

**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:

Waianae Economic Development Council

Amount of State Funds Requested: \$ 129,724.00

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

If funded, the Waianae Economic Development Council will increase economic opportunities for Waianae Coast residents by building and strengthening its business community. The services we will provide include (1) creating an online and searchable business directory; (2) providing training and technical assistance; (3) continuing and expanding youth entrepreneurial development; (4) providing opportunities for Waianae Coast businesses to market and sell their products and services; and (5) advertising local businesses to increase resident and visitor consumption.

Amount of Other Funds Available:

State: \$ 40,000.00
Federal: \$ 0
County: \$ 0
Private/Other: \$ 0

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

\$ 0
Unrestricted Assets:
\$ 2,950.00

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:

P.O. Box 194
City: State: Zip:
Waianae HI 96792

Contact Person for Matters Involving this Application

Name: Joseph Lapilio	Title: President and CEO
Email: josephwlapilio3@gmail.com	Phone: (808) 265-3975

Federal Tax ID#: [REDACTED]	State Tax ID# [REDACTED]
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Authorized Signature

Joseph Lapilio, President and CEO

Name and Title

January 16, 2020

Date Signed


received
1/17/20 2c

12:34 pm

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



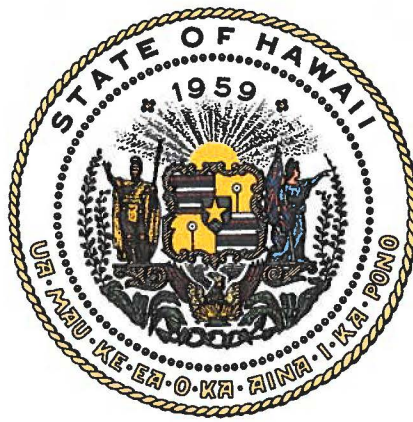
AUTHORIZED SIGNATURE

JOSEPH LAPILIO, PRESIDENT AND CEO

PRINT NAME AND TITLE

JANUARY 16, 2020

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

WAIANAE ECONOMIC DEVELOPMENT COUNCIL

was incorporated under the laws of Hawaii on 08/21/2014 ; that it is an existing nonprofit corporation; and that, as far as the records of this Department reveal, has complied with all of the provisions of the Hawaii Nonprofit Corporations Act, regulating domestic nonprofit corporations.

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

Dated: January 16, 2020

Director of Commerce and Consumer Affairs



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

The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant is awarded;
 - b) Complies with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
 - c) Agrees not to use state funds for entertainment or lobbying activities; and
 - d) Allows the state agency to which funds for the grant were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and ensuring the proper expenditure of the grant.

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

- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
 - b) Has a governing board whose members have no material conflict of interest and serve without compensation.

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

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

Waianae Economic Development Council

(Typed Name of Individual or Organization)

January 16, 2020

(Signature)
Joseph Lapillo

(Date)
President and CEO

(Typed Name)

(Title)

The Wai'anae Economic Development Council
A Community Planning & Development Corporation

January 16, 2020

TO: Donovan M. Dela Cruz, Chair
Senate Committee on Ways and Means:
State Capitol, Rm. 208
Honolulu, HI 96813
Attn: GIA

FROM: Joseph Lapilio, President and CEO
Waianae Economic Development Council
P.O. Box 194
Waianae, HI 96792



SUBJECT: GIA Application – Public Purpose Pursuant to Section 42F-102, HRS

If funded, the Waianae Economic Development Council will use its GIA funding to increase economic opportunities for Waianae Coast residents by building and strengthening its business community.

The services we will provide include (1) creating an online searchable directory of community businesses; (2) providing business training and technical assistance; (3) continuing and expanding youth entrepreneurship; (4) providing venues to promote and market products and services made on the Waianae Coast; and (5) advertising local businesses to increase resident and visitor consumption.

Our services will be open to all emerging and existing businesses on the Waianae Coast. The activities to support these businesses will include the geographic area from Ko Olina to Kaena.

For the past four years, these services have been provided by volunteers. Our request is for \$129,724 and will be used to hire five part-time staff capable of taking the program to the next level and to develop strategies to make these services financially sustainable. The grant-in-aid request is only for these staff positions and its administration. Funds from a federal grant and in-kind support from community partners supplement this funding and provide for other costs.

Thank you for your consideration.

