

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

HOOKUPAA

was incorporated under the laws of Hawaii on 01/22/2013 ; 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 16, 2019

Director of Commerce and Consumer Affairs



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

The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant is awarded;
 - b) Complies with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
 - c) Agrees not to use state funds for entertainment or lobbying activities; and
 - d) Allows the state agency to which funds for the grant were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and ensuring the proper expenditure of the grant.
- 2) If the applicant is an organization, the applicant meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is incorporated under the laws of the State; and
 - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant is awarded shall be conducted or provided.
- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
 - b) Has a governing board whose members have no material conflict of interest and serve without compensation.

Pursuant to Section 42F-103, Hawaii Revised Statutes, for grants used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant was awarded and disposes of the land in fee simple or by lease, the organization shall negotiate with the expending agency for a lump sum or installment repayment to the State of the amount of the grant used for the acquisition of the land.

Further, the undersigned authorized representative certifies that this statement is true and correct to the best of the applicant's knowledge.

HOOKUPAA

(Typed Name of Individual or Organization)

Patricia K. Brandt
(Signature)

01/17/19

(Date)

PATRICIA K. BRANDT

(Typed Name)

EXECUTIVE DIRECTOR

(Title)

§42F-102 Applications for grants. Requests for grants shall be submitted to the appropriate standing committees of the legislature at the start of each regular session of the legislature. Each request shall state:

- (1) The name of the requesting organization or individual;
- (2) The public purpose for the grant;
- (3) The services to be supported by the grant;
- (4) The target group; and
- (5) The cost of the grant and the budget. [L 1997, c 190, pt of §3; am L 2014, c 96, §6]

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Section 42F-102 Acknowledgement

The undersigned hereby confirms and acknowledges that the grant will be used for a public purpose pursuant to Section 42F-102, Hawaii Revised Statutes, as stated above.

HŌŌKUPAA

(Type or Print Name of Individual or Organization)

Patricia K Brandt *1/17/19*

(Signature)

(Date)

PATRICIA K. BRANDT
(Typed Name)

EXECUTIVE DIRECTOR (Title)
(Typed Title)

Application Submittal Checklist

The following items are required for submittal of the grant application. Please verify and check off that the items have been included in the application packet.

- 1) Certificate of Good Standing (If the Applicant is an Organization)
- 2) Declaration Statement
- 3) Verify that grant shall be used for a public purpose
- 4) Background and Summary
- 5) Service Summary and Outcomes
- 6) Budget
 - a) Budget request by source of funds ([Link](#))
 - b) Personnel salaries and wages ([Link](#))
 - c) Equipment and motor vehicles ([Link](#))
 - d) Capital project details ([Link](#))
 - e) Government contracts, grants, and grants in aid ([Link](#))
- 7) Experience and Capability
- 8) Personnel: Project Organization and Staffing



PATRICIA K BRANDT, EXEC. DIRECTOR

AUTHORIZED SIGNATURE

PRINT NAME AND TITLE

1/17/19

DATE

Application for Grants

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

I. Certification – Please attach immediately after cover page

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

If the applicant is an organization, the applicant shall submit one (1) copy of a certificate of good standing from the Director of Commerce and Consumer Affairs that is dated no earlier than December 1, 2018.

2. Declaration Statement

The applicant shall submit a declaration statement affirming its compliance with Section 42F-103, Hawaii Revised Statutes. ([Link](#))

3. Public Purpose

The applicant shall specify whether the grant will be used for a public purpose pursuant to Section 42F-102, Hawaii Revised Statutes. ([Link](#))

II. 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;

Hookupaa is a 501(c)(3) nonprofit organization organized in 2013 and emerging Community Development Financial Institution (CDFI). Hookupaa was formed to build the socioeconomic capacity of mission-driven entities and communities by facilitating community economic development, entrepreneurship, job creation, and income generation among underserved and distressed communities with a strong focus on: 1) identified distressed areas with an Area Median Income (AMI) of 80% or less; 2) a targeted population community with an AMI between 81% and 120%; 3) low-income persons and those who lack adequate access to loans or equity investments; and 4) other targeted populations, such as: Native Hawaiians. Hookupaa achieves this by the following and not limited to:

1. Provide access to responsible, affordable financial products and services, which includes the necessary training and technical assistance as required.
2. Assisting nonprofits and community development corporations establish their organizational requirements and skill sets needed to implement long-term community economic development plans.

3. Facilitating community-based, strategic and business planning processes that builds their internal and external constituency support, which in turn ensure broad-based and long-term support.
4. Improve access to capital and other resources necessary to implement capital improvement projects, and to fund the operating costs related to these projects.
5. Provide sufficient and ongoing monitoring and technical assistance during the various phases of projects (e.g. start-up, community consultation, capacity building, assessment and evaluation, project implementation, and compliance), to increase the success rate of participating organizations.

