

**THE THIRTIETH LEGISLATURE
APPLICATION FOR GRANTS
CHAPTER 42F, HAWAII REVISED STATUTES**

Type of Grant Request:

Operating Capital

Legal Name of Requesting Organization or Individual: Db:

Kualoa-He'eia Ecumenical Youth Project

KEY Project

Amount of State Funds Requested: \$ 176,120

Brief Description of Request (Please attach word document to back of page if extra space is needed):

KEY Project's mission is to nurture and promote the cultural, environmental, social, economic and recreational well-being of the Kualoa-He'eia area by providing a grassroots civic resource. We are seeking funds to continue our Na Pua o Ko'olau kupuna breakfast program. Kupuna breakfast has become a highlight event in our community with an average of 100 participants per breakfast with attendance as high as 150 participants at any given offering.

Amount of Other Funds Available:

State: \$ _____

Federal: \$ _____

County: \$ _____

Private/Other: \$ 20,000

Total amount of State Grants Received in the Past 5 Fiscal Years:

\$ 1,042,437

Unrestricted Assets:

\$ 269,959

New Service (Presently Does Not Exist): Existing Service (Presently in Operation):

Type of Business Entity:

501(C)(3) Non Profit Corporation

Other Non Profit

Other

Mailing Address:

47-200 Waihee Road

City:

Kaneohe

State:

HI

Zip:

96744

Contact Person for Matters Involving this Application

Name:
Aulii K Dudoit

Title:
Executive Director

Email:
aulliidudoit@keyproject.org

Phone:
(808) 239-5777

Federal Tax ID#:

State Tax ID#



Authorized Signature

Aulii K Dudoit, Executive Director

Name and Title

01/18/19

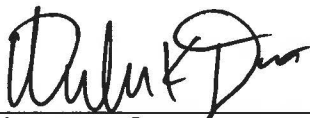
Date Signed

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1/18/19 11:51AM JR

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



AUTHORIZED SIGNATURE

'AULI'I K DUDOIT, EXECUTIVE DIRECTOR

PRINT NAME AND TITLE

JANUARY 18, 2019

DATE

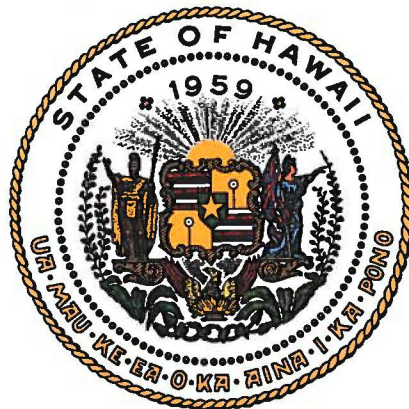


Kualoa-He'eia Ecumenical Youth Project
47-200 Waihe'e Road, Kaneohe, HI 96744
Phone: (808) 239-5777
Website: www.keyproject.org

Application for Operating Grand-In-Aid 2019 Legislative Session – State of Hawaii



Funding request for KEY Project's Na Pua o Ko'olau – kupuna program
Submitted by Executive Director, 'Auli'i K. Dudoit



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

KUALOA-HEEIA ECUMENICAL YOUTH PROJECT

was incorporated under the laws of Hawaii on 06/10/1968 ;
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 17, 2019

Catharine P. Owa-Cole

Director of Commerce and Consumer Affairs

**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.

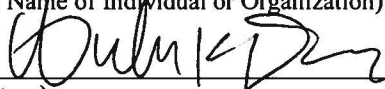
- 2) If the applicant is an organization, the applicant meets the following requirements pursuant to Section 42F-103, Hawai'i Revised Statutes:
 - a) Is incorporated under the laws of the State; and
 - b) Has bylaws or policies that describe the manner in which the activities or services for which a 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.

