

House District 51
Senate District 25

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: **Hui Mālama O Ke Kai Foundation**

Dbas: Hui Mālama O Ke Kai, HMKF, HMK

Street Address: 41-477 Hihimanu Street, Waimānalo, HI 96795

Mailing Address: same as above

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name KATHY MORRIS

Title Executive Director

Phone # 808-258-6717

Fax # 808-259-2062

E-mail kathy@huimalamaokekai.org

3. TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

The Hui Mālama O Ke Kai (HMK) Programs are a vital, evolving, seamlessly integrated system of culturally grounded after-school youth development, higher education/internship and family strengthening programs. *The Hui Mālama O Ke Kai Foundation (HMKF)* is a grassroots, community-based, non-profit organization created to sustain the Hui Mālama O Ke Kai (HMK) programs. The mission of the HMK programs is cultivating pride and leadership by living Hawaiian values. HMKF's vision is "Waimānalo, a Model for the World".

4. FEDERAL TAX ID #:

5. STATE TAX ID #:

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2017: \$ 239,940

8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

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

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

STATE \$0
FEDERAL \$0
COUNTY \$0
PRIVATE/OTHER \$100,000

NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

KATHY MORRIS, EXECUTIVE DIRECTOR
NAME & TITLE

1/22/16
DATE SIGNED



Application for Grants

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

I. Background and Summary

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

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

The Hui Mālama O Ke Kai Foundation (a.k.a. HMK, HMKF and Hui Mālama) was created in 1998 by Waimānalo community members concerned about keiki being without supervision in the after-school hours and the need for positive extracurricular activities and ocean safety skills. Today, HMK has evolved into a thriving community-based non-profit organization (incorporated in 2002, 501c3 status received in 2004) that provides research-driven youth development and family strengthening services using cultural methodology and traditional educational enrichment models to confront the well-documented socio-emotional, achievement and health-quality needs of Native Hawaiians. Through partnerships including private, state and federal funding, HMK has grown for over a decade and a half into an integrated, evolving system of culturally grounded after-school youth, family and community development programs. Now vital to the wellbeing of the Waimānalo community, HMK programs harness natural and cultural assets to address current needs and assist the community in meeting and expanding its potential.

2. *The goals and objectives related to the request:*

The goals and objectives related to this request specifically support enriched, expanded and sustainable after-school and evening/weekend programming for the children and families of Waimānalo. HMK's mission, vision, strategic sustainability plans and specific programmatic goals were recently collaboratively reassessed, updated and recommitted-to by key organizational stakeholders. With the HMK five-year strategic plan in-place and a culturally grounded site growth plan (including economic development projects) nearing completion, HMK is one step closer to sustaining, long-term, its youth development and family strengthening programming. The specific goals of the HMK Keiki & 'Ōpio Culture-based After-school Program, the HMK Alaka'i Higher Education and Internship Program and the HMK 'Ohana Family Strengthening Program are to: 1) strengthen personal development, 2) improve health through the promotion of physical fitness and nutrition, 3) support academic development and 4) support career readiness. This unique system of programming will also accomplish the *HMK nu'ukia (mission) of "E*

ho‘omāhuahua i ka ha‘aheo a me ke alaka‘ina ma o ka loina Hawai‘i” (cultivating pride and leadership by living Hawaiian values) and eventual attainment of the HMK ala nu‘ukia (vision) of “O Waimānalo, he kumu alaka‘i no ke ao” (Waimānalo, a model for the world).

3, 4 & 5. *The public purpose/need to be served, target population and geographic coverage:*

Target Population and Geographic Coverage. HMK programming maintains its original base in the Native Hawaiian community of Waimānalo, O‘ahu and currently provides over twenty-five hours of culturally grounded after-school youth development and family strengthening services, five to six days each week, at no cost to participating families. It is anticipated that in the 2016-2017 program year well over one hundred (100) of Waimānalo’s children and families will receive intensive HMK after-school youth development and family strengthening programming. Up to fifty (50) primarily Native Hawaiian, “at-risk/at-promise” 5th and 6th grade students from Blanche Pope and Waimānalo Elementary schools, two of the most “high need” schools in the state, will be enrolled in the foundation-building HMK Keiki Program. Thirty (30) Keiki Program alumni who are students in 7th to 12th grades will be eligible to enroll in the HMK ‘Ōpio Leadership Program for continued, intensive and individualized after-school activities. Additionally, an estimated five (5) post-graduate (ages 18-24) HMK alumni will be identified and enrolled in the HMK Alaka‘i Higher Education and Internship Program. Finally, HMK Keiki, ‘Ōpio, Alaka‘i and Pilina (community) families will be able to participate in multiple HMK ‘Ohana Family Strengthening/Cultural Community Building classes and projects.

Public Purpose/Need. Waimānalo contains one of the 34 sites in the State of Hawai‘i designated as “Hawaiian Home Lands”, comprising 640 homestead lots and increasing to approximately 980 by 2017 (DHHL). According to the most recent U.S. Census, 68.9% of the population of Waimānalo (9,932) identify themselves as Native Hawaiian or other Pacific Islander, establishing Waimānalo as having the highest ratio of Native Hawaiians on the island of O‘ahu. Cultural and historical conditions present this large population with multiple challenges in areas of academic achievement, economic/employment opportunity, socio-emotional development and issues of health/well-being:

- The unemployment rate for Native Hawaiians is at 12.5%; almost double that of other ethnic groups, and the median household income for Native Hawaiians is significantly lower than that of non-Hawaiian households (U.S. Census Bureau, 2012 ACS).
- Native Hawaiians have the highest percentage of identified risk behaviors over all other ethnicities in the State of Hawai‘i including tobacco use, drug use and alcohol abuse (Hawai‘i Department of Health).
- Nutrition related diseases in Native Hawaiians, which are causally linked to low social, economic and educational measures, are nearly twice that of the national average (King, McNeely, Thorpe, Mau..., 2012).

The most recent U.S. Census findings focusing explicitly on Waimānalo are in line with the above data:

- The percentage of households in Waimānalo whose income fell below the poverty level is double that of the state.
- The percentage of children (ages 4-19) in Waimānalo who are “at risk” is more than twice that of the state figure.
- Child abuse and neglect rates in Waimānalo are nearly twice that of the state average.

Furthermore, the children of Waimānalo are among those with the least resources:

- More than twice as many Waimānalo households receive SNAP benefits as compared to the state average. (U.S. Census)
- The community’s two DOE schools are high-poverty schools: 80% of students receive free/reduced lunches as compared to the state average of 71%. (publicschoolreview.com/school_ov/school_id/22074)

And, as with their state-wide peers, Waimānalo’s children are falling far behind in the pursuit of higher education:

- Only 41.8% of Native Hawaiians obtained a high school diploma as compared to 75% state-wide, and only 21.1% of Native Hawaiians obtained an associate’s or a bachelor’s degree as compared to 42% of all students statewide (OHA).

In these vital programs, HMK students and their extended families develop a sense of self through a sense of place directly connecting cultural identity to self-efficacy, improved health and tangible achievement. The HMK programs address each community need/problem highlighted above, again, at NO COST (besides commitment to learning) to the many vulnerable, low income, Native Hawaiian families served, and HMK is the only fully integrated system of programs in Waimānalo with services designed and suited to address these serious community needs.

II. Service Summary and Outcomes

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

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

As stated above, the HMK programs are designed to address the significant socio-economic, education/achievement and health-quality gaps of Native Hawaiian children and families in Waimānalo through the delivery of culturally grounded after-school programming for youth in the 5th – 12th grades, higher education support and professional internships for young adults ages 18-24 and evening/weekend family strengthening programming for program and community (pilina) families.

After-school Programming

The **HMK Keiki & ‘Ōpio Programs**, led by the Kumu Alaka‘i (Lead Teacher) and supported by the Kumu Kāko‘o Kai/‘Āina (Ocean/Land Support Teacher) and Limahana Kōkua (Program Assistants/Interns), intensively serves up to eighty 5th-12th graders. HMK works directly with the local DOE schools to identify and enroll Waimānalo’s most vulnerable youth. The HMK after-school program follows the DOE calendar and provides culturally grounded ocean and land-based youth development and leadership activities Monday - Friday from the ending of the school day until 6:00pm.

The after-school program day always begins with traditional Hawaiian protocol and is followed by a healthy snack, including a daily fruit/vegetable, as well as a full hour of homework assistance. Students then partake in the Hawaiian values-based learning activity for the day which occurs on-site, within the Waimānalo community or around O‘ahu at-large. The older ‘ōpio students participate in break-out sessions which facilitates their involvement in age-appropriate experiences, community service projects and mentoring opportunities focused on leadership and cultural development, as well as attainment of higher education program/vocational goals.