Hookupaa utilizes its current and growing network of individuals, nonprofits, for-profits, and community organizations; private and public partnerships and collaborations; outreach strategies; referrals; workshops, and annual conferences, as strategies to accomplish its mission and performance measures.

2. The goals and objectives related to the request;

The goal of Hookupaa is to build the capacity of Hawaii's nonprofit and community organizations to facilitate economic development and job creation for low-income communities, which are achieved by meeting the following objectives:

- (a) Help nonprofits and communities establish the organizational requirements and skill sets needed to implement long-term community and economic development plans.
- (b) Facilitate community-based, strategic and business planning processes that build internal and external constituency support, which in turn ensure broad-based and long-term support.
- (c) Improve access to capital and other resources necessary to implement capital improvement projects, and to fund the operating costs related to these projects.
- (d) Provide sufficient and ongoing monitoring and technical assistance during compliance phases of these projects, to increase the success rate of participating organizations.
- (e) Provide access to affordable financial products and services.

3. The public purpose and need to be served;

Hawaii receives a disproportionately lower rate of economic benefit from federal programs intended to stimulate economic development and job creation through tax credit investments. While part of this disparity can be placed on the lack of information about these programs, a large portion of responsibility rests with the organizations and communities that would benefit.

Many organizations have the vision and will to create projects of benefit to their respective communities, but lack the necessary internal capacity to demonstrate to potential investors that sufficient oversight and management systems are in place to ensure both viability and sustainability.

Hookupaa will provide training and technical assistance to nonprofits and community development organizations that are (a) start-ups needing basic information to organize properly; (b) have management systems in place, but need assistance in preparing for larger funding opportunities; and (c) prepared to access capital to fund their project.

With guidance and assistance provided by Hookupaa, these organizations can prepare for and increase solicitation requests to secure funding necessary to accomplish larger projects, including capital improvement projects that will build community infrastructure and create employment in low-income communities.

Hookupaa works diligently to increase investments into local projects with outside (non-Hawaii) funds, and thereby reduces the need for public funding and/or enhances local public investments by leveraging outside capital.

4. Describe the target population to be served; and

The project will service 501(c)(3) nonprofit and community organizations in the State of Hawaii.

5. Describe the geographic coverage.

The project will cover the entire State of Hawaii.

III. 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;

Hookupaa provides training and technical assistance to 501(c)(3) nonprofit and community organizations. Hookupaa trainings are delivered in group settings (i.e. workshops) and designed to teach key concepts related to a specific topic (i.e. project management, fundraising, grant writing, and nonprofit accounting and finance). Trainings are designed to provide valuable peer-learning opportunities, which allows for community building among organizations. Hookupaa does the following when planning and implementing a training:

- Adopts a systems approach to designing and delivering training.
- Takes the necessary time to conduct a needs assessment.
- Incorporates adult learning principles.
- Accommodates all learning styles.
- Considers many approaches to delivering training.
- Develops design documents.
- Crafts objectives that guide the training experience.
- Writes instructor guide/lesson plan.
- Ask for feedback from others.
- Evaluates training process and outcomes.

Technical assistance (TA) or consulting is a primary mode of service delivery for Hookupaa, as it is the process of providing targeted support to an organization with a development need or problem. Hookupaa finds that providing TA is the most effective method for building the

capacity of a nonprofit or community organization. By including TA to build capacity, Hookupaa has found that nonprofits and community organizations are more likely to create change. Per Implementation Research, 10 percent of what gets learned in training is applied on the job, while 95 percent of what is coached gets applied on the job.¹ TA is coaching.

Hookupaa follows the recommended principles below when shaping TA for nonprofits and community organizations:

- **Collaborative.** Work jointly with the organization's staff to identify underlying needs and long-term goals of the capacity building engagement.
- **Systematic.** Use a systematic approach when providing TA.
- **Targeted.** Determine what areas of the organization have the greatest need and where TA will have the greatest impact. Targeting efforts at those areas.
- **Adaptive.** Remain adaptive throughout the engagement. Be flexible to the needs of the beneficiary organization.
- **Customized.** Respond to the unique needs of each beneficiary organization by designing and delivering tailored TA engagements.
- **Asset-based.** Organizations, like people, can more easily build on strengths than develop brand new competencies. Every organization has its own unique pool of resources and relationships from which it can draw, and TA helps the organization identify, engage, and leverage the assets that exist.
- **Accountable.** Create mutual agreements such as a memorandum of understanding and draft a work plan that outlines specific actions and responsibilities.
- **Results-driven.** Identify measures that indicate improvements in management practices or organizational performance and track those measures to prove that the TA had real, measurable results.

