

House District 44  
Senate District 21

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:

Dbn: Hoa 'Aina O Makaha

Street Address: 84-766 Lahaina Street  
Waianae, HI 96792-1837

Mailing Address: 84-766 Lahaina Street  
Waianae, HI 96792-1837

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name SISTER ROSITA ARANITA

Title Grant Writer; Advisory Board Member

Phone # 808-386-0718

Fax # None

E-mail roseruiz.aranita@gmail.com

3. TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

"ENABLING THE TRANSITION OF HOA 'AINA O MAKAHA TO A RESOURCE CENTER AND A PARTNERSHIP MODEL"

THIS STRUCTURAL CHANGE WILL ENABLE HOA 'AINA O MAKAHA TO SERVE THE BROADER LEEWARD OAHU AREA

4. FEDERAL TAX ID #:

5. STATE TAX ID #:

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2017: \$ 200,419.00

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 \$ NONE  
FEDERAL \$ NONE  
COUNTY \$ NONE  
PRIVATE/OTHER \$ 225,000.00 FY 2015-2016

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE

LUIGI COCQUIO, EXECUTIVE DIRECTOR

AUTHORIZED SIGNATURE

NAME & TITLE

1/15/16



RECEIVED  
1/19/16

MA

## Application for Grants

### I. Background and Summary

#### A. Brief Description of Applicant's Background

Hoa 'Aina O Makaha was established in 1979 on a leased five acre agricultural parcel adjacent to Makaha Elementary by Luigi (Gigi) Cocquio, an Italian missionary with farming and pastoral experience. The project's mission is to provide a land - based education of sustainable agricultural skills respectful of the environment and human relationships based on Hawaiian cultural values. The project has served over 25,000 children and parents from Makaha Elementary School over its 36 years of operation. Other groups and individuals served over the same period number is over 1,000,000 persons.

#### B. Goals and Objectives Related to the Request

The organization is in a *transformative stage of becoming a community resource center supported by partnerships with educational and health institutions as well as by cultural and social services organizations.* A strategic two year plan encompassing the objectives of:

- 1) restructuring its internal capacities;
- 2) establishing the resource center/partnership business model;
- 3) raising funds for the business transformative process;
- 4) building its constituency of supporters, and
- 5) making needed improvements to the property.

#### C. The Public Purpose and Need to Be Served

The organization has and will continue to educate children and their parents of Hawaii's public and private school students from the Waianae Coast, from the Catholic Leeward Vicariate, from the islands and from abroad. Other community organizations and individuals have also participated in educational sessions to learn about sustainable agricultural practices that are eco sensitive. The hands on practices develop participants' awareness and care for the earth that is crucial to supporting healthy policies to address climate change and more harmonious relationships within families and communities. It also encourages community gardens and family gardens to grow healthy food using sustainable methods.

Applicant: Hoa 'Aina O Makaha

In 2011-2012, the Pacific Resources for Education and Learning (PREL) evaluated the outcomes of the organization's mission. Its assessment concluded that there were positive changes in knowledge, attitudes and behavior among the students who participated in the programs. These included respect for earth, skills in complex thinking, and positive relationships with adults.

**D./E. Target Population and Geographic Area**

Although all the classes of Makaha Elementary have been the immediate beneficiaries of Hoa 'Aina O Makaha for 36 years, other schools from the islands continue to send children for a day or more of tours and educational sessions.

Global participants such as certain Japan schools have also taken part in these educational experiences. The hope of the center is to expand relationships with more community groups both in Hawaii and abroad to increase it's reach and enrich understanding of vital values that are supportive of healthy environments and diets.

## **II. Service Summary and Outcomes (See following charts)**

	A	B	C	D
1	Two Year Strategy for Building Hoa 'Aina O Makaha Resource Center			
2				Date
3	Action Steps	Assigned To	Outcome	Achieved
4	1) Transform internal capacities	Cocquios and		
5	a. Articulate all roles of Executive team	Islander Institute	Gigi on .5 PT; Judy Cocquio on .5 PT Financial Administrator	June, 2015
6				
7				
8				
9	b. Articulate roles & expectations of Advisory Board and volunteers	Gigi Cocquio	Following persons selected: Clarence Liu, John O'Brien, Wally Inglis, John Witeck, David Gierlock, Sr. Rosita Aranita, CSJ	June, 2015
10				
11				
12				
13				
14				
15	c. Hire interim program leadership	Gigi Cocquio	John Witeck selected in July, 2015 to head the new Finance Committee with the following Members: John Witeck, Keoni Ford, Summer Miles, Reda Antonio, Sally Ford	July, 2015
16				
17				Oct-15
18				
19				
20				
21				
22		John Witeck & Finance Committee	Grantwriter: Sister Rosita Aranita, CSJ	August, 2015
23				
24				
25				
26				
27				
28				

	E	F	G	H
1				
2			Dates	
3	Measure of Effectiveness	Evaluation	Achieved	
4				
5	Transition team until funds for a FT	Hired Executive Director & Asst	Jul-17	
6	Executive Director and Administrative			
7	Assistant are secured.			
8				
9	Have had meetings in July and August	Ongoing		
10	2015 to begin work			
11				
12				
13				
14				
15	Began to formulate criteria for fund	Scheduled fund raising events		
16	raising	Development of skills for fund raising		
17	First Meeting; One more person being	i.e. Planning & coordination of events,		
18	sought.	lobbying skills for state and county funds,		
19		raising of projected goals, expansion of		
20		donor networks.		
21				
22	In process of doing application for	1. List of individual donors and	Current list	
23	HI State Grant in Aid; visiting key	grantors in data base.	8/19/15	
24	legislators.	2. Solicitation letter to donors formu-		
25	Submitted application to Aloha for	lated and sent for Aloha for Hawaii		
26	Hawaii Charities 9/18/2015	Charities due mid - October 2015		
27	Brain stormed potential Funders with	3. Grant in Aid application completed	Began 9/22/2015	
28	Andrew Aoki and Brent Dillabaugh of	by November 20, 2015.		

