

House District _____

Senate District _____

**THE TWENTY-NINTH 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:

Transitional Coaching and Development Institute of Hawaii, Inc.

Dbas: N/A

Street Address: 200 N. Vineyard Blvd.; Suite A210, Honolulu, HI 96817

Mailing Address: PMB 505, 350 Ward Ave., Ste. 106, Honolulu, HI 96814

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name JARED KEITH GREEN, MA

Title President and CEO

Phone # 209/996.9303

Fax # 209/342.6707

E-mail jgreen@tcdihi.org

3. TYPE OF BUSINESS ENTITY:

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

TCDI HI is a registered, Domestic Non-Profit within the State Of Hawaii.

TCDI HI is recognized by the US IRS as a 501(c)(3) organization.

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

TRANSITIONAL COACHING AND DEVELOPMENT INSTITUTE OF HAWAII, INC. REQUESTS GIA FUNDING AS A SUPPLEMENT ALLOWING FOR EXPANSION OF THE PROVISION OF SERVICES TO INDIVIDUALS LIVING WITH DEVELOPMENTAL DISABILITIES/INTELLECTUAL DISABILITIES LIVING IN THE STATE OF HAWAII, ON THE ISLANDS OF OAHU AND KAUAI. THESE SERVICES PROVIDE THE INDIVIDUALS WITH THE TRANSITIONAL SKILL SETS TO BEGIN FURTHERING THEIR EFFORTS TOWARDS FULL INTEGRATION AND INDEPENDENCE WITHIN THEIR RESPECTIVE COMMUNITIES.

4. FEDERAL TAX ID #: _____

5. STATE TAX ID #: _____

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2018: \$ 338990.00

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 \$ _____
 FEDERAL \$ _____
 COUNTY \$ _____
 PRIVATE/OTHER \$ _____

TYPE

PRESIDENT & CEO
NAME & TITLE

DATE SIGNED

01/17/17



RECEIVED

1/20/17

Handwritten initials

I. Background and Summary

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

Transitional Coaching and Development Institute of Hawaii, Inc. (TCDI HI) is a Domestic Nonprofit Corporation, incorporated within the State of Hawaii in 2015. TCDI HI is recognized as a 501(c)(3) tax-exempt, nonprofit corporation by the Internal Revenue Service. TCDI HI was registered with State of Hawaii Department of Commerce and Consumer Affairs on October 19, 2015.

The paramount focus of TCDI HI is assisting young adults (aged 18-25) living with developmental disabilities and beginning their transition from a special education setting into an increasingly independent, community-integrated life. TCDI HI also provides similar services to adults (aged 25-65) that may or may not be enrolled in a service delivery agency, but wish to transition into a potential situation leading to increased integration and independence.

TCDI HI provides services to individuals diagnosed with developmental disabilities preference to and regardless of faith, race, gender, sexual orientation, religion, and cultural/ethnic origins.

TCDI HI is led by two post-graduate educated individuals with degrees in counseling and behavioral psychology, as well as a board of directors with graduate degrees in education and special education. TCDI HI's Director of Programs has 15+ years of experience in the field, possesses a graduate degree in social work, and is currently a Masters candidate in psychology. The Board of Directors and TCDI HI Administration present a combined 125 years of experience in direct support and service provision to individuals living with developmental disabilities. Additionally, both the Vice President/Chief Operations Officer and TCDI HI's Director were born and raised on the Island of Oahu (the director still resides on Oahu), providing TCDI HI with a requisite native perspective and understanding of various aspects of the culture and lifestyle of the State of Hawaii necessary to ensure a delivery of services in-line with the special and diverse setting of the state.

2. The goals and objectives related to the request;

TCDI HI is an active vendor capable of providing services to an unrestricted number of individuals, and will actively work towards all

enrolled individuals attaining a minimum of 90% accuracy and completion in their respective objectives.

This level of accuracy with regards to completion of recommended objectives will better ensure that the individual is fully prepared to transition into increasingly independent settings.

3. The public purpose and need to be served;

TCDI HI IS AN ALL-INCLUSIVE, COMMUNITY INTEGRATIVE, DAY PROGRAM FOCUSING ON ASSISTING INDIVIDUALS LIVING WITH DEVELOPMENTAL DISABILITIES WITHIN A PROCESS OF TRANSITION FROM ONE PERIOD OF LIFE TO THE NEXT.

TCDI Mission Statement

Transitional Coaching and Development Institute of Hawaii, Inc. exists for the purpose of educating individuals living with developmental disabilities that are transitioning from one area in life to the next. TCDI HI accomplishes this objective by informing these individuals and their families of the variety of supports and resources available to assist them in attaining goals related to independent adult life.

Program Description

Transitional Coaching and Development Institute of Hawaii, Inc. is an innovative, community-integrative, day program providing highly focused services to individuals living with developmental disabilities engaged in some form of transitional period in life. Individuals enrolled at TCDI HI are individuals residing within the State of Hawaii, and eligible for services through the Medicaid Waiver Program. TCDI HI presents itself as the most forward-looking and progressive day program in the State of Hawaii, and continuously seeks to better align itself with the current trends and needs expressed by the State of Hawaii, its Department of Health, the Department of Human Services, potential school districts and, most importantly, the consumers and families, themselves.