Monday	Tuesday	Wednesday	Thursday	Friday
2:15 – 3:25 <ul style="list-style-type: none"> • Healthy Snack 1 • Tutoring/ Homework Help 	2:15 – 3:25 <ul style="list-style-type: none"> • Healthy Snack 1 • Tutoring/ Homework Help 	1:15 – 2:25 <ul style="list-style-type: none"> • Healthy Snack 1 • Tutoring/ Homework Help 	2:15 – 3:25 <ul style="list-style-type: none"> • Healthy Snack 1 • Tutoring/ Homework Help 	2:15 – 3:25 <ul style="list-style-type: none"> • Healthy Snack 1 • Tutoring/ Homework Help
3:30 – 6:00 <ul style="list-style-type: none"> • Opening Circle • Hands-on learning activities/break-out groups • Closing Circle • Healthy Snack 2 	3:30 – 6:00 <ul style="list-style-type: none"> • Opening Circle • Ocean-based activities, leaning trips • Closing Circle • Healthy Snack 2 	2:30 – 6:00 <ul style="list-style-type: none"> • Opening Circle • Hands-on learning activities, ocean activities, trips out of Waimānalo • Closing Circle • Healthy Snack 2 	3:30 – 6:00 <ul style="list-style-type: none"> • Opening Circle • Land-based activities, leaning trips • Closing Circle • Healthy Snack 2 	3:30 – 6:00 <ul style="list-style-type: none"> • Opening Circle • Hands-on learning activities/break-out groups • Closing Circle • Healthy Snack2

Family Strengthening & Community Building Programming

The HMK ‘Ohana Program, led by the Luna Kaiāulu (Family and Community Programs Coordinator) connects to Hawaiian families at their na‘au (core) and speaks to them with dignity,

respect and cultural pride through the delivery of monthly evening/weekend activities and on-going family and community building workshops such as papa kālai papa me pōhaku ku‘i ‘ai (traditional poi board and stone carving class) and papahana kālai wa‘a (traditional canoe carving class) as well as monthly site-based activities such as construction of Waimānalo’s first modern-day traditional canoe house (hale wa‘a). HMK’s unique approach to serving children daily and then their extended families in further activities throughout the program year results not only in healthy youth development, but also increases factors such as healthy family bonding and enabling a tight-knit community with strong social safety-net supports.

Additionally, services for college-age after-school program alumni have recently been formalized allowing the HMK Alaka‘i Program to offer higher education/vocational training support simultaneously with paid professional internships within the organization - resulting in a cadre of very high-caliber young employees.

Now blessed with a 44 year lease on 11 acres of land, the development of the HMK site will serve as a cornerstone for increased youth and family programming by integrating Hawaiian traditions with progressive site-based development activities and cultural practices (*please see sample monthly calendar as addenda to this proposal*).

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

In order to achieve the outcomes of personal growth, improved health, academic achievement and college/career readiness through culturally grounded after-school youth development, higher education/internship support and family strengthening programming, the following timelines will be adhered to during the grant period:

HMK Programmatic Timeline (July 1, 2016 - June 30, 2017) Supported by Hawai‘i State Grant-in-Aid Funding):

JULY – Preparation/Planning for Upcoming Program Year; Curriculum Development; Maintenance/Repairs on Equipment, Buildings and Site; Supplies Inventory and Acquisition; Summer Non-work Period.

AUGUST – Staff/Intern Orientation/Trainings; Participant Recruitment; Finalization of Annual Calendar; Individual (one-on-one) Orientation Meetings with Families; Support of Community Strengthening Efforts; Collaborative Meetings with Partners Begin.

SEPTEMBER – Family Meetings Continue; Orientation Dinner Meeting(s) and Camp(s); Continued Staff/Intern Training; Support of Community Strengthening Efforts Continued; Collaboration Meetings Continue (i.e. w/ DOE teachers).

OCTOBER – Start of: Daily After-school Programming, Monthly ‘Ohana Activities; On-going Family Strengthening Workshop Series & Community Building Events.

NOVEMBER to MAY – After-school Programming; ‘Ohana Activities; Family Strengthening Workshops and Community Building Events Continue

JUNE - After-school Programming, ‘Ohana Activities; Workshops and Community Building Events End; Close-out of Program Year (Program Evaluation; Supplies/Equipment Organization and Inventory; Performance Evaluations; Policy Review and Handbook Revisions, etc.).

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

The priority goals driving the implementation of HMK's multi-faceted program curricula (and related objectives) are as follows:

GOAL 1 - STRENGTHEN PERSONAL DEVELOPMENT

- Objective 1.1: At least 70% of active youth participants will demonstrate measurable thriving behaviors (i.e. positive internal and external assets).
- Objective 1.2: At least 70% of active youth participants will exhibit pro-social behaviors demonstrating an understanding and practice of Hawaiian cultural values.

GOAL 2 - IMPROVE HEALTH THROUGH PROMOTION OF PHYSICAL FITNESS & NUTRITION

- Objective 2.1: At least 70% of active youth participants will engage in physical activity for at least two hours per week while in programs and improve personal health, ocean safety and recreation skills.
- Objective 2.2: At least 70% of active youth participants will increase their awareness and adoption of healthy eating habits.

GOAL 3 - SUPPORT ACADEMIC DEVELOPMENT

- Objective 3.1: At least 70% of active youth participants will demonstrate critical thinking and problem solving skills in school.
- Objective 3.2: At least 70% of active youth participants will demonstrate positive academic behaviors (i.e. school attendance, class participation).

GOAL 4 - SUPPORT CAREER READINESS

- Objective 4.1: At least 70% of active older youth participants will increase their career readiness skills.

- Objective 4.2: At least 80% of active youth interns will demonstrate self-direction through a 2.75 or higher GPA and 3.0 or higher performance evaluation score.

Without replicating services/methodologies students are already immersed in throughout the school day, HMK provides high quality enrichment opportunities through a committed focus on strengthening personal development, health, academic performance and career readiness. The HMK programs provide intensive early intervention for youth, deeply involve the family, and create first-job/higher education opportunities for the young adults within community of Waimānalo helping to end inter-generational cycles of low self-esteem, achievement and poor health and enabling skillsets that break socio-economic barriers.

In order to achieve the measureable outcomes stated above, the HMK programs have aligned the following after-school program, family strengthening program and higher-ed/internship program activities with corresponding priority goal(s), creating a comprehensive and feasible action plan.

ACTIVITY SET 1 - Ocean/Outdoor Recreation/Education: swimming, body boarding, surfing, stand up paddling, canoe paddling, canoe sailing, canoe surfing, snorkeling, tide pooling, fishing, work in lo'i (taro patch), work in loko i'a (fish pond), gardening, hiking, gym/field sports/activities in support of GOAL 1 - STRENGTHEN PERSONAL DEVELOPMENT; GOAL 2 - IMPROVE HEALTH THROUGH PROMOTION OF PHYSICAL FITNESS & NUTRITION

ACTIVITY SET 2 - Cultural Activities/Environmental Stewardship: values training, visits to wahi pana (significant cultural and historic sites) and museums, practicing cultural protocol, beach/stream cleanups, invasive species removal, water quality testing, public speaking/presentations, traditional arts & crafts (feather work, weaving, wood work, etc.), traditional performing arts and food preparation, lā'au lapa'au (traditional medicine) in support of GOAL 1 - STRENGTHEN PERSONAL DEVELOPMENT; GOAL 2 - IMPROVE HEALTH THROUGH PROMOTION OF PHYSICAL FITNESS & NUTRITION