Hookupaa provides and facilitates training and technical assistance using several processes and delivery systems. These may include the following:

Community Development Conferences

Conferences are opportunities for participants to engage in peer learning activities; share lessons learned within their own community and organizational development challenges and successes; meet others in the community development arena; and to identify emerging trends and opportunities that will impact on their planning and development.

Hookupaa will continue to convene one community development conference per year in the Spring. Hookupaa engages the support of its partner organizations to plan and convene this conference. This conference provides a venue for continued discussions and networking opportunities between nonprofits and community organizations. It allows for learning opportunities between local and national community development practitioners.

¹ Fixson, Dean, Sandra Naom, Karen Blase, Robert Friedman, and Frances Wallace. Implementation Research: A Synthesis of the Literature. Tampa, FL: Louis de la Parte Florida Mental Health Institute, 2005. <http://www.fpg.unc.edu/~nirn/resources/publications/Monograph>.

Spring conference objectives include:

- Strengthen networks between local community development practitioners and national resources;
- Share information on issues and opportunities for community development in the nation and applying these lessons to Hawaii communities;
- Address challenges affecting community development practitioners, nonprofit organizations and community organizations from a national perspective; and
- Identify and examine best practices from national models and experiences.

Spring conference activities include:

- Presentations and training sessions by national community development practitioners;
- Discussion and training related to utilizing federal tax credit programs including New Markets Tax Credits, Low Income Housing Tax Credits, Historic Tax Credits, Alternative Energy Tax Credits and other national funding resources and practices.
- Workshops on best practices and an examination of models from other communities across the country.

Webinars

Hookupaa works with its partner organizations and consultants to host webinars on topics identified via assessment and evaluation tools (i.e. surveys, interviews). One of the key attributes of a webinar is that it's a highly interactive experience. Participants have the capability of receiving and giving information, as well as discuss it between themselves. This is not to be confused with a webcast, where data is transmitted without live interaction between parties.

Online Resource Library

Hookupaa hopes to establish an online resource bank for nonprofit and community organizations conducting community development activities. This online site will be made available 24/7. The goal is to provide current information on community development topics and resources; access to "best practices," funding and grant opportunities; and provide a communication vehicle for communities in Hawaii by using social media options such as Facebook, to share information, make announcements, and communicate on progress and issues.

Printed Materials and Tools

Hookupaa will continue to identify and/or develop materials for training that may include guides, self-assessment tools, evaluation forms, and bibliographies of resource materials for nonprofits and community organizations who prefer to pursue training on their own or need access to this information after training sessions or webinars have been completed. Materials will be used and/or shared at conferences and workshops. Materials may be posted on the Online Resource Library.

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

Month	Activities	Outcomes
1 – 2 (July Start Date)	<ul style="list-style-type: none"> • Develop a Systematic Approach to TA that includes: intake process, organizational assessment, implementation phase, and evaluation tools. • Identify TA practitioners who specialize in socioeconomic development and who have a successful track record working with nonprofits and community organizations. • Develop a sound Technological Infrastructure. 	<ul style="list-style-type: none"> • Develop systems and materials. • Create a Team of TA providers. • Create digital content. Define and implement policies and protocols.
3	<ul style="list-style-type: none"> • Community outreach efforts implemented. • Identify technical assistance recipients. • Start individualized technical assistance services. • Develop training sessions based on outreach efforts. 	<ul style="list-style-type: none"> • Deploy community outreach statewide. • 4 initial intake forms received and processed. • 2 nonprofits and/or community organizations start technical assistance. • 1 training sessions planned and marketed.
4	<ul style="list-style-type: none"> • Community outreach efforts continued. • Identify technical assistance recipients. • Start individualized technical assistance services. • Continue to identify TA practitioners based on intake assessments and evaluations. • Continue to improve upon the Technological Infrastructure. • Implement training sessions. 	<ul style="list-style-type: none"> • Deploy community outreach statewide. • 4 additional intake forms received and processed. • 2 additional nonprofits and/or community organizations start technical assistance. • Team of TA providers widen and enhanced. • Addition of digital content. • 1 training sessions completed.
5	<ul style="list-style-type: none"> • Community outreach efforts continued. • Identify technical assistance recipients. • Start individualized technical assistance services. • Continue to identify TA practitioners based on intake assessments and evaluations. • Develop training sessions based on outreach efforts. • Spring conference planning initiated. • Develop training sessions based on outreach efforts. • Continue to improve upon the Technological Infrastructure. • TA review process. 	<ul style="list-style-type: none"> • Deploy community outreach statewide. • 4 additional intake forms received and processed. • 2 additional nonprofits and/or community organizations start technical assistance. • Team of TA providers widen and enhanced. • 1 training sessions planned and marketed. • Conference planning committee formed, agenda developed, presenters identified, preliminary conference materials generated. • Addition of digital content. • Assess and evaluate TA outcomes. Based on results, modify TA services accordingly.
6	<ul style="list-style-type: none"> • Community outreach efforts continued. 	<ul style="list-style-type: none"> • Deploy community outreach statewide.