	A	B	C	D
29				
30				
31				Date
32	Action Steps	Assigned To	Outcome	Achieved
33		Dana Kokubun		3/10/15
34				
35	d. Develop long term plan of Executive Director's compensation	Adv. & active boards Finance Committee	Preliminary budget forecasts discussed Board: Kevin Ford, Summer Miles, Reda Antonio, Sally Ford, John Witeck	Initiated 6/2015
36				
37				
38				
39	e. Hire fulltime position on Executive team.	Finance Committee Islander Institute	Develop list of potential candidates Develop process for prioritizing, interviewing & hiring.	
40		Boards		
41				
42				
43	2) Establish Resource Center/Partnership model.			
44				
45				
46	a. Finalize partnership screen	Islander Institute Boards Gigi Cocquio	Proposed screen in Business Plan for transformation of HOAOM	May, 2015
47				
48				
49				
50				
51				
52				
53				
54				
55				
56				

	E	F	G	H
29	Islander Institute and John Witeck	4. Visit key legislators by end of	Visited Rep. Jo	
30	9/25/15	11/30/15.	Jordan District 44	
31			Dates	
32	Measure of Effectiveness	Evaluation	Achieved	
33	List of HI Private Foundations	Pursued 2 gov't grants and 5 private	9/18/15	Visited Rep.
34		foundations by June 30, 2016	Ken Ito, Majority Whip	
35		Job Descriptions for Exec. Dir. & ASS'T.	Jan-16	
36		Compensation Package for Exec. Team	Dec-15	
37				
38				
39	Executive team with proper qualifica-		Jul-17	
40	tions.			
41				
42				
43				
44				
45				
46	Preliminary list of potential partners	Five or six place based and health		
47	drafted	organizations selected as partners		
48				
49	Makaha Elementary has FT teacher on	Teacher and Asst secured from DOE	2016	
50	farm;			
51	PALS?PLACES approached for after	Contracts continued for 2016-2017	Jul-16	
52	school programs and teacher training			
53				
54				
55				
56				



	A	B	C	D
57	b. Firm up service costs and pricing	Boards	Draft contracts with specified service costs and contributions from each partner; specify services to be rendered with timelines.	Existing memorandum of Agreement for DOE & IN-PEACE
58		Finance Committee		
59		Asst Executive Dir.		
60				
61				
62				
63	Action Steps	Assigned To	Outcome	Date Achieved
64		Gigi Cocquio	draft of protocol needed	
65		Finance Committee	schedule meetings with potential partners	
66				
67				
68				
69				
70	d. Develop systems to measure and report impacts of partnership work.			
71				
72				
73				
74				
75	e. Prioritize potential partners list & develop meeting schedule.	Gigi Cocquio	See above	
76		Boards		
77				
78				
79	f. Prioritize relationships with Sacred Heart Parish and Office for Social Ministry	Gigi Cocquio	Preliminary meetings with pastor and Director of OSM made Extended lease with church	
80		Advisory Board		
81				
82				
83				
84				

	E	F	G	H
57	Extend agreements	PALS & PLACES Extended Svc.		
58	Negotiate for assistant teacher; if not	DOE Teacher Extended Svc. Along	2016	
59	successful, plan for grants	with Asst teacher		
60				
61				
62			Dates	
63	Measure of Effectiveness	Evaluation	Achieved	
64	Our Lady of Kea'au, Kamehameha			
65	Schools, Waianae Comprehensive			
66	Health Center, etc.			
67	Invite Leeward Vicariate of the Catholic Diocese to			
68	Diocese to be a partner.			
69	Firm partnership with Leeward Vicariate			
70	& OSM			
71				
72				
73				
74				
75	See above			
76				
77				
78				
79	Pastor favorably disposed to HOAOM	Long term lease	2016	
80	Director of OSM also favorably			
81	disposed;			
82	preliminary meeting with Diocesan			
83	property manager from 1st Haw'n			
84				

	A	B	C	D
85	g. Fully integrate DOE teacher into	Gigi Cocquio		
86	HOAOM	Farm Manager		
87		Asst Administrator		
88				
89				
90				
91				
92				Date
93	Action Steps	Assigned To	Outcome	Achieved
94		Islander Institute	Submission of HI State Grant in Aid application	in process
95		Grant Writer: Sr.		
96		Rosita Aranita		
97				
98				
99	a. Assign some of Hau'oli Mau Loa			
100	Legacy grant as seed money for \$120,00	boards	Preliminary discussions between Finance chair and	Sep-15
101	investment goal.	Finance Committee	Islander Institute toward hiring part time Asst Admin.	in process
102		Islander Institute	Raise Gigi's salary	
103				
104				
105	b. Develop pitch	Grantwriter	Begin with fund raising appeal letter for Aloha for	in process
106		Finance Committee	Hawaii Charities fund raising period 11/09/2015 to	
107			01/17/2016.	
108				in process
109				
110				
111				In process
112				

	E	F	G	H
85				
86				
87				
88				
89				
90				
91				
92			Dates	
93	Measure of Effectiveness	Evaluation	Achieved	
94	To be submitted to Finance & WAM	\$120,000 fund investment for 2 years	2016	
95	by November 30, 2015			
96				
97				
98				
99				
100	Board and Finance recommendations	Desired FTE for Exec Dir & Asst is	2016	
101	& approval needed	\$50,000 each; Farm Manager-\$40,000		
102				
103				
104				
105	Initial list of past individual and group	Target: \$50,000		
106	donors in data system.			
107				
108	History of past grants and what funds			
109	were used for in data base.			
110				
111	File of Donor appeals			
112				