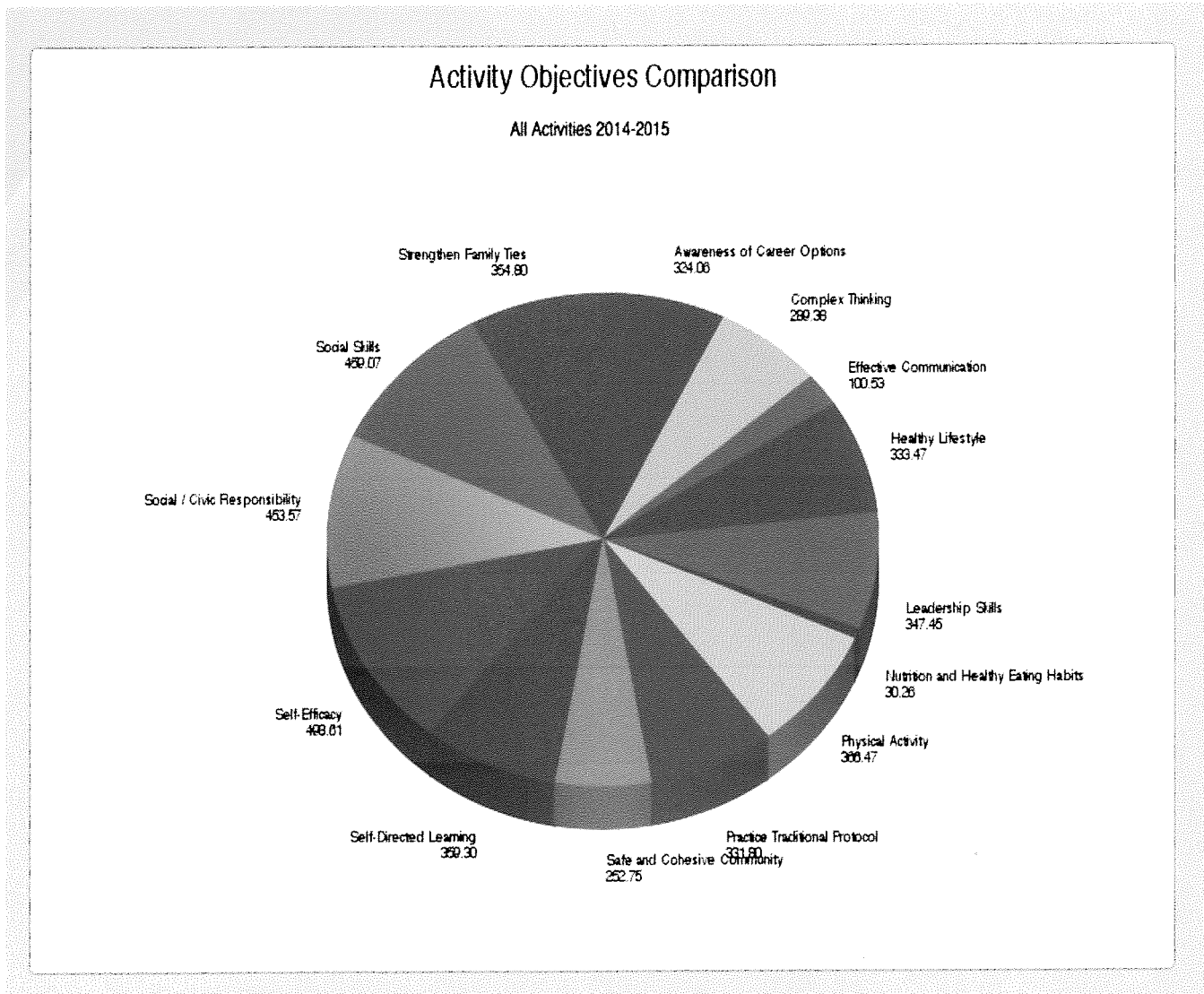
ACTIVITY SET 3 - Community Involvement/Service: youth driven community service projects, involvement in community events (presentations and exhibits), visits to the state capitol and 'Iolani palace, visits to elder housing, public speaking/presentations, service activities with local senior citizen groups, peer mentoring, hula and community event performances in support of GOAL 1 - STRENGTHEN PERSONAL DEVELOPMENT; GOAL 2 - IMPROVE HEALTH THROUGH PROMOTION OF PHYSICAL FITNESS & NUTRITION; GOAL 3 - SUPPORT ACADEMIC DEVELOPMENT; GOAL 4 - SUPPORT CAREER READINESS

ACTIVITY SET 4 - Academic Support/Career Planning: after school homework help, 1:1 academic assistance and tutoring, internships, apprenticeships, independent study projects, attending college fairs, guest speakers and visits with professionals, planning meetings with school staff and parents in support of GOAL 3 - SUPPORT ACADEMIC DEVELOPMENT; GOAL 4 - SUPPORT CAREER READINESS

ACTIVITY SET 5 – Family-Based Activities: health/culture fair, family retreat, orientation camps, monthly ‘ohana activities, adult/child mentoring, nutrition education/healthy snack program, multi-week cultural development workshops, weekend service projects in support of GOAL 1 - STRENGTHEN PERSONAL DEVELOPMENT; GOAL 2 - IMPROVE HEALTH THROUGH PROMOTION OF PHYSICAL FITNESS & NUTRITION

ACTIVITY SET 6 – Alaka’i Internship Activities: Enrollment in higher education program (HEP), professional internship experience, one-on-one mentorship, scholarship/financial aid trainings, independent work projects, entrepreneurial and financial literacy trainings, vocational development, community service in support of GOAL 4 - SUPPORT CAREER READINESS.

PIE GRAPH of 2014-2015 Program Activity Hours and Corresponding Goals and Performance Objectives

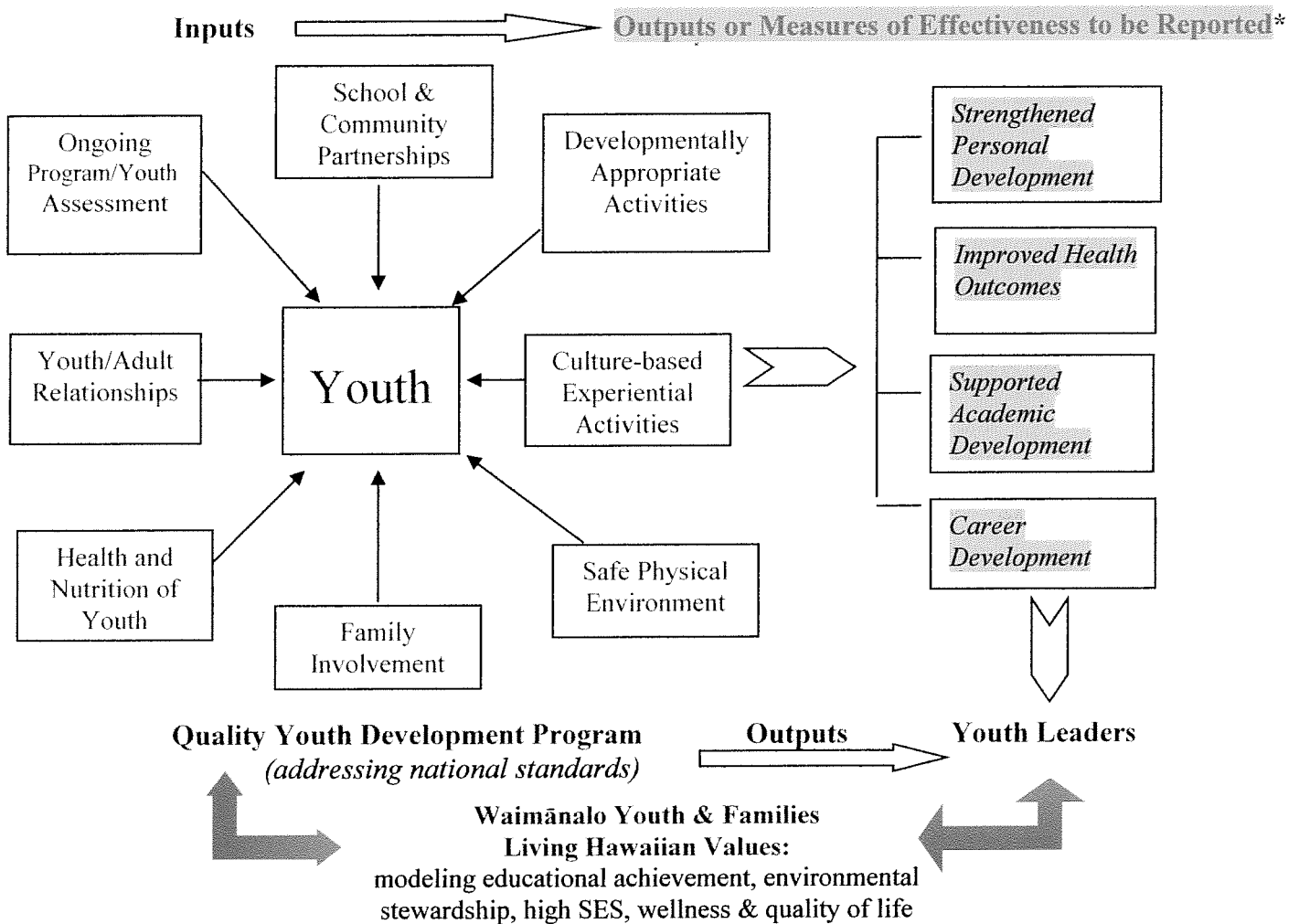


Additionally, the matrix below outlines how the HMK programs utilize timely administration of progressive evaluation tools to collect solid data proving program effectiveness and results:

