

**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:

LANAKILA PACIFIC

Amount of State Funds Requested: \$ 81,000

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

Lanakila Pacific will conduct outreach and recruitment to provide Job Search Support for people with disabilities on Oahu. With individualized support from an Employment Specialist, Lanakila Pacific will provide Job Search Support for 50 individuals with disabilities to assist with navigating and accessing employment-related resources and work opportunities.

Amount of Other Funds Available:

State: \$ 0

Federal: \$ 0

County: \$ 0

Private/Other: \$ 0

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

\$ 6,762,137.32

Unrestricted Assets:

\$ 28,130,000

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:

1809 Bachelot Street

City: Honolulu State: HI Zip: 96817

Contact Person for Matters Involving this Application

Name:  
Evan Nakatsuka

Email:  
enakatsuka@lanakilapacific.org

Title:  
Director of Workforce Programs

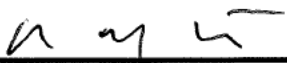
Phone:  
808-356-8561

Federal Tax ID#:

██████████

State Tax ID#

██████████



Authorized Signature

Rona Yagi Fukumoto, President and CEO

Name and Title

1/20/22

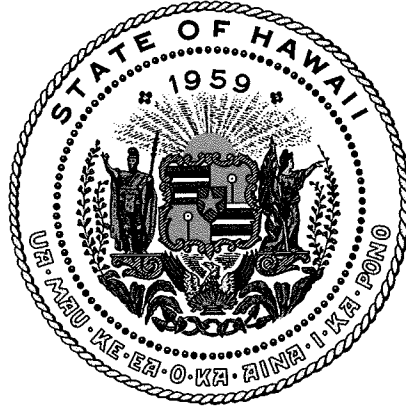
Date Signed

## 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

 Rona Yagi Fukumoto Pres. + CEO 1/20/22  
AUTHORIZED SIGNATURE PRINT NAME AND TITLE 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

LANAKILA PACIFIC

was incorporated under the laws of Hawaii on 11/19/1959 ; 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, 2022

*Catherine P. Owat*

Director of Commerce and Consumer Affairs

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

The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawai'i Revised Statutes:
  - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant is awarded;
  - b) Complies with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
  - c) Agrees not to use state funds for entertainment or lobbying activities; and
  - d) Allows the state agency to which funds for the grant were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and ensuring the proper expenditure of the grant.
- 2) If the applicant is an organization, the applicant meets the following requirements pursuant to Section 42F-103, Hawai'i Revised Statutes:
  - a) Is incorporated under the laws of the State; and
  - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant is awarded shall be conducted or provided.
- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawai'i Revised Statutes:
  - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
  - b) Has a governing board whose members have no material conflict of interest and serve without compensation.

Pursuant to Section 42F-103, Hawai'i Revised Statutes, for grants used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant was awarded and disposes of the land in fee simple or by lease, the organization shall negotiate with the expending agency for a lump sum or installment repayment to the State of the amount of the grant used for the acquisition of the land.

Further, the undersigned authorized representative certifies that this statement is true and correct to the best of the applicant's knowledge.

Lanakila Pacific  
(Typed Name of Individual or Organization)

  
(Signature) 1/20/22  
(Date)

Rona Yagi Fukumoto  
(Typed Name) President and CEO  
(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, 2021.

#### **2. Declaration Statement**

The applicant shall submit a declaration statement affirming its compliance with Section 42F-103, Hawaii Revised Statutes.

#### **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.

- (1) The name of the requesting organization or individual;  
Lanakila Pacific
- (2) The public purpose for the grant;  
Supporting people with disabilities to gain employment
- (3) The services to be supported by the grant;  
Recruitment, Outreach, and Job Search Support for people with disabilities
- (4) The target group; and  
People with disabilities pursuing employment on Oahu
- (5) The cost of the grant and the budget.  
Lanakila Pacific requests \$81,000 to provide Job Search Support services for people with disabilities on Oahu.

### **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;

Founded in 1939, Lanakila Pacific is a non-profit that has served the community for 82 years. Our mission, "to build independence and improve the quality of life for individuals with cognitive, physical, social or age-related challenges", is accomplished through our core programs.

Lanakila Pacific Social Enterprises and Employment Services promote financial independence through job training, placement, and employment opportunities for adults with disabilities. Social Enterprises include Lanakila Kitchen (meals for children and seniors and catering services), Lanakila Custom Products (customized apparel), and Lanakila Maintenance Services (custodial and grounds maintenance). LP directly employs nearly 80 individuals with significant disabilities and like other social enterprises, our net income is used to further support our core mission.

2. The goals and objectives related to the request;

The primary objective of this request is to increase outreach efforts and Job Search Support available to people with disabilities to assist with navigating and accessing employment-related resources and work opportunities.

