

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



BRIDGET PANEE, PRESIDENT AND CEO

PRINT NAME AND TITLE

JANUARY 15, 2020

DATE

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.

The certificate of good standing is attached.

2. Declaration Statement

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

The Declaration Statement is 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](#))

The Special Education Center of Hawaii (SECOH) requests \$550,000 for the public purpose of providing individuals with disabilities with education, job training, recreation, community integration activities, and skills to develop independence and improve their quality of life.

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 Special Education Center of Hawaii, dba SECOH, (SECOH) is a nonprofit organization founded in 1965 with the mission to provide personalized services to individuals with disabilities in the spirit of enriching their lives. Our vision is for all people to be valued and treated with dignity and respect.

SECOH began as a school for children with special needs, and expanded in the 1980s when Waimano Home was deinstitutionalized, and many of their residents were admitted to SECOH for care. Today we continue to serve approximately 80 of these individuals, now age 50 to 70, with Adult Day Health (ADH) services.

In the past few years SECOH quickly expanded with the establishment of the Pathways Program to serve the population of young adults with disabilities that are aging out of the Hawaii Department of Education (DOE) public schools. SECOH currently serves 60 young adults in the Pathways Program.

Programs - The services provided by SECOH are a priority of the Hawaii Department of Health, Developmental Disabilities Division (DOH DDD), designed to help sustain people with disabilities in the community, support them to achieve their potential, and assist them to have “healthy, safe, meaningful and self-determined lives.” Services provided by SECOH through DOH DDD contracts include:

- *ADH and Pathways* – SECOH provides group recreational and educational activities for individuals with disabilities in two programs: ADH for older individuals with disabilities that require more intensive support; and Pathways for younger more capable individuals with disabilities that have the capability for greater community integration.
- *Personal Assistance Services (PAB)* – SECOH provides individualized services designed to improve self-help and independence skills.
- *Community Learning Services (CLS)* – SECOH provides individualized services to improve skills necessary for community integration.
- *Respite* – SECOH provides respite to families that are caregivers of individuals with disabilities.
- *Vocational Assessment and Job Training* – SECOH provides services that build job skills, including housekeeping, managing the snack shop, yard work, and volunteering at various nonprofits in the community. This is a program service currently in development.

Transportation - For the past 19 years SECOH has provided transportation for our clients so that they are able to attend programs at one of SECOH’s four locations. Our transportation services enable clients to participate in job training, volunteer opportunities, and recreational activities in the community.

2. The goals and objectives related to the request;

This overall goal of this project is to improve the capacity of SECOH to serve individuals with disabilities by making capital improvements to the Diamond Head Campus and securing four new wheelchair accessible Ford Transit vehicles.

Objective 1: Diamond Head Renovations – Renovations will be made to spaces that are currently unused, and these new spaces will enable SECOH to serve 20 more individuals with disabilities, and also enhance the array of recreational, skill-building, and job training activities. The renovation will include these four projects:

1.a. Wheelchair accessible garden – A wheelchair accessible garden will be installed and will provide our clients with the opportunity to learn new gardening skills. When the garden is fully developed, SECOH anticipates that the produce grown in the garden will be sold to the community of SECOH parents and friends and to the public at local farmer’s markets. The garden will broaden the variety of job training and recreational activities for SECOH’s clients, and promote meaningful community integration.

1.b. Swimming pool and pool house – SECOH has one of the few swimming pools on the island specifically constructed for individuals with disabilities: it has a ramp into the water so that individuals may walk into the pool; and those who use wheelchairs may remain seated in a water chair and pushed down the ramp and into the pool. The pool is used by SECOH’s clients from all four locations on Oahu, students from Variety School (a nonprofit school for children with learning disabilities), and clients of from the ARC in Hawaii (a nonprofit residential and day health program for adults with disabilities). On the weekends, it is used for community swimming lessons. The pool house was constructed over 30 years ago, and is in dire need of renovations.