Instrument	Relevant Data Elements	Brief Description of Tool	When Administered	Goals and Objectives Measured
Tool 1: HMK Hawaiian Values Rubric (HVR)	Formalized tracking and assessment of behavior reflecting cultural values attachment, social values, positive identity	Developed by team of HMK staff, professionals & university-based evaluators to structure student assessment of student behavior and provide quantitative data to demonstrate, verify & triangulate findings, increasing reliability	Twice Yearly in Oct/May as pre and post-test	HMK GOAL 1 Objective 1.1, 1.2
Tool 2: Developmental Assets Profile (DAP)	Assess High Risk to Thriving Behaviors reflecting commitment to learning, positive values, social competencies, positive identity/self-efficacy	Developed by The Search Institute: normed, reliable and validate	Twice Yearly in Oct/May as pre and post-test	HMK GOAL 1 Objective 1.1, 1.2
Tool 3: Hawaiian Cultural Connectedness Survey	Cultural values and attachment, connection to ‘ohana, connection to ‘āina, cultural knowledge and practice, cultural issues engagement (social responsibility)	Developed by Kamehameha Schools; reliable and validated	Twice Yearly in Oct/May as pre-post-test	HMK GOAL 1 Objective 1.1, 1.2
Tool 5: HMK Parent Feedback (Interview/Survey)	Parent feedback on student’s personal development, health outcomes, academic performance and satisfaction with HMK program	Developed by HMK to provide both quantitative and qualitative data from informed stakeholder source used to demonstrate, clarify and/or triangulate findings	Retrospective Pre/Post in May	HMK GOAL 1 Objective 1.1, 1.2 HMK GOAL 2 Objective 2.2 HMK GOAL 3 Objective 3.1 & 3.2 HMK GOAL \$ Objective 4.1
Tool 6: HMK Attendance and Participation Records	Determines dosage of program intervention activities	Developed by HMK to document and measure activity participation levels and validate relative findings	On-going/ Daily	HMK GOAL 2 Objective 2.1
Tool 7: HMK Ocean Competency Assessment	Tracks participant confidence, skill development, physical fitness & exercise participation	Developed by HMKF to provide structured assessment of student performance by certified/professional Lifeguard & staff	Twice Yearly pre/post in Oct/May	HMK GOAL 2 Objective 2.1
Tool 8: HMK Healthy Habits Questionnaire	Student self-reported behavior and knowledge of nutrition & exercise	Developed by HMKF to document, verify and triangulate findings of behavior & attitude change	Twice Yearly pre/post in Oct/May	HMK GOAL 2 Objective 2.2
Tool 9: DOE Report Cards	General learner outcomes (GLO’s 3 & 5): Complex Thinker & Effective Communicator)	External tool developed by HI DOE to track student educational progress according to teacher rating	Analyzed at 3 rd Quarter	HMK GOAL 3 Objective 3.1 & 3.2
Tool 10: HMK DOE Teacher Survey	Teacher feedback on student academic related behaviors (e.g. attention, attendance, academic performance) & HMK student impact	Developed by HMKF as informed, external source (teachers) of student academic performance data to demonstrate, verify & triangulate findings	Retrospective Pre/Post in April	HMK GOAL 3 Objective 3.1 & 3.2 HMK GOAL 4 Objective 4.1
Tool 11: College & Career Assessment	Academic motivation, college and career planning and goal setting	Developed by HMKF to assess student knowledge gain, belief/attitude change	Twice Yearly pre/post in Oct/May	HMK GOAL 4 Objective 4.1 & 4.2

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.*

Logic Model of Hui Mālama O Ke Kai: an abbreviated program model/graphic representation that frames both the implementation and evaluation of HMK.



***Measure of effectiveness to be reported to State Agency: At least 70% of active youth participants will strengthen personal development, improve health outcomes, show supported academic development and show career readiness by the end of the 2016-2017 program year (please refer to chart on preceding pages detailing assessment methods and please refer to 2014-2015 programmatic evaluation results in Section IV.A.).**

III. Financial

Budget

1. *The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.*

Please see attached budget worksheets (2016 GIA Pages 5, 6, 7, & 8) as addenda to this proposal.

2. *The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2017.*

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$59,985	\$59,985	\$59,985	\$59,985	\$239,940

3. *The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2017.*

Please see attached “HMKF 2016-2017 Sources of Funding” as addenda to this proposal.

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.*

- 1) 2012 credit for small employer health insurance premium - \$2,543
- 2) 2013 credit for small employer health insurance premium - \$5,655
- 3) 2014 credit for small employer health insurance premium - \$2,535

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

Please see attached (2016 GIA Page 9) as addenda to this proposal.

6. *The applicant shall provide the balance of its unrestricted current assets as of December 31, 2015.*

Please see attached “HMKF Balance Sheet – 12/31/15” as addenda to this proposal

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.

In 2008 the Hui Mālama O Ke Kai Foundation (HMKF) assumed full responsibility for the Hui Mālama O Ke Kai (HMK) after-school program (then 5th/6th grades only) from the University of Hawai'i (UH). This transition of administration (via a 3-year mentoring partnership with the Partners in Development Foundation) from UH to HMKF further enabled the expansion of services and allowed the community's influence on program design and content with very little additional overall cost. Since this transition, Hui Mālama O Ke Kai has successfully and significantly evolved to meet the community's needs by:

- Increasing overall programs participation by nearly 150% (from 40 students and families/year to over 100).
- Designing and implementing the 'Ōpio Leadership Program in 2008 for 7th-12th graders, the 'Ohana Family Strengthening Program in 2012 and the Alaka'i Higher Ed/Professional Internship Program in 2014.
- Developing and implementing a unique place-based Hawaiian cultural curriculum: Huaka'i Ko'olaupoko.
- Further developing a comprehensive evaluation system that attributed to HMK being 1 of 5 programs selected to participate in a culturally appropriate Native Hawaiian Education Council indicators study.
- Building local capacity by increasing official collaboration and partnership with community and state-wide organizations by over 200%.
- Acquiring an eleven acre program site to develop a community cultural learning center.

In addition, through a comprehensive programmatic evaluation system implemented and overseen by two university-trained external evaluators, final data analysis shows that the HMK programs accomplished the following and met all program outcomes in the 2014-2015 year:

- **90%** of participating students **STRENGTHENED PERSONAL DEVELOPMENT** as evidenced by their improved social skills, developed leadership skills, increased sense of civic/social responsibility and increased self-efficacy.
- **88%** of participating students **IMPROVED HEALTH OUTCOMES** as evidenced by increased physical activity, awareness of nutrition & healthy eating habits.
- **92%** of participating students showed **SUPPORTED ACADEMIC DEVELOPMENT** as evidenced by increased complex thinking ability and ability to be an effective communicator as well as improved overall school attendance and performance.
- **93%** of participating students were **PROVIDED CAREER DEVELOPMENT** as evidenced by increased career awareness options and increased self-directed learning (managing time, setting goals, etc.).

Finally, longitudinal results over years show that on average:

- 95% of HMK 12th grade students graduate from high school and go on to higher education programs, compared with a statewide average of 31%;
- 94% of program participants continually engage in more than 100 hours of academic assistance each year; and
- 89.5% of participants and their families attend multiple cultural and/or community-based family strengthening activities annually at HMK.

These results show HMKF has substantial experience and proven success in the design, development, implementation and management of highly successful after-school youth development and family strengthening programs that consistently meet desired outcomes. HMKF is an organization with far-sighted vision that administers funding responsibly and with significant oversight while providing proven high-quality programming.

Over the last decade, HMKF has successfully managed over 40 separate private, state and federal grants/contracts with an approximate value of 5 million dollars, contracting with highly qualified external bookkeepers and auditors (since 2008) to assure fully transparent accounting practices/compliance with GAAP. Since 2008, HMKF's Human Resources department has also successfully managed approximately 15 employees annually (full and part-time) with the assistance of the award-winning Hawai'i Employers Council. HMKF has an incredibly capable, well-trained and dedicated staff, as well as cohort of consultants and kūpuna who are experts in their fields (i.e. Hawaiian culture, evaluation, finance, traditional architecture, human resources, insurance policies, legal counsel, database development, leadership development/team building, etc.) that are fully committed to our mission and often directly connected to the community of Waimānalo for its betterment.

HMK's Executive Director (Po'o), Kathy Morris, will oversee all organization operations, manage and administer all Hawai'i State GIA funding, meet required timelines in regards to required reporting and oversee/work closely with the organization's highly qualified staff and consultants to ensure effective/timely implementation of projects/programs. In support of HMK's managers and direct-program lead teachers/program coordinators, Ms. Morris will ensure all programmatic outcomes are achieved. Under the careful management of the outstanding HMK direct-program team, which is led by Charnay Kalama-Macomber, General Manager (Luna), and includes but is not limited to the After-school Lead Teacher (Kumu Alaka'i), Ocean/Land Support Teacher (Kumu Kāko'o Kai/'Āina), Family & Community Coordinator (Luna Kaiāulu), Daily Operations Manager/Program Support (Luna Limahana) and interns/program support staff (Limahana Kōkua), the HMK programs will continue to be implemented with excellence, toward improvement/growth and fulfillment of project goals and objectives (*please see staffing structure and qualifications chart in Section V.A. "Proposed Staffing, Staff Qualifications, Supervision and Training"*).

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.

In June of 2014 the Hui Mālama O Ke Kai Foundation acquired an 11 acre site with 7500 square foot facilities in Waimānalo (leased for the next 44 years from the State of Hawai‘i Department of Land and Natural Resources). Having just finished the first stage of renovation/restoration, HMKF now has the infrastructure to develop place-based, culturally grounded, community building/economic development projects that are strategically designed to enrich and sustain core youth and family programming far into the future. The long-term vision looks at ways each phase of the organization’s sustainable site development plan can be implemented with attention to enabling enhanced, extended and solvent programming (*please see Section IV.D. “Future Sustainability Plan” for additional detailed site-based information*).

