

House District 14, 15 & 16  
(Islandwide initiative)

Senate District 8

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: Kaua'i Planning & Action Alliance, Inc.

Db: Kaua'i Planning & Action Alliance, Inc. (KPAA)

Street Address: 2959 Umi Street, Suite 201, Lihue, HI 96766

Mailing Address: 2959 Umi Street, Suite 201, Lihue, HI 96766

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name DIANE ZACHARY

Title President & CEO

Phone # 808-632-2005

Fax # 808-632-2018

E-mail dzachary@kauainetwork.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:

Strengthen and expand impact of Keiki to Career Kaua'i to improve outcomes for Kaua'i youth ages 0 to 24.

4. FEDERAL TAX ID: [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2016: \$ 123,203

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 \$ 25,000

FEDERAL \$ 0

COUNTY \$ 50,000

PRIVATE/OTHER \$ 25,000

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

AUTHORIZED SIGNATURE

DIANE ZACHARY, PRESIDENT/CEO  
NAME & TITLE

1/29/2015  
DATE SIGNED



RECEIVED  
1-30-15

✓5

## 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:

#### **Summary of This Grant Request:**

Kaua'i Planning & Action Alliance is seeking the State Legislature's partnership through a \$123,203 grant-in-aid to support three goals and related activities to advance the Keiki to Career Kaua'i initiative, the purpose of which is to improve outcomes for Kaua'i youth. Funds will support a portion of staff time dedicated to these activities, as well as training and informational events for community partners and parents, support for working groups, professional services for data system development, data collection, preparation of the 2016 Kaua'i Youth Report, and multi-media communications program to inform and engage parents, schools, youth, government, and community providers.

#### **1. A brief description of the applicant's background**

**About KPAA:** The mission of Kaua'i Planning & Action Alliance, Inc. (KPAA) is "to bring together diverse groups for collaborative planning and action to find long-term solutions to prevailing issues." KPAA is a 501(c)(3) nonprofit membership organization established in 2003 and that received its nonprofit status in 2004.

Presently, KPAA has over 50 nonprofit organization and government agency members as well as 16 business and individual members. The organization includes a small staff of three under the direction of President & CEO Diane Zachary, the governance of a Board of Directors that meets monthly, and the involvement of dozens of volunteers who serve on committees that address community needs.

**Formation of Keiki to Career Initiative:** In 2011, KPAA convened a cross-section of education, business, nonprofit and community leaders on Kaua'i to explore the application of an innovative model called Collective Impact. The model is designed to facilitate large-scale social change. The model is unique because it calls for the community to create a shared agenda and hold each other accountable through shared measurement toward the group's goals.

With Kaua'i's small population (69,512), close family ties and willingness of agencies to work together, the group of leaders agreed that Kaua'i was well-positioned to launch an island-wide collective impact model designed to improve the outcomes of our young people. From this, Keiki to Career Kaua'i was created. It serves as an initiative that could be replicated or adapted in other communities throughout the state. KPAA serves as the "backbone organization", to coordinate and support this cross-sector initiative to support youth development and move the needle on education.

## 2. The goals and objectives related to the request

Too many young people on Kaua'i lack the readiness and support needed to succeed in school and beyond. The *2014 Kaua'i Youth Report*, published by Keiki to Career Kaua'i, shows that only 60% of Kaua'i are proficient in reading by 3<sup>rd</sup> grade. Sadly, as our youth prepare to transition into career or college, only 31% score 19 or higher on the ACT, a test given in the 11<sup>th</sup> grade and which is widely considered to be an indicator of future college success. In fact, Hawai'i ranks last in the nation on its composite ACT score.

To improve the outcomes for Kaua'i's young people, a collaborative effort of public and private sector leaders launched Keiki to Career Kaua'i (K2C) in 2012. Our goal is that all of Kaua'i's young people are *ready to learn and ready for life*. We recognize that this will be a long-term effort to effect the change that is needed. K2C's working groups identified five outcomes essential to ensuring a young person's success along the continuum of their learning and development:

1. Keiki (age 0-5) are kindergarten ready
2. Students are academically successful
3. Students are ready for post-secondary training and education
4. Students are career ready
5. Students are citizenship ready, including:
  - a. being physically safe
  - b. emotionally and socially well
  - c. connected to families and communities
  - d. compassionate and self-directed.

From these outcomes, the community developed a three-year navigation plan, with specific goals and strategies that K2C partners will implement to achieve the outcomes. The plan is comprehensive in scope, and addresses the whole child, including issues related to the learning, health, safety and the emotional well-being of the child. The navigation plan can be found online here: <http://keikitocareer.org/wp-content/uploads/2013/05/Keiki-to-Career-Navigation-Plan.pdf>. The activities proposed in the Navigation Plan focus on the following areas important in youth development:

- *Birth to Grade 3*: Provide a strong foundation in early childhood to ensure success along the Keiki to Career Kaua'i developmental continuum

- High School to Postsecondary Opportunities: Prepare young adults to successfully transition to postsecondary opportunities like college, work, military, and technical training
- Parent, 'Ohana & Community Engagement: Build parent, 'ohana, and community involvement in the education and development of children, youth and young adults along the education continuum
- Resiliency and Life Skills: Develop these skills from preschool through high school within the school curriculum and through out-of-school time programs and activities.

The following project goals for this grant request are grounded in the community's work to date.

**GOAL 1:** Align and strengthen existing community organizations to improve jointly identified youth outcomes.

**OBJECTIVES:**

- 1A Enlist the support of diverse groups that work with the island's young people, including nonprofit organizations, government agencies, service groups and chambers of commerce toward the vision and goals of Keiki to Career Kaua'i.
- 1B Encourage targeted community groups to participate as a Keiki to Career partner, working collaboratively to improve outcomes for young people and measuring progress toward those outcomes.
- 1C Provide training to Keiki to Career partners to build capacity to develop programs and support that will improve outcomes for children and youth.