Kualoa-He'eia Ecumenical Youth (KEY) Project
(Typed Name of Individual or Organization)


(Signature) 01/17/19
(Date)

'Auli'i K. Dudoit Executive Director
(Typed Name) (Title)

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](#))

Our mission of KEY Project is to nurture and promote the cultural, environmental, social, economic and recreational well-being of the Kualoa-He'eia area by providing a grassroots civic resource that effectively serves the needs of our diverse multi-cultural community. Over the past five decades KEY Project has been an active leader in serving a public purpose by carrying out our mission to address the needs of our community. At the same time, our partnerships and collaborations validate our efforts to not only serve our community, but to share our values of public service at home and beyond.

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 *Kualoa-He'eia Ecumenical Youth Project*, better known as KEY Project, celebrated 51 years as a 501c(3) non-profit agency in October of 2018. Church and community leaders, in 1968, founded KEY in response to concerns relating to alienation of youth, stresses on families-in-need, and the desire to help our geographic area gain a greater measure of self-determination for itself in the face of major development schemes. Culturally and economically diverse, this northern Ko'olau Poko district includes an HHFDC housing complex (Ho'okipa Kahalu'u), a small shopping center, three elementary schools, densely populated Ahuimanu and He'eia, and the rural communities of Kahalu'u, Waiahole, Ka'alaea, Waikane, Hakipu'u and Kualoa.

The mission of KEY Project is to nurture and promote the cultural, environmental, social, economic and recreational well-being of the Kualoa-He'eia area by providing a vital grassroots civic resource that effectively serves the needs of our diverse multi-cultural community. We meet our mission through collaborative partnerships and increasingly-per our 2014-adopted Strategic Transitions Plan-by functioning as a Community Center model. An excellent example of the above is the HMSA-supported *Blue Zones project*, focused on the health and welfare of a growing senior population. Such programs find an excellent base or home at KEY Project Community Center, taking advantage of varied spaces and amenities available at this strategically-located site.

KEY has also established a reputation for its work in community advocacy and stewardship. As a long-standing community supporter to preserve our natural resources, KEY is cognizant of the connection a healthy environment has to a thriving community. This undertaking has led to the protection of our region's natural water flow, to restoration of lo'i kalo and loko i'a, and the stewardship of Waihe'e Stream engaging the entire community, from the water tunnel to the coastal marshlands.

KEY Project's leaders are aware that our commitment to nurture the well-being of our community members must extend to those who support and influence them. The vision of a thriving community with healthy families, from keiki to kūpuna, imposes the responsibility to provide the essential resources that increase the likelihood of positive outcomes.

2. The goals and objectives related to the request;

KEY's main goal for this request is to continue our Na Pua o Ko'olau Kupuna Breakfast program that started in March 2015 which aimed to engage and feed area seniors ages 50 and above. Kūpuna breakfast has become a highlight event in our community with an average of 100 participants per breakfast with attendance as high as 150 participants at any given offering. Participation in this program by area kūpuna has been significant and we have successfully engaged area kūpuna and established our center as the community gathering place in Ko'olaupoko. Through this engagement we have also been able to provide a diverse slate of services and experiences from healthy cooking workshops, lomi demonstrations, creative arts experiences, yoga, and 'ukulele lessons.

We believe that kūpuna thrive in a community they feel connected to; a place where they can express themselves, feel appreciated, and open to new learning experiences; working in a garden they can nurture, getting acquainted with a musical instrument, and singing with proud voices to be heard. Somewhere easily accessible, in their neighborhood that gives them the opportunity to build and nurture friendships, enjoy morning yoga or a cultural activity. Here at the heart of our “Civic Center”, they can benefit from a kitchen that cooks up nourishing meals for their bodies and shares recipes and tips for them to create easy meals at home. Our center honors the wisdom that comes with aging and engages kūpuna in projects with purpose and helps them to redefine what it means to age gracefully. This place for the Windward side of O’ahu is KEY Project.