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.

HMKF’s organizational systems are well developed and successful. As stated above, since 2008 HMKF’s Human Resources department has successfully managed approximately 15 employees annually (full and part-time) with the assistance of Hawai‘i Employers Council providing exceptional employment opportunities in the local community. In order to provide the highest quality services, HMK requires staff that are well educated and experienced upon hire as well as providing quality training opportunities. In addition to monthly staff meetings and regular planning and communication meetings, the following is a summary of staff development trainings, workshops, and in-services provided to program staff since 2008. In order to employ culturally competent and well-prepared youth and family development professionals, these trainings are continuously reinforced and continued professional development is a requirement of employment:

- CPR/ 1st Aid (American Red Cross)
- Behavior Support Plan Training
- Photo Journaling
- Cultural In-Service
- Ocean Safety Scenarios
- Team Building and Communication
- Evaluation Data Presentation: Meaning and Moving Forward
- Pōhakunui Heiau Site Visit (with Cultural Surveys and the State Land Division)

- Staff Retreat (risk management, communication strategies, Hawaiian values, working with at-risk youth)
- Curriculum and Evaluation Workshop (Pacific American Foundation curriculum development specialists)
- Wilderness First Aid (with the Wilderness Medicine Institute of NOLS)
- Strategic Planning & Site Visioning Meetings
- Programmatic Planning Meetings
- Food Safety & OSHA Workshops
- EQ at Work: HEC Mini-workshop
- Staff Orientation Week (risk management, employee handbook, behavior intervention strategies, rational detachment, self-reflection, teaching strategies, policies and procedures, culture—oli, mele, mo‘olelo, nutrition workshop, change management)
- Highscope YPQA On-line Training (process evaluation)
- Waimānalo Family Mini-Conference: culture, behavior management, traditional healing
- Sex Abuse Treatment Center Training for Educators
- PILI Healthy Lifestyle, Anti-bullying and Conscious Discipline Workshops
- Polynesian Voyaging Society: Teacher Training and Immersion Program Orientation

HMK staff also participate in annual performance evaluations, complete self-evaluation rubrics, and conference with their direct supervisors, the General Manager and, when applicable, Executive Director to process results.

As mentioned above, Kathy Morris is the full-time Executive Director (Po‘o) of HMK. Ms. Morris has an exceptional track record of success in developing and directing educational projects including 10 years with HMK, as well as developing and implementing a family literacy system from inception in Oregon. In her career, Ms. Morris has also spent a decade teaching elementary education in Zimbabwe, Micronesia, Indonesia, Singapore and Bosnia & Herzgovina, often serving the children of American diplomats, business people, and the international and local communities.

- KEY PERSONNEL: 100%FTE effort towards project, 25% FTE supported by HI State GIA funding.
- Tasks: The Executive Director (Po‘o) will oversee all project operations, manage and administer all funding, meet timelines in regards to required reporting, and oversee and work closely with project evaluators and the HMK General Manager (Luna) to ensure continued improvements.
- Timeline: The Executive Director’s tasks are completed on an on-going basis.
- Milestones: All programs will be implemented at the highest quality level and will experience continued improvement and growth, all project goals and objectives will be met, all organizational departments will operate beyond reproach and financial systems will be meticulously maintained.

Additionally, the proposed staffing structure for the 2016-2017 HMK program year is as follows:

Responsible Personnel	Project Tasks	Timelines	Milestones
General Manager (Luna): Charnay Kalama-	Tasks: 1) Oversee and ensure implementation of the highest quality HMK programming and assist in the strengthening and expansion of programs. 2) Assist in curriculum and materials development	Timeline: 1) Daily. 2 & 3) On-going. 4) As needed,	-Successful implementation of all project goals and objectives. - Subordinates receive

Responsible Personnel	Project Tasks	Timelines	Milestones
<p>Macomber, BA, Hawaiian First Language Speaker, Kumu Hula and ‘Ike Hawai‘i Specialist KEY PERSONNEL: 100%FTE effort towards project, 50% FTE supported by HI State GIA funding.</p>	<p>and resource coordination. 3) Manage program budgets, resource support, and program evaluation development. 4) Participation in staff hiring and development of job descriptions, etc.; general supervision of staff and direct supervision of Lead Teachers and Program Coordinators; conduct staff performance evaluations and maintain updated personnel files. 5) Compile evaluation data and assist in the preparation of evaluation and monitoring reports. 6) Responsible for orientation, training, and on-going professional development of all staff members and volunteers as well as risk management for programs and workplace safety. 7) Serve as key contact for community partners and attend relevant meetings, managing social media and IT communications interface. 8) Assist in recruitment and retention of student participants and attend meetings and trainings.</p>	<p>daily and annually. 5) Oct/Dec /May and as needed. 6 & 7) On-going and as needed. 8) Annually and on-going.</p>	<p>3.0 or above on annual performance evaluations. - Subordinates assigned tasks within given timeline and reach identified milestones. - Programs’ services are delivered on-time and within budget. - Staff is well-trained, well-informed. - Communication systems amongst staff, parents, and partners are of the highest quality.</p>
<p>Lead Teacher (Kumu Alaka‘i): To Be Hired, Minimum - BA KEY PERSONNEL: 100%FTE effort, 50% FTE supported by HI State GIA funding.</p>	<p>Tasks: 1) Implement the highest quality HMK Keiki & ‘Ōpio Program cultural youth development services. 2) Manage program components and supervise support staff. 3) Collaborate and plan activities with community partners, guest presenters, and state-wide organizations. 4) Assist General Manager in program and resource development. 5) Collect data/complete rubrics for program evaluation, write reports, monitor student progress. 6) Conduct child/parent intake orientations and pre/post interviews, communicate with parents, teachers and counselors. 7) Recruit and retain student participants and attend meetings and trainings. 8) Lead Teacher will also specifically support the Hawaiian Language component of the programs.</p>	<p>Timeline: 1) On-going. 2 & 3) Daily. 4) On-going and as needed. 5) Oct/Dec/ May and as needed. 6) Sept/May and as needed. 7) Annually and on-going. 8) On-going and as needed.</p>	<p>Milestones: - The highest quality of youth program services are implemented. - Smooth operations of daily programming. - All project goals and objectives are met. - Retention rates meet organizational standards. - Program support staff receive 3.0 or above on annual performance evaluations and complete assigned tasks within given timeline/reach identified milestones. - Participants have the opportunity to practice the Hawaiian language.</p>
<p>Ocean/Land Support Teacher (Kumu Kāko‘o Kai/‘Āina): Malek Hurd, BA KEY PERSONNEL: 100%FTE effort, 50% FTE supported by HI State GIA</p>	<p>Tasks: 1) Implement the highest quality HMK Keiki & ‘Ōpio ocean and land-based program components. 2) Manage groups of students independently, focusing on ocean and land-based skill level training and development. 3) Assist in the collaboration and planning of activities with community partners, guest presenters, and state-wide organizations. 4) Assist Lead Teacher in program and resource development. 5) Collect data/complete rubrics for program evaluation, write reports, monitor student progress.</p>	<p>Timeline: 1) On-going. 2 & 3) Daily. 4) On-going and as needed. 5) Oct/Dec/ May and as needed. 6) Sept/May and as needed. 7) Annually and on-going.</p>	<p>Milestones: - The highest quality of ocean and land-based services are implemented. - Smooth operations of daily programming. - Retention rates meet organizational standards. - All project goals and objectives are met.</p>