	A	B	C	D
113				Completed 6/15
114				
115				to be acted on
116				
117				In process
118				
119				
120				
121				
122				Date
123	Action Steps	Assigned To	Outcome	Achieved
124		Finance Committee	S chedule contacts	9/25/15
125		Islander Institute	Pick Gigi's contacts and organize data	
126			Research unions, millionaires on island, businesses	
127	d. Implement pitch in application for	Grantwriter	Broaden ecumenical reach through events and	in process
128	funds	Finance Committee	personal contacts.	
129		Advisory Board	Plan future events for come and see or celebrations	
130				
131				
132				
133	4. Build constituency			
134				
135	a. Open House events	Gigi and Staff	Held events in 2014 and 2015	15-Aug
136		Volunteers	Plan special dinner	in process
137		Special Event	Plan Pacific Links event	In process
138		Committee		
139		Finance/Board		
140				

	E	F	G	H
113	Appealing web site			
114				
115	Appeals in social media			
116				
117	File of Thank you letters			
118				
119				
120				
121				
122			Dates	
123	Measure of Effectiveness	Evaluation	Achieved	
124	Links	equipment use/volunteers		
125	Needs List with costs to be developed	Fulndraising event at the golf course		
126				
127				
128				
129				
130				
131				
132				
133				
134				
135				
136	Reda Antonio in charge	Goal: \$5,000.00		
137	Keoni Ford exploring	Goal: \$20,000		
138				
139				
140				

	A	B	C	D
141	b. Develop a communication and outreach plan	Boards	Outreach to Leeward Vicariate of the Catholic Diocese	In process
142		Special Outreach &	Ecumenical outreach-Reflection Day	11/14/15
143		Communication	Corporate outreach: Clarence T.C. Ching, Sullivans,	In process
144		Committee	1st Hawaiian, Bank of Hawaii, American Savings,	
145		Gigi		
146		Finance Committee		
147				
148	c. Develop donation infrastructure	Boards	Tighten financial accountability system	
149		Finance Committee	Refresh websites and social media	
150		Technology Team	Put all history of individual, group and grantor	in process
151			giving in data system	
152				Date
153	Action Steps	Assigned To	Outcome	Achieved
154			who ask for information	
155				
156			Organize ways of keeping in communication with	
157			donors	
158				
159				
160	d. Increase engagement and roles of the board	Executive Team	New board declare itself a working board and part of	10/9/15
161		Islander Institute	Finance committee	
162				
163				
164				
165				
166	5. Improve Property	Gigi & staff		
167		Finance Committee		
168	a. Reserve adequate funding for		Improvement of septic system	in process

	E	F	G	H
141	Expansion of svcs to 6 parishes	Commitment of Leeward Vicariate		
142	First theological reflection held	20-30 invitees		
143	Contact with principal officers/owners	Commitment of monetary support and		
144	Pacific Links and 1st Hawaiian-prelimi-	business expertise		
145	nary contact made by Gigi			
146				
147				
148				
149		\$120,000 secured for transition in		
150	Data system established	2016-2017		
151				
152			Dates	
153	Measure of Effectiveness	Evaluation	Achieved	
154				
155				
156				
157				
158				
159				
160	Responsibilities of planning & organi-	ngoing training & mentoring by		
161	zing fund raising events.	advisory board		
162	Assumption of lobbying for GIAs	ngoing training & mentoring by		
163	Oversight of administrative operations	grant writer & community organizing		
164	of Executive Team	experts		
165				
166				
167				
168				



	A	B	C	D
169	improvements	Asst Administrator	Assessment of current facilities	
170		Finance Committee	Solicitation of architect, engineer, construction	
171		Advisory Board	experts for probono services	
172				
173				
174				
175	b. Secure project manager to facilitate	Boards	Potential architect being sought	In process
176	ongoing permitting & mitigation	Finance Committee	Seek out potential property manager	
177		Exec. Team		
178				
179				
180				
181				
182				Date
183	Action Steps	Assigned To	Outcome	Achieved
184	lease expansion	Boards	Expansion of services to Catholic Leeward Vicariate	
185		Finance Committee	Preliminary meetings with Sacred Hearts, OSM Dir.,	In process
186			and 1st Haw'n property managers for the Catholic	
187			Diocese conducted	
188				
189				
190				
191				
192				
193				
194				
195				

Extended

	E	F	G	H
169	Probono construction/architect/	A working list of expert volunteers in		
170	engineers in place	place by 2017		
171	Architectural design of new and			
172	renovated facilities in place	Fund raising strategy for renovations &		
173	Pursuit of funding plan in place	construction in place		
174		by 2016		
175	Property Manager hired	Job description and salary in place		
176	Construction Union labor volunteers	List of volunteers, funding for supplies/		
177	in place	materials, equipment needed in place		
178		by 2017		
179				
180				
181				
182			Dates	
183	Measure of Effectiveness	Evaluation	Achieved	
184	2 parochial schools and 6 religious ed.,	Personal presentations of available		
185	RCIA & Social Ministry groups receive	resources scheduled and implemented.		
186	education at Resource Center.	by 2017		
187	2-3 parishes begin community gardens	Resource Center lessons to 2 parochial		
188	to feed homeless & poor.	schools & 6 adult educ. Groups enacted		
189	A secured list of volunteers to assist	by 2017		
190	in home gardening programs,	Parish volunteer list for specific skills		
191	establishment of small businesses,	in place and method for adding future		
192	personal mentoring in seeking jobs.	by 2017		
193				
194	Estended lease in place	25 Year Lease secured		
195		by 2016		

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**III. Financial Forms (See following budget forms)**

## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2016 to June 30, 2017

Applicant: Hoa 'Ana O Makaha

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	140,000			
2. Payroll Taxes & Assessments	18,319			
3. Fringe Benefits	21,600			
<b>TOTAL PERSONNEL COST</b>	<b>179,919</b>			
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island				
2. Insurance				5,000
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				17,000
7. Telecommunication				700
8. Utilities				3,000
9. Contract Services	20,500			
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>20,500</b>			<b>25,700</b>
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>	<b>200,419</b>			<b>25,700</b>
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	200,419	Andrew Aoki, Islander Institute 808-927-4583		
(b) Total Federal Funds Requested		Name (Please type or print) Phone		
(c) Total County Funds Requested		[REDACTED]		
(d) Total Private/Other Funds Requested	47,000	Signature of Authorized Official		
<b>TOTAL BUDGET</b>	<b>247,419</b>	Luigi Cicquio, Executive Director [REDACTED]		
		Name and Title (Please type or print)		

## BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2016 to June 30, 2017

Applicant: Hoā 'Aina O Makaha

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Executive Director	1.0 FTE	\$50,000.00	100%% OF TIME	\$63,306.33
Assistant Executive Director	1.0 FTE	\$50,000.00	100%% OF TIME	\$63,306.33
Farm Manager	1.0 FTE	\$40,000.00	100% OF TIME	\$53,306.33
Contract Services	0.25 PTE	\$20,500.00	25%% OF TIME	\$20,500.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				<b>200,418.99</b>
<b>JUSTIFICATION/COMMENTS:</b>				

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2016 to June 30, 2017

Applicant:   Hoa 'Aina O Makaha  

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
Form Not Applicable			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS:</b>				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
Form Not Applicable			\$ -	
			\$ -	
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS:</b>				

## BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2016 to June 30, 2017

Applicant:   Hoa 'Aina O Makaha  

Form Not Applicable

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: 2014-2015	FY: 2015-2016	FY:2016-2017	FY:2016-2017	FY:2017-2018	FY:2018-2019
PLANS						
LAND ACQUISITION						
DESIGN	Form	Not	Applicable			
CONSTRUCTION						
EQUIPMENT						
<b>TOTAL:</b>						
<b>JUSTIFICATION/COMMENTS:</b>						

**GOVERNMENT CONTRACTS AND / OR GRANTS**

Applicant: Hoa 'Aina O Makaha

FORM NOT APPLICABLE

Contracts Total:

	<b>CONTRACT DESCRIPTION</b>	<b>EFFECTIVE DATES</b>	<b>AGENCY</b>	<b>GOVERNMENT ENTITY</b> (U.S. / State / Haw / Hon / Kau / Mau)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11	FORM NOT APPLICABLE			
12				
13				
14				
15				
16				
17		FORM NOT APPLICABLE		
18				
19				
20				
21				
22				FORM NOT APPLI
23				
24				
25				
26				



**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.

Hoa 'Aina O Makaha  
(Typed Name of Individual or Organization)

 \_\_\_\_\_  
(Signature) (Date) 1/15/16

Luigi Cocquio, Executive Director \_\_\_\_\_  
(Typed Name) (Title)

Applicant: Hoa 'Aina O Makaha

2. Anticipated Quarterly Funding Requests

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$50,104.75	\$50,104.75	\$50,104.75	\$50,104.75	\$200,419.00

3. List of Other Sources of Funding for FY 2017

Name of Fund	Use of Fund	Projected Amount
Catholic Campaign for Human Development	Organizing Leeward Catholic Vicariate for Community Gardens and Economic Development	\$50,000 to \$75,000
HMSA Foundation	Expanding Nutrition Education and Home Gardens in Leeward Area	\$100,000 over 5 years
Alexander & Baldwin Foundation	Afterschool Program	\$10,000
Castle & Cooke Foundation	Agricultural Education	\$10,000

Other foundations are currently being researched.

4. Not applicable

5. Not applicable

6. See attached

**Hoa 'Aina O Makaha**  
**Balance Sheet Standard**  
**As of December 31, 2015**

	Dec 31, 15
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Bank of Hawaii	
Refund	94 23
Bank of Hawaii - Other	307,036 48
Total Bank of Hawaii	307,130 71
Total Checking/Savings	307,130 71
Total Current Assets	307,130 71
<b>TOTAL ASSETS</b>	307,130 71
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
3900 — Fund Balance	277,182 94
Net Income	29,947 77
Total Equity	307,130 71
<b>TOTAL LIABILITIES &amp; EQUITY</b>	307,130 71

#### IV. Experience and Capability

##### A. Necessary Skills and Experiences

Hoa 'Aina O Makaha has steadily developed administrative, financial management skills and programmatic skills over its 36 year history. Its primary program, Na Keiki O Ka Aina, is a successful land based education and cultural program. The organization has demonstrated its success in building and maintaining significant relationships with funders, community partners, and participants.

Hoa 'Aina O Makaha (HAOM) has sustained a successful relationship with Makaha Elementary since 1987 through the **Na Keiki O Ka Aina** program educating about 650 children each year from kindergarten to six grade as well as their 115 parents per year. The school now assigns a full time teacher to coordinate and educate classes on the farm.

In addition to the Na Keiki O Ka Aina program, HAOM administered and implemented state purchase of service contracts from the Hawaii Department of Health Alcohol and Drug Abuse Division (ADAD) between 1989 and 2013 to increase protective factors and decrease risk factors for substance abuse.

HAOM recently implemented its **Ke Ala Learning Center Program** that reaches out to other Waianae Coast schools. The program provides opportunities to learn about plants and animals, renewable energy, and Hawaiian culture and traditional practices. This program hosts an average of 1,000+ pre-K to grade six students and about 40 teachers per year.

For the last four years, HAOM has implemented two programs, **Program for Afterschool Literacy Support (PALS)** and **Placed - based Learning And Community Engagement in Schools (PLACES)**, in partnership with the University of Hawaii. PALS and PLACES are funded by federal grants from the Native Hawaiian Education Program (NHEP). PALS serves Makaha Elementary School assisting students with homework and providing other activities. PLACE serves Waianae Elementary School students who come to the farm during the school day to actively engage with their community and develop habits of social activism and environmental stewardship.