1.c. Pathways Building – A 5,500 sq. ft. structure that is currently being used and in need of repair. The building was constructed in 1978, based on “best practices” for serving individuals with disabilities: small rooms with one way mirrors were attached to activity rooms to observe clients without their knowledge; smaller rooms were built, based on the theory that individuals with cognitive disabilities required isolation in quiet rooms. This renovation will maximize the space and allow the Pathways program to grow.

1.d. Activity Center – A 1,200 sq. ft building that is currently unusable due to the age, condition, and configuration will be “reclaimed” for use by all clients served at the Diamond Head Campus. The renovation will include a complete redesign of the interior configuration to create spaces for recreation, job training, socialization, and educational activities.

Objective 2: Vehicles – SECOH requests funding to purchase four Ford Transit vehicles with mobility floors to serve individuals with disabilities. These transit vans are required to pick up and drop off clients, and for community integration outings. Community outings are for the purposes of recreation, job training, volunteering, and other enrichment activities.

SECOH has a fleet of 15 vehicles. Funding will enable SECOH to replace one vehicle that is over nine years old, and three that are over seven years old. The maintenance and repair costs of these vehicles has increased over the years, and when repairs are required, the vans must be removed from service.

Each vehicle will have capacity to accommodate a maximum of three (3) wheelchairs and two (2) seated passengers, or two (2) wheelchairs and five (5) seated passengers. These transit vans will regularly serve all of SECOH’s clients, including 60 that use wheelchairs. Many families are unable to transport them, and they are unable to take the bus. If SECOH is not able to provide transportation, these individuals would be forced to rely on the Handi-Van for support, or will not be able to receive any services. The vehicles will also serve our clients that are independently mobile as none of the individuals served by SECOH are capable of driving.

3. The public purpose and need to be served;

Need to improve the quality of life and independence of individuals with disabilities -

Recreation, employment, and community integration for individuals for disabilities are services are the core services of SECOH. These activities not only address the DOH DDD goals and priorities, they are also evidence-based methods that improve the quality of life of our clients. In the past year SECOH has worked to establish new vocational assessment and job training services, and diversifying the range of recreational and community integration services in order to address the wide range of interests, abilities, and potentials of each client. By enhancing and improving our programs, we are able to better individualize our services to meet the needs of each client. Development of job and volunteer skills will enable our clients to better integrate into community activities, and also fosters a sense of purpose and achievement.

Need for transportation services for individuals with disabilities - This project addresses the need to provide transportation services to individuals with disabilities. According to the Americans with Disabilities Act (ADA) of 1990, public entities must provide paratransit or other transportation services to individuals with disabilities that is comparable to the level of services provided to individuals without disabilities. Community outings are also a mandatory component of SECOH ADH, PAB, and CLS: on July 1, 2017, the Medicaid standards under which SECOH operates changed to include mandatory community outings for the individuals we serve.

Unfortunately, the Honolulu County Paratransit Services are unable to provide these services reliably and consistently to SECOH clients. In the March 4, 2016 Audit of the City's Paratransit Service¹, the City Auditor found that despite increasing its fleet size and increasing use of taxis, "the on-time performance of the Handi-Van declined 5% over the past three years, customers experienced excessive trip times; and paratransit operations do not fully comply with ADA requirements." The City Auditor also stated that "requests for demand services are difficult to meet," "operations will continue to be inadequate to support current customer demand; operating costs will continue to increase; and potential revenues will not be collected," and "Paratransit services are insufficient to sustain the program."

Unfortunately, the Handi-Van program does not have the capacity to reliably and consistently enable SECOH to provide mandatory outings for our clients, or to transport them to and from our program locations so that they may participate in SECOH services. The Honolulu County DTS fully supports the transportation activities of SECOH, as these services alleviate the demand that would otherwise be placed on their office for support.

¹ *Audit of the City's Paratransit Service*, A Report to the Mayor and the City Council of Honolulu, The City Auditor, City and County of Honolulu, State of Hawaii, Report No. 16-02, March 4, 2016.