- Provide outreach to 100 individuals with disabilities and/or their supports to create awareness of Lanakila Pacific Employment Services, Social Enterprise job opportunities, and Job Search Support.
- Collaborate with 3-5 public high schools to connect students with transitional employment opportunities and services to support the progression of young adults with disabilities from high school to the workforce.
- Provide Job Search Support including job search navigation, interview skills, and hire and work retention support for 50 individuals with disabilities to pursue and maintain employment.

3. The public purpose and need to be served;

#### Employment of People with Disabilities

Despite the Americans with Disabilities Act, people with disabilities still face numerous challenges in gaining and maintaining employment. Working-aged people with disabilities are much more likely than people without disabilities to be unemployed and live in poverty.<sup>1</sup>

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<sup>1</sup> Paul, S., Rafal, M., & Houtenville, A. (2020). 2020 Annual Disability Statistics Compendium. Institute on Disability, University of New Hampshire.

In 2018, the percentage of people with disabilities in Hawaii's labor force was 42% compared with 77% for persons with no disability, while the percentage of people in Hawaii with any disability living below the poverty line in 2018 was 18.5%, compared with a rate of 8.3% for people without a disability.<sup>2</sup>

Long-term unemployment is associated with socio-economic deprivation and affects both the individual and the community. People in poverty die younger, have less healthy lifestyles, and live in less healthy environments. The financial strain of unemployment also has direct health impacts with people in debt being more prone to depression.<sup>3</sup>

Employing people with disabilities not only benefits the individual's self-esteem, it also contributes to their self-sufficiency and independence. When individuals with disabilities are employed with a paid job in the community, they no longer depend on the government for assistance. Instead, these individuals earn a living wage, pay taxes, and contribute to the overall economy.<sup>4</sup>

By supporting people with disabilities individually during their search for employment in the community, Lanakila Pacific addresses multiple challenges that people with disabilities face while pursuing employment including difficulties accessing and identifying job opportunities, navigating the application, interview, and onboarding processes, disability disclosure and accommodation decisions, and maintaining employment.

While Lanakila Pacific provides vocational training services for people with disabilities through purchase of service contracts with the Department of Human Services Division of Vocational Rehabilitation (DVR), we seek to utilize grant funding to address service gaps for those who do not have the skills or resources to connect directly with job opportunities in the community. The COVID-19 pandemic has had a disproportionate impact on young people with disabilities who depend on services through the Individuals with Disabilities Education Act to prepare to leave high school and enter the workforce as school disruptions, health and safety concerns, and remote services have created new barriers for young people with disabilities to navigate and overcome.<sup>5</sup>

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<sup>2</sup> Winsor, J., Timmons, J. C., Butterworth, J., Migliore, A., Domin, D., Zalewska, A., & Shepard, J. (2021). StateData: The National Report on Employment Services and Outcomes Through 2018.

<sup>3</sup> Dutta A, Gervy R, Chan F, Chou C-C, Ditchman N. Vocational rehabilitation services and employment outcomes for people with disabilities: A united states study. *Journal of occupational rehabilitation* 2008; 18(4):326-34.

<sup>4</sup> Schur, L. (2002). The difference a job makes: The effects of employment among people with disabilities. *Journal of Economic Issues*, 36(2), 339-347.

<sup>5</sup> National Council on Disability. (2021, October). The Impact of COVID-19 on People with Disabilities. <https://ncd.gov/progressreport/2021/2021-progress-report>

- Describe the target population to be served; and

#### PEOPLE WITH DISABILITIES

In 2020, the State of Hawaii Department of Education provided Special Education Services for 3,496 students with disabilities ages 16-21.<sup>6</sup>

On Oahu, approximately 39,844 people or 7.4% of the total adult non-institutionalized population ages 18-64, live with disabilities.<sup>7</sup>

- Describe the geographic coverage.

Lanakila Pacific provides services on an island wide basis to Oahu residents.

### **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:

- Describe the scope of work, tasks and responsibilities;

Recruitment/Outreach: The Director of Workforce Programs will coordinate recruitment and outreach efforts through:

- Collaboration with Department of Education (DOE) Special Education Programs and active service provision of participating DOE students
- Referrals from other nonprofits supporting people with disabilities
- Word of Mouth referrals
- Collaborating with the Division of Vocational Rehabilitation and American Job Center to address the direct support needs of their jobseekers with disabilities
- Applicants/employees with disclosed disabilities at Lanakila Pacific requesting program support to overcome barriers to employment

The intended outcome of the recruitment and outreach activities are to create awareness of Lanakila Pacific Employment Services, Social Enterprise job openings, and Job Search Support for 100 people with disabilities directly or through their immediate supports. Measures of effectiveness for outreach activities are the number of individuals informed about Lanakila Pacific

<sup>6</sup> Hawaii State Department of Education. (2020). Report of Children with Disabilities Receiving Special Education PART B, Individuals With Disabilities Education Act, As Amended. <https://www2.ed.gov/programs/osepidea/618-data/state-level-data-files/index.html>

<sup>7</sup> American Community Survey. (2022). Retrieved 18 January 2022, from <https://data.census.gov/cedsci/table?q=honolulu%20county%20disability&g=0400000US15%24050000&tid=ACSST1Y2019.S1810>



Employment Services, job openings, and Job Search Support and program participants served per referral source and/or outreach activity.