Service Provision

TCDI HI is set apart from other programs based not only on its desire to provide services with only the upmost respect and support with regards to TCDI HI Consumers' stated life goals and work towards independence, but

in its philosophy that individuals want to grow and challenge themselves and create a life of individuality and happiness.

TCDI HI seeks to limit this stress and anxiety often associated with change and growth. TCDI HI's highly structured trainings focus primarily on identifying and overcoming barriers faced by consumers transitioning from one milestone to the next. TCDI HI seeks to target these barriers while offering training and service provision in line with requirements outlined in Hawaii Administrative Rules Title 17, Department of Human Services, Subtitle 9, Adult and Community Care Programs, Chapter 1424: Licensing of Adult Day Care Centers, namely: "Therapeutic, social, educational, and recreational" activities. Typically, these requirements are fulfilled through service provision within the macro-areas of support: community integration, self-advocacy, and employment training. TCDI HI further focuses its service provision through mirroring and patterning trainings based on those recommended in the booklet, *Transition to Adult Living: An Information and Resource Guide*, specifically: 1. Personal Responsibility, 2. Interpersonal Relationships, 3. Social Competence, 4. Physical Health, 5. Mental Health, 6. Independent Living, 7. Employability Skills, 8. Occupational Awareness, 9. Recreation and Leisure Skills, 10. Consumer Skills, and 11. Community Participation (pg. 17).

TCDI HI offers these trainings in a dissimilar fashion than other day programs, as the skill sets trained in these areas differ based on the individual consumer's respective goals and progression in the process of transition. These "Bridges", as they are called at TCDI HI, may be transitioning from high school to independent living/supported living and/or day program settings (its paramount focus), institutional/hospital/correctional setting to independent/supported living and/or day program settings, or home/supported living settings to independent living settings.

To fully assist with consumers transitioning out of school districts, TCDI HI has, on its board of directors, a former school administrator, currently credentialed as a teacher. TCDI HI also has the invaluable option to utilize a credentialed current Special Education teacher for consultation and to assist with ensuring the transition process is smooth and navigable for consumers and, if applicable, their families.

TCDI HI continuously seeks to maintain its enrollment at a subjective number that will allow for full and quality provision of services.

TCDI HI will provide specific trainings and services to enrolled and attending consumers within properly appointed facilities. However, in line with TCDI HI's philosophies related to integration and independence within the community, a significant amount of service provision is delivered within surrounding areas and may even stretch to other areas of the Island of Oahu.

The TCDI HI Facility located at 200 N. Vineyard Blvd., Suite A210, in Honolulu, is open for operation and service provision Monday through Friday from 9 am to 4 pm. TCDI HI Administration is also available during these times.

4. Describe the target population to be served; and

As aforementioned, TCDI HI is focused on assisting young adults (aged 18-25) diagnosed and living with developmental disabilities and seeking to begin their transition from a special education setting into an increasingly independent, community-integrated life.

Additionally, TCDI offers services to individuals living with developmental disabilities outside of the target age group, as long as they are engaged in some form a transition from one aspect of life to another and meeting the entrance criteria.

5. Describe the geographic coverage.

TCDI HI is a vendor of Hawaii State Department of Human Services MedQuest Division, and is engaged with the State of Hawaii Department of Health Developmental Disabilities Division to offer its services to those residing on the Island of Oahu. TCDI HI will begin provision of services to individuals residing on the Island of Kauai in June of this year.

Future geographical programming areas will be determined by need as expressed by and in consultation with the Health, Human Services, and Education Departments of the State of Hawaii.

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;

TCDI HI was created to fulfill the crucial role of assisting individuals living with developmental disabilities in the ominous task of transitioning from one stage of life to another. TCDI HI attempts to provide innovative services with enhanced relevance to enabling a smooth and anxiety-free transition.

The curriculum at TCDI HI is presented specific to three distinct situations, though these three situations may encompass significant portions of the population of individuals living with developmental disabilities. TCDI HI has labeled these situations and their associated trainings as "Bridges". Each Bridge contains objectives within the three main macro-areas of day programing, namely: Community Integration, Self-Advocacy, and Employment Training.

In addition to Bridge-specific trainings in CI, SA, and ET, TCDI HI provides services for behavior management and/or modification. Individual Service Plans related to behavior management service provision may be created when indicated due to consumer behaviors presenting as barriers to successful transition into situations such as independent living, and agreed upon by the consumer, and invited members of the consumer's circle of support. TCDI HI provides services in behavior modification based on replacement of inappropriate behaviors with positive, appropriate behaviors. This form of behavior modification relies on positive reinforcement of presentation of appropriate behaviors as opposed to negative consequences associated with inappropriate behaviors. This form of behavioral modification is, therefore, less aversive and potentially more efficacious.

All trainings offered through TCDI HI, no matter what Bridge, occur both within TCDI HI Facilities and/or in the natural environment of a community setting.

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

TCDI HI service provision is continual throughout the year.

