

**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:

Kupu

Amount of State Funds Requested: \$ 200,000

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

Kupu is requesting \$200,000 for its Community and Culinary Programs. The Community Program serves opportunity youth ages 16-24. Over 25 weeks, youth in the Community program participate in hands-on service learning conservation experiences while working towards an alternative high school diploma and employment. The Culinary Program is one employment pathway for youth finishing the Community program. Over 6 weeks, 6 months and/or 1.5 years, youth receive culinary training with a focus on the industry's relationship with our food systems and environment.

Amount of Other Funds Available:

State: \$ 50,000
Federal: \$ 34,000
County: \$ 125,000
Private/Other: \$ 470,212

Total amount of State Grants Received in the Past 5

Fiscal Years:
\$ 1,175,000

Unrestricted Assets:

\$ 6,939,366

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:

677 Ala Moana Boulevard
City: Honolulu State: HI Zip: 96813

Contact Person for Matters Involving this Application

Matthew Bauer

Name: Matthew Bauer	Title: Chief Operating Officer
Email: matthew.bauer@kupuhawaii.org	Phone: (808)735-1221 ext. 1007

Federal Tax ID#:

██████████

State Tax ID#

██████████


Authorized Signature

John Leong, Chief Executive Officer

Name and Title

1/15/20

Date Signed

received
01/17/2020

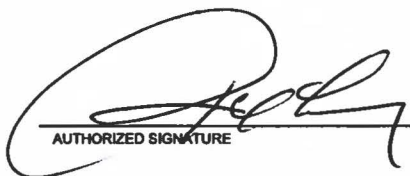
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Applicant KUPU

Application Submittal Checklist

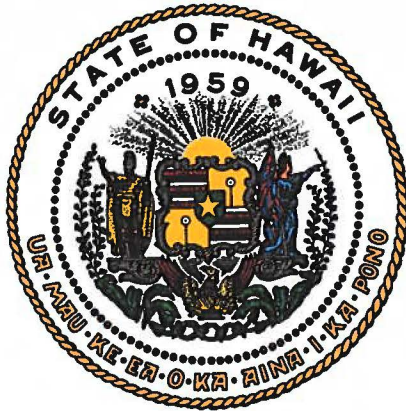
The following items are required for submittal of the grant application. Please verify and check off that the items have been included in the application packet.

- 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

John Leong CEO
PRINT NAME AND TITLE

1/14/20
DATE



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

KUPU

was incorporated under the laws of Hawaii on 01/26/2007 ; 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 13, 2020

Director of Commerce and Consumer Affairs



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

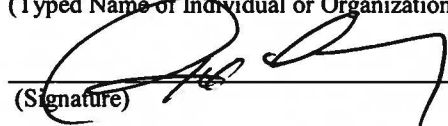
The undersigned authorized representative of the applicant certifies the following:

- 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.

Kupu _____
(Typed Name of Individual or Organization)

 _____
(Signature) 1/15/20
(Date)

John Leong, Chief Executive Officer _____
(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, 2019.

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;

Founded in 2007, Kupu has grown each year, continuing to offer hundreds of service opportunities annually to youth that create positive environmental, cultural and community impact across Hawaii and the Pacific region. At varying lengths, Kupu programs serve youth between the ages of 16-24 seeking to explore trainings that increase their experience and skills in the growing green jobs sector through both team-based and individual-based programming. Whether it be hands-on conservation skills or culinary training with a focus on the education of Hawaii's local food systems, youth receive valuable mentorship from industry experts that increases their job qualifications and lifetime earning potential. In the 2017-18 program year, Kupu served a total of 348 youth adding to the overall total of 3,995 served over the organization's lifetime while also leveraging nearly 100,000 volunteers serving over 2 million hours combined to impact local communities throughout Hawaii.

2. The goals and objectives related to the request;

Kupu proposes to serve 40 duplicated opportunity youth within the project year. The goals related to the request are; of the opportunity youth who complete the program a) 80% of youth are able to identify how their actions affect Hawaii's environment, b) 100% of youth increase employability through securing an alternative high school diploma, and c) 100% of youth increase employability through receiving workforce development workshops and hands-on training experiences.

