

House District _____

Senate District _____

THE TWENTY-EIGHTH LEGISLATURE
APPLICATION FOR GRANTS
CHAPTER 42F, HAWAII REVISED STATUTES

Log No:

For Legislature's Use Only

Type of Grant Request:

GRANT REQUEST - OPERATING

GRANT REQUEST - CAPITAL

"Grant" means an award of state funds by the legislature, by an appropriation to a specified recipient, to support the activities of the recipient and permit the community to benefit from those activities.

"Recipient" means any organization or person receiving a grant.

STATE DEPARTMENT OR AGENCY RELATED TO THIS REQUEST (LEAVE BLANK IF UNKNOWN):

STATE PROGRAM I.D. NO. (LEAVE BLANK IF UNKNOWN): _____

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:
PATCH-People Attentive to Children
Dbn:
Street Address: 560 N. Nimitz Hwy. #218, Honolulu, HI 96817
Mailing Address: 560 N. Nimitz Hwy. #218, Honolulu, HI 96817

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name JENNY SCHACK
Title Fund Development Coordinator
Phone # 808-550-3851
Fax # 808-694-3084
E-mail jschack@patch-hi.org

3. TYPE OF BUSINESS ENTITY:

- NON PROFIT CORPORATION INCORPORATED IN HAWAII
- FOR PROFIT CORPORATION INCORPORATED IN HAWAII
- LIMITED LIABILITY COMPANY
- OTHER
- SOLE PROPRIETORSHIP/INDIVIDUAL

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

PATCH Technology Updates and Community Education through Media

4. FEDERAL TAX ID #: _____

5. STATE TAX ID #: _____

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2016: \$ 138,695

8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

- NEW SERVICE (PRESENTLY DOES NOT EXIST)
- EXISTING SERVICE (PRESENTLY IN OPERATION)

SPECIFY THE AMOUNT BY SOURCES OF FUNDS AVAILABLE AT THE TIME OF THIS REQUEST:

STATE \$ 0
FEDERAL \$ 0
COUNTY \$ 0
PRIVATE/OTHER \$ 16,000

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

AUTHORIZED SIGNATURE

LARURA BRUCIA HAMM, EXECUTIVE DIRECTOR
NAME & TITLE

1-30-15
DATE SIGNED



RECEIVED
1-30-15

Application for Grants

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

I. Background and Summary

This section shall clearly and concisely summarize and highlight the contents of the request in such a way as to provide the State Legislature with a broad understanding of the request. Please include the following:

1. A brief description of the applicant's background;

PATCH, Hawaii's only Child Care Resource & Referral agency, is a local 501c(3) organization created in 1976. Our mission is to support and improve the quality and availability of care for the young people of Hawaii. We provide the following programs and services:

- Resource & Referral: By phone or website visit, parents learn about types of childcare, learn how to choose quality care and how to get help with their needs. Referrals from PATCH are to state licensed childcare providers.
- Training: PATCH offers over 100 different free or low-cost classes statewide to parents, professionals, child care and preschool teachers.
- Scholarships/Subsidies: PATCH provides scholarships to individuals who successfully complete college-level classes in early childhood education. We provide subsidies to send low-income children to preschool.
- Recruitment: This program increases the availability of childcare by assisting individuals to become state licensed daycare home providers.
- Food Program: Licensed providers are eligible for this program that provides partial reimbursement for nutritious meals served to children in their care.
- Registry: PATCH verifies the qualifications of workers in preschools and daycare centers. This ensures preschool and daycare center staff are experienced and educated.

2. The goals and objectives related to the request;

This is a one-time grant request to educate the public about the free services we offer, increase use of those important services, and equip PATCH offices statewide with the basic tools needed to adequately serve our clients' needs. Specifically, PATCH is seeking:(1) replacement of aging computers; (2) server upgrade to allow for a statewide network; (3) redesign/upgrade of the website to make parent searches for online child care information easier; (4) audio visual equipment to use in teaching the child care provider classes, and (5) matching

funding to help pay for multimedia services to educate the public, and build both awareness and increased usage of the services and programs we provide.

3. The public purpose and need to be served;

Our public purpose is to provide resources and services to:

Young Parents & Children Under 5: 8,000 parents contacted us last year asking for free referrals to licensed child care. We also give them resources on how to pay for childcare through public and/or private assistance. We also teach them how to choose the best caregivers, helping them identify hallmarks of quality care. PATCH monitors the subsidized food served in daycare homes to 1,537 low-income children to ensure its quality, quantity and nutritional content.