Rationale: While Kaua'i has numerous community organizations serving youth, they are just beginning to learn how to work collaboratively to further collective goals. K2C has developed an infrastructure to bring organizations and agencies together for joint planning and action to improve youth outcomes. Also, many groups lack resources for training to build skills within their own organizations. Through this grant, Keiki to Career will be able to offer capacity-building training and events so that service providers can improve their skills and determine how to align their programming with Keiki to Career youth outcomes.

**GOAL 2:** Measure progress on youth outcomes and publish the *2016 Kaua'i Youth Report* to share results and as a basis of decision-making.

**OBJECTIVES:**

- 2A Gather and analyze data on the 26 youth indicators.

- 2B Prepare and disseminate in print and web-based formats the *2016 Kaua'i Youth Report*.
- 2C Design a shared measurement system that incorporates program-level as well as island-wide measures of effectiveness to track progress toward positive youth outcomes.

**Rationale:** Keiki to Career has worked with agencies and community partners to identify desired outcomes for youth from birth through college or career entry. The progress toward achieving these positive outcomes is measured through data available from public sources on 26 agreed-upon Keiki to Career youth indicators.

These results are useful in assessing progress toward outcomes on an island-wide basis. But to ensure that resources are allocated to programs that are making a positive impact toward youth outcomes, we need a way of gathering program-level progress data. We propose creating a web-based system for sharing program measurements related to Keiki to Career outcomes. We will draw on the experiences of other collective impact communities who have done this successfully. Benefits of these systems include lower costs and greater efficiency in annual data collection, expert guidance for less sophisticated organizations, and improved credibility and consistency in reporting.

K2C will begin training partners on the utility and value of individual measures of success, especially how they will improve our collective measures. Individual measures will help organizations isolate what they are doing well and encourage them to develop new strategies, if needed, to advance the overall network's success on the youth indicators.

In 2016, K2C will research and design the most appropriate system to satisfy the needs of our island community, one that is easy to use and cost efficient. We will hire a consultant to meet with our Leadership Council and committees, develop a prototype for discussion, and establish the most cost-effective price to meet our needs.

**GOAL 3: Engage multiple sectors within the community to participate in coordinated activities to improve youth outcomes.**

**OBJECTIVES:**

- 3A Enlist the support of the business community for Keiki to Career activities, such as providing mentorships, internships and guest speakers on career opportunities.
- 3B Secure support for Keiki to Career activities from parent groups, such as school PTSAs.

- 3C Partner with faith-based groups to disseminate to parishioners information on youth development and ways the community can support young people.

***Rationale:*** Significantly increase broader community understanding of the Keiki to Career movement, its urgency, and what each person can do to help improve student outcomes, from better parenting to mentoring after school to volunteering in the classroom. Sectors to engage include parents, faith-based community, service organizations, nonprofits, and government, business and community leaders.

The strategies to achieve each of these three goals are included in Section II. Service Summary and Outcomes (page 7).

### **3. The public purpose and need to be served**

Kaua'i is at a critical juncture. Our long-term economic success and quality of life depend on the knowledge, skills and aspirations of our young people. As previously mentioned, only 31% of our young people score 19 or higher on the ACT, an 11<sup>th</sup> grade test that is an indicator of future college success. We find that 68% of our high school graduates go on to 2 and 4-year college within 16 months of graduation; however, of these, about one-third must take remedial or developmental courses before they are able to enroll in college-level courses.

By intervening now, we can address the gaps on the education continuum and better prepare our young people for success in postsecondary education or training or in their jobs - all of which are needed to ensure Kaua'i's long-term economic prosperity.

The need for broad-based action is great. The *2014 Kaua'i Youth Report* highlights many areas that need our attention.

- When entering kindergarten, teachers report that only half to three-quarters of students are language-ready.
- Only 60% of our students are proficient in reading in third grade. That means 40% are at a disadvantage when tackling upper-level subjects in 4-12<sup>th</sup> grade.
- By 8<sup>th</sup> grade, only 62% are proficient in math, which drops to 36% by tenth grade. That means 64% will be hindered in their careers or when taking college exams like the ACT and SAT.
- Only 22% of Kaua'i students are proficient in science at the 10<sup>th</sup> grade level.

Keiki to Career Kaua'i is the first comprehensive initiative on the island designed to convene and unite parents, schools, businesses, government, community providers and youth with a shared agenda to collaboratively address these critical issues and leverage our combined resources. Keiki to Career Kaua'i's mission is:

*"To unite the community in nurturing and developing Kaua'i's young people from keiki to career so they are ready to learn and ready for life."*

Our vision is an island community where:

*"Kaua'i's children through young adults are healthy, competent, confident and caring."*

The initiative is informed by its values, including a commitment to: outstanding results; building strong relationships; open, honest communication; unity while honoring our diversity; and continuous improvement and learning.

#### **4. Describe the target population to be served**

Keiki to Career Kaua'i serves every young person on our island, from birth to age 24, approximately 23,600 children, youth and young adults. While there are shining stars among our young people, the statistics also clearly show the need to improve the home, school and community experiences for many. In addition to the need for academic improvements mentioned in Section 3 above, their health and well-being are also at risk. For example:

- Less than half of youth are physically active
- Kaua'i has the highest rate of teen pregnancies in the state
- Kaua'i ranks number 1 in the state for suicide attempts
- Fourteen of Kaua'i's 16 public schools qualify for Federal Title I funding
- Incidents of violent behavior in high school are more than 50% higher on Kaua'i than any other island in the state.
- Hunger is an issue in many homes, affecting the ability to learn in school.

