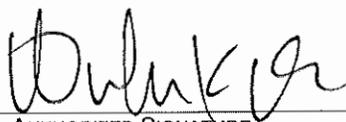


## Application Submittal Checklist

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

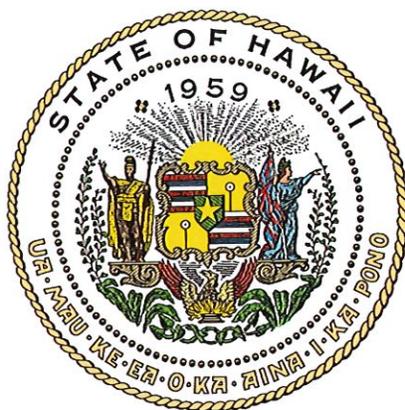
Auli'i Oudoit, Executive Director

PRINT NAME AND TITLE

DATE

01/20/22





## 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: November 17, 2021

Director of Commerce and Consumer Affairs

## 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, 2021.

See Attached.

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

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

See Attached.

#### **3. Public Purpose**

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

Our mission of KEY Project is to nurture and promote the cultural, environmental, social, economic, and recreational well-being of the Kualoa-He'e'ia area by providing a grassroots civic resource that effectively serves the needs of our diverse multicultural community. Over the past five decades, KEY Project has been an active leader in serving a public purpose by carrying out our mission to support the specific 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;

Kualoa-Heeia Ecumenical Youth (KEY) Project is a 501(c)(3) non-profit organization in Kaneohe. Since 1968, the agency has worked to serve and empower youth and families living throughout the diverse ahupua'a along the Windward coast from Northern Ko'olaupoko to Ko'olauloa. KEY Project's mission is to nurture and promote cultural, environmental, social, economic, and recreational well-being by providing a vital grassroots civic resource that serves a diverse multicultural community. We are a critical community resource center serving vulnerable keiki-to-kupuna and have provided social services, programs, and essential meeting spaces to our rural windward community for over 50 years. KEY is a high functioning multi-purpose facility, with a long history of impactful partnerships and collaborations, and a robust financial and project management system. The nature of our community still thrives with agrarian essence and cultural values.

KEY Project's secondary vision of Pono Social Community Development involves the essential principle of implementing the culture and tradition of laulima, "many hands working together," which incorporates communication, coordination, and cooperation. This vision is driving the efforts to develop new programming to meet the needs of cultural preservation and bring the community together to enhance the process.

The Youth Program, the Na Pua O Koolau Kupuna Program, and the Living Library are the three pillar programs at KEY Project. Each program supports a specific population in KEY's service area. KEY Project proposes, with the support of the 2022 Grant-in-Aid, the funding for the Youth Program. The Youth Program is newly re-designed to increase exposure and promote 'āina aloha concepts to transform and support community-based values and systems. KEY Project aims to maintain the status of being an inclusive and accessible community hub in the Youth Program.

2. The goals and objectives related to the request;

The goals and objectives through this grant will support the KEY Project - Youth Program. KEY will initiate youth experiential opportunities in response to requests for increased 'āina based programming identified in a 2021 Community Needs Assessment. The prior youth programming, under Project Holomua, has been revamped to account for direct feedback from the community that was shared during the needs assessment. In the assessment, 42% of respondents suggested an expansion of 'āina based services, youth programming, and cultural activities. The programming funded through this grant is a direct response to these community requests. In the larger context of culturally grounded community contributions and outdoor collaborative team-building activities, youth will participate in a variety of experiences designed to build personal relationships and a sense of place within the Ko'olau region of O'ahu. Participants will build this pilina with their hands, by assisting partner-led culturally focused projects along the coast; minds, through intergenerational discussions with kupuna and exposure to mo'olelo and 'oli; and their stomachs, by learning and

preparing healthy recipes with the food they assist in growing from the KEY Project food garden.

The specific goals and objectives of this project are outlined below.