Department of Education Collaboration: A key partner for outreach, recruitment, and the provision of direct services are Special Education programs within Department of Education high schools. Lanakila Pacific will expand or establish collaborative partnerships with 3-5 high schools to provide outreach and Job Search Support to currently enrolled students or graduates within the most recent academic year.

Job Search Support: The Employment Specialist will complete program intakes and provide individualized Job Search Support for up to 30 participants at one time. Each participant will have a specific Job Search Plan describing their career goals and the support that the Lanakila Pacific Employment Specialist will provide.

People receiving Job Search Support from Lanakila Pacific are eligible for assistance in the following areas and stages of their career development:

<b>JOB SEARCH NAVIGATION</b>		
<b>ONLINE SEARCH</b>	<b>IN-PERSON</b>	<b>APPLICATION</b>
Company Websites	Job Fairs	Resume
Online Job Sites	In-Person Visit of Worksite	Sample Job Application
Email Inquiry	Follow Up Phone Call	Work Samples (if applicable)
Follow Up Email	Networking	Cover Letter (if necessary)
Applicant Portal Navigation	LP Outreach	Certifications/Awards/ Recommendation
<b>INTERVIEW SKILLS</b>		
<b>RESEARCH</b>	<b>PREPARATION</b>	<b>LOGISTICS</b>
Review Job Description	Interview Attire/Presentation	Coordination of Interview
Company Research	Mock Interview(s)	Online/Phone Interview Preparation
Debrief Post-Interview	Disability Disclosure	Transportation Planning
Interview Follow Up	Accommodations Identification	

<b>HIRE AND RETENTION SUPPORTS</b>		
<b>PLANNING</b>	<b>ONBOARDING</b>	<b>SUPPORT</b>
Work/Transportation Schedule	Onboarding Requirements	Support/Check-In Schedule
Work Clothes	Facilitate understanding of employee handbook	Self-Determined Problem Solving
Environmental Factors	Employee Orientation	LP Employer Support
Plan to elicit regular supervisor and individual feedback		

State Grant In Aid funding will allow Lanakila Pacific to provide Job Search Support for up to 30 individuals at one time and 50 individuals with disabilities over the duration of funding.

The Director of Workforce programs is responsible for:

- Coordinating and executing recruitment and outreach activities
- Establishing collaborative opportunities with the Department of Education (DOE) Special Education Programs
- Management and training of Employment Specialist and Job Search Support program
- Review and execution of quality assurance and evaluation plan
- Coordination and execution of sustainability plan within Lanakila Pacific Social Enterprises and Employment Services Program

The Employment Specialist is responsible for:

- Developing Job Search plans for each program participant
- Executing individualized Job Search Support for up to 30 program participants at once and 50 individuals throughout FY 2023
- Recording and tracking the number of individuals served, types of Job Search Support provided, and Employment Outcomes

Outcomes and Measures of Effectiveness:

- Number of individuals informed of Lanakila Pacific Employment Services, Social Enterprise opportunities and Job Search Support through Outreach and Recruitment Activities
- Program Participants Served per outreach activity or referral source
- Number of DOE high schools collaborating with LP to provide outreach, recruitment, and Job Search Support activities
- Number of individuals receiving Lanakila Pacific Job Search Support

- Employment Outcomes of program participants
2. Provide a projected annual timeline for accomplishing the results or outcomes of the service;

### **Q1 FY 2023**

#### Outreach/Recruitment Key Events and Engagements

DOE Special Education Program Outreach/Partnerships: A key and ongoing outreach activities will occur with the Department of Education Special Education programs.

- July 2022- Establish or continue partnerships with Department of Education Special Education Programs in July 2022 in preparation for 2022-2023 academic school year. Current DOE and recent collaborations include: Kailua High School, Olomana School, McKinley High School, Pearl City High School, Waianae High School
- August 2022- Begin meeting with SPED classes and students to inform them of Lanakila Pacific Employment Services, Social Enterprise job opportunities and Job Search Support
- Ongoing- Provide information and direct Job Search Support for students enrolled in Special Education to support the transition to employment for DOE students with disabilities.