#### **5. Describe the geographic coverage**

Keiki to Career's geographic scope is the island of Kaua'i covering 554 square miles and three Department of Education school complexes. K2C further expands its reach by collaborating with similar projects throughout the state by providing information and examples of successful approaches that could be replicated in other communities. We have offered guidance to groups such as the Department of Education, Hualalai 'Ohana Foundation (Hawai'i Island), and PHOCUSED/Hui Kupa'a ('Oahu). This outreach and assistance enables the project to have a broader impact on young people throughout the state.

## 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:

### I. Describe the scope of work, tasks and responsibilities

At its core, Keiki to Career is a public-private partnership that uses a unique collective impact approach. In the collective impact model, diverse organizations work collaboratively using shared goals, data for decision-making and common approaches to solve complex social problems. To guide this effort, we have established a Leadership Council of Kaua'i's recognized and well-respected organization and government leaders (Attachment A).

To achieve our mission, K2C involves five primary populations: 1) parents, 2) schools, 3) community, 4) business and 5) youth. We are currently working with 30 diverse partners that support young people and their families, such as the Department of Education, Kaua'i Community College, Department of Health, County of Kaua'i, Kamehameha Schools, Child & Family Services, PATCH, Hale 'Opio Kaua'i, Boys & Girls Clubs, YWCA and Kaua'i Chamber of Commerce (Attachment B).

Keiki to Career's approach is guided by the Forum for Youth Investment's nationally-recognized Ready by 21 framework for collective impact and youth development. Keiki to Career also embraces the five conditions of successful collective impact initiatives:

- ***K2C partners created a Common Agenda and Vision for Change.***
- ***K2C partners agreed on how to measure success*** on achieving youth outcomes using indicator data guide decision making and to hold each other accountable.
- ***Partners are working collectively***, using their unique skills to do their own part to advance the common agenda, building upon the work of other organizations through shared K2C strategies, and participating in collective action.
- ***Continuous Communication:*** Consistent and open communication between partner organizations builds trust, creates momentum, monitors progress, shares results and helps identify effective models.
- ***Backbone Organization:*** Kaua'i Planning and Action Alliance, with dedicated staffing, manages Keiki to Career by sharing the initiative's vision, facilitating and coordinating committees that develop strategy, supporting aligned activities, establishing shared measurement practices, collecting and sharing data, building public will, advancing policy recommendations if needed, and mobilizing resources.



Keiki to Career Kaua'i completed a 3-Year Navigation Plan in April 2013 following a comprehensive two-year community planning process. The plan identifies specific strategies in four focus areas that are guiding the initiative's work. The community partners involved in K2C have agreed to work on those identified strategies. See Attachment C for a brief summary of that plan.

**Project Plan for this GIA Request.** This GIA request aligns with and supports the Keiki to Career Navigation Plan. The grant's Scope of Work supports three important goals that will greatly advance Kaua'i's progress toward improving youth outcomes.

**GOAL 1:** Align and strengthen existing community organizations to improve jointly identified youth outcomes.

**TASKS:**

- 1.1 Create active working teams on pilot projects designed to focus on and move selected indicators, and build the community's confidence that they can effect change.
- 1.2 Align 30+ partners to work on K2C's common goals: design multi-organization approach to entrenched problems – leverage resources on hand for greater impact to start changing youth outcomes on island immediately.
- 1.3 Build the capacity of non-profit community partners to serve more youth by providing training and materials on important non-profit areas such as board development and fundraising and programmatic areas such as program evaluation.
- 1.4 Continue to meet with leaders from new organizations and enlist them as community partners.

**GOAL 2:** Measure progress on youth outcomes and publish the "2016 Kaua'i Youth Report" to share results and as a basis for decision-making.

**TASKS:**

- 2.1 Develop annual targets for each of the 26 specific youth success indicators on the education continuum, as published in the *2015 Kaua'i Youth Report*.
- 2.2 Collect data on each indicator.
- 2.3 Measure progress against the annual targets.
- 2.4 Prepare and publish print and online versions of the *2016 Kaua'i Youth Report* and widely promote findings.

- 2.5 Use findings to inform strategy and guide resource allocation; adjust K2C strategies as needed.
- 2.6 Initiate development of a community-wide shared measurement system, so each partnering community organization working with youth can measure their effectiveness, in addition to measuring collective results. This system will provide important feedback for each organization's strategy development and resource allocation decisions.

**GOAL 3:** Engage multiple sectors within the community to participate in coordinated activities to improve youth outcomes.

**TASKS:**

- 3.1 Define a variety of opportunities for participation, such as taking parenting classes, mentoring youth, volunteering in a classroom, serving on a planning committee, etc.
- 3.2 Execute the comprehensive communications plan adopted by the Leadership Council to more effectively reach a broader audience to inform, engage and create wider action and traction.
- 3.3 Use PSAs and purchased radio ads to drive traffic to the Keiki to Career website and Facebook page.
- 3.4 Use social media to disseminate more information and generate more involvement. Increase our followers from 100 to 400 in 2016.
- 3.5 Increase active partners by 50%, from 30 to 45 in 2016.
- 3.6 Establish a Leadership Council speakers' bureau to take K2C key messages to every relevant civic organization, plus government and businesses.

**Summary of Grant Request:** Kaua'i Planning & Action Alliance is seeking the State Legislature's partnership through a \$123,203 grant-in-aid to support three goals and related activities to advance the Keiki to Career Kaua'i initiative, the purpose of which is to improve outcomes for Kaua'i youth. Funds will support a portion of staff time dedicated to these activities, as well as training and informational events for community partners and parents, support for working groups, professional services for data system development, data collection, preparation of the 2016 Kaua'i Youth Report, and multi-media communications program to inform and engage parents, schools, youth, government, and community providers.

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

Keiki to Career established the following timelines for our grant goals and objectives, as described above.