Month	Activities	Outcomes
	<ul style="list-style-type: none"> ● Identify technical assistance recipients. ● Start individualized technical assistance services. ● Continue to identify TA practitioners based on intake assessments and evaluations. ● Spring conference planning continued. ● Continue to improve upon the Technological Infrastructure. ● Implement training sessions. 	<ul style="list-style-type: none"> ● 4 additional intake forms received and processed. ● 2 additional nonprofits and/or community organizations start technical assistance. ● Team of TA providers widen and enhanced. ● Conference planning continues by solidifying venue/logistics and registration materials made available. ● Addition of digital content. ● 1 training sessions completed.
7	<ul style="list-style-type: none"> ● Community outreach efforts continued. ● Identify technical assistance recipients. ● Start individualized technical assistance services. ● Continue to identify TA practitioners based on intake assessments and evaluations. ● Develop training sessions based on outreach efforts. ● Spring conference planning continued. ● Continue to improve upon the Technological Infrastructure. 	<ul style="list-style-type: none"> ● Deploy community outreach statewide. ● 2 additional intake forms received and processed. ● 1 additional nonprofits and/or community organizations start technical assistance. ● Team of TA providers widen and enhanced. ● 1 training sessions planned and marketed. ● Conference planning committee focused on registration, marketing of workshops/presenters, and logistics. ● Addition of digital content.
8	<ul style="list-style-type: none"> ● Community outreach efforts continued. ● Identify technical assistance recipients. ● Start individualized technical assistance services. ● Continue to identify TA practitioners based on intake assessments and evaluations. ● Spring conference planning continued. ● Continue to improve upon the Technological Infrastructure. ● Implement training sessions. ● TA review process. 	<ul style="list-style-type: none"> ● Deploy community outreach statewide. ● 2 additional intake forms received and processed. ● 1 additional nonprofits and/or community organizations start technical assistance. ● Team of TA providers widen and enhanced. ● Conference planning committee focused on registration, marketing of workshops/presenters, and logistics. ● Addition of digital content. ● 1 training sessions completed. ● Assess and evaluate TA outcomes. Based on results, modify TA services accordingly.
9	<ul style="list-style-type: none"> ● Conference. ● Continue to provide TA services with active nonprofits and community organizations. 	<ul style="list-style-type: none"> ● 100 attendees from 25 nonprofits and community organizations ● TA services continue among providers

Month	Activities	Outcomes
	<ul style="list-style-type: none"> Continue to improve upon the Technological Infrastructure. 	<ul style="list-style-type: none"> and 10 nonprofits and community organizations. Addition of digital content.
10	<ul style="list-style-type: none"> Conference Debriefing. Identify technical assistance recipients from intakes received at the conference. Start individualized technical assistance services. Continue to identify TA practitioners based on intake assessments and evaluations. Continue to improve upon the Technological Infrastructure. 	<ul style="list-style-type: none"> Conference planning committee debriefs with presenters. Evaluations compiled and assessed. 10 additional intake forms received and processed. 5 additional nonprofits and/or community organizations start technical assistance. Team of TA providers widen and enhanced. Addition of digital content, specifically related to the conference (conference materials).
11	<ul style="list-style-type: none"> Continue to provide TA services with active nonprofits and community organizations. TA review process. Develop training sessions based on outreach efforts. 	<ul style="list-style-type: none"> TA services continue among providers and 15 nonprofits and community organizations. Assess and evaluate TA outcomes. Based on results, modify TA services accordingly. 1 training sessions planned and marketed.
12 (June End Date)	<ul style="list-style-type: none"> Continue to provide TA services with active nonprofits and community organizations. TA review process. Implement training sessions. Continue to improve upon the Technological Infrastructure. 	<ul style="list-style-type: none"> TA services continue among providers and 15 nonprofits and community organizations. Assess and evaluate TA outcomes. Based on results, modify TA services accordingly. 1 training sessions completed. Addition of digital content.

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

Hookupaa implements a compliance and quality control process that:

- Prepares procedures for compliance reviews in conjunction with program requirements and intended results.
- Reviews materials and subject matters to be used for all program and capacity building guidance in all written, electronic and in-person activities.
- Deploys a single-point of compliance oversight to assure consistency and accuracy.
- Determines and prepares any necessary course of action for curing any eligibility or product quality issues that may arise.