The Wai'anae Economic Development Council is a tax-exempt community development corporation led by a coalition of leaders from the Wai'anae Coast. Our mission is to provide economic opportunities for Wai'anae Coast residents by developing the community's natural, cultural and human resources. Our IRS tax-exemption and Federal Employer Identification Number is 47-1646700.

P.O. Box 194, Wai'anae HI 96792

Application for Grants

II. Background and Summary

1. A brief description of the applicant's background;

The Waianae Economic Development Council (WEDC) was formed by a coalition of community organizations to identify and develop economic opportunities on the Waianae Coast. Its mission is to increase economic opportunities for Waianae Coast residents by developing the community's natural, cultural and human resources.

The Vision of the Wai`anae Coast Economic Development Council is to create a community with a thriving, diverse and sustainable economy. By providing a comprehensive program of community planning, capacity building, financial services, and business development, we will reach the following goals by the year 2030.

- Economic parity with the State of Hawaii.
- A safe and nurturing social environment for residents, families and organizations.
- Well-being for our children, youth and kupuna.
- Fulfill the responsibilities as stewards to our environment, our culture and to history.

Our mission is to increase opportunities for Wai`anae Coast residents by developing the community's rich natural, cultural, historical and human resources. The Waianae Economic Development Council will accomplish this mission by adhering to the values of aloha, integrity and mutual respect. We work to create strong healthy relationships and create value to bring benefit to the community.

The Waianae Economic Development Council has taken on the following roles and responsibilities:

- Building capacity by providing training and ongoing technical assistance.
- Improving access to financing, capital and other resources.
- Facilitating the promotion and marketing of Waianae Coast products and services.
- Developing new companies, activities and partnerships, particularly those that support existing businesses and/or stimulate further development.

Our Strategic Priorities for 2020-2023 include:

- Providing business training and technical assistance to support business and economic development.
- Improving access to capital by securing certification as a community development financial institution and providing business loans and funding to support community development projects.
- Organizing community organizations and leaders to identify community development initiatives that will support existing businesses and/or stimulate further economic development.

2. The goals and objectives related to the request;

In FY2021, the Waianae Economic Development Council will achieve the following:

- Support 100 Waianae Coast businesses including start-ups, existing businesses in need of assistance and businesses with the potential for expansion. This includes the following:
 - Identifying local businesses and creating a directory of Waianae Coast businesses.
 - Identifying and organizing business development services available to businesses on the coast.
 - Creating an intake process to identify needs and an information and referral system to coordinate service delivery.
 - Continuing weekly networking activities for local businesspeople and emerging entrepreneurs.
 - Convening quarterly business training seminars to support business expansion.
- Create 5 youth enterprises. Activities to achieve this include:
 - Expanding our youth entrepreneur development program (Junior Entrepreneur Development Institute) at Nanakuli High and Intermediate School to include Waianae High School.
 - Creating two cohorts of 20 youth at each high school
 - Providing weekly instruction and assistance.
 - Planning and hosting a youth entrepreneur exhibition at the end of the school year.
- Stage eight events in the year to provide a marketing outlet for Waianae Coast vendors selling their products and services. To achieve this, we will:
 - Develop a partnership with Ko Olina Resorts to host events on site that will increase interaction between residents and visitors.
 - Plan and host events in the community that will promote local business.
- Establishing a media vehicle to advertise businesses, sites, and activities on the coast to increase visibility and patronage. We will create and publish a monthly e-newsletter to inform visitors to the Westside of activities, sites and businesses they can visit while in the community.

2. The public purpose and need to be served;

There is a need to increase economic opportunities for Waianae Coast residents. Increasing number of families in the community are finding it difficult to meet the expense of increasing housing and living costs. Increasing numbers of families are requiring assistance to survive or are doubling and tripling up in homes intended for single families. Others have to choose living on beaches, even though they are employed.

In a 2018 National Coalition for Low-Income Housing report, the average two-bedroom rental on the Waianae Coast requires a household income of \$38 per hour, full-time. The majority of Waianae Coast residents remain low-income despite the increased economic growth and expansion in West Oahu.

This project is intended to help residents improve their economic condition by providing an alternative to employment that continues to provide income lower than what is needed. In addition, by supporting local businesses, we are able to help them expand and increase employment opportunities.