#### Division of Vocational Rehabilitation Collaboration

- July 2022- Coordinate Informational Meetings Regarding GIA Funding and Job Search Support program
- August 2022- Continue supporting DVR consumers who completed the DVR Summer Youth Employment Program and require additional Job Search Support

#### Direct Applications and Inquiries

- Lanakila Pacific Online, In Person, or Phone Inquiries for Services-Ongoing
- Lanakila Pacific Human Resources can refer applicants with disclosed disabilities for Job Search Support should applicants request additional support beyond the reasonable accommodation process

Job Search Support Ongoing Activities

Through the recruitment and outreach activities, eligible participants will complete program intakes to receive active, individualized Job Search Support. Each participant will have a specific Job Search Plan describing their career goals and the support Lanakila Pacific will provide. Intake and active program participation is available immediately in FFY2023 and until the program reaches 30 active participants. Lanakila Pacific plans to provide Job Search Support to 50 individuals with disabilities total during fiscal year 2022-2023.

**Q2 & Q3 FY 2023**Attend and Connect with Participants and Families at Annual Conferences

- October 2022- Special Parents Information Network Conference
- Statewide Transition Fair- Date TBD (Typically in Q2 or Q3 of FY)
- Learning Disabilities Association of Hawaii Conference- Date TBD
- March 2023- Lanakila Pacific Hiring Fair

During Q2 and Q3 of FY2023, Lanakila Pacific will continue to coordinate outreach and recruitment and Job Search Support with identified DOE partners, the Division of Vocational Rehabilitation, and through direct application and inquiries.

**Q4 FY 2023**

Along with the ongoing recruitment and outreach activities and direct Job Search Support provided in Q1 through Q3 of FY 2023, during Q4 of FY 2023, the Director of Workforce Programs will plan outreach and recruitment efforts for FY 2024 based on the data collected from FY 2023.

Job Search Support funding for participants continuing through the end of FY 2023 will transition to alternative funding sources separate from the State Grant-in-Aid (GIA) for fiscal year 2022-23 (see VII. Other- 4. Future Sustainability Plan).

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

Lanakila Pacific provides high quality services and being accountable to those who fund our services. Lanakila Pacific's quality assurance process serves as a source of information that allows us to monitor and improve the quality of our services and delivery. Lanakila Pacific is currently implementing the Therap database with an employment module to more efficiently track Employment Services referrals and participants. Therap is used by many service organizations that provide long term supports and services to people with intellectual and developmental disabilities.

### Quality Improvement Processes

Lanakila Pacific practices continuous quality improvement processes that include staff at all levels of the organization and specific operating protocols. Processes are structured to foster opportunities for improvement. The quality improvement approach promotes individual responsibility and involvement towards problem/opportunity identification and resolution. Any findings resulting in program changes and updates are communicated to all personnel to ensure consistency of information at all levels of the organization.

Activities that inform our quality improvement processes include:

- Strategic planning;
  - Opportunities for informal feedback through bi-annual satisfaction surveys;
  - Grievances and complaints - reviewed and analyzed on a quarterly basis to identify trends or patterns. Procedural changes are made as necessary.
  - Updating forms that are specific to the participant, caregiver, employer, or program
  - Participants are informed of choices and are encouraged to provide feedback at any time throughout the Job Search Support process.
  - Incident reports are reviewed and analyzed on a regular basis to identify trends or patterns. Procedural changes are made as necessary.
  - Audit reports conducted by funding sources and accrediting bodies are reviewed by the management team and recommendations implemented.
  - Monitoring and evaluating services on an on-going basis – staff reviews and debriefs of activities and events.
  - Monthly monitoring of all program dashboards (Employment Outcomes data, Outreach/Recruitment activities leading to active enrollment and participation in Job Search Support)
  - Monthly Safety Committee meetings - Identification of trends or patterns, and respective solutions.
  - Staff training requirements
  - CARF – accreditation process to ensure quality and compliance
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.
- Number of individuals informed of Lanakila Pacific Employment Services, Social Enterprise openings and Job Search Support through Outreach and Recruitment Activities

- Program Participants Served per outreach activity or referral source
- Number of DOE high schools collaborating with LP to provide outreach, recruitment, and Job Search Support activities
- Number of individuals receiving Lanakila Pacific Job Search Support
- Employment Outcomes of program participants
  - Name & Address of Business/Employer
  - Job Title
  - Job Duties
  - Wage/Earnings
  - Benefits
  - Start Date
  - Documentation that verifies Employment Outcome, Hourly Wage, Hours Worked, and Start Date

**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)

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2023.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$20,250	\$20,250	\$20,250	\$20,250	\$81,000

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2023

Fundraising. Lanakila Pacific's fundraising strategy concentrates on donor acquisition, renewing and upgrading current donors. Solicitation methods include direct mail, face-to-face solicitation, online fundraising, and special events.