The objectives specific to reach each goal are as follows:

- a) 80% of youth are able to identify how their actions affect Hawaii's environment.
 - a. The Community program will provide at least 300 hours in service-learning conservation work where youth will directly and positively impact Hawaii's environment.
 - b. The Culinary program will provide at least two educational workshops on Hawaii's food systems and local food sourcing.

- b) 100% of youth increase employability through securing an alternative high school diploma.
 - a. The Community program will provide classroom instruction and tutoring for the Hi-SET and/or Workforce Development Diploma curriculum for program youth at least twice a week through the length of the program.

- c) 100% of youth increase employability through participating in trainings/workshops that increase hard and soft skills, and add value job applicant value.
 - a. The Community program will provide at least three workforce development workshops (i.e. mock interviews, resume writing).
 - b. Members in the Culinary Program will receive a State of Hawaii Department of Health Safety and Sanitation Certificate.

3. The public purpose and need to be served;

The public purpose of this request is to provide integral support services to Hawaii's local opportunity youth, at no cost to the youth, with the goal of preparing them for entry-level work in Hawaii's workforce.

Disconnected young adults ages 16-24, known as opportunity youth, who are not working or in school, are often lead to repressed wages, chronic unemployment,

a reliance on government assistance, and exposure to lifestyles that lead to crime.

Measure of America found that in 2016, 11.7 percent of young Americans were disconnected, an improvement from the 2015 rate of 12.3, and a 20 percent decrease from the 2010 peak rate of 14.7 percent. Yet 4.6 million young people remain out of work and out of school. (Measure of America, 2018)

By 2018, nearly seven in ten jobs in Hawai'i will require at least some college (Hawaii P-20), while high school dropout rates in the areas served by the project as of 2017 remain at 22% and 21%. (State of Hawaii Department of Education, 2017)

According to the most recently published report on juvenile delinquency trends in Hawaii, there was a total of 42,984 individual and 83,406 total juvenile arrests from 2003 to 2012 in the County of Honolulu (State of Hawaii Department of the Attorney General, 2014). Often judges are forced to make an untenable choice between probation or incarceration for adolescents with moderately serious offending histories who do not pose an immediate or significant threat to public safety. To fill this void, courts and corrections systems should invest in and substantially expand access to intensive and high-quality alternatives to incarceration such as rigorous career preparation and vocational training and intensive youth advocate and mentoring programs (The Annie E. Casey Foundation, 2011).

A 2010 study by Kamehameha Schools found that students participating in culture-based education reported higher rates of self-worth, community attachment and service, school engagement, and better performance on math and reading tests. This effect was especially significant for those with low socio-emotional development – in essence, there is a clear link between restoration of culture and restoration of the individual. Kupu utilizes a model of experiential service learning, steeped in Hawaiian values and practices to offer a supportive setting for participants to stabilize their lives, reconnect with their cultural identity, develop positive aspirations, gain basic educational qualifications, and prepare for entry into the workforce.

Any funds awarded will be spent as described below to support the free public services Kupu offers to local opportunity youth.

PROJECT NAME:	KUPU
DOCUMENT:	Total Project Budget
FUNDING ENTITY:	State Grants in Aid
START/END DATE:	7/1/2020-6/30/2021
	TOTAL
Staff Salaries, Wages & Fringe Benefits	\$ 141,000.00
Member Living Allowances/Intern Wages & Fringe Benefits	
Member/Intern Travel	\$ -
Staff Travel	\$ -
Equipment	\$ -
Supplies (incl. food)	\$ 10,000.00
Consultants & Contractors	\$ -
Member Training	\$ -
Staff Training	\$ -
Evaluation	\$ -
Recruiting	\$ -
Marketing	\$ -
Insurance	\$ -
Depreciation	\$ -
Other (incl. vehicle maintenance, Manager Discretionary, etc.)	\$ -
Occupancy & Utilities	\$ 9,000.00
Direct Costs	\$ 160,000.00
Indirect Costs (20%)	\$ 40,000.00
Total	\$ 200,000.00