GRANT GOALS	GRANT OBJECTIVES	RESPONSIBILITY	TIMELINE
<p><b>GOAL 1:</b> Align and strengthen existing community organizations to improve jointly identified youth outcomes.</p>	<p>1A Enlist the support of diverse groups that work with the island's young people, including nonprofit organizations, government agencies, service groups and chambers of commerce for the vision and goals of Keiki to Career Kaua'i.</p> <p>1B Encourage targeted community groups to participate as a Keiki to Career partner, working collaboratively to improve outcomes for young people and measuring progress toward those outcomes.</p> <p>1C Provide training to Keiki to Career partners to build capacity to develop programs and support that will improve outcomes for children and youth.</p>	<p>K2C Backbone Organization (KPAA), Partners, Leadership Council, Committees</p>	<p>Project Quarters 1 and 2 (6 months)</p>
<p><b>GOAL 2:</b> Measure progress on youth outcomes and publish the <i>2016 Kaua'i Youth Report</i> to share results and as a basis for decision-making.</p>	<p>2A Gather and analyze data on the 26 youth indicators.</p> <p>2B Prepare and disseminate in print and web-based formats the 2016 Kaua'i Youth Report.</p> <p>2C Design a shared measurement system that incorporates program level as well as</p>	<p>K2C Backbone Organization (KPAA), Leadership Council Data Committee, Committees</p>	<p>Project Quarters 2-4 (9 months)</p>

	island-wide measures of effectiveness to trace progress toward youth outcomes.		
<b>GOAL 3:</b> Engage multiple sectors within the community to participate in coordinated activities to improve youth outcomes.	<p>3A Enlist the support of the business community for Keiki to Career activities, such as providing mentorships, internships and guest speakers on career opportunities.</p> <p>3B Secure support for Keiki to Career activities from parents groups, such as school PTSAs.</p> <p>3C Partner with faith-based groups to disseminate to parishioners information on youth development and ways the community can support young people.</p>	K2C Backbone Organization (KPAA), Leadership Council Communication Committee	Project Quarters 1-4 (12 months)

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

Keiki to Career Kaua'i has a strong commitment to continuous quality improvement. Our collective impact model requires the annual measurement and reporting on 26 youth indicators. K2C publishes an annual *Kaua'i Youth Report* showing progress toward the initiative's shared outcomes. The data allow us to see annually what is working well, make any needed adjustments to strategies in our Navigation Plan and for partners to improve their programming. The first report showing progress during the 2013-14 school year was released in October 2014.

In addition, the K2C Leadership Council is currently embarking on a structured internal process evaluation to assess K2C progress to date, using an established evaluation structured specifically for collective impact initiatives.

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.**

The goals and tasks of this grant will be monitored throughout the year and assessed for both timely completion and effectiveness of strategies. Measures of effectiveness will include:

- a. Work completed in accordance with the goals, outcomes, strategies and timelines outlined above.
- b. Active K2C partners increased to 45.
- c. A minimum of two training sessions offered to build skills and align programming of K2C partners.
- d. Annual targets established for 26 youth indicators.
- e. *2016 Keiki to Career Kaua'i Youth Report* with data on 26 specific measures of student success published and disseminated.
- f. K2C strategies adjusted as needed based on Youth Report results and progress toward targets.
- g. Communication campaign results in more active community participation as detailed in section 2 above.
- h. Shared measurement system selected and initial training on system use completed with partners.

### 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 Budget Forms (Attachments D – H, GIA Form pages 5-9)

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
\$25,000	\$36,603	\$36,600	\$25,000	\$123,203

3. **The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2016.**

Keiki to Career Kaua'i is a public-private partnership. Our funding model reflects our value of shared responsibility by combining both private and public funding to support the ongoing operation and special projects needed to ensure coordination, including the following funds to be sought for FY 2015-2016:

State of Hawai'i, Grant-In-Aid	\$123,203
County of Kaua'i, Office of Economic Development	\$ 50,000
Hawai'i Department of Education, Kaua'i Complex Area	\$ 25,000
The Learning Coalition	\$ 25,000
Atherton Family Foundation	\$ 10,000
Hale Uluwehi Fund	\$ 10,000
Cooke Foundation	\$ 5,000
Friends of Hawaii Charities	\$ 15,000
Individual Contributions	<u>\$ 10,000</u>
<b>TOTAL</b>	<b>\$273,203</b>

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.**

Not applicable

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

County of Kaua'i, Office of Economic Development	\$ 50,000 (FY 14-15)
Hawai'i Department of Education, Kaua'i Complex Area	\$ 25,000 (FY 14-15)
County of Kaua'i, Office of Economic Development	\$ 50,000 (FY 15-16)
Hawai'i Department of Education, Kaua'i Complex Area	\$ 25,000 (FY 15-16)

6. **The applicant shall provide the balance of its unrestricted current assets as of December 31, 2014.**

\$58,070

#### **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.

The Keiki to Career Leadership Council (Attachment A) is comprised of community leaders that have a wealth of subject matter expertise, career-specific skills in youth development as well community influence. Among the members of the Leadership Council are: Bill Arakaki, Kaua'i Complex Area Superintendent; Mason Chock, Kaua'i County Councilmember; Helen Cox, Chancellor of Kaua'i Community College; Randy Francisco, President, Kaua'i Chamber of Commerce; and JoAnn Yukimura, Kaua'i County Councilmember.

Kaua'i Planning & Action Alliance (KPAA) has a 10-year history of providing successful collaborations that benefit the community in addition to K2C, including:

- convening substance abuse professionals to prepare a county-wide substance abuse plan and working with agencies and nonprofits for five-year to implement the plan;
- partnering in the development of the Kaua'i Energy Sustainability Plan;
- bringing together early-adopters of sustainability projects to determine the changes in policies and practices needed to enhance Kaua'i's sustainability and self-reliance;
- facilitated development of a sustainable operations plan for County government;
- rehabilitated 11 miles of the world-renowned Kalalau trail; and
- bi-annual publication of "*Measuring What Matters for Kaua'i: Community Indicators Report*", providing data, trends and guidance to decision-makers.