Goal 1: Build capacity and empower our youth to cultivate an 'aina aloha mindset.

Objective 1: Implement hands-on aina programming that encourages community for youth in grades 6-8. Program activities immerse youth in outdoor and indoor challenge experiences and protocols aimed at strengthening a connection to culture, environment, community, and self.

Goal 2: Increase the health and wellness educational practices in the community.

Objective 2: Structure program events to exercise healthy decision-making models in youth. Our goal is to develop spaces and opportunities for growth and resiliency for healthy outcomes.

Goal 3: Continue to hold that status of a safe community hub for youth and families.

Objective 3: KEY Project maintains being a community partner for Castle Complex Area Schools.

3. The public purpose and need to be served;

The KEY Project Youth Program serves a public purpose by supporting public health through nutrition education and increased access to balanced meals for youth, increased social and emotional health as a direct result of small group aina based activities, and general safety for youth, families, volunteers, and staff while participating in KEY Project activities.

KEY Project was chosen to join as a community stakeholder for Castle Schools Complex to improve the social determinants of the youth that are enrolled in the school system. Using this honor and connection with the schools, KEY aims to assist in keeping students in grades 6-8 engaged during out-of-school periods. The Youth Program will directly support these youth and the community requests for increased aina and culture focus activities. The stand-alone 'ohana events will allow for families of all types to contribute to the community through connection to the aina and the other participants.

To have a more accurate understanding of the needs of the community, KEY Project gathered information in a Community Needs Assessment. This assessment consisted of 2019 Census data and both qualitative and quantitative surveys. Community members responded to programs they enjoyed that were hosted by KEY and what programming they would hope to see in the upcoming years. The responses from these data points show that 42% of respondents suggested an expansion of 'aina based services, youth programming, and cultural activities. Additionally, the census data showed the variation in family structure that should be considered in programming development. On point

with trends across Oahu, KEY Project's service area has a high occurrence of multi-generational homes that have both youth under 18 years old and kupuna that are over the age of 65. Another data point that was considered in the program structure is the above state average rates of all adults in the household were in the labor force. This increases the need for intersession programming in the area during out-of-school periods.

4. Describe the target population to be served; and

Our primary service area (Kaneohe-Kualoa) has the most immediate access to program opportunities and actively engages youth in grades 6-8 from the Castle complex.

Connection to 'āina (land) serves as a valuable component to Native Hawaiian health. The connection to the physical environment and the design of the community in which we live facilitates the patterns of healthy living. Due to the long-standing reputation of KEY project in effectively serving the community, Youth Programming has been able to leverage a strong community network to grow participation. Based on the numbers that were gathered from the 2019 Census data, there is 5,950 youth that are residing in the KEY service area. An estimated 24% of this population makes up the target population of youth in grades 6-8.

The KEY Project Youth Program will devote efforts to this subpopulation by focusing on education, culture, and connection to 'āina to build relationships and foster a sense of place in the Ko'olau region.

5. Describe the geographic coverage.

Located at 47-200 Waihe'e Rd. Kaneohe 96744, KEY Project's geographical service area includes the whole of northern Ko'olaupoko and the urban-fringe/semi-rural communities situated within and between He'eia and Kualoa. While KEY is conveniently located near urban Kāne'ohe town, our service region still retains much of the open space and agrarian character that has been called home to many over generations. 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'olaupoko.

KEY's geographic coverage includes a culturally and economically diverse area. As reported in 2019 Census data, the neighborhoods that exist in KEY's service area have higher costs of living and contribute higher rates of income towards housing compared to the Hawaii state average. Additionally, unemployment rates in this service district are well above the state average. The neighborhoods included in the service area are Hawai'i Public Housing Authority (HPHA) complex in northern Ko'olaupoko district, Ahuimanu, He'eia, Kahalu'u, Waiahole, Ka'alaea, Waikane, Hakipu'u, and Kualoa. This project's targeted group is aimed at youth within KEY's geographic service area, which

includes the coastline within Kane'ohē Bay (96744) and the adjacent moku of Ko'olauloa. This program also serves youth from both the Castle Complex Area Schools.