With almost 51 years of service and program provision, deep connections to community, an experienced and knowledgeable staff, a state-of-the-art facility, and an already-engaged kūpuna population KEY project is poised to expand its program services on the Windward side. The Na Pua o Ko’olau-Kupuna Breakfast Program is designed to:

- 1) Improve access to healthy meals
- 2) Increase participation in physical activities
- 3) Promote healthy cognitive function
- 4) Increase social and cultural connectedness

3. The public purpose and need to be served;

With an estimated 2000 senior citizens in the areas between Kahalu’u and Hau’ula and no senior center within 20 miles of these communities going north, the need to provide services and community opportunities for seniors is clear. Community centers can offer places for older adults to gather with old friends or make new ones, to enjoy a meal or engage in a variety of activities. Life enrichment classes, exercise programs, trips to interesting places, and financial and benefit counseling are some of the possible activities and benefits for these older adults. Activities are geared to the social, intellectual, cultural, economic, emotional and physical needs or interests of adults 50 years of age or older. Accessibility is key to older adults using resource centers and KEY Project is ideally located for access for kūpuna from Kāne’ohe to Kahuku. KEY understands the immense value of kūpuna as mentors and guides to the next generation of youths and adults alike. Without active engagement in an intergenerational setting, generation gaps develop quickly, important knowledge and experience is lost and communities quickly find themselves in the kind of situation that prompted KEY’s establishment.

4. Describe the target population to be served; and

KEY aims to serve seniors ages 50 and above who reside in Windward, Oahu from Kāne’ohe to Kahuku. Since its inception, KEY Project has been a gathering place for community members, of all ages. Up until the late 1980’s seniors, in particular, enjoyed having a “home” at KEY’s original site along Kamehameha Highway and since 1981 in the Multi-Purpose Community Center that KEY leases from the city on Waihe’e Road. At this

site, seniors have been able to meet for shared meals, work a community garden, and participate in a workshop, music, and kanikapila. The strategic location of this site has also made it convenient for supportive health services and other related activities. However, in the past two decades, with wanting “outside” support from agencies specializing in senior services (including meals and transportation) the program had atrophied significantly.

There is a need in the community for a place for seniors to gather, share meals, socialize, and share their wisdom and knowledge with the youth.

5. Describe the geographic coverage.

Located at 47-200 Waihe'e Rd. Kaneohe 96744, our geographical vantage includes being central to the whole of northern Ko'olaupoko and the urban-fringe/semi-rural communities situated within and between He'eia to the south and Kualoa, to the north. As close as we may be to urban Kāne'ohē town (the balance of the Castle school complex and the 96744 zip code area), our area still retains much of the open space and agrarian character that has survived decades of development attempts. We are resource rich in ways that are still very much appreciated and valued. Our community center serves families beyond Kualoa, along the windward coast throughout the adjacent moku of Ko'olauloa.

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;

According to a study titled, “The impact of Sustained Engagement on Cognitive Function in Older Adults: The synapse Project, “learning new and demanding skills while maintaining an engaged social network are critical to staying sharp as we age. By offering these services without charge and in their own neighborhood, KEY would provide much needed services that are either unavailable to our kūpuna or unaffordable.

Operating under the premise that choices have a great impact on how one ages, we propose to facilitate a variety of healthy and active lifestyle offerings through our community center. The activities offered will be designed to help kūpuna eat well, exercise regularly, engage in learning opportunities, and provide a safe and comfortable place to connect to each other and to their community at large.

With the success of our new breakfast program, KEY project has already been able to attract area kūpuna to its facilities and engage them in activities like Creative Art, Yoga, Hawaiian 'Ukulele music performance, workshops, and seminars hosted by volunteers. However, with continued funding for this project, KEY could expand its program to further meet the identified needs of our kūpuna in the following component areas:

Improve access to healthy meals

Proposed activities may include:

- Continued free breakfast at KEY Project twice every week
- Home delivery of meals to area kūpuna who are registered participants but unable to participate in-person
- Food box preparation through monthly Food Bank distributions that provide fresh produce, breads, and food items to over 75 kūpuna with cards that offer healthy suggestions for food preparation.
- Kūpuna will be able to access on-sight cooking workshops where participants prepare a healthy, easy to cook meal using locally sourced ingredients and healthy cooking methods. A "Harvest of the Month" feature dish to be included in kūpuna breakfast that highlights a local, ancestral food (e.g. 'ulu, kalo, 'uala).