KPAA is grateful for the receipt of two grants- in-aid approved by the State Legislature in 2007 and 2009. These grants enabled us to partner with State Parks Division of the Department of Land and Natural Resources to rehabilitate the Kalalau Trail in the Na Pali Coast State Wilderness Park. The work improved hiker safety, reduced erosion, and enhanced the hiker experience while protecting archeological features.

- 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.

KPAA maintains an office for the purpose of conducting its business located at 2959 Umi Street, Suite 201 in Lihu'e, just a quarter mile away from the historic County Building in the heart of Lihu'e. The 890 sq. ft. of office space meets the needs of guests, visitors and meeting attendees with a conference table that can accommodate 14 people comfortably. The space is ADA accessible and located at ground level with a handicapped parking stall adjacent to the office. The restroom is handicapped-accessible. The KPAA office is within walking distance of a bus line.

Space for larger meetings events is provided by K2C partners such as Kaua'i County, Department of Education and Kaua'i Community College.

## **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.

Keiki to Career Kaua'i is staffed by Diane Zachary, President and CEO, with support from Marion Paul, Director of Communications and Outreach, and Rayne Regush, KPAA Administrative Coordinator.

**Diane Zachary**, the President/CEO, has over 35 years of experience in the management of nonprofit organizations and government agencies, with a focus on long-range planning and community development issues. Diane is a skilled facilitator, trainer and educator, with experience working on Kaua'i, Maui, and throughout the Pacific islands. She has planned and facilitated large public input meetings and has worked with numerous government agencies and nonprofit boards of directors on strategic planning and capacity building. She draws on her academic background that includes a bachelor's degree in political science and master's degree in public administration.

**Marion Paul, Director of Communications and Outreach**, has an extensive policy and non-profit background, serving as executive director of the Equinox Center, executive director of Jobs for Colorado's Future, senior policy analyst in the Colorado Governor's Office, and as public affairs manager at the Denver Metro Chamber of Commerce. Her background includes work on developing regional cooperation, and assessing the cumulative impacts of multiple large projects to a local economy. Marion served as executive director of the San Diego Social Venture Partners, and as executive vice president of Junior Achievement of San Diego, where she was instrumental in creating the nationally recognized JA BizTown. Marion is active in the community, and is currently a board member of the Hanalei Bay Rotary, and an advisory council member of Junior Achievement Kaua'i. Marion holds a BA in Political Science and a BS in Geology from the University of Illinois.

**Rayne Regush**, Administrative Coordinator, brings to KPAA over 20 years of experience in the nonprofit sector providing office management, project coordination and high level executive support to senior management. She has a Bachelor of Arts degree.



- 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 organizational chart for Kaua'i Planning & Action Alliance (Attachment I) and Keiki to Career Kaua'i (Attachment J).

- 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.

*(Note: These are current salaries and FTEs.)*

Diane Zachary, President & CEO (1.0 FTE)	\$81,560
Marion Paul (.6 FTE)	\$39,000
Rayne Regush (.75 FTE)	\$38,220

## 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.

Not applicable.

- 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.

Not applicable.

- C. Federal and County Grants.** The applicant shall separately specify the amount of federal and county grants awarded since July 1, 2014.

No federal grants have been received  
County grant – Tourism Strategic Plan Facilitation \$30,000

- D. Private Educational Institutions**

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

Not Applicable

**E. Future Sustainability Plan**

The applicant shall provide a plan for sustaining after fiscal year 2015-16 the activity funded by the grant if the grant of this application is:

- (1) Received by the applicant for fiscal year 2015-16, but
- (2) Not received by the applicant thereafter.

K2C is actively pursuing diversified funding sources for long-term sustainability. K2C is the recipient of ongoing County support. K2C staff is applying for foundation grants and is in conversations with philanthropic individuals who have an interest in education and youth development issues. We are working to establish an endowment fund to provide long-term sustainability. The goal is to create a broad base of community support for this important initiative so it is sustainable after this grant is complete.

**F. 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, 2014.

See Attachment K.

## **LIST OF ATTACHMENTS**

- A – Keiki to Career Kaua`i Leadership Council
- B – Keiki to Career Kaua`i Partners List
- C – Keiki to Career Kaua`i 3-Year Navigation Plan Summary
- D – Budget Request by Source of Funds
- E – Budget Justification – Personnel Salaries and Wages
- F – Budget Justification – Equipment and Motor Vehicles
- G - Budget Justification – Capital Project Details
- H – Government Contracts and/or Grants
- I – Kaua`i Planning & Action Alliance Organizational Chart
- J – Keiki to Career Organizational Chart
- K – Certificate of Vendor Compliance
- L – Declaration Statement of Applicants for Grants Pursuant to Chapter 42F, Hawai`i Revised Statutes

# Keiki to Career Kaua'i

*Ready to Learn, Ready for Life*



## KEIKI TO CAREER KAUA'I – LEADERSHIP COUNCIL

### CO-CHAIRS

Mr. Mark Hubbard, Board Chair  
*Kaua'i Planning & Action Alliance*

Mr. Tad Miura, Owner  
*Deja Vu Surf Hawai'i*

### MEMBERS

Mr. Bill Arakaki, Kaua'i Complex Area Superintendent  
*Hawai'i State Dept. of Education*

Ms. Bridget Arume, President  
*East Kaua'i Drug Prevention Education Team*

Ms. LaVerne Bishop, Executive Director  
*Hale 'Opio Kaua'i, Inc.*

Ms. Nancy Budd, Hawai'i State Board of Education, Kaua'i Representative  
*Law Offices of Nancy J. Budd*

Mr. Mason Chock, Councilmember  
*Kaua'i County Councilmember*

Dr. Helen Cox, Chancellor  
*Kaua'i Community College*

Mr. Michael Estes, Student  
*Kaua'i Community College/Kaua'i Chamber of Commerce*