3. Describe the target population to be served; and

The program will focus on residents, businesses and entrepreneurs on the Waianae Coast. It is expected that the majority of program participants will be from the Waianae Coast but activities including training and access to market opportunities it will be available to businesses from other parts of West Oahu.

4. Describe the geographic coverage.

The program will be located on the Waianae Coast and include Ko Olina Resorts.

III. Service Summary and Outcomes

1. Describe the scope of work, tasks and responsibilities;

If awarded, the Waianae Economic Development Council will hire a part-time program manager to oversee the project and to ensure we meet our goals and objectives. Other part-time staff will be hired for these tasks.

- Support 100 Waianae Coast businesses including start-ups, existing businesses in need of assistance and businesses with the potential for expansion. The following tasks are required.
 - A Business Development Specialist will be hired to help with this area of responsibility.
 - Develop a directory of Waianae Coast businesses that will be published online providing exposure to these local businesses and facilitating their access to markets.
 - Publish a resource list of business development service providers including training, programs, consultant services, financing.
 - Develop an intake process to identify needs and an information and referral system to link businesses with the support they require.
 - Establish monitoring protocols to ensure businesses are getting what they need and are able to demonstrate results.
 - Convene networking events and quarterly business symposiums.
- Create 5 youth enterprises. The following tasks are required.
 - A Youth Entrepreneur Development Instructor will be hired to help with this area of responsibility.
 - Expand the current youth entrepreneur development program at Nanakuli High and Intermediate School to include Waianae High School.
 - Provide weekly business development classes. Provide assistance to students and teachers as needed.
 - Plan and stage a youth entrepreneur exhibition for the community.
- Stage eight events in the year to provide a marketing outlet for Waianae Coast vendors selling their products and services. To achieve this, we will:
 - An Events Coordinator will be hired to help with this area of responsibility.
 - Work with businesses to determine their level of readiness and identify support needed by the business owner.
 - Utilize community events, including farmers' markets and community festivals to provide a marketing venue.
 - Work with Ko Olina Resorts to host cultural festivals on site to provide marketing opportunities.
 - Coordinate four community events and four external events to provide opportunities to market and sell local products and services.

- Establishing a media vehicle to advertise businesses, sites, and activities on the coast to increase visibility and patronage. To do this, we will need to do the following:
 - Hire a Communications Contractor to assist us with this area. The contractor will help with the following.
 - Create a template for website and hard copy publications to promote community events.
 - Assist with creating content for the publication and update regularly.
 - Assist with identifying financing opportunities to sustain the system.

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

Month	Task	Responsibility
1	Hire positions	President and CEO
	Weekly Networking Activities Start	Business Development Specialist
	Business Development Service Provider Directory Completed	Business Development Specialist
2	Intake, Information and Referral System in Place	Business Development Specialist
	Training Symposium Convened	Business Development Specialist
	JEDI Curriculum Completed	Youth Entrepreneur Instructor
	External Event Completed	Events Coordinator
3	First Community Event Completed	Events Coordinator
	JEDI Starts	Youth Entrepreneur Instructor
4	Magazine prototype	Communications Contractor
5	Training Symposium Convened	Business Development Specialist
	External Event Completed	Events Coordinator
6	Second Community Event Completed	Events Coordinator
7	Launch magazine	Communications Contractor
	Financing Strategies for the Magazine	Communications Contractor
8	Training Symposium Convened	Business Development Specialist
	External Event Completed	Events Coordinator
9	Third Community Event Completed	Events Coordinator
10	Youth Entrepreneur Exhibition	Youth Entrepreneur Instructor
11	Training Symposium Convened	Business Development Specialist
	External Event Completed	Events Coordinator
12	Fourth Quarter Event Completed	Events Coordinator
	Final Report	President and CEO

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

The Waianae Economic Development Council President and CEO will be the person responsible for quality assurance and for evaluation of the project. The following mechanisms will be used to monitor and evaluate progress of the project and its results:

- The timeline will be monitored to ensure activities are taking place as planned.
- Measures of effectiveness outlined in #4 below will be used to determine if the numbers of participants estimated are accurate.
- Surveys will be taken at all events including training sessions, community and signature events. These surveys will be used to determine participant satisfaction and if training objectives (for training sessions) have been met.

Changes to the project will be determined if the following occurs:

- Tasks listed in the timetable are not met in a timely manner;
- Number estimated in our measures of effectiveness are not being met; and/or
- Surveys taken of participants at events indicate higher numbers of dissatisfaction than anticipated.