### **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;

The goals and objectives that have been outlined previously, are the leading factors of identifying program tasks and responsibilities. KEY Project Youth Programming is designed to address community requests for more land, culture, and health-focused programming. This will be provided in two main formats. The first, full-day week-long youth programming during school intersessions (Spring, Summer, and Fall break) to fill a gap in available educational opportunities; the second, two 'ohana engagement events each month. These events will be split between educational and volunteer opportunities. Educational events may include hands-on garden skills demonstrations, family-friendly garden-based cooking tutorials, environmentally focused movie showings, and culturally relevant crafts and skills. Volunteer opportunities will be focused on furthering projects that cultivate the unique cultural and community resources of the Ko'olau coast such as lo'i, loko i'a, heiau, farms, and community gathering spaces.

All methods of community outreach will be designed to reinforce a strong sense of place within the Ko'olau region of O'ahu, building skills, resilience, and interpersonal networks in our community. Through the Hawaiian framework of Maui Ola, KEY Project understands that when addressing health concerns, we have to examine the health and wellbeing of our families, community, and 'āina. Our goal is to develop spaces and opportunities for growth and resiliency for healthy outcomes. The KEY Project Youth Program's ohana engagement events are designed to connect families to the youth in multiple dimensions.

The full-day programming will be during intersessions from the Castle Complex Area Schools. The hours of these week-long sessions will be 8 am-2 pm, Monday through Friday. During these sessions, the participants will be provided with nutritious lunches. 'Ohana events will be bi-weekly on Saturdays. These events will be from 8 am-12 pm and will focus on malama aina in the KEY Project service district. KEY will partner with other community organizations to target specific challenges for these service days.

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

Month	Multi-Day Programming	Event Programming
January	Finalize Program Design and Partner Outreach	2 'ohana engagement events each month
February	Participant Recruitment	2 'ohana engagement events each month
March	Spring Intersession Programming Implementation	2 'ohana engagement events each month
April	Program review and redesign Partner outreach for summer	2 'ohana engagement events each month
May		2 'ohana engagement events each month
June	Summer Intersession Programming Implementation (Session 1)	2 'ohana engagement events each month
July	Summer Intersession Programming Implementation (Session 2)	2 'ohana engagement events each month
August	Program review and redesign Partner outreach for fall	2 'ohana engagement events each month
September		2 'ohana engagement events each month
October	Fall Intersession Programming Implementation	2 'ohana engagement events each month
November	Program review and redesign	2 'ohana engagement events each month
December	Thorough evaluation and outcome assessment	2 'ohana engagement events each month

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

As a community-focused organization, KEY Project will consistently be available for feedback on programming possibilities. With a focus on programming during the Hawia'i DOE school breaks, there is ample opportunity for the integration of community input into each successive iteration.

Evaluation strategies will straddle both quantitative surveys and qualitative interviews with program participants, participants in other KEY Project events, and non-participating community members within staff networks. Hō'ike, or community

sharing of learned information, will be a capstone part of each multi-day programming session.

Planned data collection tools include:

- 1) Attendance sheets and completed program registration forms will collect participation data for full-day intercessions and 'ohana event programming.
- 2) Community Hō'ike opportunities, offering space for qualitative assessment of knowledge and depth of understanding gained by participants as they share their knowledge with the broader community.
- 3) Pre-post surveys with participant self-assessments of knowledge covered during the session
- 4) Suggestion forms, delivered after the programming requesting feedback on facilitation, timing, and future topics to be covered.
- 5) 1-month post-event follow up surveys to track potential changes in environmental or health-related activities
- 6) Community impact reporting of participant volunteer work. Data to report will include pounds of food distributed, the number of plants distributed, square feet of invasive plants removed, the number of native plants planted, the number of gardens started, etc.