TCDI HI is not a targeted project, rather a service provider within the State of Hawaii.

TCDI HI is requesting these monies to further expand the services already being provided, with additional expansion to the Island of Kauai.

As a contracted Medicaid Waiver Provider, TCDI HI receives reimbursement for services provided, creating self-sustainment.

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

At the conclusion of each annual fiscal period, TCDI HI is responsible for submitting an annual report and/or evaluation of the program and the progress and satisfaction of the participants enrolled and attending TCDI HI.

The annual report is completed by the Director of Programs under the review and direction of the TCDI HI CEO, in conjunction with the COO and other administrative personnel. The evaluation contents are specific, to enable a quick oversight and review of both the type and success of the service provision accomplished at TCDI HI, as well as general satisfaction and over-all attendance of TCDI HI Participants.

The information and statistical data utilized by TCDI HI to complete this evaluation come from various objective and subjective sources.

The main data are a cumulative average of the overall objective completion rates of the participants enrolled and in regular attendance at TCDI HI. These averages demonstrate the overall success, stagnation, and/or regression of participants' progress with regards to the targeted objectives.

Additional subjective information is obtained through the administration of participant satisfaction surveys. These surveys ask various questions with regards to satisfaction of different areas of programming and service provision, as well as staff and administration relationships with participants. The survey questions are responded to by the consumers on a 0 to 5 scale, with additional space for writing or dictating additional comments, questions, and/or concerns.

Once the aforementioned information and data are composed into the evaluation and prepared for submission by the TCDI HI CEO, they are presented to the TCDI HI Board of Directors. This meeting between the Board of Directors and the TCDI HI Administration, allows for the identification of deficits and problem areas. At this time, the board also

provides TCDI HI Administration with the proper recommendations for fixing problematic areas and correcting deficits identified in service provision.

Following this meeting between administration and the TCDI HI Board of Directors, the TCDI HI CEO is responsible for submitting the evaluation to appropriate agencies for potential review and/or recommendations. The forwarding of these evaluations may be through general post, hand-delivery, or emails (if requested). The TCDI HI CEO is also responsible for maintaining a copy of the evaluation on file at the TCDI HI Facility and making it easily accessible for distribution and/or review by visiting agency representatives.

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.

As aforementioned, TCDI HI will continuously strive to provide its services with a high level of efficacy and with full consideration for the choices, needs, and recommended objectives of each respective individual. TCDI HI seeks to ensure that each individual completes the skill sets for their recommended objectives with an outcome accuracy of 90% or greater. This identified level of accuracy helps to ensure that the clientele completing and progressing from TCDI HI will be fully trained and capable of furthering their progress towards independent and fulfilled lives.

III. Financial

Budget

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.
2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2018.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant

Applicant: Transitional Coaching and Development Institute, Inc.

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Director of Programs	Exempt	\$70,000.00	100% OF TIME	\$ 70,000.00
TSM/Office Manager (Oahu)	PT, NE	\$25,350.00	100% OF TIME	\$ 25,350.00
TSM/Office Manager (Kauai)	PT, NE	\$25,350.00	100% OF TIME	\$ 25,350.00
TSM (Oahu)	PT, NE	\$16,500.00	100% OF TIME	\$ 16,500.00
TSM (Oahu)	PT, NE	\$16,500.00	100% OF TIME	\$ 16,500.00
TSM (Oahu)	PT, NE	\$16,500.00	100% OF TIME	\$ 16,500.00
TSM (Kauai)	PT, NE	\$16,500.00	100% OF TIME	\$ 16,500.00
TSM (Kauai)	PT, NE	\$16,500.00	100% OF TIME	\$ 16,500.00
Executive Dir	Exempt	\$40,000.00	50% OF TIME	\$ 20,000.00
Executive Officer	Exempt	\$40,000.00	50% OF TIME	\$ 20,000.00
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				243,200.00
JUSTIFICATION/COMMENTS:				

Applicant: Transitional Coaching & Dev. Ins. of HI,

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Desktop Computers General Work Area Staff and Client Use	10.00	\$500.00	\$ 5,000.00	
Printer/Fax Epson WF 3640 (Confidential Printing)	1	\$100.00	\$ 100.00	
Desks Gen Admin/Staff	5	\$200.00	\$ 1,000.00	
Office Chairs Gen Admin/Staff	5	\$150.00	\$ 750.00	
Laptop Computers Admin/Mngmnt	3	\$800.00	\$ 2,400.00	
Tables General Work Area	5	\$1,000.00	\$ 5,000.00	
TOTAL:	29		\$ 14,250.00	

JUSTIFICATION/COMMENTS:

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
Passenger Van	2.00	\$15,000.00	\$ 30,000.00	
			\$ -	
			\$ -	
			\$ -	
TOTAL:	2		\$ 30,000.00	

JUSTIFICATION/COMMENTS:

Applicant: Transitional Coaching & Development Ii

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: 2015-2016	FY: 2016-2017	FY:2017-2018	FY:2017-2018	FY:2018-2019	FY:2019-2020
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS:						

GOVERNMENT CONTRACTS AND / OR GRANTS

App: Transitional Coaching & Dev. Ins. of HI, Inc.