Increase participation in physical activities

Proposed activities may include:

- Formal contracts with instructors for exercise that ensure physical activity on a regular basis
- Lomi services from community practitioners
- A formalized kūpuna walking group at the adjacent regional park, or local mall
- Hula, poi pounding and other cultural activities
- Community gardening projects
- Partnership with local Physical Therapists who offer education and instruction on techniques to help kūpuna retain mobility and increase their ability to perform everyday tasks independently

Promote healthy cognitive function

Proposed activities may include:

- Regular information seminars
- Ukulele playing and singing group
- Computer classes through KEY's own computer lab
- Ceramics classes with partnering City and County Parks and Recreation

Increase social connectedness

Proposed activities may include:

- Continued kūpuna breakfast twice a week
- Holoholo field trips to cultural partners like Papahana Kualoa, Paepae o He'eia, and Kako'o 'Oiwī, museums and other areas of interest
- Family movie nights
- Kūpuna helping kūpuna volunteer activities like food hub preparation and meal deliveries
- Coordinated mentoring and storytelling with KEY's youth programs
- Education themed Bingo

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



Time frame	Activity	Responsible Party
July 2019 - June 2020	Provide free breakfast twice a week to area kūpuna	Na Pua o Ko'olau Staff Contracted Kitchen staff
July 2019 - June 2020	Coordinate activities to provide access to healthy meals	Na Pua o Ko'olau Kupuna Staff
July 2019 - June 2020	Coordinate activities to encourage increased physical activity	Na Pua o Ko'olau Kupuna Staff
July 2019 - June 2020	Provide opportunities to acquire new skills and improve cognitive function	Na Pua o Ko'olau Kupuna Staff
July 2019 - June 2020	Provide and coordinate activities that promote social connectedness	Na Pua o Ko'olau Kupuna Staff
July 2019- June 2020	Provide oversight of program delivery and assessment/evaluation	ED/Fiscal Officer

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

To ensure the components of the project are functioning as planned, quality assurance measures will be developed and tested from the beginning of the project period and more intensely as the project progresses. Monitoring the progress of the project, collecting relevant information and analyzing evaluation data from differing views will help to ensure a broad spectrum of information. Policies and procedures are in place to ensure monitoring processes are expected and followed. Quality assurance

measures to ensure the project to be effective and appropriate measures to ensure staff skill and knowledge meet project requirements as well as staff support and/or training to be relevant and useful. The information will assist in planning future projects and in decision making when analyzing what works or what changes will be made to ensure success.

As KEY Project works to strengthen its programs and services, there is a concerted effort on the part of the administration to address the evaluation needs of the entire organization. Through partnerships with organizations like the Consuelo Foundation, the Islander Institute, KEY is finding much needed evaluation and assessment support. With guidance from these organizations, KEY is creating an evaluation method that will help assess program effectiveness, measure impact on recipients and measure performance over time and identify areas for improvement.

Evaluation will include a process study focus group at midpoint and an outcome study with comparison of the three surveys. Data will be collected primarily through observation and participant surveys and will be used to inform programmatic decisions, to report on successes and opportunities and to continue to develop better quality programming.

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.

ACTIVITIES	OUTPUTS	OUTCOMES	IMPACTS
<p><i>1. Improve access to healthy meals</i></p> <p><i>Provide meals to seniors in a relaxed and social environment</i></p>	<p><i>1A. Each week 250 free meals will be provided to Kupuna participants through two breakfast gatherings at KEY Project.</i></p>	<p><i>1A. 75% of Kupuna will report an increased quality of life</i></p> <p><i>1B. 75% of Kupuna will report improved access to healthy food</i></p>	<p><i>1. Kupuna have better energy and health to be active participants and contributors in their family and community.</i></p>
<p><i>2. Increase participation in physical activity</i></p> <p><i>Class schedule offering a variety of senior exercise classes including walking,</i></p>	<p><i>2A. Key project will offer at least one opportunity each program day for Kupuna to engage in a 30-minute exercise activity</i></p>	<p><i>2. 75% of Kupuna participants will report an increase in their activity level.</i></p>	<p><i>2. Kupuna will maintain or improve their physical health</i></p>