4. Describe the target population to be served; and

The Community and Culinary program serves opportunity youth defined as not working nor in school, including those who struggle with poverty, substance abuse, delinquency, unstable home environments, and traditional education settings. In the 2017-2018 program year, the program's population served was 86.6% Native Hawaiian and/or Pacific Islander. Native Hawaiians, and Pacific Islanders perform significantly lower academically than the general student population within the State of Hawaii Department of Education system. The education gap is most clearly evident in current graduation rates. The statewide graduation rate is 83%, whereas economically disadvantaged youth, Native Hawaiians, and Pacific Islanders have graduation rates of 78%, 79%, and 68%

(State of Hawaii Department of Education, 2017). Graduation rates are even lower in the Kaimuki-McKinley-Roosevelt complex with average graduation rates, for students of all demographics, at 78%, with (State of Hawaii Department of Education, 2017).

The majority of participants come from low-income families with significant challenges at home, school, and in their personal lives. Participants are referred by alumni, school counselors, teachers, probation officers, judges, and various youth programs. Some participants may be homeless or court-referred, while some are simply seeking work experience and a way to stay productive and gain skills while out of school or unemployed. In the 2017-18 program year, 69% of youth served entered the program with no high school diploma and were unemployed, 22.4% entered with no diploma and were employed, 5.2% entered with a diploma and were unemployed, and 3.4% entered with a diploma and were unemployed but identified that they were in need of support in life.

5. Describe the geographic coverage.

Both programs currently operate on Oahu at The Harry & Jeanette Weinberg Ho'okupu Center in Kewalo Basin and primarily serves youth from Makiki, Papakolea, Waikiki, Downtown Honolulu, Chinatown, and Kalihi. Although majority of the youth served are from those areas listed, it has also served youth as far as Waipahu and Windward Oahu. Transportation is the primary barrier to serving youth beyond the typical urban Honolulu areas, however eligibility of service is not dependent on geographic location.

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;

Under this request, Kupu will be responsible for the following tasks and responsibilities:

- a. Provide hands-on service-learning conservation opportunities for youth.
- b. Provide instruction and tutoring support for youth working towards Hi-SET or Workforce Development Diploma.
- c. Provide workforce development workshops (i.e. resume writing, mock interviews)

- d. Provide support in connecting youth with entry-level job opportunities.
 - e. Provide youth with hands-on real-life culinary training opportunities.
 - f. Provide transportation services for youth during program hours.
 - g. Provide the necessary facilities for all programming under the Culinary and Community Programs.
 - h. Administer all evaluation tools necessary to determine program effectiveness.
 - i. Complete all required reporting for receiving State GIA operational funds.
2. Provide a projected annual timeline for accomplishing the results or outcomes of the service;

Both the Culinary and Community program will run three cohorts each within the project year. Below are projected dates of each cohort.

*Cohorts are partially out of project year due to length of program.

Community Program (25 weeks)

August 2020 – February 2020

November 2020 – May 2021

*February 2021 – August 2021

Each cohort will have three phases that each member will progress through;

1) Malama Aina: 5 weeks, 5 days a week, from 8:00 AM-3:30 PM, youth will participate in hands-on conservation work at sites around Oahu.

2) Education: Approximately 20 weeks long, 2 days each week, youth will enter the Hi-SET class with Kupu and work towards receiving their alternative high school diploma while continuing to participate in conservation work 2 days each week.

3) Volunteer or Work: Overlapping with the education phase, youth will be prepared for and connected with job opportunities either within or outside of Kupu that will carry on after graduation. The Culinary program is one of Kupu's internal paid internship pathways for Community program graduates to take advantage of, extending the programming time the organization has with those youth.