Procedures and activities to evaluate the performance of training and technical assistance activities have been established by Hookupaa. These include the following:

- Develop a working plan for each training and technical assistance recipient assigned individualized consultation.
 - Clearly articulate measurable outcomes for each training and technical assistance recipient or project related activity.
 - Pre- and post- test assessments conducted at each training and technical assistance activity.
 - Articulated activity objectives at each training event and at the beginning of each technical assistance activity. Participants receive clear descriptions of the objectives of each training and technical assistance activity in which they participate. The ability of the training and technical assistance provider is determined by participant pre- and post- test assessments and evaluations conducted at the completion of each training and technical assistance.
4. List the measure(s) of effectiveness that will be reported to the State agency through which grant funds are appropriated (the expending agency). The measure(s) will provide a standard and objective way for the State to assess the program's achievement or accomplishment. Please note that if the level of appropriation differs from the amount included in this application that the measure(s) of effectiveness will need to be updated and transmitted to the expending agency.

The first measure of effectiveness will be administration's ability to navigate the release of GIA funds and mobilize a technical assistant provider team.

Outcome(s)	Measure(s) of Effectiveness
<ul style="list-style-type: none"> • Provide access to training and technical assistance as required. 	30 TA intake forms received.
<ul style="list-style-type: none"> • Assist nonprofits and community development corporations establish their organizational requirements and skill sets needed to implement long-term community economic development plans. • Facilitating community-based, strategic and business planning processes that builds their internal and external constituency support, which in turn ensure broad-based and long-term support. • Improve access to capital and other resources necessary to implement capital improvement projects, and to fund the operating costs related to these projects. • Provide sufficient and ongoing monitoring and technical assistance during the various phases of projects (e.g. start-up, community consultation, capacity building, assessment and evaluation, project implementation, and compliance), to increase the success rate of participating organizations. 	15 nonprofits and community organizations receive TA.
<ul style="list-style-type: none"> • Strengthen networks between local community development practitioners and national resources; 	100 attendees attend the conference.
<ul style="list-style-type: none"> • Share information on issues and opportunities for community 	25 nonprofits and community

Outcome(s)	Measure(s) of Effectiveness
development in the nation and applying these lessons to Hawaii communities; <ul style="list-style-type: none"> • Address challenges affecting community development practitioners, nonprofit organizations and community organizations from a national perspective; and • Identify and examine best practices from national models and experiences. 	organizations attend the conference.
<ul style="list-style-type: none"> • Trainings delivered in group settings (i.e. workshops) and designed to teach key concepts related to a specific topic (i.e. project management, fundraising, grant writing, and nonprofit accounting and finance). • Trainings designed to provide valuable peer-learning opportunities, which allows for community building among organizations 	8 trainings are implemented.

IV. Financial

Budget

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.
 - a. Budget request by source of funds ([Link](#))
 - b. Personnel salaries and wages ([Link](#))
 - c. Equipment and motor vehicles ([Link](#))
 - d. Capital project details ([Link](#))
 - e. Government contracts, grants, and grants in aid ([Link](#))
2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2020.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$100,000	\$100,000	\$100,000	\$100,000	\$400,000

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2020.
 - U.S. Department of the Treasury – Community Development Financial Institutions Fund
 - U.S. Department of Health and Human Services – Administration for Native Americans
 - U.S. Department of Agriculture Rural Development – Community Facilities
 - Local Foundations (i.e. Hawaii Community Foundation, Atherton Family Foundation, The GIFT Foundation Hawaii, Cooke Foundation, G.N. Wilcox Foundation, Bank of Hawaii)
 - Funding opportunities as they become available
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.

Hookupaa, as an emerging CDFI, will seek to garner New Markets Tax Credit (NMTC) for nonprofit and community organization capital improvement projects who view NMTC is a viable option for their entity and project. Hookupaa will do via a network of certified Community Development Entities (CDE) partners. A CDE is a domestic corporation or partnership that is an intermediary vehicle for the provision of loans, investments, or financial counseling in Low-Income Communities (LICs). CDEs apply to the U.S. Department of the Treasury Community Development Financial Institutions Fund to receive a New Markets Tax Credit (NMTC) allocation to make a Qualified Low-Income Equity Investment into an impactful socioeconomic development project.

5. The applicant shall provide a listing of all federal, state, and county government contracts, grants, and grants in aid it has been granted within the prior three years and will be receiving for fiscal year 2020 for program funding.

State of Hawaii Department of Labor and Industrial Relations Office of Community Services:

- No. OCS-CIA-14-15; \$335,600 (expended)
 - No. OCS-GIA-15-07; \$180,000 (expended)
 - No. OCS-GIA-16-10; \$270,000 (expended)
 - 2018 Operating GIA: \$100,000 (in process of being released)
6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2018.

Hookupaa does not have a balance of unrestricted current assets, as of December 31, 2018.

V. Experience and Capability

1. 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.

