



## 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



MARCI W. SARSONA, VICE-CHAIR

01/17/2019

AUTHORIZED SIGNATURE

PRINT NAME AND TITLE

DATE



**STATE OF HAWAII  
STATE PROCUREMENT OFFICE**

**CERTIFICATE OF VENDOR COMPLIANCE**

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

**Vendor Name:** **KAI LOA, INC.**

**DBA/Trade Name:** **KAI LOA, INC.**

**Issue Date:** **01/17/2019**

**Status:** **Compliant**

Hawaii Tax#: W40065886-01

New Hawaii Tax#:

FEIN/SSN#: XX-XXX2545

UI#: No record

DCCA FILE#: 209486

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

<b>Form</b>	<b>Department(s)</b>	<b>Status</b>
A-6	Hawaii Department of Taxation	Compliant
	Internal Revenue Service (Compliant for Gov. Contract)	Compliant
COGS	Hawaii Department of Commerce & Consumer Affairs	Exempt
LIR27	Hawaii Department of Labor & Industrial Relations	Compliant

**Status Legend:**

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

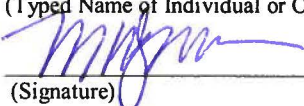
**DECLARATION STATEMENT OF  
APPLICANTS FOR GRANTS PURSUANT TO  
CHAPTER 42F, HAWAI'I REVISED STATUTES**

The undersigned authorized representative of the applicant certifies the following:

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

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

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

<u>KAI LOA, INC</u> (Typed Name of Individual or Organization)	
 (Signature)	11/17/19 (Date)
<u>Marci W. Sarsona</u> (Typed Name)	<u>KAI LOA, INC., Vice-Chair</u> (Title)



# KAI LOA, INC.

Kamakau Association for Increasing Lifelong Opportunities for Advancement

46-500 Kūneki St., Kāneʻiohe Hawaiʻi 96744 \* Phone: 808.235.9175 Fax: 808.235.9173



## VERIFICATON OF PUBLIC PURPOSE

Pursuant to Section 42F-102, Hawaii Revised Statutes, this Grant in Aid request will be used for a Public Purpose, as stated below-

- (1) The name of the requesting organization or individual-

KAI LOA, INC.

- (2) The public purpose for the grant

The request is for the improvement of the drainage and the state owned road to the school that is the only access for students, families, staff, and community members to get to and from Kamakau.

- (3) The services to be supported by the grant

This grant will adequately repair the state road to and from Ke Kula 'o Samuel M. Kamakau, Laboratory Public Charter School in He'eia, O'ahu to provide a safe access to and from school for the community.

- (4) The target group-

The target group include community families and their children and Kamakau staff who are dedicated to preserving the Hawaiian language and culture through a comprehensive cultural educational experience.

- (5) The cost of the grant and the budget. [L 1997, c 190, pt of §3; am L 2014, c 96, §6]-

\$500,000 for the CIP costs to repair the drainage and road, no staffing.

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

KAILOA, INC.

(Typed Name of Individual or Organization)

(Signature)

Marci W. Sarsona

(Typed Name)

1/17/19

(Date)

Vice-Chair

(Title)

E mālama 'ia ana ka mauli ola o kākou mai kēlā hanauna a i kēia hanauna.

Our spirit of being is nurtured from generation to generation.

## 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.

See Attached

#### **2. Declaration Statement**

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

See Attached

#### **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](#))

See Attached

### **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;**

The mission of KAI LOA, INC (also referred to herein as KAI LOA) is to help ensure the quality and long-term success of Ke Kula ‘o Samuel M. Kamakau, LPCS (also referred to herein as Kamakau), a Preschool- Grade 12 Hawaiian Immersion public charter school.

KAI LOA supports Kamakau and fulfills its mission by focusing on three major goals-

1. Build capacity for the school's increasing number of qualified teachers and support personnel and strengthening the school's curriculum to meet the growing needs of its students.
2. Develop and maintain a planned approach to financial growth to ensure a sustainable source of income.
3. Promote parent and community involvement as stakeholders in the school's success.