Culinary Program (6 weeks)

January 2021 – February 2021

April 2021 – May 2021

*July 2021 – August 2021

In the six weeks, each Culinary program cohort will focus on instruction for basic kitchen skills, safety and sanitation, and food systems in Hawaii. The classroom instruction and hands-on training opportunities will culminate in the youth receiving their State Department of Health Safety & Sanitation Certificates. After completing the 6-week training, youth have an opportunity to continue in a 6-month or 1.5 year intensive culinary training with Kupu that will position them for higher level work in the industry.

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

Both programs evaluate services using a pre and post evaluation as well as weekly check-ins with members. The pre and post evaluations are re-designed each year to accommodate both the need to evaluate year over year program efficiency and progress as well as the specific outcomes as agreed upon between Kupu and its funding partners. Upon the notice of award through the State GIA program, Kupu will review its evaluation tools for the Community and Culinary programs and make the necessary changes to meet all agreement of evaluation activities.

Member check-ins are another way of evaluating the service efficiency on a more intimate basis, resulting in quicker responses by program staff. Each week, members participate in 15-minute check-ins to let staff know how they are doing, and also how they feel about the programming. Member responses are discussed in weekly staff meetings and small changes are made to programming to increase member satisfaction and program efficiency.

One example of how member feedback has helped shape program services is the programs' family involvement. At the end of their cohort, members felt that family was only present at the beginning and end of their experience, and additionally felt that more family involvement would create a better program. In response, the programs now host family nights where program staff, members, and families share a meal together.

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 measures of effectiveness that will be reported to the State agency through which grant funds are appropriated are as follows;

- a) 80% of youth who complete the programs are able to identify how their actions affect Hawaii's environment;

b) 100% of youth who complete the program have increased employability through securing an alternative high school diploma, and;

c) 100% of youth who complete the programs have increased employability through receiving workforce development workshops and hands-on training experiences.

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 2021.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$50,000	\$50,000	\$50,000	\$50,000	\$200,000

As stated previously, Kupu intends to spend State GIA funds as described below. Please note that Staff Salaries, Wages & Fringe Benefits includes paid member and intern training positions.

PROJECT NAME:	KUPU
DOCUMENT:	Total Project Budget
FUNDING ENTITY:	State Grants in Aid
START/END DATE:	7/1/2020-6/30/2021

	TOTAL
Staff Salaries, Wages & Fringe Benefits*	\$ 141,000.00
Member Living Allowances/Intern Wages & Fringe Benefits	
Member/Intern Travel	\$ -
Staff Travel	\$ -
Equipment	\$ -

Supplies (incl. food)	\$ 10,000.00
Consultants & Contractors	\$ -
Member Training	\$ -
Staff Training	\$ -
Evaluation	\$ -
Recruiting	\$ -
Marketing	\$ -
Insurance	\$ -
Depreciation	\$ -
Other (incl. vehicle maintenance, Manager Discretionary, etc.)	\$ -
Occupancy & Utilities	\$ 9,000.00
Direct Costs	\$ 160,000.00
Indirect Costs (20%)	\$ 40,000.00
Total	\$ 200,000.00

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2021.

Kamehameha Schools
The Omidyar Group
City and County of Honolulu
The Larry & Hellen Hoag Foundation
Starbucks Foundation
The Walton Family Foundation
Hawaii Tourism Authority
The Consuelo Zobel Alger Foundation
American Savings Bank
Bank of Hawaii

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.

Not Applicable.

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 2021 for program funding.

See attached.

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2019.

\$6,939,366.00

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.

Kupu's newest program and first social enterprise, the Culinary program, boasts a staff of highly experienced culinarians that collectively bring over 30 years of experience to the organization. Pulling from the experiences of owning their own businesses in the industry, holding key roles in opening large restaurants such as Hard Rock Café and The Cheesecake Factory, and teaching at Kapiolani Community College, the staff designed an evolving program for Kupu youth that will successfully prepare them for entry-level work in the industry.