Hookupaa was organized in 2013 to build the socioeconomic capacity of Hawaii's mission-driven entities and community organizations by facilitating community economic development, entrepreneurship, job creation, and income generation among the underserved and distressed communities. Hookupaa provides and facilitates training and technical assistance to mission-driven entities and community organizations to prepare for and increase solicitation requests to secure funding necessary to accomplish larger projects, including capital improvement projects that build community infrastructure and create entrepreneurship, job creation, and income generation in low-income communities. As of December 31, 2018, Hookupaa has raised \$76,100,000 in qualified equity investment (NMTC) for nonprofits and community organizations, which is approximately \$24,198,000 in NMTC equity for seven (8) nonprofit

community improvement projects (CIP). In addition, Hookupaa has also raised approximately \$13,500,000 in private and public grant funds for six (6) nonprofit community improvement projects (CIP). Hookupaa has also assisted community organizations/nonprofits with the release of approximately \$8,500,000 in grant funding.

Hookupaa has enrolled 8 nonprofits and community organizations for Technical Assistance in 2019. Hookupaa continues to accept intake forms and seeks to assist an additional 12 nonprofits and community organizations over the next 6 months. In addition, Hookupaa continues its 2019 conference planning and will seek to serve 100 participants representing more than 25 nonprofits and community organization. This will be the 6th conference executed by Hookupaa. Previous conferences workshops included:

- Community Leadership Styles
- Low-Income Housing Tax Credits (LIHTC) 101: Building Communities, Not Just Houses
- Hawaiian Homes Commission Act, 1920
- Linking Money to Mission: A Balancing Act
- Organizational Capacity
- Understanding Accounting: Basic Finance for Non-Financial Managers
- New Markets Tax Credit (NMTC) 101: Gap Financing for Projects
- Capital Fundraising 201: Building Your Vision
- Enterprise Zone (EZ) Partnership Program
- USDA: Rural Development Programs
- New Markets Tax Credit (NMTC): Investors & Community Development Entities
- Grant Writing
- Ohana Dialogues - Community Outreach and Qualitative Data Collection
- Strategic Planning
- New Markets Tax Credit (NMTC): Organizational Structures & Legal Matters
- Grant Management & Oversight
- HUD Certified Financial Services & Products to Secure Your Lease Award on Hawaiian Homelands
- Business Planning
- USDA Rural Development Programs
- Hawaiian Homes Commission Act, Department of Interior, and the Nelson Decision
- How to Build a Building thru Marketing and Fundraising
- Financial Literacy: Raising Awareness
- A Multibillion-Dollar Promise of Aloha. Unprecedented Economic Opportunity from a Native Fruit Tree.
- Grants: What to Expect? How to Prepare? Are you Ready?

2. 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.

Hookupaa does not use its facilities to conduct any services described in this application.

Wherever possible, Hookupaa utilizes telecommunication services. The use of telecommunication services includes training sessions specifically tailored for general training sessions (such as webinars) open to all organizations.

When workshop or conference facilities are needed, Hookupaa utilizes public facilities. Hookupaa uses training facilities and services that are physically accessible to persons with disabilities.

Where physical accessibility is not achievable, Hookupaa gives priority to alternative methods of product delivery that offer programs and activities to qualified individuals with disabilities in the most integrated setting appropriate in accordance with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. §794) and its implementing regulations at 24 CFR Part 8, and Title II/Title III of the Americans with Disabilities Act as applicable. Furthermore, Hookupaa ensures that electronic and information technology is made available to persons with disabilities on a comparable basis as it is made available to persons without disabilities.

On-site training and technical assistance services are conducted at the recipient nonprofit or community organization's facilities or at a facility of the recipient nonprofit or community organization's choosing.

VI. Personnel: Project Organization and Staffing

1. 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.

Fiduciary oversight of all project activities is the purview of the Board of Directors and Executive Director. Hookupaa volunteer Board of Directors are:

Lance Yoshimura, President. After graduating from Saint Louis School and attending the University of Hawaii Lance K. Yoshimura entered the construction industry and obtained 41 years of experience prior to his retirement. During that time, he was Assistant Business Representative for the Hawaii Carpenters Union and Market Development Director for the Hawaii Regional Council of Carpenters. He also served as a trustee on multiple trust funds of the Hawaii Carpenters Trust Funds. Lance also served on the Board of Trustees for Saint Louis School as well as a former board member of the Mililani Mauka/Launani Valley Neighborhood Board #35, and for many years coached youth baseball, softball and soccer.