Program review, redesign, and outreach following each deployment of inter-session will be based on the data collected from participants and KEY Project community members. The community impact will be available for showcase in the KEY Project annual reporting for participant viewing.

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 the measure(s) of effectiveness will need to be updated and transmitted to the expending agency.

Our proposed performance measures are used to track the effectiveness of our program by aligning our outputs to our goals and objectives. There are detailed outputs and outcomes for both full-day programming and event programming. The outputs show the efforts provided by the KEY Project Youth Program staff. Outcomes are the desired result following the completion of the programming.

Connecting youth and families to the aina, being rooted in Hawaiian identity, and demonstrating confidence and resourcefulness are key ways to address the social

determinants of health that influence the quality of our lives. The concepts and activities we propose as outcomes are ways that we can reach goals. We are confident that these performance measures are realistic and achievable within the time of this grant period.

**Full-Day Intersession Programming**

<b>Outputs</b>	
Total number of participants for intersession (duplicated)	50
Total number of intersessions per FY2022	4
Total number of participants per FY2022 (duplicated)	200
Youth and families feel rooted in Hawaiian Identity (duplicated)	200
Youth demonstrate confidence and resourcefulness (duplicated)	200
<b>Outcomes</b>	
Total number of participants who completed the program (duplicated)	200
Participants attend a community workday or community workshop (duplicated)	100
Students exposed to concepts that surround culture, education, and 'āina (duplicated)	200

**'Ohana Event Single-Day Programming**

<b>Outputs</b>	
Total number of individual participants in the program (duplicated)	100
Total number of 'Ohana events per FY2022	18
Total number of partner agencies for event days in FY2022	5
Youth and families feel rooted in Hawaiian Identity (duplicated)	40
Families offer volunteer services to their community (duplicated)	40
<b>Outcomes</b>	
Total number of participants per FY2022 (duplicated)	800
Participants attend a community workday or community workshop	100
Families exposed to concepts that surround culture, education and 'āina	75

**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 2023.

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

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2023.
  
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 2023 for program funding.

See Attachment.

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2021.

Unrestricted Net Assets as of January 20th, 2022 is \$504,709.09.

**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.

Community members in the service area view KEY's community center - and the sites we visit, with chaperones/mentors - as "kipuka" or safe-havens. This is in keeping with the sense of place we have consistently promoted in the Civic Center that surrounds and includes KEY - the *piko of our community*. KEY's state-of-the-art facilities, equipped with SMART Boards, Computer Learning Center, web conferencing, a State-certified commercial kitchen, and large-scale screening and presentation capabilities complement all the above. KEY also has the ability to extend into non-school hours with activities, curriculum support, and unique learning opportunities. An especially unique benefit for participants in this program and for those with whom we partner is KEY's Memorandum of Understanding (2003) with the Honolulu Board of Water Supply which allows access to crucial outdoor classrooms and ecological systems mauka and makai in Waihe'e Ahupua'a.

KEY Project's experience, supportive staff, and strategically-located facilities have positioned our agency for effective delivery of services and access to resources for the target population and proposed project. KEY Projects Youth Program will continue engaging youth to teach the critical skills related to culture, farming, and nutrition education. The program goal for the Youth Program is to empower youth with enduring skills and knowledge that can assist in a successful transition through life.

KEY Project has successfully hosted multiple youth programs since it opened its doors over 50 years ago. Brief descriptions to demonstrate staff and organizational capacity are listed below.