Contracts Total:

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State /	CONTRACT VALUE
1	Medicaid Waiver Vendor Provider	7/1/2016	Dept of Human Serv	State	To Be Determined
2					
3					
4					
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30					

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2018.

TCDI HI may seek out grants awarded by the federal government and applicable agencies.

TCDI HI maintains 501(c)(3) status with the Internal Revenue Service and engages in a fundraising and donation campaign to supplement reimbursements for services.

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.

N/A

5. The applicant shall provide a listing of all federal, state, and county government contracts and grants it has been and will be receiving for program funding.

TCDI HI operates as a Medicaid Waiver Service Provider through the Department of Human Services.

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2016.

TCDI HI currently had no assets as of December 31, 2016.

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.

TCDI HI Leadership

Administration

Jared K. Green, MA (Chief Executive Officer)

- Masters of Arts, Counseling Psychology (National University)
- 12+ years working with developmentally disabled
- Internship completed with California State Department of Corrections and Rehabilitation, Department of Juvenile Justice

Sue E. Crawford, MA (Chief Operating Officer)

- Masters of Arts, Behavioral Psychology (University of the Pacific)
- Born and raised on the Island of Oahu
- 20 years working with developmentally disabled
- Internship completed with Stockton State Hospital

Sunday Lanani Kamai-Eguires, MSW (Director of Programs)

- Masters of Social Work (Alameda University)
- Masters Candidate in Psychology (California Coast University)
- Born and raised, currently residing on the Island of Oahu
- 15 years working with intellectually and developmentally disabled
- Specialized experience in transition and behavioral support

Board of Directors

Jared K. Green, MA (President and Secretary)

Sue E. Crawford, MA (Vice President)

Kelsey M. Dibner, MEd

- Master of Education (Special Education Emphasis)
- Credentialed Special Education Teacher
- 15 years working with developmentally disabled

Joshua Brigham, MAEd

- Masters of Arts, Education (California State University, Stanislaus)
- Credentialed Teacher
- Professor (San Joaquin County Office of Education Teacher's College)

BJ Moody-Smith

- 11 years of experience in student activities administration and in student leadership administration in a university setting (University of the Pacific)

The Board of Directors for TCDI HI also serves as the Board of Directors for TCDI HI's sister companies (independent corporations), Vocational Coaching and Development Institute, Inc. and Transitional Coaching and Development Institute, Inc.

Vocational Coaching and Development Institute, Inc. was incorporated in the State of California in 2009.

The Board of Directors successfully applied for a Community Placement Program Grant from the California Department of Developmental Services, receiving start-up funding to begin the program.

Vocational Coaching and Development Institute, Inc. just renewed its contract with the Department of Developmental Services to provide services to developmentally disabled adults residing within Stanislaus County, CA, through its Community Integration Program and its Behavioral Management Program.

Transitional Coaching and Development Institute, Inc. was incorporated in 2014 and successfully applied for a grant from the California Department of Social Services, administered through the State Council on Developmental Disabilities. This project hires developmentally disabled adults to provide workshops and informational seminars to transitioning students in local special education classrooms and has received tremendously positive feedback.

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.

TCDI HI currently leases space within the Aloha United Way Building, located at 200 N. Vineyard Blvd., Honolulu, HI. A site visited by the DOH's Developmental Disabilities Division.

Services provided are split between this location and the surrounding communities.

The goals of TCDI HI inform the trainings that occur, which consist of information and skill sets instructed within the facility, followed by practical application of these skill sets within the community.

Additionally, as aforementioned, TCDI HI is expanding to Kauai in May-June of this year, 2017. TCDI HI is close to signing a lease on space on which it has already entered into negotiations. This facility is located within Lihue, and services will be provided from this location in a similar fashion as in Honolulu.

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.

TCDI HI maintains current written job descriptions for all personnel. These job descriptions list general qualifications for each position, outlining minimum levels of experience, education and other skills and/or certifications/licenses.

Director of Programs

Work hours: 9 a.m. to 4 p.m. (Salary/Exempt)

Salary: TBD; based on background and experience

Minimum Qualifications (Requirements as dictated by Title 17, as well as additional requirements specific to TCDI HI):

1. Shall be at least 21 years old.
2. Currently certified in CPR/First Aid, and be able to render emergency services when necessary.
3. Shall be able to communicate effectively in written and oral form.
4. Must have finger print clearance and criminal record statement completed.
5. Must have health screening and tuberculosis test within 12 months prior to employment or within seven days after employment. Must complete an annual health screening, as well.
6. Must have valid Hawaii driver's license and auto liability insurance.
7. Must have completed and be currently certified in an approved Behavioral Management course.

8. Shall have valid water safety certification if assigned to supervise consumers using a pool or other body of water from which rescue requires the ability to swim.