5. Describe the geographic coverage.

As a public school of choice, students of Ke Kula ‘o Samuel M. Kamakau, LPCS reside in districts throughout the island of O‘ahu. A majority of students (66%) reside in Ko‘olaupoko while others travel from Honolulu, Ka‘a‘awa, and the Leeward districts.

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

Scope of work:

- Development of any engineering plans and gather required permits and clearances to clear and repair drainage systems and road repaving from main entry to the school gate (approximately ½ mile)
- Ensure plans are approved by proper state authorities which may include Department of Hawaiian Home Lands, City and County and the Charter School Commission.
- Repair drainage systems and repave roads according to the approved plans and within budget.

Below is a description tasks and responsibilities, timeline and outcomes to address items 1 and 2 above.

	<b>Task</b>	<b>Timeline</b>	<b>Outcomes</b>	<b>Responsible party</b>
1	Establish, approve and release RFP for engineering plans & road repair	July - August 2019	(1) Clear scope of work, (2) deliverables and (3) procurement processes aligned to state requirements	Board and Director
2	Selection of engineer for plans	August 2019	(1) Develop engineering plans	Board and Director
3	Review, selection of contractor & contract execution	September - October 2019	(1) contractor selected, (2) contract negotiated and signed	Board and Director
4	Commence with drainage & road repairs	November 2019- June 2020	(1) Properly working drainage system and (2) Road repaved	Contractor



4. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2020.

The applicant will be submitting Project Proposals to the following organizations-

- US-DOE Native Hawaiian Education Programs Grant- RFP released in Spring 2019
- Administration for Native Americans (ANA), RFP released in Spring 2019

5. 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.

N/A

6. 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.

KAI LOA, INC has been awarded the following federal grants and awards within the past three years.

2015-2019: US-DOE Native Hawaiian Education Programs Grant, Project HOOPAEPAE: \$1,568,571

2010-2050: USDA- Rural Development Loan, re-payment, \$2,470,000

7. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2018.

KAI LOA, INC's unrestricted current net assets as of December 31, 2018 is \$482,000, and an additional \$2.3M unrestricted- invested in property and equipment.

## **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.

KAI LOA's Administrative staff has managed various phases in the development of KAI LOA's facilities for Kamakau. KAI LOA has leveraged its private, federal and public partnerships to raise over \$2.55 mil in private and public funds for capital improvements of Kamakau's campus,



**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.

N/A

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

**1. Proposed Staffing, Staff Qualifications, Supervision and Training**

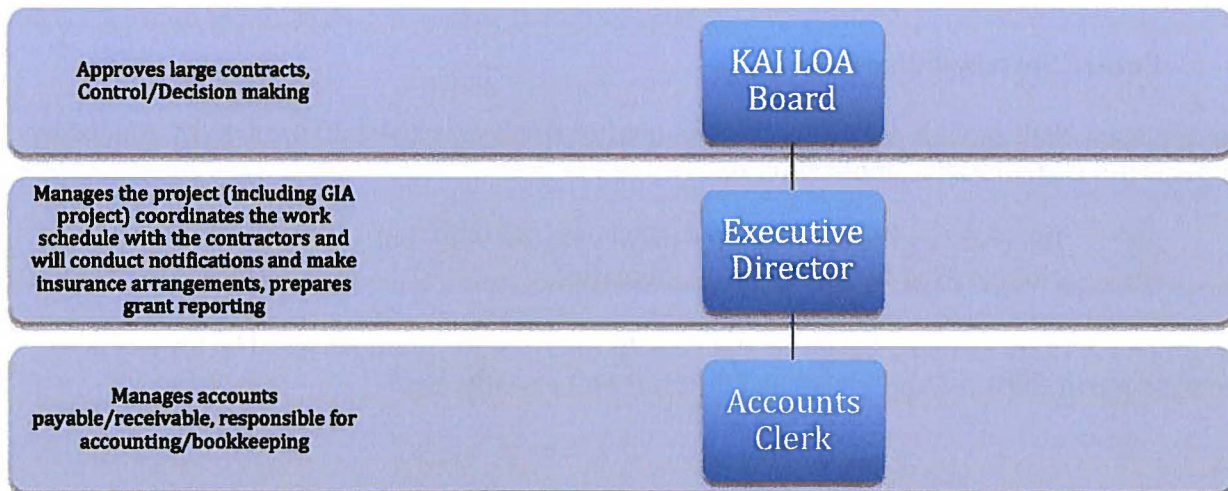
The applicant shall describe the proposed staffing pattern and proposed service capacity appropriate for the viability of the request. The applicant shall provide the qualifications and experience of personnel for the request and shall describe its ability to supervise, train and provide administrative direction relative to the request.