Examples of past youth programs include:

1. The *Summer Cultural Heritage Program*, a successful 30-year program for elementary-age youth
2. The *Teen to Work Program*, a 10-year collaboration with Alu Like, Inc. and the Queen Liliuokalani Children's Center, provided work experience on-site for over 25 youth annually (ages 16-21)—an opportunity to gain employable/life skills and explore career pathways
3. *Hoo'huli Competency-Based High School Diploma Program (CBASED)* operated at KEY for over five years as a "second chance" to earn a high school diploma for youth ages 16 and above, a springboard to career choices, and for many a "light at the end of the tunnel". In conjunction with a 5-unit curriculum (focused on practical knowledge), students were coached in skill-strengthening activities to

enhance: career choices, higher education options, and technical skills opportunities with the *Kuder Online Career Planning System*; KEY's state of the art *Computer Learning Center*.

## 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 is located a large multi-purpose center hosting a variety of facilities designed by the Kahalu'u community in the 1960's. In uncertain times with changing COVID-19 pandemic restrictions, the diversity of spaces allows for extreme flexibility in activities and implementation strategies to accommodate public-health regulations while continuing

to ensure a quality youth experience and programmatic outcomes. While KEY Project still hosted monthly food drives and events for pillar programs, they were transformed into drive-through or virtual formats to allow for continued physical, social, and emotional outlets for community members.

These facilities currently include:

1. A certified commercial kitchen (460 sq ft) for processing vegetables harvested from the farm and the creation of value-added products. This kitchen is also available for community member use;
2. Large pavilion (stated capacity of 173) connected to the kitchen and outfitted with audio-visual capacity and room enough for community/family events, conferences and public meetings, area church and club use, early childhood programming, and community hō'ike events serving as authentic assessments of youth learning and development. This pavilion also offers ample space to comply with tightened social distancing requirements during the COVID-19 pandemic;
3. Well-equipped meeting rooms A computer learning center and classrooms with excellent IT capacity in connected two-story structure (with elevator). These classrooms have been used for cooking demonstrations, rainy-day activities, and community discussions.



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4. An Administrative Building at the center of the complex housing agency staff and walk-in services for all ages;
5. An open portico and large parking area, connected to additional parking in nearby Kahalu`u Regional Park below and surrounding the multi-purpose center
6. An area mauka of KEY, also belonging to the City, has also been cleared, maintained, and utilized as a mala or farm/garden by the Youth Program, *kupuna* (seniors) on-site, and others - with a small nursery for plant propagation, aquaponics, and other learning options.
7. **The entire facility, connected to surrounding parklands is ADA accessible and occupies a footprint of 10,740 sq ft.** Our connection surrounding parklands is "seamless". The entire site is mauka of the floodplain and Special Management Area. Situated as we are, within the Kane`ohe Bay area, KEY's site is well-protected with respect to *tsunami*.
8. Finally, Kahalu`u Fire Station is located a few hundred yards mauka, on widened Waihe`e Road, just above Kahalu`u Elementary School, ensuring rapid "first response" during emergencies.



**ACCESS TO OTHER SITES/FACILITIES:** In addition to the strategically located multi-purpose community center on Waihe`e Road, KEY has excellent access to various nearby outdoor learning sites through relationships with fellow organizations/entities and/or more formal agreements that have evolved over our 49 years of service in this community. Example partner environmental organizations with an educational focus within a 30-minute drive of our facilities include Waihe`e Farm, Paepae o He`eia, Papahana Kuaola, Windward Community College, Ho`okua`āina, Kauluakalana, Kualoa Ranch, and more. KEY Project has longstanding relationships and trust in the cultural significance and educational rigor of these teaching partners. These partners will be introduced to the KEY Project community as both field trips and guest speakers in both multi-day and stand-alone 'ohana event programming.

## **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.

KEY Project's Youth Program will have a competent staff of the Executive Director and Executive Administrator in supervisory roles. The Community Development Coordinator, in partnership with the Youth Program Coordinator, will be in direct service positions for programming. Additional staff will be called upon to connect relevant community partners for program activities and trips.