HAOM also relates with two alliances, **Hau'oli Mau Loa** and the **Waianae Place-Based Wellness Alliance**. Hau'oli Mau Loa Foundation provides core operating funding and organizational capacity support to HAOM to expand opportunities for children to build hope and a positive future. The Waianae Place-Based Wellness Alliance assists its members to plan, implement, and evaluate coordinated action to provide a continuum of learning for children, youth, adults, families and seniors.

Applicant: Hoa 'Aina O Makaha

The Alliance is presently moving forward with plans for collaborative programs, including a pilot field school for high school and college students and a series of workshops for Waianae DOE teachers that will demonstrate the values, methods and benefits of community-based, place-based learning.

HAOM provides an additional service to the community in the **Container Gardens Program**. Participating families learn how to plant and care for portable gardens to grow healthy food. They also learn how to make organic pesticides, vermiculture, and build aquaponic systems. All of these activities promote access and use of healthy produce and protein sources.

HAOM's Volunteer Coordinator schedules 3<sup>rd</sup> Saturday work days for parents and volunteers on the farm. This activity maintains relationships with families and individuals in the Waianae and greater community. It also provides opportunities for more learning and acquiring available compost and supplies.

## **B. Facilities**

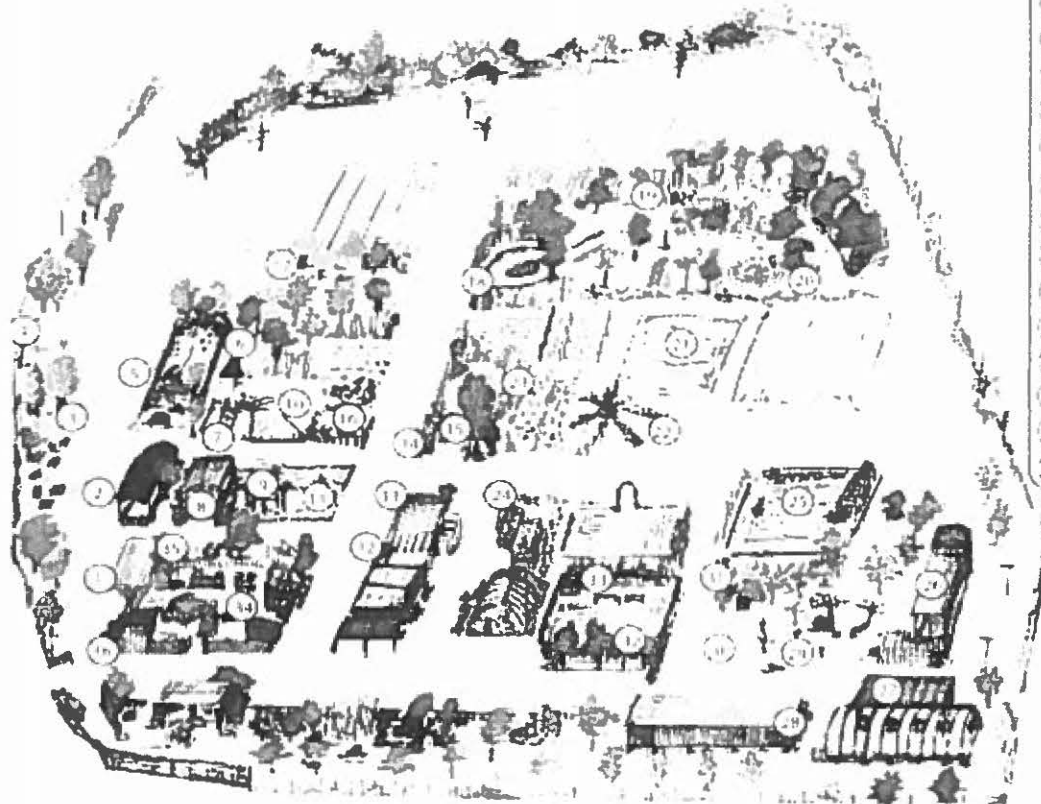
The core facilities at the entrance of the five acre property are: Luigi and Judy Cocquio's residence that serves to safe guard the farm and programmatic facilities; animal enclosures and shelters; aquatic demonstration area; supply building; community building containing classroom space, kitchen, office; a free-standing lavatory; free standing kitchen/dining/meeting area; and a storage Quonset hut. The entrance has a driveway and parking parallel to the buildings located north of it except for the community building and kitchen/dining/meeting area which are southeast of those facilities. The lavatories, dining hall and storage Quonset lie to the east of the community building.

The farm and cultural structures/exhibits lie north of the buildings. Improvements to the buildings have been gradually achieved, but await further renovations. The septic system has been brought up to code. Part of the GIA request is to activate a plan to: set aside funding for future improvements, to secure a project manager to facilitate an ongoing permitting and mitigation plan, and to continue efforts to secure lease extensions, prepare for a business incubation program, and provide better facilities for present programs and an expanded clientele.