Responsible Personnel	Project Tasks	Timelines	Milestones
funding.	6) Assist with child/parent intake orientations and pre/post interviews, communicate with parents, teachers, and counselors. 7) Recruit and retain student participants and attend meetings and trainings.		
<u>‘Ohana & Community Programs Coordinator (Luna Kaiāulu): To Be Hired - Minimum BA</u> 100%FTE effort, 50% FTE supported by HI State GIA funding.	Tasks: 1) Work closely with HMK’s Cultural Consultant to develop a comprehensive, multi-year, cyclical family strengthening curriculum. 2) Coordinate and implement family programming. 3) Revitalize and help coordinate the organization’s Hui Makua (<i>parent group</i>). 4) Teach courses/workshops as applicable. 5) Serve as a vital social services and educational resource to HMK families. 6) Serve as the organization’s liaison to the community at-large. 7) Track progress of families within the HMK ‘Ohana Program. 8) Coordinate project activities and events.	Timeline: 1-6) Immediate and on-going. 7) As needed and as applicable. 8) On-going.	Milestones: 1-4, & 8) A strong and vital family programming component and revitalized Hui Makua will continue beyond June 2017. 5 & 6) Family and community needs and responsibilities will be met on an on-going basis. 7) All project goals and objectives will be met.
<u>Daily Operations and Site Manager (Luna Limahana):</u> JoAnn Marks, AA 100%FTE effort, 50% FTE supported by HI State GIA funding.	Tasks: 1) Assist the General Manager in handling the flow of program and site duties. 2) Assist the General Manager with over-all program and site planning. 3) Supervise site maintenance workers including schedules, trainings and performance evaluations. 4) Oversee the procurement of supplies and materials for programs and site. 5) Assist in recruitment and retention of student participants and attend meetings and trainings.	Timeline: 1) Daily. 2) Daily and as needed. 3) Daily. 4) Monthly and Oct/Dec /May. 5) Annually and as needed.	Milestones: - The Daily Operations/Site Manager is prepared and ready to take on the General Manager role, temporarily, if needed on a moment’s notice. - Smooth operations of daily programming and site functions are constant and ensured. - All project goals and objectives are met.
<u>Program Assistant (Limahana Kōkua):</u> Rikki Largo, BA 100%FTE effort, 50% FTE supported by HI State GIA funding.	Tasks: 1) Assist the Kumu Alaka‘i in handling the flow of program duties by providing high-level assistance in the classroom and at program activities. 2) Assist with over-all program planning for youth development after-school programming. 3) Prepare equipment and materials for daily program activities. 4) Assist with data collection/completion of rubrics for the evaluation component, data entry, maintain student records and portfolios. 5) Assist in recruitment and retention of student participants and attend meetings and trainings.	Timeline: 1) Daily. 2) Daily and as needed. 3) Daily. 4) Monthly and Oct/Dec/ May. 5) Annually and as needed.	Milestones: - Program Assistant is prepared and ready to take on the Lead role, temporarily, if needed on a moment’s notice. - Smooth operations of daily programming is constant and ensured. - All project goals and objectives are met.
<u>Alaka‘i Intern (Limahana Kōkua):</u> Kirk Deitschman,	Tasks: 1) Assist the Executive Director is all daily executive operational and management functions. Additionally, 2) Take and input daily attendance into HMKF	Timeline: 1) Daily and on-going. 2) Daily 3) On-going	Milestones: - Executive functions will be excellently supported. - Program participants

Responsible Personnel	Project Tasks	Timelines	Milestones
BA near to completion 50%FTE effort, 50% FTE supported by HI State GIA funding.	database and assist with data collection/completion of rubrics for the evaluation component. 3) Maintain student academic records/communicate with parents and input activity data as related to goals and objectives. 4) Assist at programs including preparation of program materials and equipment. 5) Assist in recruitment and retention of student participants and attend meetings and trainings.	and as needed. 4) Daily. 5) Annually and as needed.	will advance to the next grade level and/or graduate from high-school. - All project goals and objectives are met. - Participants will have the opportunity to learn.
Site Maintenance Workers: James Fearon & Courtney Paulos 25%FTE effort, 12.5% FTE supported by HI State GIA funding.	Tasks: 1) Clean building floors by sweeping, mopping, scrubbing, or vacuuming. 2) Gather and empty trash. 3) Service, clean and supply restrooms. 4) Clean windows, glass partitions and mirrors. 5) Clean furniture, walls, machines and equipment. 6) Clean company vehicles and take them for required maintenance (oil changes, etc.). 7) Mow, weed whack, rake, blow, water trim and clear grounds as needed.	Timeline: 1-7) On-going and as-needed according to schedule set by the Daily Operations/ Site Manager.	Milestones: -HMK site grounds, facilities, vehicles, equipment and furnishings will be well cared for, regularly maintained and neat and clean at all times.
On-call Life Guards: 25%FTE effort, 12.5% FTE supported by HI state GIA funding.	Tasks: 1) Provide ocean safety services for water and beach related activities. 2) Conduct safety briefings with program participants at each activity. 3) Train staff in ocean safety procedures.	Timeline: 1 & 2) Daily at ocean-based activities. 3) As needed throughout program year.	Milestones: - HMK programs will continue their spotless eighteen-year record of no serious injuries or incidents throughout the program year.

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.

Please see attached “HMKF Organizational Chart” as addenda to this proposal.

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.

2015-2016

- 1) Executive Director - \$75,000 annually
- 2) General Manager - \$52,500 annually
- 3) Family & Community Programs Coordinator - \$44,000 annually

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.

HMK has no pending litigation to which it is a party nor is there any outstanding judgement to disclose.

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.

No special qualifications, including but not limited to licensure or accreditation, are relevant to this request. However, for key positions both Hawaiian cultural knowledge and/or teaching experience is required.

C. Private Educational Institutions

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

The grant will not be used to support or benefit a sectarian or non-sectarian private educational institution.

D. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 2016-17 the activity funded by the grant if the grant of this application is:

(1) *Received by the applicant for fiscal year 2016-17, but*

(2) *Not received by the applicant thereafter.*

Every step HMK takes is toward long-term sustainability for its youth and family programs. Hawai'i State GIA funds are being requested to contribute toward that growth in the 2016-2017 program year. HMK's recent land acquisition led to the holding of two very important meetings. In the spring of 2013 and then, again, in the spring of 2014 the organization's key stakeholders came together for a 3-day strategic planning process and then a 2-day site visioning process the following year. These seminal organizational development meetings resulted in the on-going development of Hui Mālama O Ke Kai's Five-year Strategic Plan and Site Vision.

The priority goals of the 2013-2018 Strategic Plan are to: A) Enhance the advancement of youth, ‘ohana, community through relevant curricula and programs; B) Develop a site that incorporates traditional and forward-thinking practices; C) To sustain economic development over the long-term, 2013 and beyond; D) Continue to be an organization of excellence; and E) To develop relationships with partners and enhance collaboration to build community.

The suggested “centrality” of the eleven acre site that came from the Site Visioning process is to develop a “community place” with HMKF as steward; a cultural learning center connecting the past, present, and future; a place to use your hands, develop a practice, learn and develop life-success skills; a place to restore indigenous ecology; a sustainable mini-ahupua‘a system that integrates traditional Hawaiian ways with progressive modern practices.

This vision of building a model, modern-day, working ahupua‘a on the land while maintaining highest-quality programming will require substantial site development including traditional buildings (hale wa‘a - canoe house – currently in progress, halau - communal gathering space), agricultural cultivation projects (kalo/kī‘ulu/niu/kukui), hands-on cultural projects (lo‘i/mala, pā hula, native gardens – currently being developed) and space for expanded youth/family programming as well as cultural/community events. A highlight of the opportunities available for the children/families of HMK is the chance to be deeply involved in both the development of the site and the implementation of a multi-phase economic sustainability/programming development plan incorporating site-based activities into after-school programming, professional internship opportunities and future family-based economic development/community building projects.

Throughout the 2016-2017 program year, once multi-year funding for youth and family programming is secured, executive and board energies will be focused on securing resources to support long-term sustainability via development of two key projects/opportunities:

First, finalization of the organization’s sustainable site development plan focused on infusing HMK’s critical youth/family programming with financial sustainability possibilities and economic development projects. This unique approach of intricately weaving HMK’s youth and family programming into sustainable land development relies on securing capital investment to see these plans to fruition. Hence, secondly, the continued implementation of HMKF’s comprehensive four-part fund development program with cutting-edge technological support (see details below) is critical.

HMKF’s Comprehensive Four-part Fund Development Program & Ideas for Possible Future Revenue Generation:

STRATEGIC FRAMEWORK

- Vision: Waimanalo: A Model for the World
- Mission: Cultivating Pride and Leadership by Living Hawaiian Values
- Values: Aloha, Pono, Pa’ahana

FUND DEVELOPMENT PROGRAM FOCUS/PRIORITY

Enrich, expand and sustain HMK youth and family programming and develop the site accordingly with long term financial sustainability always in mind.

FUNDRAISING PROGRAM SECTORS

- 1) Annual Giving Program (AGP): Support from individual donors through a well-coordinated schedule of appeals/events.
- 2) Special Events: A marketing/PR effort which includes students, families and the community sharing HMK programs and spirit.
- 3) Major Donors, Capital Campaigns: Cultivation is ongoing for grant-writing, large gifts and legislative support.
- 4) Planned Gifts/Bequests/Endowments: The result of the establishment of personal relationships, trust and long term commitment to HMKF's mission and long-term sustainability.

LONG TERM REVENUE/INCOME GENERATION

- 1) Reduction of Administrative Overhead: Creation of a comprehensive volunteer program, investment in appropriate technologies/systems for the site (solar, permaculture, etc.), continued development of progressive database/information collection system, etc.
- 2) Entrepreneurial/Business Ventures: Event hosting, commercial kitchen/equipment sharing, expand current site leasing opportunities, cultivation of raw agricultural products, cultural exchange programs.
- 3) Fee for Service: Non-profit consulting, staff training/curriculum development, software/curriculum/evaluation tool licensing, etc.
- 4) Expansion of Fundraising: Cultivating corporate sponsorships, creating a membership matrix/annual fund.