Professional Early Childhood Care & Education (ECE) Practitioners (aka caregivers and preschool staff): PATCH is dedicated to the professional development of caregivers. Last year, 5,284 people took PATCH's free training classes and another 59 received one-on-one technical assistance to improve their ECE skills. Through the statewide registry database, we tracked the credentials of over 2,600 ECE practitioners to ensure they met licensing requirements in both education level and work experience, while giving another 100+ ECE college scholarships and career counseling so that they may advance in their jobs.

Child Care Sector & Related Stakeholders: each year PATCH tracks Hawaii child care data by county to better understand the needs of the market and to support the government and/or public and private businesses when planning child care services for the community. We also support the development of more daycare homes by providing technical assistance to people interested in opening their own home daycare business. By guiding them through the licensing process, a total of 276 child care places were added last year to decrease the scarcity of safe child care in Hawaii.

PATCH programs serve the needs of Hawaii's families. Almost 50% of 3-4 year olds are in professional full-time child care, with another 38% of children under age 3. 42% of children under age 5 with employed mothers spend an average of 35+ hours in child care each week. The proportion is even greater (50.6%) among children whose mothers work full-time. (Snapshots of America's Families, Urban Institute 2002.) Hawaii has the greatest percentage of dual income working parents in the nation (Working Families Study, Aloha United Way 2010), thus explaining why two-thirds of Hawaii's children under age 5 are in some kind of professional daycare. (U.S. Census 2010, PATCH data 2012.)

4. Describe the target population to be served;

PATCH serves a wide ethnic demographic, with most clients between 25-65, and a third under age 5. Children are almost evenly split between boys and girls, while the adults we serve are 82% female, 18% male. 86% are considered low-income, with 66% living in poverty.

5. Describe the geographic coverage.

PATCH provides programs and services statewide with offices on Oahu, Maui, Kauai, with two offices on the Big Island serving East and West Hawaii. Molokai and Lanai services are provided by the Maui office.

II. Service Summary and Outcomes

The Service Summary shall include a detailed discussion of the applicant's approach to the request. The applicant shall clearly and concisely specify the results, outcomes, and measures of effectiveness from this request. The applicant shall:

1. **Describe the scope of work, tasks and responsibilities;**

First, PATCH's computers are several years old and are both aging out and becoming unreliable. Several have crashed and had to have hardware replaced. Initial warranties have long expired. The solution is to replace 38 desktop computers statewide and purchase seven laptops with mobile internet hotspot connectivity. New computers will help staff more efficiently handle overwhelming client inquiries and provide quicker response times from the many databases each program uses.

Secondly the statewide network server also must to be upgraded to protect valuable data. The biggest hurdle is its limited capacity. Although PATCH has cloud-based email connecting its offices, the server does not support a statewide file drive network. Neighbor Island offices cannot access the Oahu shared network drive. This needs to be rectified in order for staff to have access to the full resources of PATCH and to work efficiently.

Third, PATCH's website is the **number one site** for childcare related resources in Hawaii. However, its current site is non-mobile friendly, cluttered and difficult to navigate. A majority of clients are low-income and in their 20's-30's. This demographic almost exclusively goes online through mobile devices. Our website and online child care search engine needs to be upgraded to effectively respond to our constituents most effectively.

The majority of our clients hear about our services through friends and family/word of mouth. PATCH is committed to building awareness of our cause and wants to develop a photo library, videos, PSA's and commercials to improve our marketing and communication efforts. Currently staff use their personal cell phones and digital cameras to

report and take necessary photos and videos, resulting in variable quality and unusable pieces for print and digital publications.

Finally, PATCH would like to launch a comprehensive public education campaign to build awareness and educate the public about our services. We anticipate that a concentrated multimedia campaign would normally cost approximately \$100,000. ***But Hawaii News Now and their three television stations (KGMB, KHNL, and KFVE) have offered to provide a dollar-for-dollar match to help achieve our goals for less money.*** If we are fortunate enough to be granted this Grant in Aid funding, we will have a very unique and valuable opportunity to stretch those media dollars to create a comprehensive year-long public education campaign unlike anything we have ever been able to offer or afford in the past nearly 30 years of service.