<p><i>yoga, qigong, and gardening</i></p>	<p><i>2B. At least 20 seniors will participate each week</i></p>		
<p><i>3. Promote healthy cognitive function: Workshops, activities and classes to engage Kupuna in active learning and sharing.</i></p>	<p><i>3A. At least one workshops will be offered each week 3B. 20 Kupuna will participate each week.</i></p>	<p><i>3A. 75% of Kupuna will report increased engagement in areas of interest and learning. 3B. 75% of Kupuna will report an increase in access to relevant classes in the community.</i></p>	<p><i>3. Kupuna will maintain or improve their cognitive function</i></p>
<p><i>4. Increase social connectedness: Talk story, cultural activities, ukulele/singing program.</i></p>	<p><i>4A. At least 2 activities offered each week that promote social connection, cultural pride, active listening, or storytelling. 4B. 20 Kupuna will participate each week.</i></p>	<p><i>4A. 85% of Kupuna will report that they have a deeper sense of connection to their community. 4B. 85% of Kupuna will report making at least one new friend. 4C. 85% of Kupuna will report an increase in social participation and engagement.</i></p>	<p><i>4. Kupuna will have a broader network of support leading to a reduction of stress and isolation and increased positive social relationships.</i></p>

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
\$49,125	\$49,125	\$49,125	\$49,125	\$196,120

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

Not applicable.

- The applicant shall provide a listing of all state and federal tax credits it has been granted within the prior three years. Additionally, the applicant shall provide a listing of all state and federal tax credits they have applied for or anticipate applying for pertaining to any capital project, if applicable.

Not Applicable

- 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.

See attached.

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

Unrestricted Net Assets as of 12/31/18 is \$269,959.

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.

Since 1972, KEY Project has served as a site for seniors to gather for meals and socialization. In conjunction with Lanakila Rehabilitation Center (now Lanakila Pacific), KEY provided an ADA-accessible site in the midst of what would become the Civic Center complex that the surrounding community dreamed-of and planned-for. The current site that KEY occupies is truly a multi-purpose center and has developed a strong reputation for being a gathering place for all ages. Over the past four, almost five decades, KEY has maintained both the site and numerous programs that serve youth, families, and community in an intergenerational setting. As many as 90 seniors once filled the main hall of the new center opened in 1981. KEY has been very successful with networking to support the disparate populations on site, by engaging others: public health nurses- through agreements with colleges and universities,

clubs and organizations, who contribute valuable service hours to help up-keep the complex, strong community support for KEY's campaign, Capital Improvements Projects, and continuing support from trusts, foundations, government with respect to underwriting of programs. KEY's annual fundraising events have also seen great success, with its main fundraisers raising critical unrestricted dollars to help the agency "keep the doors open and the lights on" for all hours, weekdays and weekends.

In July of 2016, KEY secured funding through the State Grant in Aid and in 2017 was able to provide a more robust program with a dedicated staff and a kitchen team. We were successful in elevating the program outcomes and providing a quality of service to our Kupuna that exceeded our expectations. While our average number of seniors at each breakfast is around 100, we have over 700 Kupuna enrolled in the program. The number of participants at each event is stable and the Kupuna who come are deeply committed to attending functions and activities that we provide. We are confident that we have an experienced team and a proven model of program success moving forward.

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.

KEY Project includes an expansive pavilion (175 capacity) with large scale screening and presentation capabilities, a complex of state-of-the-art meeting spaces and classrooms equipped with Wi-Fi access, SMART Boards and web conferencing equipment.

Our campus also includes a community garden, an aquaponics system, and a traditional imu pit in which we annually cook 500 turkeys for area residents during Thanksgiving for the last 30 years. We are closely situated between Kahalu'u Regional Park, the City's Parks and Recreational center and are within walking distance of 6 community churches. We are a handicap accessible facility and provide ample parking for our participants.