Reports will be made to the Waianae Economic Development Council Board of Directors with recommended changes to the project. Recommendations for changes will be determined on a case by case basis. Changes will be shared with the administrative state agency at the end of the project year.

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 following measures will be used to report on the progress of this project:

Month One

- 100 businesses in the business directory
- Priority training needs for businesses identified
- Business training and technical assistance plan in place
- Junior Entrepreneur Development Institute (JEDI) Curriculum finalized
- 50 vendors participate in at least one community event
- 60% of vendors report positive income from participation in community events

Month Two

- 110 businesses in the business directory
- Preliminary plan for an online directory
- Business training and technical assistance plan implemented
- 20 youth participate in JEDI at Nanakuli High and Intermediate School
- Living Westside (promotional magazine) template drafted

Month Three

- 120 businesses in the business directory
- 30 businesses receive business training and technical assistance (may be duplicated count)
- 50% of businesses receiving training report satisfaction from participation
- Agreement to expand program to Waianae High School in place
- Living Westside (promotional magazine) online and hard copy templates finalized
- 50 businesses participate in a quarterly signature event
- 75% of businesses participating in a quarterly signature event report positive income

Month Four

- 130 businesses in the business directory
- Create online directory
- 30 businesses receive business training and technical assistance (may be duplicated count)
- 50% of businesses receiving training report satisfaction from participation
- 20 youth participate in JEDI at Waianae High School
- Sustainability plan for Living Westside drafted
- 50 vendors participate in at least one community event
- 60% of vendors report positive income from participation in community events

Month Five

- 140 businesses in the business directory
- 30 businesses receive business training and technical assistance (may be duplicated count)
- 50% of businesses receiving training report satisfaction from participation
- First Living Westside issue developed
- Sustainability plan for Living Westside finalized

Month Six

- 150 businesses in the business directory
- Launch fully operational online directory
- 30 businesses receive business training and technical assistance (may be duplicated count)
- 50% of businesses receiving training report satisfaction from participation
- 15 youth continue to participate in JEDI
- Living Westside launched
- 50 businesses participate in a quarterly signature event
- 75% of businesses participating in a quarterly signature event report positive income

Month Seven

- 160 businesses in the business directory
- Online directory issues identified and addressed
- 30 businesses receive business training and technical assistance (may be duplicated count)
- 50% of businesses receiving training report satisfaction from participation
- 100 online site visits to Living Westside, 250 hard copies distributed
- 50 vendors participate in at least one community event
- 60% of vendors report positive income from participation in community events

Month Eight

- 170 businesses in the business directory
- Sustainability plan for online directory drafted
- 30 businesses receive business training and technical assistance (may be duplicated count)
- 50% of businesses receiving training report satisfaction from participation
- 5 youth enterprises are created and operational
- 200 online site visits to Living Westside, 300 hard copies distributed

Month Nine

- 180 businesses in the business directory
- Sustainability plan for online directory reviewed and revised
- 30 businesses receive business training and technical assistance (may be duplicated count)
- 50% of businesses receiving training report satisfaction from participation
- 300 online site visits to Living Westside, 400 hard copies distributed
- Living Westside revenue support ½ of total publication and distribution costs
- 50 businesses participate in a quarterly signature event
- 75% of businesses participating in a quarterly signature event report positive income

Month Ten

- 190 businesses in the business directory
- Sustainability plan for online directory finalized
- 30 businesses receive business training and technical assistance (may be duplicated count)
- 50% of businesses receiving training report satisfaction from participation
- 400 online site visits to Living Westside, 500 hard copies distributed

Month Eleven

- 200 businesses in the business directory
- Sustainability plan for online directory operational
- 30 businesses receive business training and technical assistance (may be duplicated count)
- 50% of businesses receiving training report satisfaction from participation
- 5 youth enterprises participate in Youth Entrepreneur Exhibition
- 500 online site visits to Living Westside, 600 hard copies distributed
- Living Westside revenue support 60% of total publication and distribution costs
- 50 vendors participate in at least one community event
- 60% of vendors report positive income from participation in community events

Month Twelve

- 210 businesses in the business directory
- 600 online site visits to Living Westside, 700 hard copies distributed
- 50 businesses participate in a quarterly signature event
- 75% of businesses participating in a quarterly signature event report positive income
- Project Report submitted to the administrative state agency

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
 - b. Personnel Salaries and Wages
 - c. Equipment and Motor Vehicles
 - d. Capital Project Details
 - e. Government Contracts, Grants, and Grants in Aid

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
32,431	32,431	32,431	32,431	129,724

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

We are applying for program funding from the Administration for Native Americans. We will seek funding for business development, expansion of the Made on the Waianae program, and to start planning for an arts and crafts cooperative on the Waianae Coast. We anticipate the application period to end in March 2020. If awarded, this grant will commence in October 2020.

