

## Item #1 – Description of Substantial Presence in Local CFC Community or Substantial Presence in State

---

### LOCAL PRESENCE

Substantial **local** presence is defined as:

1. Staff facility, office or portion of residence dedicated exclusively to organization, available to the public seeking its services or benefits (Provide address of organization)
2. Facility open at least 15 hours a week (Provide specific days and hours of operation)
3. Telephone line dedicated exclusively to the organization (Provide telephone number)

#### **SAMPLE STATEMENT:**

*The shelter is staffed and open 7 days a week and has both office hours and adoption hours. Monday through Saturday, office hours are 8:00 a.m. to 4:30 p.m. and adoption hours are 9:30 a.m. to 4:00 p.m. On Sundays, office and adoption hours are 12:00 noon to 4:00 p.m.*

*The organization is located at 154 Kamehameha Highway, Haleiwa. The agency's dedicated telephone line is 000-0000.*

### STATEWIDE PRESENCE

Substantial **statewide** presence is defined as providing services:

- a. Covering 30 percent of a state's geographic boundaries **or**
- b. Affecting 30 percent of the targeted population in state

In the case of the 30 percent targeted population test (e.g. persons with HIV or AIDS, non-English speaking children, etc.), the organization should provide evidence that it affects 30 percent of the eligible or target population. This can be shown by the following:

- Providing an estimate (through population surveys, needs assessment studies, etc.) of the total target population eligible to receive the services.
- The organization would then be required to demonstrate that it provides or conducts real services, benefits, assistance, or program activities that affect 30 percent of the total target population.

For covering 30 percent of the state's boundaries test, the organization must provide the following:

- Service records or other evidence (e.g. visitor statistics, client or membership statistics, habitat restoration, wildlife management project results or other projects, clearly outlined maps depicting the total geographic area of coverage) that clearly show what portion of the geographic area has been covered relative to the total state geographic area.

Whatever criteria the organization chooses (local or statewide), the burden of proving the criteria is the responsibility of the applicant organization.