KEY Project has provided social services, programs and essential meeting spaces to our community for almost fifty years. Service needs are generally identified through community partnerships, collaboration with local schools, services providers and families served by KEY. KEY provides support to all ages, through programs and services of our own or through those with whom we collaborate. Early childhood programs, non-school hour programming particularly for those transitioning into middle school, information/resource support, computer lab, a CBase High School Diploma class our culinary training course. By leveraging community resources, KEY Project is able to provide a comprehensive slate of essential services such as legal services from Legal Aid Society, Tutu and Me – a traveling preschool, Catholic Charities, Windward School for Adults classes, emergency food pantry, Foodbank and Ohana Food Distribution and the Nursing Program from Hawaii Pacific University. KEY has long history of providing meeting space clubs and neighborhood organizations, including the Kahalu'u Lions Club- itself founded in 1967. Such groups

represent “fertile ground” for recruiting both participants and volunteers to assist with our Kupuna programming.

With deep roots in the community, a high-functioning multi-purpose facility, and history of strong partnerships and collaborations, KEY Project is poised to strengthen and expand our services to our Kupuna.

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.

Current KEY staff expected to be involved with this project include Executive Director, Aulii Dudoit, Executive Director Emeritus, John Reppun who has 30 years of experience in program creation, implementation, and delivery with KEY Project. We also have Jaydene Viernes who brings 30 years of fiscal experience. Current Kupuna Breakfast program staff includes Program Coordinator, Dayna Teves a native of Ko'olaupoko with 9 years of non-profit program support.

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.

See attached.

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.

Executive Director- \$75,000

Fiscal Officer- \$40,000

Program Coordinator- \$36,000

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.

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.

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.

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.

KEY Project is in the middle of enacting its new strategic plan that calls for a streamlined staff, a shift in program delivery and a more diversified revenue stream. Traditionally, KEY Project has been highly dependent on grant funding but this new strategic plan offers several strategies that seek to lower our dependence on grant funding lower our overhead costs and generate more earned income.

Other ways generating revenue include maximizing facility use and securing long-term facility users who act as anchor partners. Several partnerships and long-term users like the Ho'omaika'i Hula Halau and Hope Chapel Kahalu'u to name a few offer KEY the ability to maximize use of its space while providing social, cultural and spiritual benefits to KEY's service area. The number of facility users has increased significantly over the course of this year and we expect that we will continue to see an increase in use and therefore an increase in earned income.

Finally, KEY is re-establishing itself as a true community center that facilitates programs and services in lieu of creating and maintaining all of its own programs and overhead costs associated with those programs. KEY offers a solid facility that has state-of-the-art equipment from SMART Boards in every classroom to a large movie theatre screen with surround sound in our large hall that has a 175-person capacity. Our facility is our biggest asset and we continue to generate creative ways of utilizing our space.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2019 to June 30, 2020

App Kualoa-Hee'ia Ecumenical Youth Project

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	67,525			
2. Payroll Taxes & Assessments	9,595			
3. Fringe Benefits	9,500			
TOTAL PERSONNEL COST	86,620			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space	10,000			
5. Staff Training				
6. Supplies	45,000			
7. Telecommunication				
8. Utilities				
9. Contracted Services	50,000			
10. Special Events	4,500			
11. Transportation				
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20.				
TOTAL OTHER CURRENT EXPENSES	109,500			
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	196,120	#VALUE!	#VALUE!	#VALUE!
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested		Auli'i K. Dudoit 380-7376		
(b) Total Federal Funds Requested		Name (Please type or print) Phone		
(c) Total County Funds Requested		<i>Auli'i K. Dudoit</i> 01/17/19		
(d) Total Private/Other Funds Requested	20,000	Signature of Authorized Official Date		
TOTAL BUDGET	176,120	Auli'i K. Dudoit Executive Director Name and Title (Please type or print)		

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: _____

Contracts Total:

655,362

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	Operating Funding for Kupuna Program	FY2017	EOA	DOH	205,362
2	CIP Facility Improvements	FY2016	OCS	DLIR	186,000
3	CIP Parking Resurface	FY2015	OCS	DLIR	64,000
4	Operating Funding for Holomua (Youth) Progra	FY2017	OCS	DLIR	200,000
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Organizational Chart

Kualoa-He'eia Ecumenical Youth (KEY) Project