4. Describe the target population to be served; and

Current clients of SECOH - This project will build SECOH's ability to serve its client population of adults with physical and cognitive disabilities, including Down's syndrome, Autistic Spectrum Disorders, Cerebral Palsy, developmental disabilities, and other conditions that require intensive, specialized support services. The population of young adults served by SECOH live at home with their families, and are unable to live independently. Over 70 of SECOH's current clients are wheelchair bound. SECOH's ADH programs serve two groups of clients that have different capabilities and needs:

ADH for adults with disabilities that have intensive needs (116 clients) – Many of our clients require intensive supervision and assistance with their activities of daily living and recreational skills. Their need for support is great: 64% are non-verbal; almost half are wheelchair bound, 57% of them require assistance with everything and 22% require assistance only with personal care. ADH is provided at three SECOH sites: Diamond Head, Kalihi, and Leeward. When a young adult is admitted to SECOH, it is typically the decision of their family as to whether they are enrolled in ADH or Pathways ADH, and is based on the intensity of their needs. Currently 80 former residents of Waimano Home have been served by SECOH's ADH program since the 1980's.

Pathways ADH for young adults with disabilities (60 clients) - In 2015, SECOH established the Pathways Adult Day Health (ADH) Pathways program in response to the need for services to individuals with disabilities that were aging out of the Hawaii Department of Education (DOE) high schools. The young adults served by the Pathways program are more physically able and active than the adults served in the traditional ADH program: over 85% are verbal or partially verbal; 80% walk on their own, and 14.5% are wheelchair bound; and only 11% require assistance for everything and 51% require assistance only for personal care. Pathways is provided at two sites: Diamond Head and Ewa.

Future clients of SECOH - There is a growing need to increase services to individuals with disabilities, as the number of young adults with special needs is outpacing the inventory of programs and slots currently available. To meet the growing demand for services, SECOH is in the process of expanding its capacity at several locations. Transportation is one of the limiting factors to expanding our capacity. The Diamond Head renovations and new vehicles will enable SECOH to expand its capacity to serve individuals with disabilities with services and transportation.

Families and community of the clients of SECOH - The services provided by SECOH not only improve the independence and quality of life of persons with disabilities, they also improve the quality of life of their family and friends and the community at large: assisting individuals with disabilities to lead more independent and fulfilled lives by reaching their greatest potential will reduce or prevent the need for more intensive levels of care, such as institutionalization.

5. Describe the geographic coverage.

SECOH serves individuals with disabilities that reside on the island of Oahu.

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;

Activity 1. Diamond Head Renovations – The CEO will oversee contractors to complete these renovation activities:

1.a. Wheelchair accessible garden: The contractor will complete the following:

- Install 6' wide walkways.
- Install elevated planter boxes.
- Landscape the area to create an organic garden.

1.b. Swimming pool and pool house – The contractor will complete the following renovations:

- The electrical system was built to applicable code at the time of construction, and will be brought up to current standards.
- A solar photovoltaic system will replace the electric heating and pump system.
- The lighting system is dated and will be improved with energy efficient fixtures.
- New toilets, showers and changing areas will be installed in compliance with ADA standards.

1.c. Pathways Building – The contractor will complete the following renovations to the Pathways Building:

- The building currently has 5,500 sq. ft. of interior space. The renovation will enclose exterior patios (without changing the building footprint) and increase the interior space to 6,300 sq. ft.
- Reconfigure the interior to create three bright, open activity rooms.
- ADA compliant bathrooms will be improved.
- A kitchen/dining room will be updated and improved.
- One comfort/quiet room will be created for clients that require privacy to change, rest, or take a break from group activities.

1.d. Activity Center – The contractor will complete the following:

- The interior will be reconfigured to create a brand new “store” and outdoor café where participants will learn job skills.
- A “great room” will be constructed for large group activities.

Activity 2. Vehicles – SECOH will purchase four new Ford Transit vehicles with mobility floors. These vehicles must be special ordered from the mainland. After receipt, SECOH will register the vehicles and have decals with the SECOH logo applied.