We will apply for second year funding from the CDFI Fund to continue developing our business loan program. The expected grant application deadline is June 2020 with funding for the 2021 calendar year.

We will apply for second year funding from the Hawaii Tourism Authority for the Community Product Enrichment Program to continue our Aina Momona Festival. The anticipated application deadline is July 2020 with funding for the 2021 calendar year.

We are preparing a three-year YouthBuild grant application from the Department of Labor. The anticipated grant application deadline is August 2020 with funding to start on October 1, 2020.

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.**

The Waianae Economic Development Council has not received any state or federal tax credits. To date, we have not applied for any state or federal tax credits.

- 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.**

In September 2019, the Waianae Economic Development Council secured one contract with the Hawaii Tourism Authority for its Community Product Enrichment Program to plan and host an event at Ko Olina in July 2020. The contract is for \$40,000.

WEDC has also received technical assistance grant from the CDFI Fund to develop a community development financial institution for the Waianae Coast. The grant was awarded in 2019 and will apply towards the 2020 calendar year. The grant is for \$150,000.

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

The Waianae Economic Development Council had unrestricted assets at the end of 2019 totaling \$2,950 in cash in its bank account.

V. Experience and Capability

1. Necessary Skills and Experience

The Waianae Economic Development Council is governed by a Board of Directors who volunteer and bring a wealth of experience and expertise in community economic development. The members of the board are also active members of the Waianae Coast community and bring a broad perspective to the planning and implementation of this project and the organization's larger goals. The members of the board of directors include:

Joseph Lapilio is the President and CEO of the Waianae Economic Development Council. Joseph has worked on the Waianae Coast for more than forty-five years. Joseph is a community and organizational development consultant. He was the executive director of the Waianae Coast Coalition for eleven years and coordinated community projects focused on economic development including leading the Waianae Business Center for five years. Joseph is active in the community including the Waianae Coast Rotary Club, the Lualualei Hawaiian Civic Club, among others. He is currently the President of the Native Hawaiian Chamber of Commerce. Joseph is a lifelong resident of the Waianae Coast. Joseph will take responsibility for general needs of the Waianae Economic Development Council and implementing this project. He will be responsible for contract and grant compliance.

Daniel Gomes is the Vice-President of the Board of Directors. He is also a member of Ulu Mau Development LLC, a firm specializing in business developments benefiting the Waianae Coast. Prior to this, Dan was the business manager at Waianae High School and responsible for the planning and construction of the culinary arts facility (including a certified kitchen) at the school. Dan is retired from Pitney Bowes where he was the District General Manager. Dan is active in the community. He is currently the President of the board of directors for the Waianae Coast Comprehensive Health Center and a member of the board of directors for the Waianae Boys and Girls Club. He is also a member of the Waianae High School Community Council. Dan will also be responsible to oversee quality controls. He will serve in this capacity as an unpaid volunteer.

Annie Loving Ferreira is Treasurer and a member of the Board of Directors. Annie graduated from Wai`anae High School and comes from a family of active community members and sees herself following in her father's footsteps, leaving a legacy of community development initiatives that will benefit the coast for years to come. Annie started her community work in Wai`anae with Model Cities and worked in a succession of jobs serving the community. She has served for fifteen years in the USDA Rural Development Housing Program.

Verna Landford-Bright is a member of the Board of Directors. She has lived on the Coast most of her life and is a Job Specialist with the City and County, Department of Community Services, WorkHawaii Program. Prior to this, Verna was a worked at the Wai`anae Mental Health Center. She volunteers for the Visitor Aloha Society of Hawai`i and assists visitors in need. Verna is Co-Founder of the Wai`anae High School Alumni Foundation and was President for five years. Verna is a member of the Wai`anae Coast Comprehensive Health Center Research Committee and Secretary of Valley of Rainbows.