**Map of Farm Lot ( See Attached Map)**



## Ho'a 'Aina O Makaha Farm Map

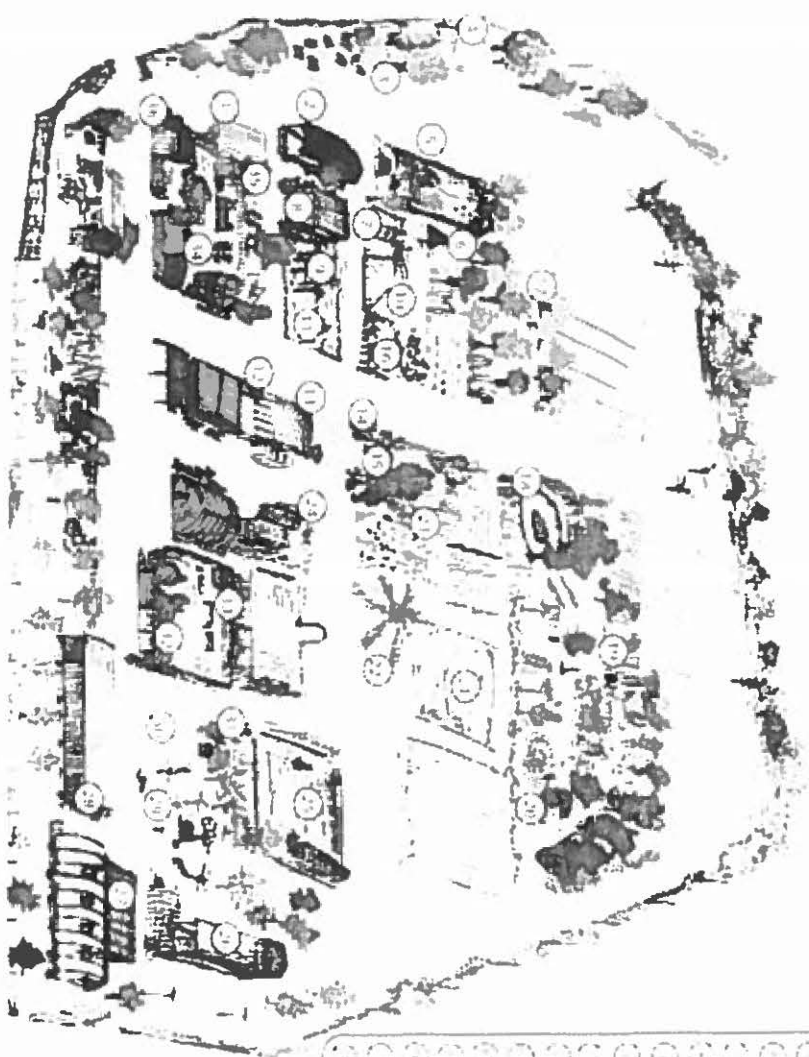


- |                      |                      |
|----------------------|----------------------|
| 1. Main House        | 17. Kitchen Garden   |
| 2. Barn              | 18. P. M. Office     |
| 3. Farm Office       | 19. P. M. Office     |
| 4. Gate              | 20. Pond             |
| 5. Pasture           | 21. Tapa Hut         |
| 6. Zoo Area          | 22. Nursery          |
| 7. Main House        | 23. Vegetable Garden |
| 8. Garden            | 24. P. M. Office     |
| 9. Native Plants     | 25. P. M. Office     |
| 10. P. M. Office     | 26. Pond             |
| 11. Pasture          | 27. Tapa Hut         |
| 12. Barn             | 28. Pasture          |
| 13. P. M. Office     | 29. Kitchen Garden   |
| 14. P. M. Office     | 30. Pasture          |
| 15. P. M. Office     |                      |
| 16. P. M. Office     |                      |
| 17. Kitchen Garden   |                      |
| 18. P. M. Office     |                      |
| 19. P. M. Office     |                      |
| 20. Pond             |                      |
| 21. Tapa Hut         |                      |
| 22. Nursery          |                      |
| 23. Vegetable Garden |                      |
| 24. P. M. Office     |                      |
| 25. P. M. Office     |                      |
| 26. Pond             |                      |
| 27. Tapa Hut         |                      |
| 28. Pasture          |                      |
| 29. Kitchen Garden   |                      |
| 30. Pasture          |                      |

<http://www.hoainaomakaha.org>  
 Phone: 808-674-7874



# Ho'a Aina O Makaha Farm Map



- |                        |                        |                        |                        |
|------------------------|------------------------|------------------------|------------------------|
| 1. Ho'a Aina O Makaha  | 11. Ho'a Aina O Makaha | 21. Ho'a Aina O Makaha | 31. Ho'a Aina O Makaha |
| 2. Ho'a Aina O Makaha  | 12. Ho'a Aina O Makaha | 22. Ho'a Aina O Makaha | 32. Ho'a Aina O Makaha |
| 3. Ho'a Aina O Makaha  | 13. Ho'a Aina O Makaha | 23. Ho'a Aina O Makaha | 33. Ho'a Aina O Makaha |
| 4. Ho'a Aina O Makaha  | 14. Ho'a Aina O Makaha | 24. Ho'a Aina O Makaha | 34. Ho'a Aina O Makaha |
| 5. Ho'a Aina O Makaha  | 15. Ho'a Aina O Makaha | 25. Ho'a Aina O Makaha | 35. Ho'a Aina O Makaha |
| 6. Ho'a Aina O Makaha  | 16. Ho'a Aina O Makaha | 26. Ho'a Aina O Makaha | 36. Ho'a Aina O Makaha |
| 7. Ho'a Aina O Makaha  | 17. Ho'a Aina O Makaha | 27. Ho'a Aina O Makaha | 37. Ho'a Aina O Makaha |
| 8. Ho'a Aina O Makaha  | 18. Ho'a Aina O Makaha | 28. Ho'a Aina O Makaha | 38. Ho'a Aina O Makaha |
| 9. Ho'a Aina O Makaha  | 19. Ho'a Aina O Makaha | 29. Ho'a Aina O Makaha | 39. Ho'a Aina O Makaha |
| 10. Ho'a Aina O Makaha | 20. Ho'a Aina O Makaha | 30. Ho'a Aina O Makaha |                        |