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

Activity	Month											
	1	2	3	4	5	6	7	8	9	10	11	12
Diamond Head renovation												
Wheelchair accessible garden												
Pool house												
Pathways building												
Activity Center												
Vehicles												
Order vehicles												
Vehicles are received												
Registration and decals												
Ready for service												

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

The CEO will be responsible for this project, including monitoring, evaluating, and reporting on project objectives. Quality assurance includes the following:

Objective 1. Diamond Head renovation - Ongoing tracking of the progress of the renovation will be conducted by the CEO, Board Renovation Committee, and contractors. Quality assurance includes the following:

- Weekly status meetings to go over progress and address any unanticipated challenges in the renovation, and ensure that the renovation is proceeding as planned and in compliance with State of Hawaii and applicable code.
- Monthly reports by the CEO to the Board Renovation Committee to ensure the project is proceeding in the forecasted timeframe.
- Quarterly reports by the CEO to the Board of Directors.
- The CEO will work with the finance and accounting consultant to monitor the budget expenditures to ensure timely and appropriate distribution and reporting of funds.

Objective 2. Vehicles - Ongoing tracking of the status of the purchase and readiness of the vehicles will be responsibility of the CEO.

Each year SECOH undergoes a financial audit by certified public accountants to ensure that the organization is financially sound, and complies with Generally Accepted Accounting Principles.

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.

Effectiveness of this project will be determined by the following:

- **Objective 1. Diamond Head renovation** – Completion of four renovation activities as planned, and on time. Approval of the four final renovation projects will be made by the Board of Directors.
- **Objective 1 – Vehicles:** Timely purchase and use of the new Ford transit vans to serve individuals with disabilities.
- **Expenditures:** The expenses are incurred on a timely basis, in the categories of costs as projected in the budget. Expenditures will be monitored on a monthly basis by the CEO and accounting and finance consultant.

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](#))
 - 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](#))

The required budget forms are attached to this proposal. SECOH requests \$550,000 of the total project cost of \$800,000:

Expenses	Total
Project 1: Diamond Head Renovation	
Wheelchair accessible garden (6' sidewalks, elevated planters, landscaping)	\$145,241.69
Pool House (electrical and photovoltaic systems, lighting, pool house interior)	\$162,178.91
Activity Center (1,200 sq.ft.)	
Interior reconfiguration	\$60,078.51
Air conditioning	\$37,188.61
Pathways (6,300 sq.ft. – 4 activity rooms, bathrooms, comfort room)	\$128,795.76
Furniture, equipment	\$14,516.52
Project 2: Vehicles	
Ford Transit vehicles, wheelchair accessible (\$62,000/vehicle)	\$248,000.00
Registration, decals (\$1,000/vehicle)	\$4,000.00
Total	\$800,000.00

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
\$200,000	\$200,000	\$150,000		\$550,000

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

SECOH was awarded a grant from the State Legislature Grant in Aid program for FY2020 of \$100,000 for the wheelchair accessible garden. These funds are anticipated to be released March – April 2020.

In November 2019, SECOH submitted a proposal for \$125,000 to the Honolulu City and County Grant in Aid program to support the Diamond Head renovation. SECOH will also submit proposals to private foundations to cover the balance of funds necessary for the project.

Revenues	Status	Amount
State Grant in Aid FY2020	Secured	\$100,000.00
Honolulu City and County Grant in Aid FY2021	Unsecured	\$125,000.00
State Grant in Aid FY2021	Unsecured	\$550,000.00
Private foundation grants	Unsecured	\$25,000.00
Total		\$800,000.00

- 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. SECOH does not have and will not be applying for any tax credits.

- 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.

SECOH has contracts with DOH DDD to receive program funding for ADH, CLS, PAB, and respite, and support from Honolulu County, Department of Transportation Services to provide transportation services. However, these contracts do not cover the cost of renovations or vehicles. SECOH has been granted these funds for capital and vehicles:

Honolulu County Grant in Aid FY2019
 Contact: CTS-DCS-190005
 Dates: 10/2018 - 9/2019
 Amount: \$125,000

State Grant in Aid FY2019
 Contract: OCS-CIP-19-07
 Dates: 4/1/2019 – 12/31/2019
 Amount: \$250,000

Honolulu County Grant in Aid FY2020
 Contact: CT-DCS-2000074
 Dates: 10/2019 - 9/2020
 Amount: \$125,000

State Grant in Aid FY2020
 Contract and Dates: (Pending release)
 Amount: \$100,000

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2019.