In-kind Support. Lanakila Pacific has solicited and received a wide range of in-kind donations to support programs, including office furniture and food and beverages, as well as donations of services such as professional consulting.

Mission Driven Entrepreneurship. Lanakila Pacific's Social Enterprises provide high-quality services for customers while building independence for people with challenged lives. These enterprises include Lanakila Kitchen (catering), Lanakila Custom Products (apparel and promotional items) and Lanakila Maintenance Services (custodial and grounds-keeping).

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.

Lanakila Pacific has never been granted, nor applied for, any state or federal tax credits.

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 2023 for program funding.

Lanakila Pacific has not been awarded any government funds during the past three years which it will receive for program funding in fiscal year 2023.

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2021.

As of December 31, 2021, Lanakila Pacific had unrestricted current assets of \$28,130,000

## **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.

Lanakila Pacific has over 80 years of experience providing services for people with challenged lives on Oahu. Our Employment Services and Social Enterprises staff possess the necessary skills to successfully accomplish the goals set out in this proposal. This is evidenced by our continuous credentialing by national oversight organizations and the State of Hawaii.

CARF, (Commission on Accreditation of Rehabilitation Facilities) has continuously accredited LP since 1976. LP was the first rehabilitation center in Hawaii to be accredited by CARF. LP was most recently reaccredited in November 2016 for three years (the highest level at which an organization may be accredited) in the areas of Community Integration, Employee Development Services and Employment Skills Training Services.

Lanakila Pacific currently employs 80 individuals with disabilities in our Social Enterprise departments. The organization has first-hand, daily experience employing people with disabilities in competitively paid positions in food service, grounds maintenance, custodial, and customized apparel/screen printing positions. By supporting the recruitment, hiring, training, and ongoing employment of people with disabilities within our organization, Lanakila Pacific Social Enterprises and Administration (Human Resources, Marketing, Finance, Information Technology, and Facilities) serves as a leader in accessibility, reasonable accommodations, and creating an inclusive work environment where people with disabilities contribute and prosper.

Beginning in 2003, Lanakila Pacific has provided a variety of employment services for participants of the State Department of Human Services Division of Vocational Rehabilitation (DVR) program through purchase of service contracts. As a contracted service provider of DVR for 18 years, Lanakila Pacific has experience coordinating with the DVR program to support the career goals of people with disabilities. Lanakila Pacific currently provides Vocational Work Adjustment Training and Evaluation and Training services for VR participants on Oahu and seeks grants and other funding sources to provide additional Employment Services for people with disabilities who require support beyond the current capacity of the DVR system due to staffing shortages and an active order of selection or waitlist for DVR services. Through a Vocational and Work Adjustment Training Services contract, Lanakila Pacific has provided Employment Services at the following high schools during the contract period: Pearl City High School, McKinley High School, Kailua High School, Olomana School.

Related Projects or Contracts for Most Recent Three Years

Project/Contract	Contracting Agency/Organization
Job Developer/Employer Outreach Role (Current)	The Freeman Foundation
Past Projects: Job Readiness, Job Placement, & Community Expansion	Grant Terms: 1/1/2022- 12/31/2022 1/1/2021- 12/31/2021 1/1/2020- 12/31/2020 1/1/2019- 12/31/2019
Employment Support, Training, and Case Management for People with Disabilities	May & Stanley Smith Charitable Trust  Grant Terms:



	7/1/2020 – 6/30/2022 7/1/2018 – 6/30/2020
Vocational Work Adjustment Training	State of Hawaii Department of Human Services Division of Vocational Rehabilitation (DVR)  10/1/18 – 09/30/2022
Evaluation and Training	State of Hawaii Department of Human Services Division of Vocational Rehabilitation (DVR)  10/1/18 – 09/30/2022

In addition, to the grants listed, Lanakila Pacific currently administers over \$13 million in government contracts and grants as detailed in the list of Government Contracts, Grants, and/or Grants In Aid, attached as Page 10 of the Budget forms.

**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.

Lanakila Pacific maintains facilities on the island of Oahu. All work sites offer training opportunities utilizing equipment that is current and standard in the respective industries. Offices are fully equipped with the necessary equipment (computers, telephones, cell phones, copiers) and high speed internet connectivity to perform the operational and administrative functions of the program.

Lanakila Pacific’s main headquarters are located at 1809 Bachelot Street in Honolulu. It is a 38,300 square foot facility leased from the state. It houses administrative offices as well as a commercial kitchen and a large production services operation. This facility is used in the delivery of food service, in-house custodial, and custom products Social Enterprises and vocational training programs. The facility includes a large conference room for workshops and classes. The building meets ADA requirements and complies with safety and code specifications. This includes visual alarms for the deaf and hearing impaired in the event of an emergency.