Georgianna Navarro is a member of the Board of Directors. She has lived in the Waianae Moku for 70 years and is a resident of the Waianae Valley Hawaiian Homestead. She has worked in a variety of jobs primarily in the hospitality industry and received a Certificate in Hospitality Training from Leeward Community College. She is currently the President of Ka'anani'au O Waianae (a coalition of Westside Hawaiian Civic Clubs) and was previously president of the Makaha Hawaiian Civic Club. She is currently a planning committee member of Made on the Waianae Coast and a member of Waianae Moku 2030.

2. Facilities

With the exception of administration of this contract, all of the activities included in this proposal are located in various sites throughout the Waianae Coast and in Ko Olina. The Waianae Economic Development Council has established partnerships with agencies in the community that provide sites for workshops and other business training activities at no cost. These partnerships include the following and the facilities that are provided.

Partner	Facilities
Lili'uokalani Trust (Waianae Kipuka)	Meeting Rooms (six to ten people) Workshop Spaces (up to 40 people)
Kamehameha Schools (Community Learning Center in Ma'ili)	Meeting Rooms (up to 40 people) Workshop Spaces (up to 40 people per room) Space for Seminars and Conferences (up to 150 people)
Waianae Coast Comprehensive Health Center (Ka'aha'aina Café)	Meeting and workshop space (for up to 75 people)
Alexander and Baldwin (Waianae Mall)	Office spaces at the Mall (up to 100 people) Meeting spaces (up to 30 people) Outdoor Locations for Community Events (up to 2,000 people)
Ko Olina Resort (Various Resorts, Lagoon 4)	We currently have a joint project with Ko Olina to host a festival in July 2020 for workshops and events in individual resorts and for an outdoor festival for an estimated 10,000 people

We also use other sites in the community that are available at nominal cost. These include the Nanakuli Public Library. We have used the library to host workshops in their conference rooms. When needed, we have used the outdoor areas for festivals and community events that can hold up to 2,000 people.

V. Personnel: Project Organization and Staffing

1. Proposed Staffing, Staff Qualifications, Supervision and Training

Joseph Lapilio is the organization’s President and Chief Executive Officer. He is an experienced nonprofit executive and served in a number of organizations and has demonstrated experience in large projects. Joseph will oversee the project and be responsible for contract/project management, contract and grant compliance and oversight of financial and personnel management (which will be outsourced).

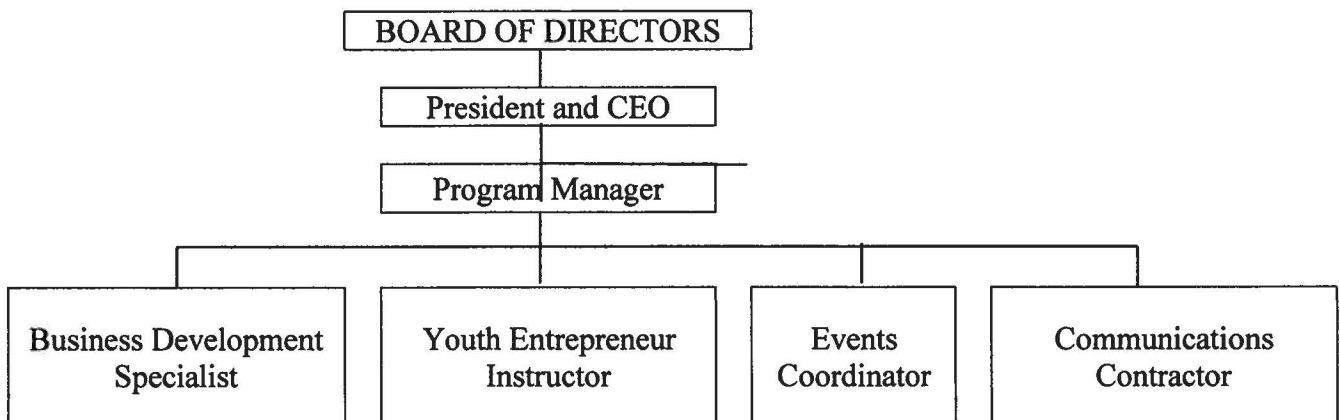
Pohai Ryan will be the Program Manager. In this role, she will execute all activities to meet the program and contract requirements. Pohai is an experienced program manager and has supervised organizations with multiple staff and activities. Her area of specialty is in tourism marketing and events management.