**Executive Director: Auli'i Dudoit-** Graduated with a BA in Social Science with an emphasis in Public Policy at The Evergreen State College in Olympia, Washington. Worked for Senator Mazie Hirono when she was in the U.S. House as a senior caseworker. Also worked as a Public Advocate and Community Outreach Coordinator for the Office of Hawaiian Affairs. Employed in various non-profit agencies to improve the educational attainment for youth. She has been Executive Director since the fall of 2019.

**Executive Administrator: Natalia Ho Talamoa-** Graduated with a BS in Molecular Cell Biology from the University of Arizona and an MBA from the University of Hawaii. Natalie has been an instrumental leader in pediatric and family medicine programming as an administrator. She leads strategic planning and staff management at KEY Project.

**Community Development Coordinator: Joseph Hnatusko Wat -** Graduated with a BS in Biology and BA in Chinese Language and Culture from Tufts University in 2013. He has 7+ years of leading youth through educationally rigorous nutrition and gardening experiences for a diverse range of participants. Previously, with the Kōkua Hawai'i Foundation, he co-led 48 farm workdays with 921 participating unique volunteers. He also developed and piloted two internship sessions (12 participants in Spring 2021, 14 participants in Fall 2021) for high school students based on the GoFarm Hawai'i Farmer Training program. Joseph will be designing and co-facilitating programming and program evaluations in partnership with the Youth Program Coordinator.

**Youth Program Coordinator: Vacant Position -** In partnership with the Community Development Coordinator, the Youth Program Coordinator will manage the day-to-day operations of the designed youth programming.

**Executive Director Emeritus and Community Outreach: John Reppun-** has 30 years of experience in program creation, implementation, and delivery with KEY Project. He has extensive experience in community building both through KEY and for the greater community as well. His relationships, work, and advocacy on behalf of the district is an important asset that will help the Youth Program to connect with project partners and develop value-added collaborative programming.

**Huliamahi Education Alliance Director: Kihei Nahale-A-** represents an important community partner in the Youth Program. With 20+ years of experience in Hawaiian culture and language education, program management, and community service work

projects, Kihei brings important knowledge and experience to the youth programs within the community.

## **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 Attachment.

## **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

Executive Administrator - \$60,000

Community Development Coordinator - \$53,084

## **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.

Not Applicable.

### **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 2022-23 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2022-23, 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 the 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 of 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, offer our organization the ability to maximize the 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 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 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.

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

Kualoa-Heeia Ecumenical Youth Project  
(Typed Name of Individual or Organization)

[Handwritten Signature]  
(Signature)

01/20/22  
(Date)

Aulii K. Dudoit  
(Typed Name)

Executive Director  
(Title)



## BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2022 to June 30, 2023

Applicant: Kualoa-He'eia Ecumenical Youth Project

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Community Development Coordinator	1	\$53,081.00	25.00%	\$ 13,270.25
Youth Program Coordinator	1	\$41,995.20	100.00%	\$ 41,995.20
Youth Program Assistant		\$31,200.00	100.00%	\$ 31,200.00
Executive Administrator	1	\$60,008.00	10.00%	\$ 6,000.80
Executive Director	1	\$77,251.20	10.00%	\$ 7,725.12
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				<b>100,191.37</b>
<b>JUSTIFICATION/COMMENTS:</b>				

Applicant: KEY PROJECT\_

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:				

Applicant: KEY PROJECT \_\_\_\_\_ NOT APPLICABLE

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OTHER SOURCES OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2020-2021	FY: 2021-2022	FY:2022-2023	FY:2022-2023	FY:2023-2024	FY:2024-2025
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS:						

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

Applicant: Kualoa-He'eia Ecumenical Youth Project

Contracts Total: 125,000

	<b>CONTRACT DESCRIPTION</b>	<b>EFFECTIVE DATES</b>	<b>AGENCY</b>	<b>GOVERNMENT ENTITY</b> (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	<b>CONTRACT VALUE</b>
1	Na Pua 'O Ko'olau Kupuna Programs - GIA	11/1/21-10/31/22	City and County	Honolulu	125,000
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3					
4					
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