In summary, PATCH needs to both develop a public education campaign and invest in suitable technology to provide the best quality services to a larger audience of parents and families in need across the state in order to achieve the above-mentioned objectives, the tasks will be assigned as follows. The computer equipment purchase and installation will be handled by HulaFish, our project director and contracted IT service provider. They recently completed our phone upgrade statewide and have the technical skills required to carry out the project. PATCH's Executive Director will oversee the balance of the projects with assistance from board committees and staff as needed. We will contract and work closely with Hawaii News Now and their creative teams and stations to develop, film and implement the variety of public education messages needed to (1) provide a comprehensive state-wide education campaign, and (2) reach our target demographics through television, on-line and social media required to attract and educate our specific constituents.

2. **Timeline**

- Summer of 2015 equipment ordered
- Contract with Hawaii News Now for multimedia services and matching funding, and start creative development and production
- Upon receipt of new technology equipment, installation to begin on Oahu, and then to each neighbor islands
- Completion of new technology installation, and creative production of multimedia campaign by fall 2015. Messages will begin to air to our target demographic through television & social media,
- By 2016 experiencing the benefits of expanded media recognition and public education, as well as computer processing capabilities

3. **Quality assurance and evaluation plan**

The Executive Director will work closely with the IT service program director and oversee the implementation of the computer and equipment acquisition and installation. The administration will work with appropriate board committees and groups to develop the creative materials for the media strategy including: advertising, awareness building and public

educational purposes. The project will be monitored and reviewed in detail monthly to ensure that all public education goals are achieved, and results will be tracked and reviewed monthly.

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.
 - (1) All technology will be sourced, purchased and installed without loss of data, loss of productivity or budget overruns.
 - (2) The extent to which we meet budget goals of the proposal will be a measure of our success.
 - (3) Client satisfaction will be tracked through our comprehensive interview process.
 - (4) The anticipated reduction in employee reports of computer malfunction or crashes will also be a measure we will track for the next two years.
 - (5) Audio-visual equipment will increase and enhance our ability to teach necessary skills to students
 - (6) The multi-media advertising strategy and campaign will be tracked on multiple levels through detail media report provided by Hawaii News Now, including audience demographics, viewership responses, and social media tracking. This comprehensive ability to track demographics will make it possible to adjust the campaign as needed to achieve the best possible public education campaign directed to the constituents we especially want to serve.

III. Financial

Budget

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request. [See Attached]
2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2016.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$104,052	\$10,000	\$10,000	\$14,643	\$138,695

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2016.
 Hawaii Community Foundation FLEX grant

Charity Walk
Friends of Hawaii Charities
City and County of Honolulu Grant in Aid
Hawaii Women's Legal Foundation
Atherton Foundation (HCF)
Maui United Way
Aloha United Way
Hawaii Island United Way
Kosasa Foundation
McInerny Foundation

4. The applicant shall provide a listing of all state and federal tax credits it has been granted within the prior three years. Additionally, the applicant shall provide a listing of all state and federal tax credits they have applied for or anticipate applying for pertaining to any capital project, if applicable. *NONE*
5. The applicant shall provide a listing of all government contracts and grants it has been and will be receiving for program funding. *[See Attached]*
6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2014. - *Balance of unrestricted assets as of 12/31/2014 = \$11,550*

IV. Experience and Capability

A. 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.

PATCH was incorporated in 1976 as a 501(c)(3) corporation. PATCH is Hawaii's only statewide child care resource and referral agency. Child care resources and referral (CCR&R) agencies, like PATCH, are located throughout the country. CCR&R services have evolved from grassroots efforts to help parents find child care, to well-developed systems that support parents, child care providers and local community in finding, planning for and providing quality child care. PATCH is the only Hawaii member of the National Association of Child Care Resource and Referral Agencies.

PATCH helps the community in these primary ways:

1. Provides parents with free lists to licensed child care facilities, and resources on how to choose and pay for care
2. Improves the quality of care by offering free technical assistance and training classes that center around early childhood
3. Tracks the credentials of those who work in Hawaii's child care centers

B. 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.

PATCH offices are located in Honolulu, Wailuku, Lihue, Hilo, and Kona. The Oahu office is our headquarters and the services to Molokai and Lanai are provided through our Maui office. Our programs are offered to communities statewide. Each office is able to respond to the particular needs of each island.