**V. Personnel: Project Organization and Staffing**

**Requested Support for Core Personnel for Resource Center**

Executive Team	Qualifications	Task
<p><b>Executive Director 1.0 FTE</b>   <b>\$50,000.00/Yr.</b>  <b>Plus 30% benefits</b></p>	<p>1. 5+ Years of Administrative experience                  2. Organizing skills                  3. Knowledge &amp; experience in farming and Hawaiian culture</p>	<p>1. Reaching out to community partners and maintaining relationships                  2. Directs &amp; supervises Farm manager &amp; staff.                  3. Assists with educational programs.                  4. Provides for the day to day needs of farm manager &amp; staff.</p>
<p><b>Farm Manager 1.0 FTE</b>   <b>\$40,000.00/Yr.</b>  <b>Plus 30% benefits</b></p>	<p>1. Knowledge and experience in sustainable farming                  2. Ability to teach farming skills                  3. Ability to organize and direct daily work on the farm.</p>	<p>1. Works with DOE assigned teacher on class instructions in the field.                  2. Orders equipment and supplies for the farm.                  3. Instructs staff/participants and oversees farm projects.                  4. Oversees the maintenance of equipment &amp; tools, supply storage, animal and aqua areas.                  5. Assists in teaching classes.</p>
<p><b>New Position</b>   <b>Assistant Executive Director/Business Manager</b>   <b>1.0 FTE</b>  <b>\$50,000/Yr.</b></p>	<p>1. Masters Degree in business administration or related field or 5 yrs of relevant experience.                  2. Knowledge of program design, implementation &amp; evaluation.                  3. Ability to</p>	<p>1. Manage &amp; support programs &amp; administrative operations.                  2. Plans and evaluates implementation of strategic plan, business plan, action plans &amp; all other plans.                  3. Manages development plan.                  4. Assists in administration of all</p>

<p>Assistant Executive Director/Business Manager</p>	<p>articulate community needs &amp; desires into programs.</p> <p>4. Marked ability to create &amp; implement HAOM's development plan including solicitation of support from governmental, foundation, corporate &amp; individual donors.</p> <p>5. Experience &amp; practical &amp; knowledge of methods of budget preparation &amp; justification, fiscal management, basic principles of property &amp; supply, accounting control, &amp; principles of personnel administration &amp; organizational management.</p> <p>6. Demonstrated ability to interpret laws, rules, &amp; regulations; secure &amp; analyze facts &amp; make administrative decisions; develop &amp; define</p>	<p>internal operating policies &amp; procedures.</p> <p>5. Works with management staff &amp; board to develop &amp; maintain the overall financial operation.</p> <p>6. Develops &amp; assists in marketing &amp; dissemination of all external communications.</p> <p>7. Manages a system of communications to all staff, volunteers, board and others related to programs.</p> <p>8. Provides staff support to boards and committees.</p> <p>9. Ensures compliance with appropriate and applicable federal and state guidelines and rules.</p> <p>10. Maintains contact &amp; relationships with governmental agencies, legislators, and other organizations to ensure awareness of HAOM's programs.</p> <p>11. Develops &amp; implements plans for facilities and the land. Sees to their maintenance.</p>
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<p>Assistant Executive Director/Business Manager</p>	<p>work programs &amp; procedures; maintain cooperative working relationships with board &amp; staff; analyze financial statements &amp; reports; &amp; prepare clear &amp; concise reports,</p> <p>7. Ability to work under pressure &amp; possess a sense of humor.</p> <p>8. Ability to work in a collaborative leadership environment including patience, humility, sense of responsibility, &amp; other characteristics required to make it work.</p>	
<p>Total Benefit Package Medical Insurance FICA/TDI/SUI/WC</p>	<p>21,600.00 15,571</p>	<p>Subtotal Package 156,171</p>

Contract Services

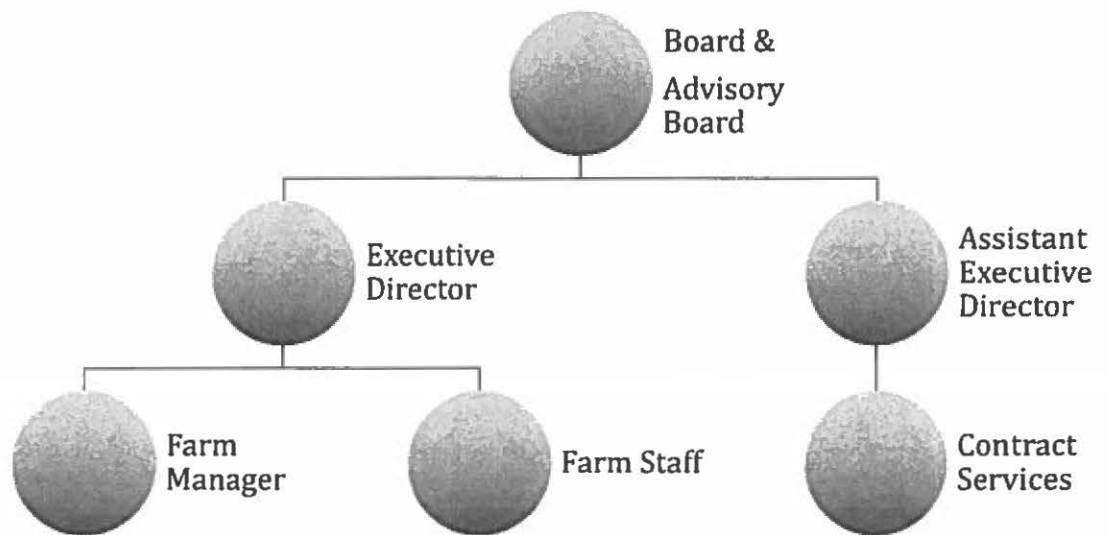
<p>Accounting .20 PTE \$4,000</p>	<ol style="list-style-type: none"> <li>1. Has at least 2 years of book keeping experience or accounting experience.</li> <li>2. Able to keep records and files organized for easy access.</li> <li>3. Able to generate fiscal reports.</li> </ol>	<ol style="list-style-type: none"> <li>1. Accounts for all grants, funds, and donation&amp; expenses.</li> <li>2. Generates fiscal reports for administrative staff, boards and grantors.</li> <li>3. Keeps records of purchase orders and receipts in order.</li> <li>4. Keeps files in good order.</li> </ol>
<p>Service Coordinator .25 PTE \$12,000</p>	<ol style="list-style-type: none"> <li>1. Has at least 2 years experience scheduling events and coordinating hospitality.</li> <li>2. Able to work with varying personalities</li> </ol>	<ol style="list-style-type: none"> <li>1. Works with other program directors to plan hospitality support.</li> <li>2. Recruits volunteers to assist in hospitality tasks.</li> <li>3. Oversees set up and clean up of food service.</li> <li>4. Orders food and supplies for hospitality.</li> <li>5. Recruits and trains volunteer docents and tour guides.</li> </ol>
<p>Grantwriter .20 PTE \$4,000</p>	<ol style="list-style-type: none"> <li>1. 5-10 Years of Experience in grantwriting</li> <li>2. Research possibilities of funding and make necessary contacts.</li> <li>3. Able to meet application deadlines.</li> </ol>	<ol style="list-style-type: none"> <li>1. Writes application narratives according to Finance Committee needs.</li> <li>2. Consults with EA &amp; Finance Committee about specified needs and budget to be inserted.</li> <li>3. Prepares &amp; delivers</li> </ol>