If this grant-in-aid is awarded to the Waianae Economic Development Council, we will seek applicants for the positions of Business Development Specialist and Youth Entrepreneur Instructor. These positions will be responsible to the Program Manager.

Carol Pelekai has planned and executed community events on the Waianae Coast for at least twenty years. She has worked with the Waianae Economic Development Council for the past five years in a volunteer capacity. She is an experienced events coordinator and will assume this position. The events coordinator is responsible to the Program Manager.

The Waianae Economic Development Council currently contracts with ClearBench LLC to provide marketing and communications support. ClearBench LLC has worked on the Waianae Coast for the past four years. If we are funded, we will contract with ClearBench to be our communications contractor. The Program Manager will oversee the contract with ClearBench.

2. Organization Chart



3. Compensation

All position requested for this project are part-time, most are .3 FTE. All staff are required to participate in fund development activities including business development to fund their positions. The following is a chart listing the positions funded by this grant in aid, their full-time equivalency and the amount required for fringe benefits.

Position	FTE	Base Pay	Total this Grant
President/CEO	0.20	72000	14400
Program Manager	0.33	60000	19800
Business Services Specialist	0.50	42000	21000
Youth Enterprise Instructor	0.33	42000	13860
Events Planner	0.33	42000	13860
Total Salaries			82920
Fringe Benefits @ .33			27364
Total Personnel (Salaries + Fringe)			110284
Communications Consultant	NA	NA	6000
Administrative Services	NA	NA	13440
Total Request			129724

VII. Other

1. Litigation

The Waianae Economic Development Council does not have any pending litigation to which it is a party nor does it have any outstanding judgments.

2. Licensure or Accreditation

Licenses and/or accreditation are not needed at this point. However, planning and designing the facility will require that the architect be licensed. The design of the kitchen will also need to ensure that the facility is certifiable by the Department of Health.

3. Private Educational Institutions

This grant, if awarded, will not be used to support or benefit a sectarian or non-sectarian private educational institution.

4. Future Sustainability Plan

For the past four years, the Waianae Economic Development Council has provided the services outlined in this application utilizing volunteers and leveraging our relationships with other community organizations for in-kind support including facilities, equipment and supplies, and in-kind staff support. Over the course of these four years, we have been able to determine where our energies are best focused and how we might best be able to generate income to provide these services with paid staff and to cover our costs.

As a community development entity with a mission that includes business and economic development, it is important that we walk the talk. We need to demonstrate financial self-sufficiency in the same way that we expect our business clients and partners to do. The funding requested in this application is to fund needed positions at part-time. Each of the individuals selected for these positions will be required to generate additional income for the program and to supplement their salaries and benefits. We know this is do-able.

We are able to get locations, facilities and other support as in-kind contributions from our partners. These partnerships, as long as we continue to create value for them, will continue.

Our challenge has been to take our services to the next level which requires we are able to have in place the people we need focus on our program and are paid to provide the attention and time we need to develop. We will always continue to rely on volunteers, but this application is to help us do what volunteers, over an extended period of time cannot do.

Here are some examples of what sustainability will look like for each of the services areas we list in this application.

Training and technical assistance for small businesses. The Waianae Economic Development Council has received a \$150,000 technical assistance grant from the Department of Treasury's CDFI Fund. This technical assistance is to prepare us for an application for certification as a community development financial institution. If certified, we will be able to continue to work with the CDFI Fund to secure funding for business loan funding as well as support for business training and technical assistance.

Our online directory will meet a community need. There are many businesses in the community that need support to reach markets. There are many people looking for businesses to acquire the products and services they require.

Sustaining the directory will require that we have sufficient businesses listed to make the online site attractive and sufficient site visits to make placement desirable by local businesses. This will be required to achieve sustainability. Using a combination of fees (for placement), sponsorships and advertising, we will be able to generate income to maintain the site.

Youth Entrepreneurial Development. We currently have a partnership with Nanakuli High and Intermediate School to provide business training to one of their classes. The school provides a space for training, staff support, and access to students for the program. We are able to secure support from community agencies, such as Lili'uokalani Trust and the Kamehameha Schools for supplies and other program expenses. We provide the instruction. We are also working with Nanakuli High and Intermediate School to host a exhibition of youth enterprises created by the participating students at the end of the school year.

