of Community Svcs	C&C of Honolulu	125,000
3	Dental Clinic -- Free basic dental procedures	07/1/19 - 06/30/20	Dept. of Health	State	120,000
4	Dental Clinic -- Free basic dental procedures	10/1/19 - 09/30/20	Dept. of Community Svcs	C&C of Honolulu	125,000
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Organizational Chart 2020