Essential Duties and Responsibilities

1. Must be willing and able to participate productively in a team-oriented, problem-solving environment.
2. Lead TCDI HI Management Team and direct service staff in a manner which promotes quality services to those served by TCDI HI.
3. Work directly with the aforementioned to ensure appropriate supervision and training to those served by TCDI HI.
4. Continually research information and updates to various agency websites and publications to ensure TCDI HI staff are trained in the most up to date and relevant curricula from the State of Hawaii, its representative agencies, and OSHA, etc.
5. In the event of a grievance, concern, and/or complaint, works with management and staff under the direction of the Board of Directors to fairly investigate and resolve these issues in a timely and cooperative manner.
6. In addition to providing essential trainings to staff, is responsible for identifying and assessing deficiencies in application of information by staff.
7. Based on identified deficiencies responsible for creation and facilitation of in-service trainings, and reporting to the Board of Directors as to the demonstrated effectiveness of these trainings.
8. Work closely with program manager to oversee the intake and assessment process of consumers.
9. Under the direction of the Board of Directors identify appropriately certified trainers in behavioral crisis management training and contract with these trainers to ensure staff certification.
10. Successfully complete all trainings as required by federal, state, and county and other funding agencies, as well as, trainings as identified by the CEO and Board of Directors, with the recommendation of the Board of Directors.
11. Maintain a high degree of professionalism in all interactions and activities related to TCDI HI.
12. Demonstrate a willingness to accept other responsibilities related to the operation of TCDI HI.
13. Must be able to communicate effectively both orally and in written format in standard American English.
14. Must be able to demonstrate basic mathematical comprehension necessary to review and analyze statistical data.

Supervisory Responsibilities:

1. Directly responsible for the supervision of TCDI HI Administrative Staff.
2. Guide and support program managers in hiring, training, supervising, and terminating direct service staff.

Education and or Experience:

1. Master's Degree; or,
2. Bachelor's Degree and a minimum of two years of experience in a human service delivery system, or mental health environment; or,
3. Five years of experience in a human service delivery system or mental health environment, including at least two years in a supervisory and/or specialized capacity.
4. The program director is encouraged to complete 30 clock hours of CEU's every two years (TCDI HI is responsible for the cost of these clock hours).

Role and Responsibility:

Through the direction of the Chief Executive Officer and Chief Operations Officer, and under the authority of the Board of Directors, the Program Director is responsible for the day-to-day activities of consumers and staff of TCDI HI; as such, the following statements of duty are established:

1. Organizing and supervising the program in accordance with programs established policies.
2. Overseeing the areas of budgeting, program design and implement project planning, staff development and training, evaluation and direction of program service.
3. Organizing and monitoring intake and continuing assessment process.
4. Overall administration of the program.

Administrator Duties:

TCDI HI Program Director may serve as the Administrator for the TCDI HI facility. The following qualifications and responsibilities are specifically necessary:

1. Shall be 21 years old.
2. Know the requirements for providing the type of care and supervision needed by clients, including communication with clients.
3. Provide for continuous supervision of clients.
4. Supervise the operation of the day program.
5. Communicate with the licensing agency as required by applicable laws and regulations.
6. Comply with applicable laws and regulations.
7. Maintain or supervisor the maintenance of financial or other records.

8. Direct the work of others when applicable.
9. Establish the policy, program and budget.
10. Recruit, employ, train and evaluate qualified day program staff and terminate employment of staff.
11. Acknowledge the receipt of the departments' correspondence, deficiencies notices, or field reports when the State of Hawaii, its representative agencies, etc. have requested a response.
12. Ensure the timely correction of all cited deficiencies.
13. Adjust the program to accommodate the needs of all clients.
14. Coordinate all activities and services.
15. Provide initial orientation for all staff and ongoing educational and training programs for the direct care staff.
16. Provide for special provision for the care and supervision, including health, safety, and guidance of clients who have special needs (those who wander, maintain mechanical medical aids, monitor toileting schedules, safety and emergency in large lettering or in brail and lights).
17. When the administrator is absent from the day program site there shall be coverage by a substitute designated by the Licensee, who meets the qualifications and shall be capable of and responsible and accountable for management and administration of the day program and compliance with applicable laws and regulations.
18. The administrator shall be at the program site the number of hours necessary to manage and administer the program in compliance with applicable laws and regulations.
19. If the administrator is responsible for two or more adult day programs there shall be at each site an employee who is responsible for the day to day operation of the program and who meets the following qualifications:
 - A. A baccalaureate degree in psychology, social work, or a related human services field; or
 - B. A minimum of one year experience of supervisory or management position in the human services delivery system.
21. When the Administrator is absent from the Day Program for more than 30 consecutive days, the licensee shall designate a substitute who meets the qualifications.

Physical Demands:

1. Ability to move quickly in all directions, namely in potential assault situations.
2. May require the ability to assist others and/or stabilize others in ambulation.
3. Sit, talk and hear.
4. Required use of hands to feel and reach.

5. Jump.
6. Bend.
7. Stand and walk.
8. Lift excess of 50lb, routinely.

Note: Reasonable accommodations may be made to enable individuals to perform essential functions.