HMK's key stakeholders have formed work committees (i.e. HMK's economic development task force) and continue to meet regularly in order to review progress, assess challenges and revise planning assumptions related to real-life circumstances. HMK's holistic approach to program quality, organizational distinction and long-term sustainability focuses on deeply involving the children, families and community we serve in four key priority areas: Cultural (sense of self/self-efficacy), Social (developing skills/competency), Environmental (sustainability practices and native tradition/agricultural projects) and Financial (literacy/entrepreneurship/jobs). We believe this exceptional approach will result, with time and investment, in a model Hawaiian values-based social enterprise arm of the organization that will help sustain HMK's long-term programmatic and organizational excellence, and create a model program site for the future.

E. Certificate of Good Standing (If the Applicant is an Organization)

If the applicant is an organization, the applicant shall submit one (1) copy of a certificate of good standing from the Director of the DCCA that is dated no earlier than December 1, 2015.

Please see attached "HMKF Certificate of Good Standing" as addenda to this proposal.

Nowemapa 2015

ALOHA HA'AHAA HUKOKIPA HO'IHI

November Program Calendar

Lāpule	Pōiaikāi	Pōpōia	Pāpākolu	Pāpāhā	Pōpōhina	Pō'aono
ALOHA	1	2	3	4	5	6
	Making Ko'i HMK (kāma'a & long pants)	Hoe Wa'a Kaiona (lole 'au'au & kāwele)	Wa'a Wednesday HMK (kāma'a) Papahana Kālai Wa'a 6-8pm @ HMK	'Au'au Paipu Hanu Kaupō (lole 'au'au & kāwele)	Intro to Makahiki	
HO'OKIPA	8	9	10	11	12	13
	Lo'i Kalo (No HW Hour) Kapalai Farms (lole 'au'au & kāwele)	He'e Nalu Kaupō (lole 'au'au & kāwele)	Veterans Day (No Program)	Ho'okele w/Junior Coleman (No HW Hour) Kaiona (lole 'au'au & kāwele)	Pā'ani Makahiki	
HŌ'IHI	15	16	17	18	19	20
	1) Food Distribution 2) 'Ōpio Papahana Kahakai	SUP Kaiona (lole 'au'au & kāwele) <small>lulu i loko o ka hui 6-7:30pm</small>	Wa'a Wednesday HMK (kāma'a) Papahana Kālai Wa'a 6-8pm @ HMK	HMK Open House (Parents welcome-- flier to be sent home)	Pā'ani Makahiki	
HA'AHAA	22	23	24	25	26	27
	1. X-Mas Parade Prep @ HMK 2. 'Ōpio Papahana Kahakai @ TBA (lole 'au'au & kāwele)	Body Boarding Waimānalo Bay (lole 'au'au & kāwele)	'Ai Pono & X- Mas Prep HMK	Hau'oli Lā Ho'omaika'i Happy Thanksgiving (No Program)	No Program	
	29	30				28
	X-Mas Parade Prep HMK					MAKAHIKI at Waimānalo Beach Park 8am-3pm

Hui Mālama O Ke Kai

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2016 to June 30, 2017

Applicant: Hui Mālama O Ke Kai Foundation

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
A. PERSONNEL COST				
1. Salaries	186,000	145,000	98,579	17,421
2. Payroll Taxes & Assessments	22,320	17,400	10,844	2,091
3. Fringe Benefits	31,620	24,650	13,792	2,962
TOTAL PERSONNEL COST	239,940	187,050	123,215	22,474
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	0	0	0	0
2. Insurance	0	25,000	0	10,000
3. Lease/Rental of Equipment	0	3,500	0	0
4. Lease/Rental of Space	0	0	0	0
5. Staff Training	0	2,500	0	1,500
6. Supplies	0	8,000	0	12,000
7. Telecommunication	0	3,000	0	3,000
8. Utilities	0	6,000	0	5,000
9. Administrative Costs	0	12,900	0	35,000
10. Student Transportation	0	8,000	0	0
11. Student Activity Fees	0	4,000	0	0
12. Contractual Services	0	15,000	0	15,000
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES		87,900		81,500
C. EQUIPMENT PURCHASES	0	0	0	0
D. MOTOR VEHICLE PURCHASES	0	0	0	0
E. CAPITAL	0	0	0	0
TOTAL (A+B+C+D+E)	239,940	274,950	123,215	103,974
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	239,940	<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p><i>KATHY MORRIS</i></p> <p>[REDACTED]</p> <p><i>KATHY MORRIS, EXECUTIVE DIRECTOR</i></p> </div> <div style="width: 35%;"> <p>808-258-6717</p> <p>Phone</p> <p>1/22/16</p> <p>Date</p> </div> </div>		
(b) Total Federal Funds Requested	274,950			
(c) Total County Funds Requested	123,215			
(d) Total Private/Other Funds Requested	103,974			
TOTAL BUDGET	742,079	Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2016 to June 30, 2017

Applicant: Hui Mālama O Ke Kai Foundation

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Executive Director	1FTE	\$80,000.00	25.00%	\$ 20,000.00
General Manager	1FTE	\$60,000.00	50.00%	\$ 30,000.00
Lead Teacher	1FTE	\$50,000.00	50.00%	\$ 25,000.00
Ocean/Land Support Teacher	1FTE	\$40,000.00	50.00%	\$ 20,000.00
Family & Community Programs Coordinator	1FTE	\$50,000.00	50.00%	\$ 25,000.00
Daily Operations/Site Manager	1FTE	\$45,000.00	50.00%	\$ 22,500.00
Program Assistant	1FTE	\$30,000.00	50.00%	\$ 15,000.00
Program Alum Intern	.50FTE	\$15,000.00	100.00%	\$ 15,000.00
Site Maintenance Workers	.25FTE	\$15,000.00	50.00%	\$ 7,500.00
On-call Lifeguards	.25FTE	\$12,000.00	50.00%	\$ 6,000.00
TOTAL:				186,000.00

JUSTIFICATION/COMMENTS:

GIA funds will be used to partially support six key positions and several support positions within HMK's 2016-2017 after-school youth development and family strengthening program:

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2016 to June 30, 2017

Applicant: Hui Mālama O Ke Kai Foundation

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Not applicable.		\$ -	-	
		\$ -	-	
		\$ -	-	
		\$ -	-	
		\$ -	-	
TOTAL:				
JUSTIFICATION/COMMENTS:				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
Not applicable.		\$ -	-	
		\$ -	-	
		\$ -	-	
		\$ -	-	
		\$ -	-	
TOTAL:				
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2016 to June 30, 2017

Applicant: Hui Mālama O Ke Kai Foundation

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: 2014-2015	FY: 2015-2016			FY: 2016-2017	FY: 2017-2018
PLANS			n/a			
LAND ACQUISITION			n/a			
DESIGN			n/a			
CONSTRUCTION			n/a			
EQUIPMENT			n/a			
TOTAL:			n/a			
JUSTIFICATION/COMMENTS:						
Not Applicable.						

**Hui Mālama O Ke Kai Foundation
2016-2017 Sources of Funding**

Programmatic and Site Operations:

- a) Hui Mālama O Ke Kai Foundation Discretionary Fund – A minimum of \$50,000 (**secured** – to support costs at Foundation’s discretion *only* in case of emergency/organization’s safety net)
- b) Kamehameha Schools - \$65,000 (**pending** – to support healthy snack program, a portion of new the HMK Alaka’i Program, evaluation, student transportation, a portion of executive administrative positions, utilities, continued database development and site operations)
- c) Emmett R. Quady Foundation - \$50,000 (**pending** – to support roof, window and sewer project completion and all areas of programming)
- d) HMSA Foundation - \$24,000 (**pending** – to support ED’s compensation/continued capacity building)
- e) Locations Foundation - \$24,000 (**pending** – to support Alaka’i interns and cultural site-based projects)
- f) HLK Castle Foundation - \$100,000 (**pending** – to support all areas of programming)
- g) City and County of Honolulu GIA - \$123,215 (**pending** – to support key programming personnel)
- h) USDOE Native Hawaiian Education Program - \$250,000 (**pending** – to support all areas of programming)

TOTAL CURRENT PENDING OPERATIONAL FUNDS: \$636,215

Capital Improvement/Site Development:

- a) Hau‘oli Mau Loa Foundation Legacy Grant – A minimum of \$50,000 (**secured** – “legacy grant” to support initial site development)

GOVERNMENT CONTRACTS AND / OR GRANTS

Applicant: Hui Mālama O Ke Kai Foundation

Contracts Total: 487,118

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	US Department of Education Carryover (Ending 9/1/2015 - 6/30/16)	9/1/2015 - 6/30/16	USDOE	US	88,953
2	City and County of Honolulu GIA (Pending)	7/1/16 - 6/30/17	City and County	O'ahu	123,215
3	US Department of Education (Pending)	9/1/16 - 8/31/17	USDOE	US	274,950
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Hui Malama O Ke Kai Foundation
Balance Sheet
 As of December 31, 2015