		4. application package with needed attachments
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Applicant: Hoa 'Aina O Makaha

**B. Organization Chart**

**1. Administrative Team**

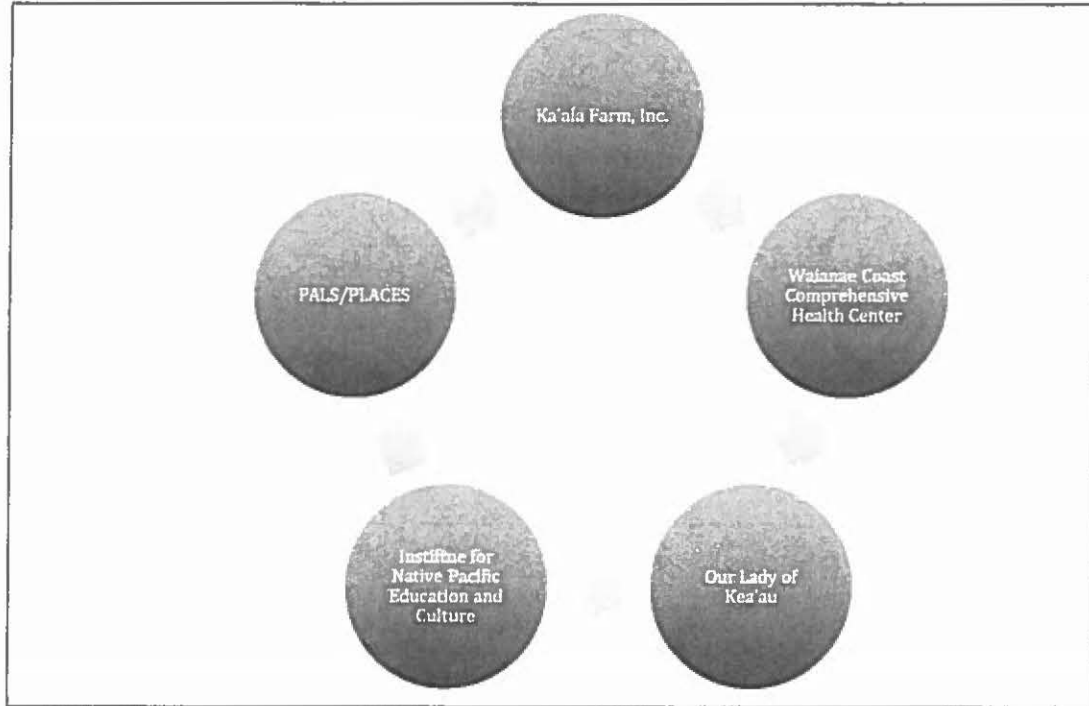


**2. Farm Staff**

Existing staff not including partners

- a. Na Keiki O Ka Aina Program – DOE Teacher
- b. Ke'ala Coordinator
- c. Volunteer Coordinator/InPeace staff
- d. Hawaiian Culture Specialist

Partners



VI. Other

- A. **Litigation:** HAOM has no history of litigation or pending litigation.
- B. **Licensure:** The Na Keiki O Ka 'Aina teacher is directly under the Department of Education who certifies this teacher and pays her directly. All partners see to the proper certifications needed in education and health projects.
- C. **Federal & County Grants:** HAOM received no federal or county grants. All its funding were from private foundations and individual/group donors since July 1, 2014.

Applicant: Hoa 'Aina O Makaha

- D. **Private Educational Institutions:** No GIA funding will be used to support a sectarian institution or non-sectarian private educational institution.

**Applicant: Hoa 'Aina O Makaha**

**E. Future Sustainability Plan**

Partners under contract will have their own funding for participating staff. The core administrative team and staff belonging directly under HAOM including

operational costs will be sustained by solicitations of grants, individual donations, fund raising events and corporate funding. The operating budget will be slimmed down and all fore mentioned funding sources will be sought according to a calendared strategy drawn up by the Finance Committee and Ass't Executive Director.

**F. Certificate of Good Standing As An Organization (See Attached)**





**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:** HOA'AINA 'O MAKAHA \*

**DBA/Trade Name:** HOA'AINA 'O MAKAHA \*

**Issue Date:** 01/11/2016

**Status:** Compliant

Hawaii Tax#: [REDACTED]  
 FEIN/SSN#: [REDACTED]  
 UI#: No record  
 DCCA FILE#: 79381

**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