Program Manager

Work hours: 9 a.m. to 4 p.m. (Salary/Exempt)

Salary: TBD; based on background and experience

Minimum Qualifications (Language explicitly required per Title 17, as well as additional requirements specific to TCDI HI):

1. Shall be at least 21 years old.
2. Currently certified in CPR/First Aid, and be able to render emergency services when necessary.
3. Shall be able to communicate effectively in written and oral form.
4. Must have finger print clearance and criminal record statement completed.
5. Must have health screening and tuberculosis test within 12 months prior to employment or within seven days after employment. Additionally, must complete an annual health screening.
6. Must have valid Hawaii driver's license and auto liability insurance.
7. Must have completed and be currently certified in an approved Behavioral Management course.
8. Shall have valid water safety certification if assigned to supervise consumers using a pool or other body of water from which rescue requires the ability to swim.

Essential Duties and Responsibilities

1. Must be willing and able to participate productively in a team oriented problem solving environment.
2. Lead TCDI HI direct service staff in a manner which promotes quality services to those served by TCDI HI.
3. Work directly with the aforementioned to ensure appropriate supervision and training to those served by TCDI HI.
4. Under the direction of the program director research information and updates to various agency websites and publications to ensure TCDI HI staff are trained in the most up to date and relevant curricula from the State of Hawaii, its representative agencies, and OSHA, etc.
5. Under the direction of the program director, in the event of a grievance, concern, and/or complaint, assists program director in fairly

investigating and resolving these issues in a timely and cooperative manner.

6. Under the direction of the program director organize and facilitate and complete the intake and assessment process of consumers.

7. Successfully complete all trainings as required by federal, state, and county and other funding agencies, as well as, trainings as identified by the CEO and Board of Directors, with the recommendation of the Board of Directors.

8. Maintain a high degree of professionalism in all interactions and activities related to TCDI HI.

9. Demonstrate a willingness to accept other responsibilities related to the operation of TCDI HI.

10. Must be able to communicate effectively both orally and in written format in standard American English.

11. Must be able to demonstrate basic mathematical comprehension necessary to review and analyze statistical data.

Supervisory Responsibilities:

A. Directly responsible for the supervision of TCDI HI Transitional Support Mentors and TCDI HI clientele.

B. Directly responsible for hiring, training, supervising, and terminating direct service staff.

Education and or Experience:

1. Bachelor's Degree or three years of experience in a human service delivery system, or mental health environment, with one year in a supervisory or specialized position; or,

2. Five years of experience in a human service delivery system or mental health environment.

Role and Responsibility:

Under the direction of the Program Director, the Program Manager is responsible for the day to day activities of consumers and staff of TCDI HI; as such, the following statements of duty are established:

1. Organizing and supervising the program in accordance with programs established policies.

2. Under the direction of the Program Director Overseeing the areas of program design and implement project planning, staff development and training, evaluation and direction of program service.

3. Organizing and monitoring intake and continuing assessment process.

4. Assist Program Director with the overall administration of the program.

Administrator Duties:

TCDI HI Program Manager may serve as the Administrator for the TCDI HI facility. The following qualifications and responsibilities are specifically necessary for an administrator:

1. Shall be 21 years old.
2. Know the requirements for providing the type of care and supervision needed by clients, including communication with clients.
3. Provide for continuous supervision of clients.
4. Supervise the operation of the day program.
5. Communicate with the licensing agency as required by applicable laws and regulations.
6. Comply with applicable laws and regulations.
7. Maintain or supervisor the maintenance of financial or other records.
8. Direct the work of others when applicable.
9. Establish the policy, program and budget.
10. Recruit, employ, train and evaluate qualified day program staff and terminate employment of staff.
11. Acknowledge the receipt of the departments correspondence, deficiencies notices, or field reports when the State of Hawaii, its representative agencies, etc. have requested a response.
12. Ensure the timely correction of all cited deficiencies.
13. Adjust the program to accommodate the needs of all clients.
14. Coordinate all activities and services.
15. Provide initial orientation for all staff and ongoing educational and training programs for the direct care staff.
16. Provide for special provision for the care and supervision, including health, safety, and guidance of clients who have special needs (those who wander, maintain mechanical medical aids, monitor toileting schedules, safety and emergency in large lettering or in brail and lights).
17. When the administrator is absent from the day program site, there shall be coverage by a substitute designated by the Licensee, who meets the qualifications and shall be capable of and responsible and accountable for management and administration of the day program and compliance with applicable laws and regulations.
18. The administrator shall be at the program site the number of hours necessary to manage and administer the program in compliance with applicable laws and regulations.
19. If the administrator is responsible for two or more adult day programs there shall be at each site an employee who is responsible for the day to day operation of the program and who meets the following qualifications:

- A. A baccalaureate degree in psychology, social work, or a related human services field; or
 - B. A minimum of one year experience of supervisory or management position in the human services delivery system.
21. When the Administrator is absent from the Day Program for more than 30 consecutive days, the licensee shall designate a substitute who meets the qualifications of an Administrator.

Physical Demands:

- 1. Ability to move quickly in all directions, namely in potential assault situations.
- 2. May require the ability to assist others and/or stabilize others in ambulation.
- 3. Sit, talk and hear.
- 4. Required use of hands to feel and reach.
- 5. Jump.
- 6. Bend.
- 7. Stand and walk.
- 8. Lift excess of 50lbs., routinely.