KAI LOA’s Administrative staff has managed a \$2.47 mil construction project on campus and has managed the transportation and installation of the two modular buildings. The KAI LOA director, Dr. Ivy K. Kelling will oversee and manage the project. She has lead all previous campus construction, repairs and maintenance for the campus and roads. She also works closely with any state agencies, county offices and the charter school offices to ensure compliance. No GIA State funding is being requested to compensate staff or the board for the completion of this project.

**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.

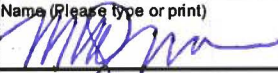
KAILOA is a very small organization with one Executive Director, an accounts clerk and a contracted accountant to support financial management. Below is the organizational chart. The board has a total of five seats.



## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2019 to June 30, 2020

Applicant:     KAI LOA, INC    

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
<b>A. PERSONNEL COST</b>				
1. Salaries	0	0	0	0
2. Payroll Taxes & Assessments	0	0	0	0
3. Fringe Benefits	0	0	0	0
<b>TOTAL PERSONNEL COST</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>B. OTHER CURRENT EXPENSES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
1. Airfare, Inter-Island	0	0	0	0
2. Insurance	0	0	0	0
3. Lease/Rental of Equipment	0	0	0	0
4. Lease/Rental of Space	0	0	0	0
5. Staff Training	0	0	0	0
6. Supplies	0	0	0	0
7. Telecommunication	0	0	0	0
8. Utilities	0	0	0	0
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<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>C. EQUIPMENT PURCHASES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>D. MOTOR VEHICLE PURCHASES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>E. CAPITAL</b>	<b>500,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL (A+B+C+D+E)</b>	<b>500,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	500,000	KAI LOA, INC		808 235-9175
(b) Total Federal Funds Requested		Name (Please type or print)		Phone
(c) Total County Funds Requested				1117119
(d) Total Private/Other Funds Requested		Signature of Authorized Official		Date
<b>TOTAL BUDGET</b>	<b>500,000</b>	Marci W. Sarsona		
		Name and Title (Please type or print)		





## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2019 to June 30, 2020

Applicant: KAI LOA, INC

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
N/A			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				<b>0</b>

**JUSTIFICATION/COMMENTS:**

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
N/A			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				<b>0</b>

**JUSTIFICATION/COMMENTS:**

## BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2019 to June 30, 2020

Applicant:           KAI LOA, INC          

### 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			50000			
LAND ACQUISITION						
DESIGN						
CONSTRUCTION			450000			
EQUIPMENT						
<b>TOTAL:</b>	<b>0</b>	<b>0</b>	<b>500,000</b>	<b>0</b>	<b>0</b>	<b>0</b>

**JUSTIFICATION/COMMENTS: \$50,000 requested to develop the engineering plans, \$450,000 to repave the road (State lands) to our public charter school campus.**

**GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID**

Applicant: KAI LOA, INC

Contracts Total: 4,038,571

	<b>CONTRACT DESCRIPTION</b>	<b>EFFECTIVE DATES</b>	<b>AGENCY</b>	<b>GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)</b>	<b>CONTRACT VALUE</b>
1	Project Hoopaepae- Purpose is to improve educational outcomes for Kamakau students through a concentration on curriculum, student assessment and increased school-wide Hawaiian language proficiency	Sept 15, 2015- Sept 14, 2019	USDOE- Native Hawaiian Education Programs	US	1,568,571
2	USDA- Rural Development Loan Development of Kamakau's Ha'ikū Campus	Mar 31, 2010- March 31, 2050	USDA- Rural Development	US	2,470,000
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