Information Systems and Technology

Lanakila Pacific’s two main facilities have high-speed internet connectivity and site-to-site virtual private networks. The major application systems include email, a time and

attendance system, and a Windows-based accounting, shared data storage and human resources system.

Lanakila Pacific provides staff and participants who are visually impaired with computers equipped with screen readers, integrated magnification and screen reading, and text-to-speech software. A video conference telephone for deaf participants is available as a backup for those who have not yet adopted text messaging or instant messaging. For meetings that need to be conducted in-house, we have implemented services via Purple Communications for on-demand ASL interpreter services.

All workforce managers and site supervisors are equipped with cell phones for immediate and emergency access.

### Language Access and Assistive Technology

Lanakila Pacific has a Language Access Policy to ensure that all Limited English Proficient (LEP) participants and their guardians/caregivers can understand Lanakila Pacific's program services. This applies to individuals who are deaf and need interpretation in sign language. This enables Lanakila Pacific staff to provide quality program services to their LEP participants.

Lanakila Pacific is equipped to provide fundamental assistive technology devices to participants and staff that are computer based. Managers, supervisors and trainers have texting capabilities which can serve the deaf/hearing impaired audience.

## **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.

Organizationally, Lanakila Pacific is governed by two Boards of Directors. The Lanakila Pacific Center Board establishes policy for the organization, and the Lanakila Pacific Foundation Board is responsible for fundraising and managing funds to maintain perpetuity. Rona Yagi Fukumoto, President and CEO, has 21 years of experience at the executive level and 26 years of experience working with individuals with disabilities and disadvantaged populations. She has a Master's Degree in Public Administration and is responsible for overseeing the organization.

The Job Search Support program will be executed by Lanakila Pacific's Director of Workforce Programs and Employment Specialist.

Evan Nakatsuka, Director of Workforce Programs, has 13 years of experience supporting the career goals of people with disabilities. He has a Master’s of Science (MS) in Kinesiology and Rehabilitation Science with a concentration in Rehabilitation Counseling. He has five years of experience managing Job Placement services for people with disabilities and has worked with students transitioning to the workforce from Special Education programs throughout his career in human services. He reports directly to the President and CEO.

The Employment Specialist is responsible for providing individualized Job Search Support for program participants with disabilities. The position requires two years of progressively responsible paid work experience working with individuals with disabilities and a Bachelor’s degree in degree in education, social sciences, human services, or human resources from an accredited college or university or a Bachelor’s degree in another field from an accredited college or university and two years of progressively responsible work experience training, onboarding, and/or recruiting employees. The Employment Specialist reports directly to the Director of Workforce Programs, who will coordinate and oversee project activities and training.

**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 attached Organization Charts

**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.

President and CEO	\$160,000
Vice President of Administration	\$137,824
Director of Finance	\$110,000

**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.

Lanakila Pacific 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.

In 1976, Lanakila Pacific was the first organization in Hawaii to be accredited by CARF, formerly known as Commission on Accreditation of Rehabilitation Facilities, and has maintained this accreditation for 18 consecutive accreditation periods. This accreditation involves a rigorous peer review process to ensure high quality, measurable and accountable programs and services.

## 3. Private Educational Institutions

The applicant shall specify whether the grant will be used to support or benefit a sectarian or non-sectarian private educational institution. Please see Article X, Section 1, of the State Constitution for the relevance of this question.

This grant will not 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 2022-23 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2022-23, but
- (b) Not received by the applicant thereafter.

If Lanakila Pacific receives a State Grant-in-Aid (GIA) for fiscal year 2022-23 but not received thereafter, our overall plan for sustainability includes fundraising, in-kind support, grants and contracts, and mission driven entrepreneurship.

Lead by our Executive Director and Director of Marketing & Development, Lanakila Pacific will continue to raise funds to support our mission and vision to embody self-sufficiency and inspire inclusive communities where people of all ages and abilities are empowered to find meaningful employment, live independently and thrive.

Fundraising. Lanakila Pacific's fundraising strategy concentrates on donor acquisition, renewing and upgrading current donors. Solicitation methods include direct mail, face-to-face solicitation, online fundraising, and special events.

In-kind Support. Lanakila Pacific has solicited and received a wide range of in-kind donations to support programs, including office furniture and food and beverages, as well as donations of services such as professional consulting.

Grants and Contracts. Lanakila Social Enterprises, seeks additional grants (both private foundations as well as federal and city grants) and new sources of funding at every opportunity to support the employment of people with disabilities. As we pilot and implement the service activities outlined in this application, we plan to include applicable services in future contract proposals with the State of Hawaii Department of Human Services, Division of Vocational Rehabilitation.