V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

The applicant shall describe the proposed staffing pattern and proposed service capacity appropriate for the viability of the request. The applicant shall provide the qualifications and experience of personnel for the request and shall describe its ability to supervise, train and provide administrative direction relative to the request.

Our request does not require increased staffing. The project will be overseen by our Executive Director who will work with our IT service provider to carry out the computer installation and setup. She will also supervise the development and implementation of the comprehensive public education multimedia campaign strategy.

B. 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]*

C. Compensation

The applicant shall provide the annual salaries paid by the applicant to the three highest paid officers, directors, or employees of the organization by position.

Executive Director - \$100,000
Associate Director - \$ 78,040
Fund Development - \$ 66,300

VI. Other

A. Litigation

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

None known

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2015 to June 30, 2016

Applicant: PATCH - People Attentive to Children

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	1,440			
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST	1,440			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	1,500			
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
9. Computers (38) and Laptops (7)	38,000			5,000
10. Server	4,000			1,000
11. Software	2,100			
12. Camera	700			
13. Video	1,300			
14. Hot spot and 1 year mobile internet service	4,655			
15. Shipping of equipment	5,000			
16. Media Advertising	50,000			
17. Website redesign	30,000			10,000
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	137,255	0	0	16,000
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	138,695			16,000
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	138,695	Laura Brucia Hamm 808-550-3853		
(b) Total Federal Funds Requested	0	Name (Please type or print) Phone		
(c) Total County Funds Requested	0	<div style="background-color: black; width: 150px; height: 20px; display: inline-block;"></div> 1-30-15		
(d) Total Private/Other Funds Requested	16,000	Signature of Authorized Official Date		
TOTAL BUDGET	154,695	Name and Title (Please type or print) Laura Brucia Hamm, Executive Director		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2015 to June 30, 2016

Applicant: PATCH-People Attentive to Children

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
HulaFish IT Services Provider	Independent Contracto	\$14,400.00	10.00%	\$ 1,440.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				1,440.00
JUSTIFICATION/COMMENTS:				
Hula Fish IT Services to install and set up computers statewide over one month. They are PATCH's contracted IT service provider.				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2015 to June 30, 2016

Applicant: PATCH-People Attentive to Children

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Dell Computers (38) Latitude E5430 laptops (7)	45	\$844	\$ 38,000	
Server	1	\$4,000	\$ 4,000	1000
Nikon D3300 DSLR Camera	1	\$700	\$ 700	
Sony HDR-CX900 HD Camcorder	1	\$1,300	\$ 1,300	
Mobile USB Hotspot connector and 1 year service	7	\$665	\$ 4,655	
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, 2015 to June 30, 2016

Applicant: PATCH-People Attentive to Childrer

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: 2013-2014	FY: 2014-2015	FY:2015-2016	FY:2015-2016	FY:2016-2017	FY:2017-2018
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS:						
N/A						

GOVERNMENT CONTRACTS AND/OR GRANTS

Applicant: PATCH-People Attentive to Children

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1.	Preschool Open Doors	2014-2015	DHS	State	\$349,038
2.	Training/Scholarship	2014-2015	DHS	State	\$418,500
3.	Registry	2014-2015	DHS	State	\$280,000
4.	Resource and Referral	2014-2015	DHS	State	\$300,000
5.	Food Program	2014-2015	DHS	State	\$1,436,810
6.	Maui Family Child Care Recruitment	2014-2015	Maui County	County	\$20,000
7.					
8.					
9.					
10.					
				TOTAL	\$2,804,348

**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.

PATCH-People Attentive to Children
(Typed Name of Individual or Organization)


(Signature)