Wailana Kamaau, Jr., Vice President. As the CEO of American LED and Energy Corporation, Wailana has applied his expertise in startups, turnarounds, project management, and sales/market development to deliver outstanding results. Wailana's focus of preserving the environment and leaving as little of a carbon footprint as possible has him excited about the energy efficiency products and helping companies go "Green". Wailana cares about the aina

(Land) and with today's growing technology his company is always looking for new ways to create a sustainable lifestyle that incorporates traditional native Hawaiian values and a commitment to service while keeping up with modern advancements. AL&E is working to change the environment and the quality of life for people in Hawaii, throughout the continental United States and its Territories, and other Island states in the Pacific Region. AL&E have also partnered with other organizations to address the energy concerns in Central and South America and in the Caribbean Islands. The continuing vision is to help Hawaii and other countries or states become energy efficient and self-sustaining.

Wailana has over 40 years of leadership and team development experience. His experience in the U. S. Army included service in nine Army organizations, four foreign countries and throughout the United States. He completed an exceptional career at the rank of Lieutenant Colonel (LTC). After retirement, he continued a leadership career as a State Farm Executive. Wailana designed a comprehensive training program, complete with scheduled monthly, quarterly, semi-annual, and annual activities. This provided impact-training programs with sales implications with State Farm Companies. He retired early to return home to Hawaii. As a visionary and result-focused executive, his diverse background includes: developing and executing new market-area strategies, recruiting and retaining high producing small-business entrepreneurs, building relationships and networks across organizations, and achieving positive and profitable results in business and military environments.

As the owner of Kamauu Real Estate LLC, Wailana acquired and managed property in Hawaii, California, and Utah. The company remains profitable today.

Wailana received his BA at Brigham Young University and holds a Master's degree in Public Administration (MPA) from Golden Gate University, San Francisco. Wailana holds several professional designations and licenses from the Insurance Industry including Public Notary. In addition, Wailana completed postgraduate studies in National Security during his time in the Armed Forces. He completed executive development and finance programs from Columbia University while a State Farm executive.

Robert Takamatsu, Secretary and Treasurer. Robert Takamatsu is general counsel for Goodfellow Bros., Inc., a heavy civil contractor based in Wenatchee, Washington and Kihei, Maui. It has been in the construction industry since 1921 and has been an active member in the business and civic community in the State of Hawaii for over 40 years. Goodfellow Bros., Inc. is a genuine "giver" to the community and firmly believes in its mission statement, which is "Our mission is to be the contactor of choice by clients, employees and the communities in which we live and work." Mr. Takamatsu is from the Island of Maui and is a graduate of Baldwin High School, the University of Hawaii and the University of Southern California Law School. He worked as an attorney for the law firms of Kobayashi, Watanabe, Sugita, Goda & Kawashima and Watanabe, Ing & Komeiji, primarily on commercial and construction cases. He is a former board member of HUGS, a non-profit organization which helps seriously ill children and their families. He is currently on the board of directors of Shioi Construction, Inc., a residential and commercial contractor in Hawaii.

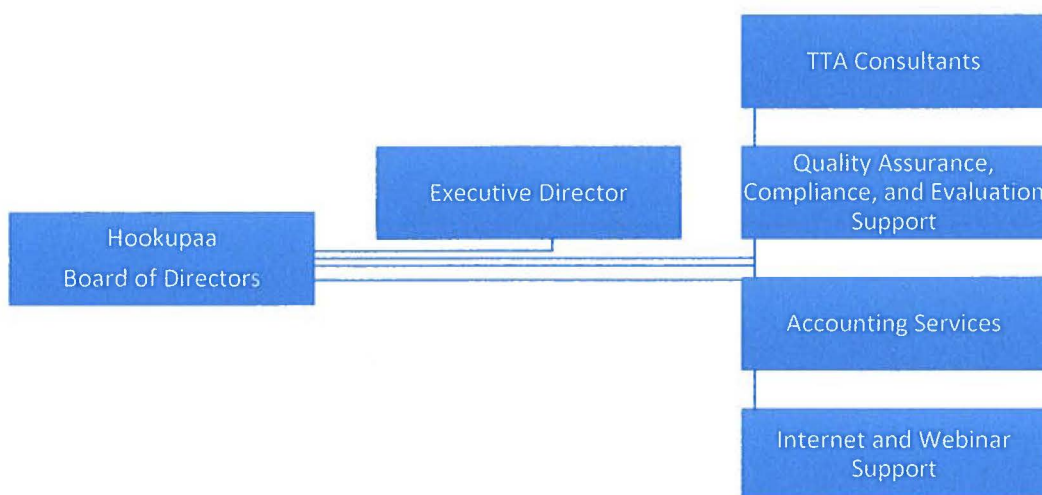
Hookupaa's Executive Director serves as the administrator for this program. This means that overall supervision, monitoring and management of program activities will be done by the Executive Director who then reports progress directly to the Board of Directors. This will be done each quarter and at board meetings. The Executive Director will work directly with the

state agency responsible for this program and meet with the agency representative(s) as needed. In addition, the Executive Director is responsible for the following: (1) receive phone calls and emails, respond to inquiries and provide information and forward messages and inquiries as appropriate; (2) coordinate logistics for training and technical assistance sessions, workshops, conferences and webinars; (3) work with the Accounting Service, provide revenue and expense activity reports, and coordinate accounting reports to the board; (4) monitor training sessions, distribute and collect evaluations and comments from participants; and (5) arrange for meetings of the board and provide reports as determined by the board and the assigned state agency; and (6) oversee and manage the organization.