SECOH had \$2,038,185 in assets as of December 31, 2019.

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.

Experience providing services to individuals with disabilities - SECOH has over 52 years of experience serving individuals with disabilities in the State of Hawaii. It has secured multiple contracts to provide services from the DOH DDD and Honolulu County DTS, and a successful track record of meeting or exceeding contract objectives.

Today SECOH has 106 employees that serve 208 clients out of four service locations: Diamond Head, Leeward, Ewa, and Kalihi. We currently have contracts with DOH DDD to provide ADH, PAB, CLS, respite, and employment training. The current Medicaid Waiver is valid through 2021, and SECOH is committed to continuing these services in the future. We also have two (2) contracts with Honolulu County DTS to provide transportation to individuals with disabilities. One contract was renewed in July 2020 and the other will renew in 2021.

SECOH has an operating budget of 6.2 million, and sufficient funds to cover project expenses in advance of reimbursements from the State of Hawaii for this project. Finance and accounting is managed by Custom Bookkeeping Solutions, a contractor with SECOH for the past four years. ProService Hawaii manages all payroll and human resource activities, and we work with a consultant grant writer to raise the funds necessary for renovations, program improvements, and other expenses not covered by DOH DDD and Honolulu County DTS contract reimbursements for services.

Experience providing transportation services - SECOH has experience providing transportation for approximately 18 years, initially starting with the Vanpool program, and growing to providing services using agency vehicles that have been made possible through Honolulu County contract CT-DTS-1700402 and CT-DTS-1300315.

Experience completing capital improvements – In the past five years SECOH has completed several renovations at the Diamond Head campus, and recently completed construction of the Sister Agnes' Leeward Center, a new facility that provides ADH services with capacity for up to 85 adults with disabilities. Each of these capital renovation projects were completed on time, and within budget.

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.

SECOH has four service locations and an administrative office. All service locations are ADA compliant, and have sufficient parking for visitors and the SECOH vehicles.

Founder's Center, Diamond Head

708 Palekaua Street
Honolulu, HI 96816

The Diamond Head facility has four single level buildings and a pool for recreational activities. This site serves 69 individuals with disabilities through both ADH and Pathways programs.

Sister Agnes' Leeward Center

2045 Lauwilili Street, Kapolei, Hawaii, 96707

The Sister Agnes' Leeward Center (SALC) is a single-story facility that was purchased and renovated in 2019. The ADH program at SALC currently serves 71 individuals with the most intensive needs.

Pathways Skills Center @ Ewa

91-1837 Fort Weaver Road, Ewa Beach, HI 96706

The Ewa Pathways Skills Center is located in a single-story building. This site serves 19 individuals with disabilities through the Pathways Program, PAB, CLS, and respite.

Kalihi Community Center

1216 Pua Lane, Honolulu, HI 96817

The Kalihi Community Center is located in a single-story building. This site serves 18 individuals with disabilities through the ADH program.

Kapolei Administrative Office

1001 Kamokila Blvd, Suite 136, Kapolei, HI 96707

The Kapolei Administrative Office houses all of SECOH's administrative staff.

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.

CEO experience and qualifications - President/CEO Bridget Panee will direct this project. She has been with SECOH for 26 years, starting as a Program Instructor. In 2010 she was appointed Vice President of Operations, and in 2015 she was appointed President/CEO. In 2017 Bridget was named a Weinberg Fellow by the Harry and Jeanette Weinberg Foundation.

At the time Bridget began working at SECOH, its sole program was to care for a population of individuals that required services due to the deinstitutionalization of Waimano Home. SECOH's ADH program continues to serve 80 of these persons with disabilities, all of them older adults.

In 2014 Bridget saw the growing need for services for young adults with disabilities aging out of the DOE, and created the ADH Pathways Program. To accommodate these new services, she planned and oversaw a \$125,000 renovation of 1,400 sq. ft. in three rooms on the Diamond Head Campus. This renovation was completed on time, within budget. Pathways was opened in January 2015, and within a short period of time, was filled to capacity. Each week SECOH receives inquiries from parents looking for an ADH program for their young adult child. There is a clear need to expand the capacity of this program.