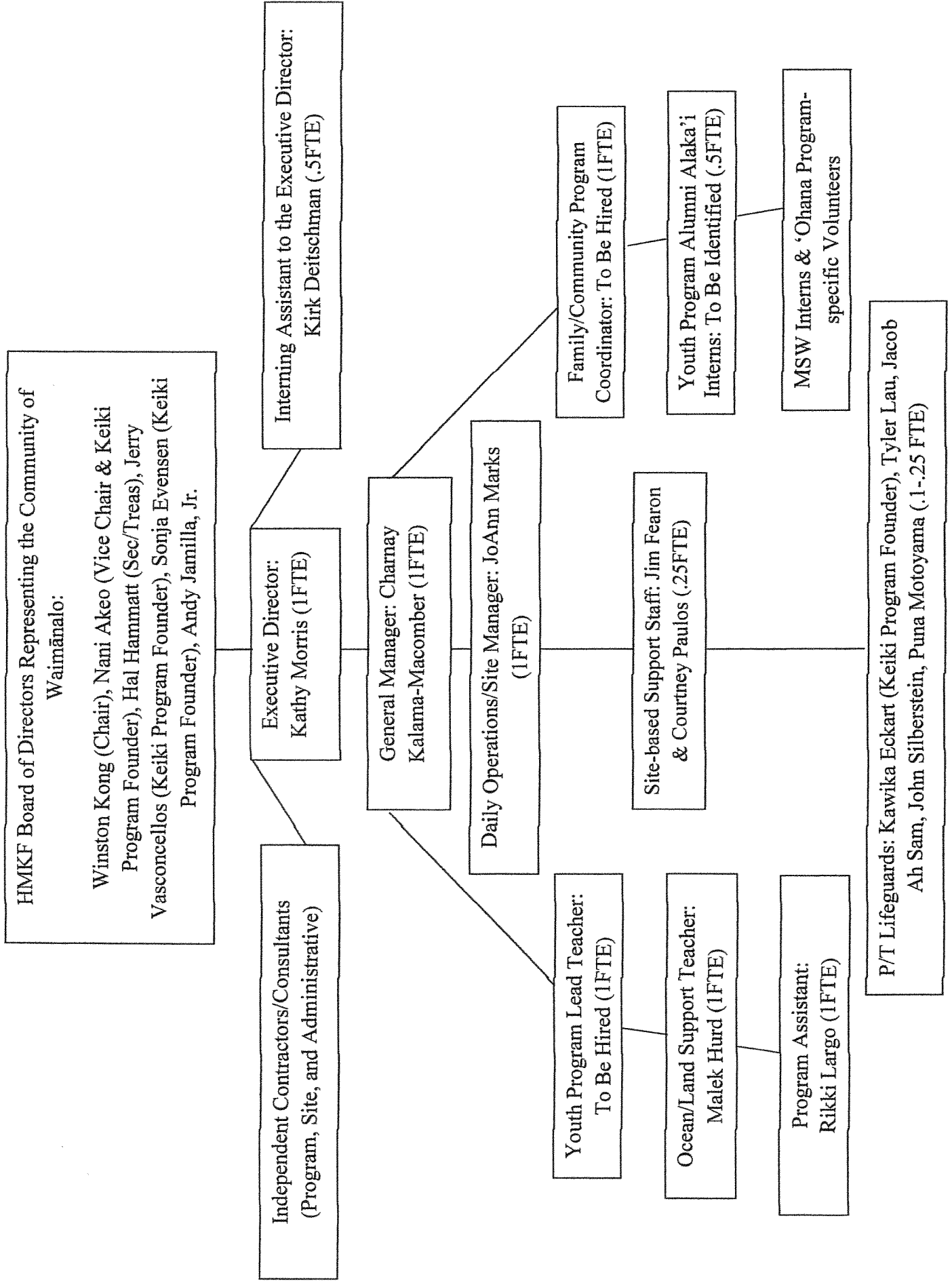
	Dec 31, 15
ASSETS	
Current Assets	
Checking/Savings	
1000 · American Savings Bank	303,468.12
1010 · Petty Cash	391.64
Total Checking/Savings	303,859.76
Other Current Assets	
1220 · Grants Receivable	31,069.81
1300 · Prepaid Expenses	
1321 · Prepaid Insurance	21,357.71
Total 1300 · Prepaid Expenses	21,357.71
Total Other Current Assets	52,427.52
Total Current Assets	356,287.28
Fixed Assets	
1500 · Computer Equipment/ Software	54,195.82
1520 · Leasehold Improvements	46,384.41
1530 · Furniture & Fixtures	89,399.31
1550 · Transportation Equipment	141,564.73
1600 · A/D - Equipment/Software	-31,930.20
1620 · A/D - Leasehold Improvements	-1,379.00
1630 · A/D - Furniture & Fixtures	-15,277.19
1650 · A/D - Transportation Equipment	-59,878.00
Total Fixed Assets	223,079.88
TOTAL ASSETS	579,367.16
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	3,218.34
Total Accounts Payable	3,218.34
Credit Cards	
2050 · American Savings-Credit Card	1,739.61
Total Credit Cards	1,739.61
Other Current Liabilities	
2405 · Payroll Liabilities	
2430 · State Tax Withheld	2,026.94
2460 · Accrued SUI	725.27
Total 2405 · Payroll Liabilities	2,752.21
Total Other Current Liabilities	2,752.21
Total Current Liabilities	7,710.16
Total Liabilities	7,710.16
Equity	
3200 · Beginning Fund Balance	158,578.22
3201 · Temporarily Restricted Funds	
3211 · Emmett R. Quady Foundation	13,380.42
3215 · Hau'oli Mau Loa 2013-2014	14,080.74
3222 · Hau'oli Mau Loa 2014-2015	74,708.92
3223 · HCF Merger Grant 2014	534.99
3224 · HMLF Kalai Hawaii 2014	2,000.00
Total 3201 · Temporarily Restricted Funds	104,705.07

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Accrual Basis

Hui Malama O Ke Kai Foundation
Balance Sheet
As of December 31, 2015

	<u>Dec 31, 15</u>
3500 - Unrestricted	
3501 - Discretionary Funds	334,539.96
3502 - Consuelo 012	6,250.00
3503 - Aloha Foundation	<u>347.60</u>
Total 3500 - Unrestricted	341,137.56
Net Income	<u>-32,763.85</u>
Total Equity	<u>571,657.00</u>
TOTAL LIABILITIES & EQUITY	<u><u>579,367.16</u></u>

Hui Mālama O Ke Kai Foundation (HMKF) Organizational Chart



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

The undersigned authorized representative of the applicant certifies the following:

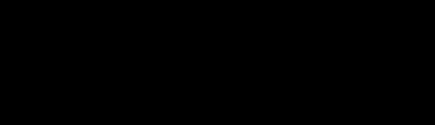
- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide 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.

Hui Mālama O Ke Kai Foundation

(Typed Name of Individual or Organization)



1/22/16
(Date)

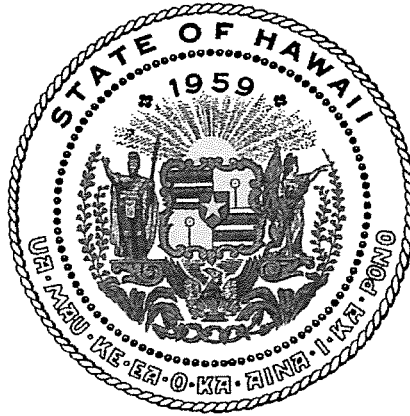
Kathy Morris

(Typed Name)

Rev 12/15/15

Executive Director

(Title)



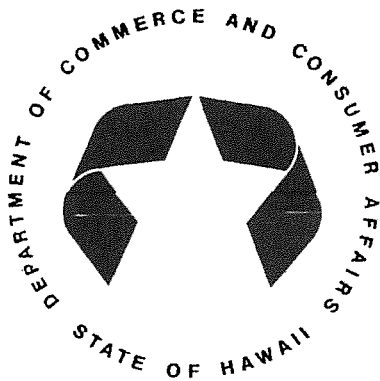
Department of Commerce and Consumer Affairs

CERTIFICATE OF GOOD STANDING

I, the undersigned Director of Commerce and Consumer Affairs of the State of Hawaii, do hereby certify that

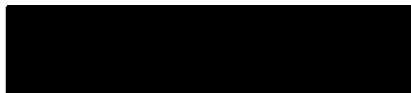
HUI MALAMA O KE KAI FOUNDATION

was incorporated under the laws of Hawaii on 07/14/2002 ;
that it is an existing nonprofit corporation; and that,
as far as the records of this Department reveal, has complied
with all of the provisions of the Hawaii Nonprofit Corporations
Act, regulating domestic nonprofit corporations.



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

Dated: January 18, 2016



Director of Commerce and Consumer Affairs