Note: Reasonable accommodations may be made to enable individuals to perform essential functions.

Transitional Support Mentor

Work hours: 9 a.m. to 3:30 p.m. (Hourly/Non Exempt)
Wage: 9.50 ph

Minimum Qualifications (Language explicitly required per Title 17, as well as additional requirements specific to TCDI HI):

- 1. Shall be at least 18 years old.
- 2. The ability to perform the functions required in the program design.
- 3. Currently certified in CPR/FA, or able to obtain certification, and be able to render emergency services when necessary.
- 4. Shall be able to communicate effectively in written and oral form.
- 5. Must have finger print clearance and criminal record statement completed.
- 6. Must have health screening and tuberculosis test within 12 months prior to employment or within seven days after employment. Additionally, must complete a health screening annually, thereafter.
- 7. Must have valid Hawaii driver's license and auto liability insurance.
- 8. Must have completed and be currently certified in an approved Behavioral Management course.

9. Shall have a valid water safety certification if assigned to supervise consumers using a pool or other body of water from which rescue requires the ability to swim.

Essential Duties and Responsibilities:

1. Must be willing and able to participate productively in a team oriented problem solving environment.
2. Work under direction of Program Managers to maintain supervision and quality training to individuals enrolled with TCDI HI.
3. Responsible for implementing program curricula.
4. Directly delivering individual and group learning experiences to assist each consumer served in directly obtaining his/her objectives for which the program is responsible.
5. Maintain data regarding consumer program.
6. Participate in consumer assessment, planning, and evaluation processes.
7. Professionally exercise good judgment in potential behavioral crisis interventions.

Education and Experience:

- A. High school diploma or equivalent; and
- B. Have a basic knowledge of psychology.
- C. This position does not require the completion of CEU's.

Role and Responsibility:

Under the direction of the Program Manager, Transitional Support Mentors are responsible for delivering structured, consistent, and innovative trainings to individuals enrolled at TCDI HI, based on recommendations and objectives in each respective consumers individual program plan.

Language and Mathematical Skills:

1. Must be able to communicate in written and spoken standard American English.
2. Must be able to add, subtract and divide using numbers, fractions, and decimals.
3. Must be able to figure out ratios, rates, and percentages.

Physical Demands:

1. Ability to move quickly in all directions, namely in potential assault situations.

2. May require the ability to assist others and/or stabilize others in ambulation.
3. Sit, talk and hear.
4. Required use of hands to feel and reach.
5. Jump.
6. Bend.
7. Stand and walk.
8. Lift excess of 50lbs., routinely.

Note: Reasonable accommodations may be made to enable individuals to perform essential functions.

Volunteers:

TCDI HI Volunteers are subject to specific requirements based on respective duties to which they are assigned.

TCDI HI Staff Training

In an unending effort to ensure TCDI HI Staff are among the most informed and aware direct support personnel, TCDI HI provides its new hires with the most up-to-date trainings available during their orientation period. Additionally, through regularly scheduled reviews, in-services, and trainings, existent TCDI HI Staff remain well-versed in various areas of relevance and significance to individuals living with developmental disabilities.

New Hire Orientation:

All newly hired staff are required to attend and complete an orientation during the first business week of employment (or first five business days of employment, if not started on a Monday). This orientation provides staff with general knowledge in various areas associated with direct service provision to adults living with developmental disabilities.

The following areas are trained based on relevance and presented staff experience: Rights; Denial of Rights; Releasing Confidential Information; Assessments; Services; Medical Consent; Fair Hearing Procedure; Notice of Action; Request for Fair Hearing. Trainings in these areas are provided by lecture, accompanied by various handouts and/or print-outs from various sources and resources, including but not limited to: The State of HI, Department of Health, Department of Human Services, and the Department of Education, etc.

Additionally, the following areas, as well as other required and/or recommended areas by oversight agencies, are trained: Consumer Rights; Developmental Disabilities Service System; Policies, Procedures, and Practices of TCDI HI; Specific Requirements and Descriptions of Respective Employment Positions; Housekeeping and General Sanitation; Requirements Related to Supervision of and Effective Communication with Individuals Living with Developmental Disabilities and Other Dependent Adults; Prescription Medications and Assistance with Self-Administration; Early Recognition of Onset of Illness and Need for Professional Medical Assistance; Availability of Community Services and Resources; General and Universal Precautions; Special Incident Reporting; and Mandated Reporting for Dependent and Elder Adult Abuse and Neglect.

Also, to ensure staff are prepared for, and understand the reasoning behind, the potential presentation of behaviors by TCDI HI Consumers, incoming staff are trained in multiple areas of non-aversive and non-physical behavior modification and intervention, as needed. During orientation, staff are trained in positive behavioral supports. This training is repeated in an in-service setting, at least annually. Additionally, any staff presenting with observed deficiencies in any of the aforementioned training areas may be required by TCDI HI Administration to undergo further trainings to re-iterate the information.

All trainings facilitated at TCDI HI are completed through various methods. TCDI HI incorporates the use of existent videos, PowerPoint trainings, handouts, and general lecture.