CEO Bridget Panee will be responsible for this project, and ensuring that the goals and objectives are met on a timely basis, and within budget. SECOH has a full-time accounting clerk, and contracts with Custom Bookkeeping to manage its finance and accounting. SECOH has worked with Custom Bookkeeping for five years.

Supervision of capital improvements – A contractor with experience in projects of similar size and scope will be retained. CEO Bridget Panee will work with the contractor, and meet weekly to ensure the renovations proceed on time, as planned and within budget.

Supervision of transportation services - All SECOH drivers are fully trained regarding vehicle maintenance. They regularly complete the following forms to monitor the condition, maintenance, and services of each vehicle:

- Vehicle Repair and Maintenance Schedule & Authorized Vendor List
- Vehicle Inspection Record
- Vehicle Maintenance and Repair Record
- Accident Report

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 SECOH's organization chart attached to this proposal.

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 salary three highest paid officers, directors, or employees of the organization:

- Director of Community Relations: \$60,635
- Director of Mission Services: \$66,159
- President and CEO: \$115,000

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.

SECOH does not have any pending litigation or outstanding judgments.

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.

SECOH is an IRS 501(c)3 nonprofit in good standing.

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. Funds will not support or benefit a sectarian or non-sectarian private educational institution.

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

If funding is received in fiscal year 2020-2021, we anticipate that we will be able to meet or exceed the goals and objectives of this project.

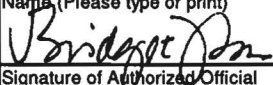
- (b) Not received by the applicant thereafter.

In the event SECOH receives full funding for fiscal year 2020-2021, no additional funding will be required in FY2021-2022 for these projects. SECOH will be able to maintain the renovated buildings and vehicles. This project will build the long-term capacity of SECOH to serve individuals with disabilities into the future.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2020 to June 30, 2021

Applicant: Special Education Center of Hawaii, dba SECOH

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				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST				
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES				
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES	248,000			
E. CAPITAL	302,000		125,000	25,000
TOTAL (A+B+C+D+E)	550,000		125,000	25,000
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	550,000	Bridget Panee 808-734-0233, ext. 211		
(b) Total Federal Funds Requested		Name (Please type or print) Phone		
(c) Total County Funds Requested	125,000			
(d) Total Private/Other Funds Requested	25,000	Signature of Authorized Official Date		
TOTAL BUDGET	700,000	Bridget Panee, President and CEO Name and Title (Please type or print)		

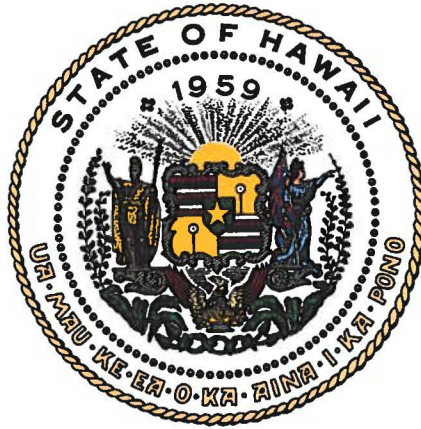
BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2020 to June 30, 2021

ion Center of Hawaii, dba SECOH

FUNDING AMOUNT REQUESTED

	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
		\$100,000	\$550,000	\$150,000		
TOTAL:		\$100,000	\$550,000	\$150,000		



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

SPECIAL EDUCATION CENTER OF HAWAII

was incorporated under the laws of Hawaii on 12/31/1968 ; 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 14, 2020

Director of Commerce and Consumer Affairs

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

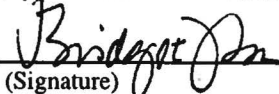
The undersigned authorized representative of the applicant certifies the following:

- 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.

Special Education Center of Hawaii dba SECOH
(Typed Name of Individual or Organization)


(Signature) 1/15/2020
(Date)

Bridget Panee President and Chief Executive Officer
(Typed Name) (Title)