We want to extend this program to Waianae High School and have begun negotiations with the school administration to do so. We anticipate the same arrangements with Waianae High School as we have in Nanakuli.

The optimum long-term sustainability plan for this activity is to have the school assume instructional responsibility to train youth entrepreneurs as a part of the school. This may take some time and may require we work with both schools to acknowledge the value of the program and to make the determination to incorporate this into the school. We may need to provide some support for this to happen.

The Waianae Economic Development Council will be applying for an Administration for Native Americans grant in early 2020. Among the activities for which we are seeking funding is continuation and expansion of our youth entrepreneurial development activities. We are doing the same with our application to YouthBuild by incorporating an entrepreneurial development component. These funding sources can provide a transition period in which we can work with the school to determine how it can move forward and fund this over the long term.

Community Marketing Events. We have hosted a number of community and cultural events over the past several years. We have received funding from the Hawaii Tourism Authority's Community Product Enrichment Program to host an agricultural festival in partnership with Ko Olina. In addition, we have regular events in the community hosted by others in which we participate or events that we host.

Sustainability will be determined on a case-by-case basis. Each event needs to become independently sustainable. This will be determined by each event's ability to attract customers and vendors. It also requires each to solicit and secure financial and in-kind support. If this application is funded, we will have the personnel in place to help us review each event and determine the possibilities.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2020 to June 30, 2021

App Waianae Economic Development Council

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	82,920	72,000		
2. Payroll Taxes & Assessments				
3. Fringe Benefits	27,364	24,000		
TOTAL PERSONNEL COST	110,284	96,000		
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance				3,000
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				10,000
5. Staff Training				
6. Supplies				6,000
7. Telecommunication				6,000
8. Utilities				
9. Contracted Services	19,440	36,000		50,000
10				
11				
12				
13				
14				
15				
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17				
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19				
20				
TOTAL OTHER CURRENT EXPENSES	19,440	36,000		75,000
C. EQUIPMENT PURCHASES	0			
D. MOTOR VEHICLE PURCHASES	0			
E. CAPITAL	0			
TOTAL (A+B+C+D+E)	129,724	132,000		75,000
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	129,724	Joseph Lapilja (808) 265-3975		
(b) Total Federal Funds Requested	132,000	Name (Please type or print) Phone		
(c) Total County Funds Requested	0	January 16, 2020		
(d) Total Private/Other Funds Requested	75,000	Signature of Authorized Official Date		
TOTAL BUDGET	336,724	Joseph Lapilja, President and CEO Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2020 to June 30, 2021

Applicant: Waianae Economic Development Council

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
President and CEO	1	\$72,000.00	20.00%	\$ 14,400.00
Program Manager	1	\$60,000.00	33.00%	\$ 19,800.00
Business Services Specialist	1	\$42,000.00	50.00%	\$ 21,000.00
Youth Entrepreneur Development Instructor	1	\$42,000.00	33.00%	\$ 13,860.00
Events Planner	1	\$42,000.00	33.00%	\$ 13,860.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
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				\$ -
TOTAL:				82,920.00

JUSTIFICATION/COMMENTS:
 All positions are part-time (ranging from .20FTE to .50FTE, depending on the position). All positions are included in a federal grant request being submitted in March 2020. All positions are also required to develop plans to raise revenue from their respective activities to supplement their salaries and benefits.

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2020 to June 30, 2021

Applicant: Waianae Economic Development Council

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
None			\$ -	0
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				0
JUSTIFICATION/COMMENTS No equipment is included in this request.				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
None			\$ -	0
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				0
JUSTIFICATION/COMMENTS No motor vehicles are included in this request.				

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2020 to June 30, 2021

Applicant: Waianae Economic Development Cc

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			0			
LAND ACQUISITION			0			
DESIGN			0			
CONSTRUCTION			0			
EQUIPMENT			0			
TOTAL:			0			
JUSTIFICATION/COMMENTS:						
No funding for these items are included in this request.						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Waianae Economic Development Council

Contracts Total: 190,000

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	Communtiy Enrichment Program - Festival	1/1/20-9/30/20	HTA	State	40,000
2	CDFI Technical Assistance Grant	1/1/20-12/31/20	CDFI Fund	US	150,000
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