The Executive Director of Hookupaa is **Patricia K. Brandt**. Ms. Brandt is an accomplished professional with extensive background in both public and private sectors. She has served as Chief of Staff to the Office of Hawaiian Affairs' (OHA) Chairman of the Board. Pat brings her influence and keen understanding of the important issues facing Hawaii leaders in their effort to build community. A 25-year veteran of Hawaii state government, Pat has also worked in appointed advisory capacities in the administrations of two Hawaii governors, John Waihee III and George Ariyoshi. She launched Hawaii's first micro-loan program in partnership with the Small Business Administration and the Immigrant and Refugee Resettlement Service and served as the Executive Director of the Pacific Gateway Center assisting Asian and Pacific Island immigrants. She is currently working with community groups on strategic planning and development by heading up the state's Kupaa non-profit entity focusing on water and sewage. Pat advocates for self- sustaining and reliant opportunities that yield positive outcomes for all participants.

2. 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.



3. Compensation

The applicant shall provide an annual salary range paid by the applicant to the three highest paid officers, directors, or employees of the organization by position title, not employee name.

The Executive Director is a contracted position based on funds raised. The Executive Director is compensated \$65,000.

VII. Other

1. Litigation

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgement. If applicable, please explain.

Not Applicable.

2. 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.

Hookupaa is a 501(c)(3) federally recognized nonprofit organization and emerging Community Development Financial Institution (CDFI).

3. Private Educational Institutions

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

Not Applicable.

4. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 2019-20 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2019-20, but
- (b) Not received by the applicant thereafter.

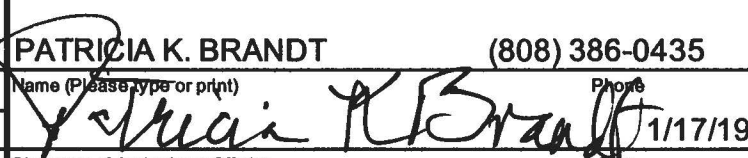
Hookupaa has a comprehensive and integrated development strategy which enjoys a diverse base of revenues and is not dependent upon any one source for its primary funding. To that effect, Hookupaa has increased marketing, public relations, and fundraising opportunities through the integration of existing and developed resources, which includes:

- Implement and sustain a comprehensive financial resource development strategy that engages personnel, board members and key volunteers in the fundraising process; and
- Develop a campaign structure for implementing the various fundraising campaigns through a coordinated and integrated approach.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2019 to June 30, 2020

Applicant: HOOKUPAA

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				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST	0	0	0	0
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	10,000			
2. Insurance	4,500			
3. Lease/Rental of Equipment	0			
4. Lease/Rental of Space	15,000			
5. Staff Training	3,000			
6. Supplies	1,500			
7. Telecommunication	0			
8. Contractual Services - Administrative	100,000			
9. Contractual Services - Subcontracts	260,000			
10. Transportation	3,000			
11. Postage, Freight, & Delivery	1,500			
12. Publication & Printing	1,500			
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	400,000	0	0	0
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)	400,000	0	0	0
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	0	PATRICIA K. BRANDT (808) 386-0435		
(b) Total Federal Funds Requested	0	Name (Please type or print) Phone		
(c) Total County Funds Requested	0	 1/17/19		
(d) Total Private/Other Funds Requested	0	Signature of Authorized Official Date		
TOTAL BUDGET	400,000	EXECUTIVE DIRECTOR		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2019 to June 30, 2020

Applicant: HOOKUPAA

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, 2019 to June 30, 2020

Applicant: HOOKUPAA
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: 2017-2018	FY: 2018-2019	FY:2019-2020	FY:2019-2020	FY:2020-2021	FY:2021-2022
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						

JUSTIFICATION/COMMENTS:

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: HOOKUPAA

Contracts Total:

785,000

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	No. OCS-CIA-14-15. STRENGTHENING COMMUNITIES	27-Jun-14	DLIR OCS	STATE	335,000
2	No. OCS-GIA-15-07. STRENGTHENING COMMUNITIES	29-Jun-15	DLIR OCS	STATE	180,000
3	No. OCS-GIA-16-10. STRENGTHENING COMMUNITIES	1-Apr-16	DLIR OCS	STATE	270,000
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