In less than a year of operating out of The Harry & Jeanette Weinberg Ho'okupu Center's commercial kitchen, the Culinary program has been able to start recovering a fraction of its own costs through real-life caterings that youth take part in.

Kupu has administered the Community program for 8 years, continuing to develop and grow it year over year. In the 2018-19 program year, 69% of youth were both unemployed and had no high school diploma, 14% were unemployed with a diploma, 10% were employed with no diploma, and the remaining 7% were employed with a diploma, but were unhappy with their job opportunities.

Upon graduating from the program, 90% of the youth were both employed and had received their diploma and 10% received a diploma and were in the process of securing employment.

In addition to the outcomes of the program in 2018-19, other notable successes include those found in a study the Community program participated in with the University of Hawaii John A. Burns School of Medicine. Those successes include:

1. Largest increase in youths' self-esteem post-program compared to all participants in study.
2. Risk of diabetes and high blood pressure decreased.
3. Decrease of youth participating in negative behaviors (ex. drug and alcohol use) influenced by family and peer groups.

One of the greatest successes of the 2019 year has been Kupu's ability to take Community program youth to Midway Atoll to participate in conservation work and continue their classwork for 15 days. The once in a lifetime, life changing experience further prepared one youth to gain the appropriate experience to secure employment with Paepae o Heeia. As the very first group of youth to ever work on Midway Atoll, they brought home unique experiences such as leading the rescue of a population of Laysan ducks that were dying due to botulism in their pond on Midway. If it had not been for Kupu Community youth learning how to use the YSI water quality meter, a tool that does not exist on Midway, and leading the testing of the water quality for the United States Fish and Wildlife Service, the population of ducks on Midway would have almost certainly died. It is these experiences that youth who are dropping out of high school need so that they can realize that their work matters, and they matter.

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.

Both programs operate out of The Harry & Jeanette Weinberg Ho'okupu Center (fka Net Shed) in Kewalo Basin in downtown Honolulu. After achieving a six million dollar capital campaign, Kupu renovated and re-opened the facility in April of 2019. The facility houses the following spaces that are used by both programs on a daily basis:

Classroom
Indoor Large Gathering Area
Outdoor Large Gathering Area
Two Conference Rooms
Training Room
Offices/Workstations
Commercial Kitchen
Bathrooms/Shower Rooms

Kupu originally had a 35 year lease with the State of Hawaii – Hawaii Community Development Authority. In November 2019, the lease remained intact as it transferred to the City & County of Honolulu Department of Land Management. The approximately

8,700 square foot facility provides adequate space and amenities for both programs to operate simultaneously, and efficiently.

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.

Kupu has a staffing structure that is evolving and has been both informed from the management of the executive team and continuous input from staff across the organization. Kupu hosts quarterly organization-wide training days that focus on topics such as communication, strategic goals, and leadership development. Additionally both the Community and Culinary program have weekly staff meetings where staff development workshops, such as Trauma Informed Care, are facilitated.

Kupu also hosts monthly organization-wide staff meetings, where administrative direction is provided on an organization-wide and individual program level. Lastly, using Kupu's HR contractor, ALTRES, managers such as the ones described below receive the ALTRES Supervisor Training to equip supervisors with the right tools to effectively lead direct service staff.

Community & Culinary Program

Senior Program Manager – The Senior Program Manager is responsible for grant and contract management, budget management, fundraising, and strategic planning for both the Community and Culinary program. The Senior Program Manager holds a Masters in Social Work and brings experience from working at Windward Community College, leading grant programs serving low-income first-generation students.

Administrative Coordinator – The Administrative Coordinator is responsible for coordinating the intake process for members, data management, and program calendar management for program programs. The Administrative Coordinator has a Bachelor's degree in Gastronomy and brings her experience from working in delivering services in other local Hawaii non-profit organizations.

Community Program

Program Manager – The Community Program Manager is responsible for supervision of Community program staff, case management of members, and continuing to develop community partnerships that enrich program services. The Community Program

Manager has a long history in working with at-risk youth in Hawaii at the Hawaii Youth Correctional Facility and 8 years of experience of serving Kupu youth.