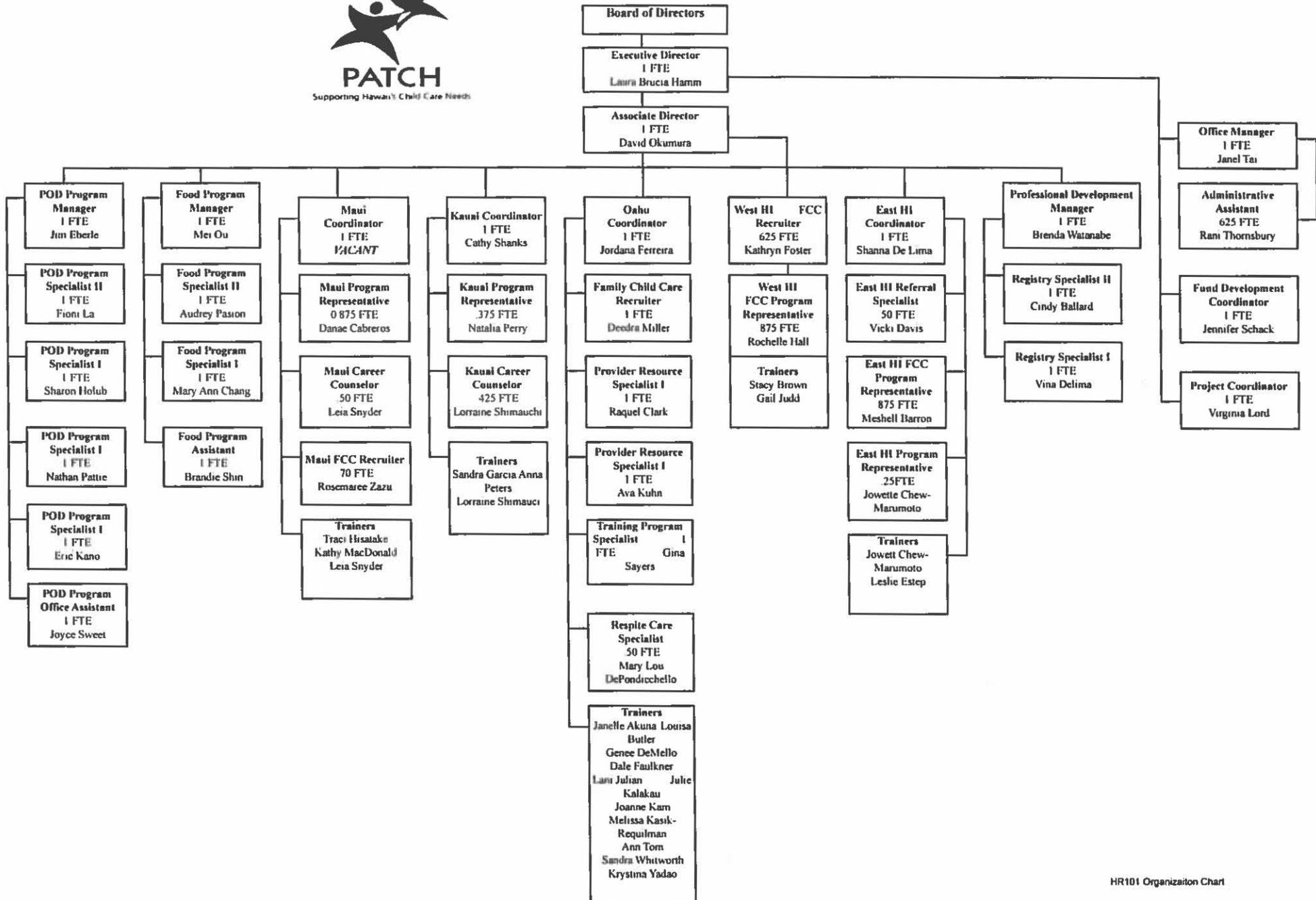
1-30-15
(Date)

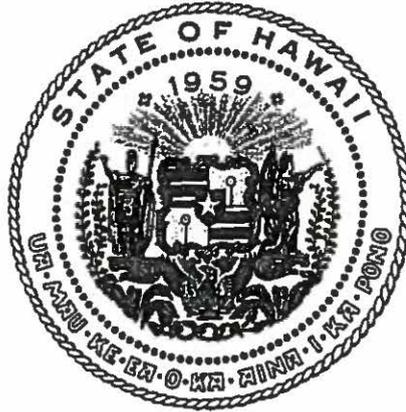
Laura Brucia Hamm
(Typed Name)

Executive Director
(Title)



PATCH ORGANIZATION CHART





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

PATCH (PEOPLE ATTENTIVE TO CHILDREN)

was incorporated under the laws of Hawaii on 06/29/1976 ; that it is an existing nonprofit corporation; and that, as far as the records of this Department reveal, has complied with all of the provisions of the Hawaii Nonprofit Corporations Act, regulating domestic nonprofit corporations.

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

Dated: December 09, 2014

Director of Commerce and Consumer Affairs