Mr. Randy Francisco, President  
*Kaua'i Chamber of Commerce*

Mrs. Phyllis Kunimura, President  
*Kaua'i Independent Day Care Services (KIDS School)*

Ms. Nadine Nakamura, Managing Director  
*County of Kaua'i, Office of the Mayor*

Ms. Char Ravelo, Executive Director  
*Leadership Kaua'i*

Ms. JoAnn Yukimura, Councilmember  
*Kaua'i County Councilmember*

*Coordination services provided by:*

### KAUA'I PLANNING & ACTION ALLIANCE

BRINGING PEOPLE TOGETHER TO CREATE A BETTER FUTURE FOR KAUA'I

# Keiki to Career Kaua'i

*Ready to Learn, Ready for Life*



## KEIKI TO CAREER KAUA'I PARTNERS LIST

Big Brothers/Big Sisters Kaua'i Branch  
 Child & Family Service - Teen Programs & Family Centers  
 County of Kaua'i, Office of the Mayor  
 County of Kaua'i, Workwise & Workforce Investment Board  
 Deja vu Surf Hawai'i  
 East Kaua'i Babysitting Coop  
 East Kaua'i Drug Prevention Education Team  
 Goodwill Industries of Hawai'i, Inc. - Kaua'i  
 Hale `Opio Kaua'i, Inc.  
 Hawai'i Department of Health, Kaua'i District Health Office  
 Hawai'i Department of Health - Children with Special Health Needs  
 Hawai'i Dept. of Education, Kaua'i Complex Area District Office  
 Kahuna Valley  
 Kapa'a High School  
 Kaua'i Chamber of Commerce  
 Kaua'i Community College, Chancellor's Office  
 Kaua'i Community College, Early Childhood Education  
 Kaua'i Community College, Office of Education and Training (OCET)  
 Kaua'i County Council  
 Kaua'i Head Start Program c/o CFS  
 Kaua'i Independent Day Care Services (KIDS School)  
 Kaua'i Early Learning Practitioners (KELP)  
 Kupu A'e  
 Law Offices of Nancy J. Budd  
 Leadership Kaua'i  
 Lihu'e Public Library  
 Malama Kaua'i  
 Malama Pono Kaua'i AIDS Project  
 Nana's House, Child & Family Service  
 Naupaka Consulting  
 Parenting from the Heart  
 People Attentive to Children (PATCH)  
 Planned Parenthood of Hawai'i - Kaua'i (PPHI)  
 Queen Lili'uokalani Children's Center  
 Waimea High School PTSA  
 YWCA - Kaua'i's Girlz Zone

*Coordination services provided by:*

### KAUA'I PLANNING & ACTION ALLIANCE

BRINGING PEOPLE TOGETHER TO CREATE A BETTER FUTURE FOR KAUA'I

# Keiki to Career Kaua'i

Ready to Learn, Ready for Life



## 3-Year Navigation Plan (2013-2016) Summary of Goals, Outcomes and Strategies

FOCUS AREA	OUTCOMES	STRATEGIES
Birth to Grade 3	<ol style="list-style-type: none"> <li>1. Keiki are kindergarten ready</li> <li>2. Students are academically successful</li> </ol>	<ul style="list-style-type: none"> <li>– Educate parents about importance of learning in early childhood</li> <li>– Create opportunities for early health screening</li> <li>– Increase quality of early childhood education</li> <li>– Research preschool assessment tools for kindergarten readiness</li> </ul>
Resilience and life skills from preschool thru high school	<p>Students are:</p> <ol style="list-style-type: none"> <li>1. Citizenship ready</li> <li>2. Physically safe and healthy</li> <li>3. Socially, emotionally, mentally and spiritually well</li> <li>4. Connected to families and community</li> <li>5. Mindful, caring, compassionate and self-directed</li> </ol>	<ul style="list-style-type: none"> <li>– Provide greater opportunities for life skills development in out-of-school programs</li> </ul>
High school to post-secondary opportunities to prepare for transition to college, work, military or technical training	<p>Students are:</p> <ol style="list-style-type: none"> <li>1. Academically successful</li> <li>2. Post-secondary ready</li> <li>3. Career ready</li> </ol>	<ul style="list-style-type: none"> <li>– Create an enhanced system of career planning and preparation</li> <li>– Support middle and high school student learning, inside and outside of classroom</li> <li>– Align middle, high school and community college programs to support students as they transition to the each higher level</li> </ul>
Parent, 'ohana and community engagement in development of youth	<p>Students are connected with their families and the local and global communities</p>	<ul style="list-style-type: none"> <li>– Enhance parent/caregiver leadership to support their children</li> <li>– Promote parent/caregiver education</li> <li>– Create ways for parents and communities to feel welcome at schools</li> </ul>

Coordination services provided by:

### KAUA'I PLANNING & ACTION ALLIANCE

BRINGING PEOPLE TOGETHER TO CREATE A BETTER FUTURE FOR KAUA'I

## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2015 to June 30, 2016

Applicant: Kaua'i Planning & Action Alliance

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	46,491	0	19,487	41,094
2. Payroll Taxes & Assessments	9,075	0	3,803	8,021
3. Fringe Benefits	5,727	0	2,433	5,204
<b>TOTAL PERSONNEL COST</b>	<b>61,293</b>	<b>0</b>	<b>25,723</b>	<b>54,319</b>
<b>B. OTHER CURRENT EXPENSES</b>		0		
1. Airfare, Inter-Island	778	0	323	694
2. Insurance	0	0	0	0
3. Lease/Rental of Equipment	0	0	0	0
4. Lease/Rental of Space	9,860	0	4,154	8,810
5. Staff Training	3,824	0	1,274	1,902
6. Supplies	475	0	200	425
7. Telecommunication	518	0	218	464
8. Utilities	0	0	0	0
9 Internet and website	181	0	76	163
10 Professional Services	26,704	0	9,227	14,769
11 Equipment Purchase	864	0	364	772
12. Advertising and Promotion	1,296	0	546	1,158
13 Meeting Expense	864	0	364	772
14 Printing	648	0	273	579
15 Mileage	432	0	184	385
16 Travel - other	130	0	55	115
17 Administrative Fee	15,336	0	6,461	13,703
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>61,910</b>		<b>23,719</b>	<b>44,712</b>
<b>C. EQUIPMENT PURCHASES</b>	<b>0</b>			
<b>D. MOTOR VEHICLE PURCHASES</b>	<b>0</b>			
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>	<b>123,203</b>		<b>49,442</b>	<b>99,031</b>
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	123,203	Marion Paul	808-632-2005	
(b) Total Federal Funds Requested	0	Name (Please type or print)	Phone	
(c) Total County Funds Requested	50,000	Signature of Authorized Official	Date	
(d) Total Private/Other Funds Requested	100,000	Diane Zachary, President & CEO		
<b>TOTAL BUDGET</b>	<b>273,203</b>	Name and Title (Please type or print)		

**BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES**

Period: July 1, 2015 to June 30, 2016

Applicant: Kaua'i Action and Planning Alliance; Keiki to Career Ini

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Keiki to Career Coordinator	1	\$65,000.00	80.00%	\$ 52,000.00
President and CEO of Kaua'i Action and Planning Alliance	1	\$81,560.00	30.00%	\$ 24,468.00
Administrative Coordinator	0.8	\$39,000.00	25.00%	\$ 9,750.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				<b>86,218.00</b>
<b>JUSTIFICATION/COMMENTS:</b>				



**BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES**

Period: July 1, 2015 to June 30, 2016

Applicant: KAUA'I PLANNING & ACTION ALLIANCE

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Laptop Computer (i7, 8 GB RAM, 1 TB memory, 15")	1.00	\$1,200.00	\$ 1,200.00	1200
Portable Projector (1080p, 3000+ lumens, Keystone enabled)	1	\$800.00	\$ 800.00	800
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>	<b>2</b>		<b>\$ 2,000.00</b>	<b>2,000</b>

**JUSTIFICATION/COMMENTS:**

To support Keiki to Career public presentations, training activities and events; laptop can also be used as a temporary work station in the KPAA office for Keiki to Career partners for data entry into the share measurement system.

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				

**JUSTIFICATION/COMMENTS:**

## BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2015 to June 30, 2016

Applicant: KAUA'I PLANNING & ACTION ALL

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	NOT APPLICABLE					
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
<b>TOTAL:</b>						
<b>JUSTIFICATION/COMMENTS:</b>						

# GOVERNMENT CONTRACTS AND/OR GRANTS

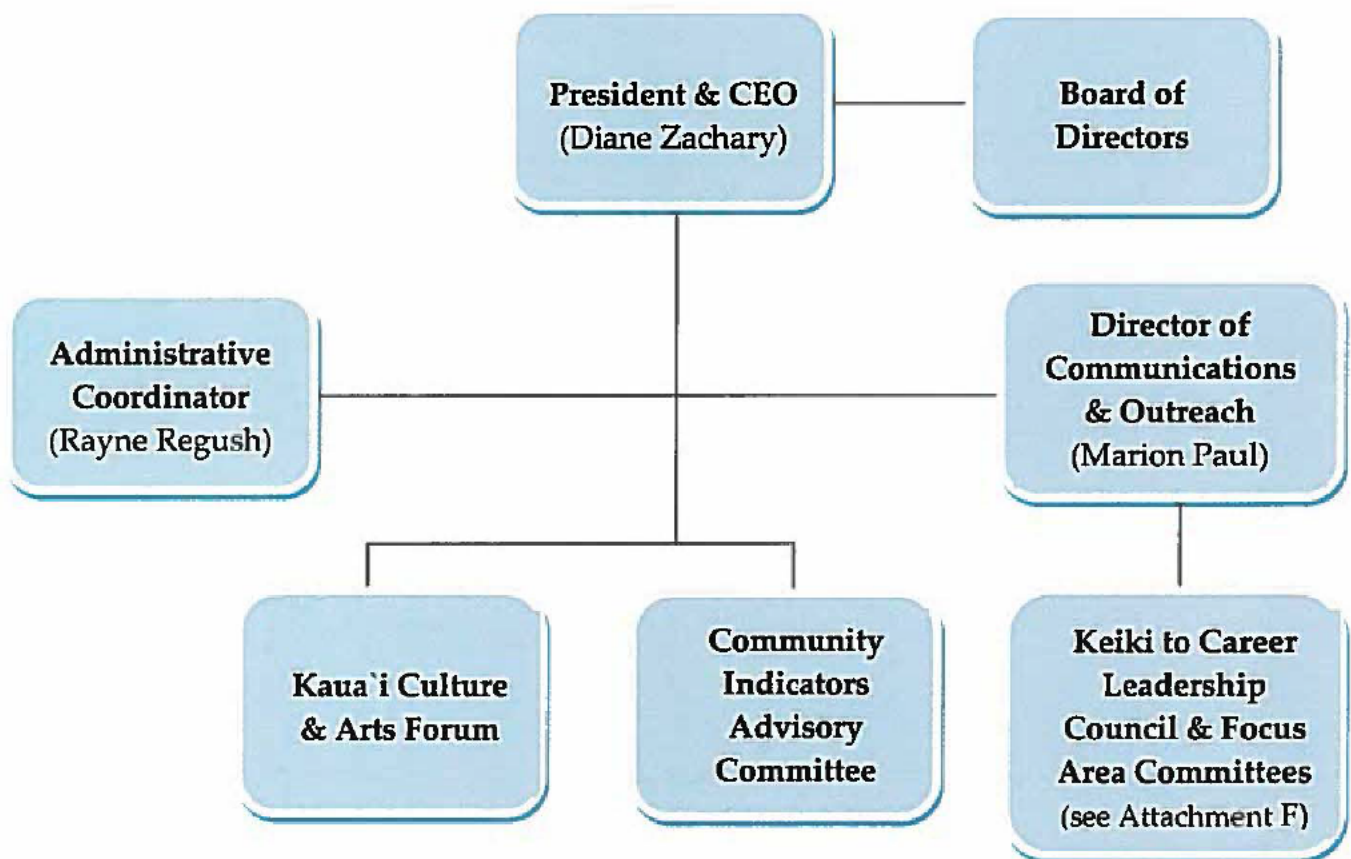
Applicant: KAUA`I PLANNING & ACTION ALLIANCE