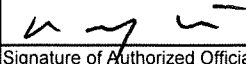
Mission Driven Entrepreneurship. Lanakila Pacific's Social Enterprises provide high-quality services for customers while building independence for people with challenged lives. These enterprises include Lanakila Kitchen (catering), Lanakila Custom Products (apparel and promotional items) and Lanakila Maintenance Services (custodial and grounds-keeping).

Lanakila Pacific's long-term strategy for sustainability is to increase revenue from its social enterprises to fund its programs. The expansion of outreach activities and direct employment support available through this project allows us to expand our workforce to increase social enterprise revenue.

## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2022 to June 30, 2023

Applicant: Lanakila Pacific

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
<b>A. PERSONNEL COST</b>				
1. Salaries	47,840			
2. Payroll Taxes & Assessments	4,081			
3. Fringe Benefits	8,611			
<b>TOTAL PERSONNEL COST</b>	<b>60,532</b>			
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island				
2. Insurance	1,435			
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies	697			
7. Telecommunication	360			
8. Utilities				
9. Occupancy, including utilities	7,000			
10. Mileage	1,404			
11. Subscription & Dues	500			
12. Professional Services	500			
13. Administrative	8,571			
14				
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>20,468</b>			
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>	<b>81,000</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	81,000	Evan Nakatsuka <span style="float: right;">808-356-8561</span>		
(b) Total Federal Funds Requested		Name (Please type or print) <span style="float: right;">Phone</span>		
(c) Total County Funds Requested				
(d) Total Private/Other Funds Requested		Signature of Authorized Official <span style="float: right;">Date</span>		
<b>TOTAL BUDGET</b>	<b>81,000</b>	Rona Yaeji Fukumoto, President + CEO Name and Title (Please type or print)		

**BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES**

Period: July 1, 2022 to June 30, 2023

Applicant:   Lanakila Pacific  

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Employment Specialist	1	\$47,840.00	100.00%	\$ 47,840.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				47,840.00
<b>JUSTIFICATION/COMMENTS:</b>				

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2022 to June 30, 2023

Applicant: Lanakila Pacific

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

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



# BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2022 to June 30, 2023

Applicant:           Lanakila Pacific          

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OTHER SOURCES OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2020-2021	FY: 2021-2022	FY:2022-2023	FY:2022-2023	FY:2023-2024	FY:2024-2025
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
<b>TOTAL:</b>	0	0	0	0	0	0
<b>JUSTIFICATION/COMMENTS:</b>						

**GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID**

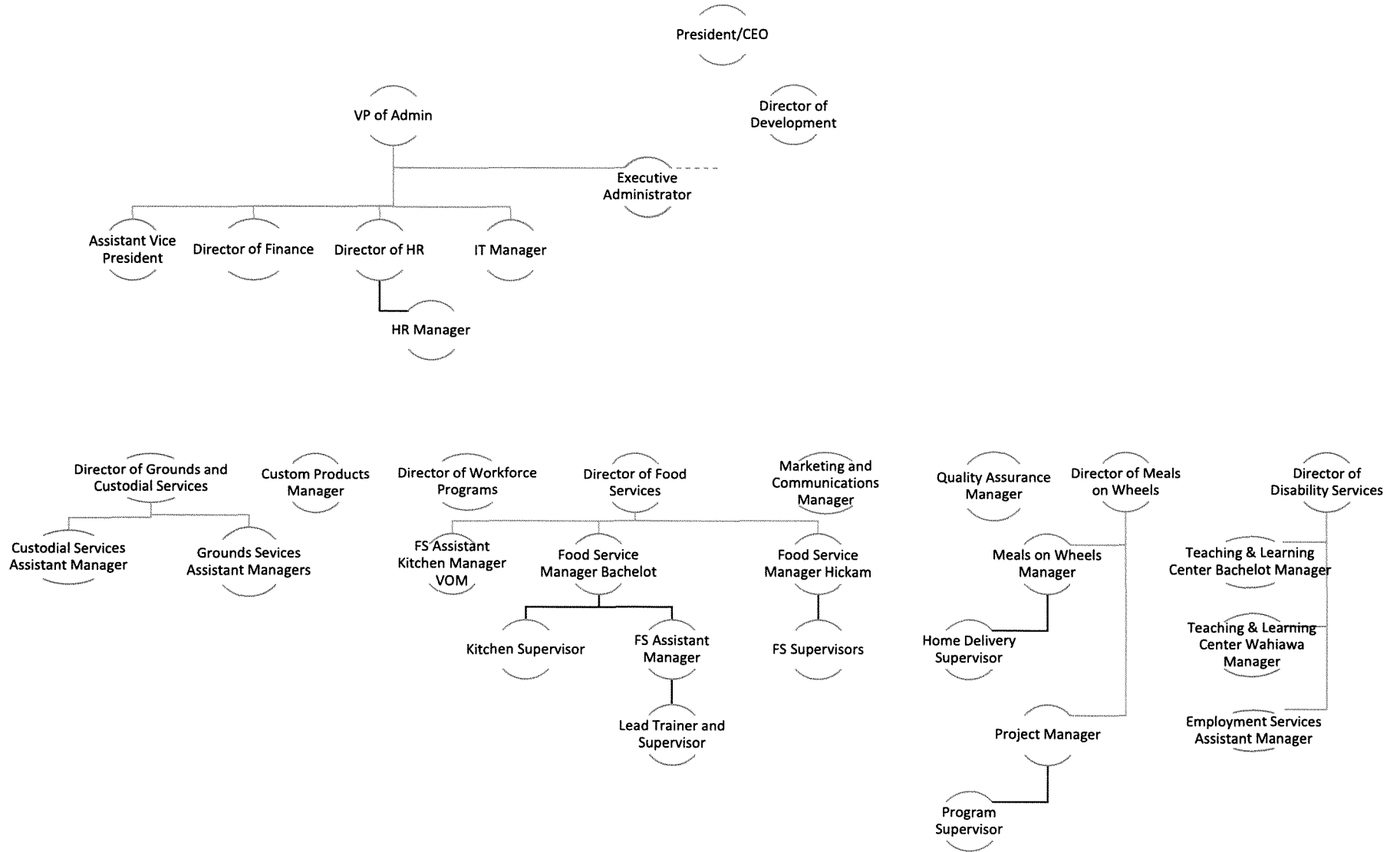
Applicant: LANAKILA PACIFIC

Contracts Total: 13,650,234

	<b>CONTRACT DESCRIPTION</b>	<b>EFFECTIVE DATES</b>	<b>AGENCY</b>	<b>GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)</b>	<b>CONTRACT VALUE</b>
1	Medicaid Program - Developmental Disability Waiver	Indefinite	DOH - Developmental Disabilities Division	State	Fee for Service
2	Elderly Services - Home Delivered Meals, Congregate Dining, Chores	10/1/19 - 09/30/23	DCS - Elderly Affairs Division	Honolulu	Fee for Service
3	Agency Provided Trips - TLC	07/01/19 - 01/31/23	Department of Transportation Services	Honolulu	Fee for Service
4	Grounds Maintenance - NOAA	01/01/19 - 12/31/22	Dept. of Commerce - NOAA	U.S.	477,630
5	Grounds Maintenance - Tripler, Wheeler, AMR	10/01/19 - 03/31/22	Department of Defense - Army	U.S.	1,891,603
6	Food Services - Hale Aina Dining Facility	10/01/19 - 03/31/22	Department of Defense - Navy	U.S.	3,690,251
7	Grounds Maintenance - JBPHH	10/01/19 - 09/30/22	Department of Defense - Navy	U.S.	872,205
8	Senior Nutrition Innovation Research Project	09/01/21 - 08/30/23	Dept of Health & Human Services - American Community Living	U.S.	600,000
9	HiEMA Building Retrofitting (CIP)	12/03/21 - 06/03/22	Dept. of Homeland Security - FEMA	U.S.	202,500
10	Grounds Maintenance - HiARNG	09/01/19 - 11/30/21	DOD - Hawaii Army National Guard	State	727,002
11	SNAP Outreach Services	10/01/19 - 09/30/22	DHS - Benefit, Employment & Support Service Division	State	307,885
12	Vocational and Work Adjustment Training Services	10/1/18 - 09/30/22	DHS - Vocational Rehabilitation	State	1,118,000
13	Evaluation and Training	08/01/19 - 09/30/22	DHS - Vocational Rehabilitation	State	1,187,000
14	Meal Service - Children's Center	07/01/19 - 06/30/22	University of Hawaii	State	563,115
15	Custodial Services - DAGS (summary)	Varies	Department of Accounting and General Services	State	70,092
16	Grounds Maintenance - DHHL (summary)	Varies	Department of Hawaiian Home Lands	State	518,000
17	Grounds Maintenance - DOH (summary)	Varies	Department of Health	State	221,001
18	Custodial Services - DOH (summary)	Varies	Department of Health	State	377,487
19	Custodial Services - DOT (summary)	Varies	Department of Transportation	State	32,076
20	Custodial Services - DPS (summary)	Varies	Department of Public Safety	State	47,101

# Lanakila Pacific Organizational Chart

## Management 6.2.21



# LANAKILA PACIFIC ORGANIZATION CHART