Employment Coordinator – The Employment Coordinator is responsible for preparing members to enter Hawaii’s workforce by planning and facilitating appropriate workshops and experiences, evaluation for Community program services, and supporting the Program Manager with case management. The Employment Coordinator has a Bachelor’s degree in Interdisciplinary Studies from Stanford University, and has experience volunteering with the Peace Corps and also working as an Americorps Service Member with Kupu.

Education Coordinator – The Education Coordinator is responsible for classroom management, tracking student progress in the Hi-SET program, and providing instruction and tutoring support. The Education Coordinator holds a Bachelor’s degree in Art and brings her teaching experience to Kupu, creating a more supportive classroom experience.

Field Coordinator – The Field Coordinator is responsible for planning and facilitating the hands-on conservation service-learning experiences, supporting the Program Manager with case management, and facilitating cultural workshops. The Field Coordinator has a Bachelor’s degree in Hawaiian Studies and brings much experience from his prior work at Keiki o Ka Aina, where he facilitated Hawaiian cultural workshops for the larger community.

Culinary Program

Executive Chef – The Executive Chef is responsible for supervision of the Culinary Program staff, supporting the Senior Program Manager with strategic planning, and overall management of all culinary social enterprise activities. The Executive Chef brings years of experience spanning from owning his own catering companies to opening larger restaurants such as The Cheesecake Factory. He has volunteered with Kupu for approximately 8 years and Kupu is privileged to have him on the team.

Sous Chef for Instruction – The Sous Chef for Instruction is responsible for curriculum development, training members, and tracking member learning progress. The Sous Chef for Instruction brings many years of experience teaching at Kapiolani Community College’s Culinary Arts Program, in addition to his experience in working for a Silicon Valley PR firm and the U.S. Central Intelligence Agency.

Sous Chef for Catering Operations – The Sous Chef for Catering Operations is responsible for the delivery of all catering orders, providing real-life trainings for members, and the purchasing and tracking of all kitchen inventory. The Sous Chef for Catering Operations brings the experience of owning his own catering company, and holding many back of house kitchen positions that give him a great deal of perspective that provides for empathy while training youth in each position.

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 organization chart 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.

Chief Executive Officer - \$165,000

Chief Operating Officer - \$113,000

Chief Financial Officer - \$113,000

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.

The Corps Network has accredited Kupu as a Conservation Corps. The Corps Network is the National Association of Service and Conservation Corps, made of 130 Corps that provide young adults and veterans the opportunity to serve our country through projects on public lands and rural and urban communities. To receive accreditation, Corps must demonstrate a high level of accountability to funders and donors, the capacity to provide meaningful programming to Corpsmembers, and quality results to community and project partners. To become accredited, a Corps must undergo an in-depth review of its general operations, youth programming operations, governance standards, financial management practices, and risk management guidelines. The process involves a site visit as well as a thorough assessment of the Corp's administrative documents and policies. Accreditation lasts for five years with the requirement that Corps provide an annual update to the advisory committee.

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 2020-21 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2020-21, but
- (b) Not received by the applicant thereafter.

Kupu's intentional direction towards fee for service opportunities is the primary strategy for building more sustainable programs. In the 2019-20 program year, both the Culinary and Community programs were given the goal of raising a certain percentage of their own budget through fee for service activities such as catering or landscaping. How each program reaches that goal is unique to them. Each year, the goal will be raised for both teams appropriately, slowly diversifying the funding streams that make up each program's budget. As Kupu diversifies its revenue creating more balance with grant funding, the sustainability of each program will increase accordingly as well.

Kupu has also started creating meaningful partnerships with Kamehameha Schools and Liliuokalani Trust. Both partnerships are similar in that the organizations are leaning on Kupu's Community and Culinary program to support their respective initiatives, whether it be our extending programming to their facilities at a cost, or consulting for other smaller non-profits so that they have the capacity to expand their own programming to include Kupu's services at a cost as well.