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau )	CONTRACT VALUE
1.	Kaua`i Tourism Strategic Plan Update Facilitation	August 2014-June 2015	Office of Economic Development	County of Kaua`i	\$30,000 <i>(approved)</i>
2.	Fire Department Strategic Plan Facilitation	February-July 2015	Fire Department	County of Kaua`i	\$25,000 <i>(approved)</i>
3.	Keiki to Career Kaua`i Workforce Readiness	July 2014-June 2015	Office of Economic Development	County of Kaua`i	\$50,000 <i>(approved)</i>
4.	Kaua`i Community Indicators Report	February-December 2015	Mayor's Office	County of Kaua`i	\$25,000 <i>(approved)</i>
5.	Ho`okele Community Council Facilitation	September 2014-June 2015	Kaua`i Complex Area- Department of Education	State of Hawai`i	\$25,000 <i>(approved)</i>
6.	Keiki to Career Workforce Readiness	July 2015-June 2016	Office of Economic Development	County of Kaua`i	\$50,000 <i>(anticipated)</i>
7.	Ho`okele Community Council Facilitation	July 2015-June 2016	Kaua`i Complex Area- Department of Education	State of Hawai`i	\$25,000 <i>(anticipated)</i>
8.	Keiki to Career Kaua`i	July 2015-June 2016 <i>(estimated dates)</i>	State Legislature	State of Hawai`i	\$123,203 <i>(anticipated)</i>
9.					
10.					
				TOTAL	\$328,203



# KAUAI PLANNING & ACTION ALLIANCE

## Organizational Chart



# Keiki to Career Kaua'i

**Kaua'i Youth**  
*Ready to Learn, Ready for Life*

**School, Program and Resource Partners**

**Executive Committee**  
Make urgent decisions, with opportunity for input from full Leadership Council

**Fund & Resource Development Committee**

**Communications Committee**

**Data & Continuous Improvement Committee**

**Partnerships Committee**

**Leadership Council**

- Consider committee recommendations and make decisions for Keiki to Career initiative
- Serve as champions for Keiki to Career
- Create opportunities for fund and resource development
- Develop and oversee communication and engagement strategies
- Establish and monitor a system to collect data, report progress and ensure continuous improvement
- Cultivate leadership and partners to support Keiki to Career

**Four Focus Areas**

- Birth to Grade 3 Committee**
- Resilience & Life Skills Committee**
- Parent, 'Ohana and Community Engagement Committee**
- High School to Post-Secondary Opportunities Committee**

- Build partnerships and leadership
- Implement Action Plan and monitor progress
- Using indicators, measure outcomes
- Develop recommendations for improvement
- Adjust the Action Plan as needed
- Communicate results to partners and community

**Backbone Support: Kaua'i Planning & Action Alliance**

- Engage, convene and support Keiki to Career constituencies
- Align and coordinate activities
- Create and support shared measurement
- Promote quality standards and accountability
- Build public will

KAUAI'S FAMILIES & COMMUNITY—SUPPORTIVE & ENGAGED

KAUAI'S FAMILIES & COMMUNITY—SUPPORTIVE & ENGAGED

**ATTACHMENT K**



**STATE OF HAWAII  
STATE PROCUREMENT OFFICE**

**CERTIFICATE OF VENDOR COMPLIANCE**

This document presents the compliance status of the vendor identified below on the issue date with respect to certificates required from the Hawaii Department of Taxation (DOTAX), the Internal Revenue Service, the Hawaii Department of Labor and Industrial Relations (DLIR), and the Hawaii Department of Commerce and Consumer Affairs (DCCA).

**Vendor Name:** KAUA`I PLANNING & ACTION ALLIANCE, INC.

**DBA/Trade Name:** KAUA`I PLANNING & ACTION ALLIANCE, INC.

**Issue Date:** 01/26/2015

**Status:** Compliant

**Hawaii Tax#:** [REDACTED]  
**FEIN/SSN#:** XX-XXX9949  
**UI#:** No record  
**DCCA FILE#:** 209142

**Status of Compliance for this Vendor on issue date:**

Form	Department(s)	Status
A-6	Hawaii Department of Taxation	Compliant
	Internal Revenue Service	Compliant
COGS	Hawaii Department of Commerce & Consumer Affairs	Exempt
LIR27	Hawaii Department of Labor & Industrial Relations	Compliant

**Status Legend:**

Status	Description
Exempt	The entity is exempt from this requirement
Compliant	The entity is compliant with this requirement or the entity is in agreement with agency and actively working towards compliance
Pending	The entity is compliant with DLIR requirement
Submitted	The entity has applied for the certificate but it is awaiting approval
Not Compliant	The entity is not in compliance with the requirement and should contact the issuing agency for more information

**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.

KAUA'I PLANNING & ACTION ALLIANCE  
(Typed Name of Individual or Organization)

 JAN. 29, 2015  
(Signature) (Date)

DIANE ZACHARY PRESIDENT & CEO  
(Typed Name) (Title)