Trainings occurring during new hire orientation are facilitated within the first business week (or first five business days, if start date is not on a Monday). These trainings are led by a member of TCDI HI Management/Administration.

Universal precautions training, specifically blood-borne pathogens, is facilitated through lecture and the viewing of the OSHA Blood-Borne Pathogens Training Video, entitled, *Safe Work Practices*. Medication administration and safety training is provided through lecture, accompanied by the printout, "Direct Support Professional Training (Medication Safety sections)." Mandated reporting training regarding abuse and neglect of dependent and elderly adults is facilitated through lecture and other support materials.

All TCDI HI Staff are trained in sexual harassment and discrimination prevention through lecture, accompanied by the viewing of *Nationwide Sexual Harassment Training*, or like informational video.

To ensure preparedness in the event of a disaster or emergency, TCDI HI Staff are trained in emergency response and preparedness through review of FEMA's printable *Emergency Response Plan*. Furthermore, TCDI HI Staff are trained in American Red Cross Adult CPR and First Aid by a certified trainer. These trainings utilize on-line videos, printable materials, skill demonstrations, and various handouts to accompany the lectures.

In-Service and On-Going Trainings

All of the aforementioned trainings are, in addition to being presented at the time of orientation, facilitated through in-service trainings, and/or regular trainings occurring during staff meetings, etc. TCDI HI Administration is responsible for creation of an annual training schedule that ensures, at a minimum, eight hours of on-going training and for presenting it to the TCDI HI Board of Directors. All documentation of trainings completed by respective staff are stored in personnel files at the TCDI HI Facility.

Also, TCDI HI Administration is given the recommendation by the board of the directors, but is not required to, complete 30 hours of continuing education per individual every 24 months. These trainings are facilitated through various certified, on-line sources, and may include, but not be limited to: courses, videos, webinars, etc. CEUs may also be obtained through various sources, as offered.

All consultants utilized by TCDI HI are responsible for completion of CEUs per their respective oversight agencies.

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.

N/A

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.

Currently:

Director of Programs; \$70,000.00

Facility Coordinator/TSM; \$25,350.00

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.

N/A

B. 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.

Current Hawaii State Department of Human Services MedQuest Approved Medicaid Waiver Service Provider

C. 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.

N/A

D. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 2017-18 the activity funded by the grant if the grant of this application is:

Applicant: Transitional Coaching and Development Institute, Inc.

- (1) Received by the applicant for fiscal year 2017-18, but
- (2) Not received by the applicant thereafter.

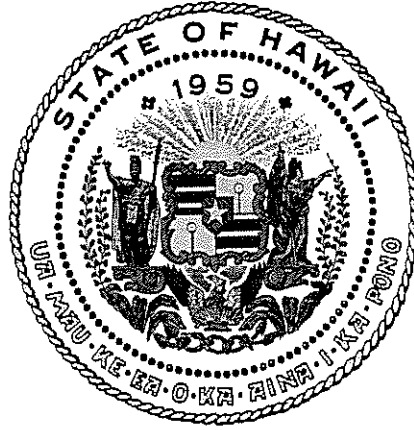
TCDI HI anticipates utilizing GIA monies as seed money for further expansion and reach of service provision on the Island of Oahu.

TCDI HI will utilize GIA monies to supplement corporate monies in the establishment and agency operations on the Island of Kauai during 2017.

As cited, TCDI HI receives operational funds through reimbursements for services provided as a Medicaid Waiver Agency.

E. 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, 2016.



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

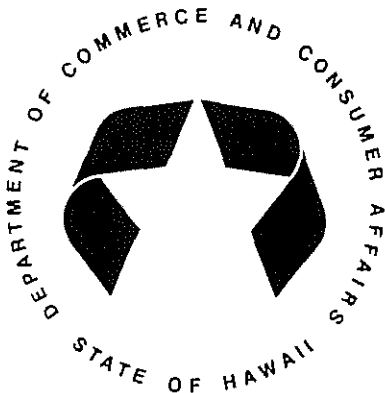
TRANSITIONAL COACHING AND DEVELOPMENT INSTITUTE OF HAWAII, INC.

was incorporated under the laws of Hawaii on 10/19/2015 ;
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 18, 2017

Director of Commerce and Consumer Affairs



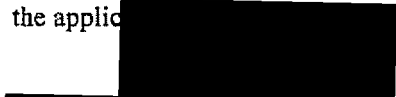
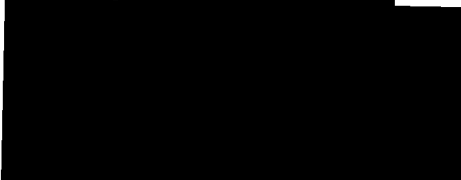
**DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS PURSUANT TO
CHAPTER 42F, HAWAII REVISIED STATUTES**

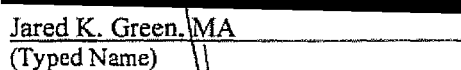
The undersigned authorized representative of the applicant certifies the following:

- 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.


 Institute of Hawaii, Inc.

 Jared K. Green, MA President and CEO
(Typed Name) (Title)