Alongside the move towards fee for service opportunities, Kupu leadership also invests a lot of time and effort into donor stewardship, targeting larger donors both local in Hawaii and beyond the State. In combination with other efforts of building more sustainable funding streams, we are confident that we can continue to provide the same or increased services year over year for local opportunity youth.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2020 to June 30, 2021

Applicant: KUPU

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	29,000	25,000	76,200	462,201
2. Payroll Taxes & Assessments				
3. Fringe Benefits			34,290	
TOTAL PERSONNEL COST	29,000	25,000	110,490	462,201
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance				26,893
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies	9,000			41,723
7. Telecommunication				
8. Utilities				
9. Travel	2,000			3,000
10 Other: Vehicle Maintenance				3,540
11 Occupancy & Utilities				38,636
12 Consultants & Contractors			8,270	
13 Indirect Costs	10,000	5,000	6,240	139,732
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	21,000	5,000	14,510	253,524
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	50,000	30,000	125,000	715,725
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	50,000	(808) 497 - 5252		
(b) Total Federal Funds Requested	30,000	Kaulana McCabe		
(c) Total County Funds Requested	125,000	Name (Please type or print) Phone		
(d) Total Private/Other Funds Requested	715,725	(809) 735-1221		
		Signature of Authorized Official Date		
TOTAL BUDGET	920,725	John Leong, CEO		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2020 to June 30, 2021

Applicant: KUPU

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Employment Coordinator	1.0 FTE	\$41,000.00	100.00%	\$ 41,000.00
Sous Chef for Instruction	1.0 FTE	\$65,000.00	100.00%	\$ 65,000.00
Culinary Intern	1.0 FTE	\$35,000.00	100.00%	\$ 35,000.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				141,000.00

JUSTIFICATION/COMMENTS: The Employment Coordinator is responsible for preparing members to enter Hawaii's workforce by planning and facilitating appropriate workshops and experiences, evaluation for Community program services, and supporting the Program Manager with case management. The Sous Chef for Instruction is responsible for curriculum development, training members, and tracking member learning progress. The Culinary Intern is a paid member position that was created to offer compensation during the training period to increase retention by supporting the cost of living. All positions listed above are necessary to reach the intended outcomes of the project. Two of the three positions are direct service positions and one position is supporting a member of the program, which also moves the project towards meeting its goals.

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2020 to June 30, 2021

Applicant: _____ KUPU - NOT APPLICABLE _____

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2020 to June 30, 2021

Applicant: _____KUPU - NOT APPLICABLE_____

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2018-2019	FY: 2019-2020	FY:2020-2021	FY:2020-2021	FY:2021-2022	FY:2022-2023
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS:						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Kupu

Contracts Total:

922,203

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	State of Hawaii GIA	6/1/2018-5/31/2021	State of Hawaii	State	\$ 200,000.00
2	City and County of Honolulu GIA	10/1/2017-9/30/2018	City and County of Honolulu	City and County	\$ 124,990.00
3	Hawaii Tourism Authority C/S	10/30/2017-1/13/2019	Tourism Authority	State	\$ 75,000.00
4	National Park Service Task Agreement 107 C/E	12/29/2017-9/30/2019	US Dept of the Interior	U.S.	\$ 57,995.00
5	NOAA Marine Education	9/1/2018-8/30/2019	US Dept of Commerce	U.S.	\$ 14,948.00
6	NOAA B-WET	10/1/2018-11/30/2019	US Dept of Commerce	U.S.	\$ 150,000.00
7	City and County of Honolulu GIA	10/1/2018-9/30/2019	City and County of Honolulu	City and County	\$ 124,270.00
8	Hawaii Tourism Authority C/S	12/21/2018-3/31/2020	Tourism Authority	State	\$ 50,000.00
9	City and County of Honolulu GIA	11/1/2019-10-/31/2020	City and County of Honolulu	City and County	\$ 125,000.00
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