

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

Type of Grant Request:

Operating                       Capital

Legal Name of Requesting Organization or Individual: DbA:

Na Lei Wili Area Health Education Center, Inc.

Amount of State Funds Requested: \$ 55,119

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

Funding for this Request is to increase physical, mental, and emotional support to the Kauai community by expanding skateboarding activity and developing a youth mentorship program island-wide.

Amount of Other Funds Available:

State: \$ 0

Federal: \$ 54,311

County: \$ 0

Private/Other: \$ 15,351

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

\$ 36,312

Unrestricted Assets:

\$ 26,044

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:

4442 Hardy St Ste 205

City:                      State:                      Zip:  
Lihue                      HI                      96766

**Contact Person for Matters Involving this Application**

Name:  
Frances Becker

Title:  
Executive Director

Email:  
naleiwili@gmail.com

Phone:  
808-246-8986

Federal Tax ID#:

State Tax ID#



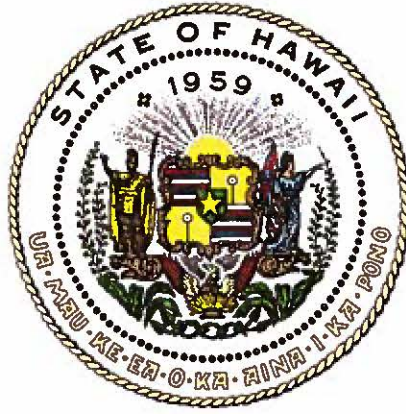
Authorized Signature

Frances Becker, Executive Director

Name and Title

1/21/2022

Date Signed



## 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

**NA LEI WILI AREA HEALTH EDUCATION CENTER, INCORPORATED**

was incorporated under the laws of Hawaii on 07/27/1998 ;  
that it is an existing nonprofit corporation; and that,  
as far as the records of this Department reveal, has complied  
with all of the provisions of the Hawaii Nonprofit Corporations  
Act, regulating domestic nonprofit corporations.



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

Dated: January 17, 2022

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.

Na Lei Wili Area Health Education Center, Inc.

\_\_\_\_\_  
(Typed Name of Individual or Organization)

*Francis Beck*  
\_\_\_\_\_  
(Signature)

*1-13-22*  
\_\_\_\_\_  
(Date)

## 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

Frances Becker, Executive Director

PRINT NAME AND TITLE

1/21/2022

DATE

## Application for Grants

***If any item is not applicable to the request, the applicant should enter "not applicable."***

### **I. Certification – Please attach immediately after the 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.

Please see Attachment A

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

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

Please see Attachment B.

#### **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](#).

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

Na Lei Wili Area Health Education Center Inc (AHEC)

- (2) The public purpose for the grant;

The public purpose of this grant is to increase physical, mental, and emotional support to the Kauai community by expanding skateboarding activity and developing a youth mentorship program island-wide. Na Lei Wili and contracted program staff will provide the following activities;

- Beginner Clinics,
- Intermediate Camps,
- Open Skater Contests (Intermediate/Advanced), and
- Jamboree "Jamz,"
- Mentorship and community service.

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

- Purchase one 7' x 12' enclosed trailer to store and haul equipment
- Purchase Insurance for one year on the 7'x12' enclosed trailer
- Purchase materials to build a custom skate ramp
- Purchase one generator
- Provide Safety Training for all staff
- Build the Mentorship training program
- Provide salaries for the following positions—NLW executive director, two coordinators, six coaches, and two junior leaders.

(4) The target group; and

The program's target group is 1200-1500 youth, young adults, and families island-wide.

(5) The cost of the grant and the budget.

Total Grant: \$55,119

Total Budget: \$124,781

## **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;

Na Lei Wili AHEC (NLW) provides health-careers pipeline programs to students K-20 for awareness, exploration, education, and recruitment. They also collaborate with community partners to enrich the health and wellness of underserved communities. In 2020, Na Lei Wili AHEC received the award to resurface the Kapaa Skatepark and subsequently partnered with the Kauai Skate Ohana to provide fitness and social/emotional wellness activities for youth, young adults, and families on Kauai through skateboarding.

2. The goals and objectives related to the request;

Goals

1. Support physical, mental, and emotional health through skateboarding activities.
2. Provide adequate staffing to support skateboarding activities island-wide.



3. Ensure participant safety.
4. Create a Social/Emotional Learning (SEL) mentorship program.

**Objective**

1. Purchase one 7' x 12' enclosed trailer, generator, and materials to build a portable custom skate ramp.
2. Hire two coordinators, six coaches, and two junior leaders.
3. Provide annual staff safety training in CPR/First Aid.
4. Certify all staff in Positive Action SEL Training.

3. The public purpose and need to be served;

Worldwide, organizations actively use sports to reach youth and prepare them for a productive future. As we navigate the second year of a global pandemic, Kauai is now starting to see the realities of what many other states and countries have experienced since the beginning. Fear, anxiety, and depression are being reported across all age groups. According to Mental Health America, "left untreated, children with mental health challenges are at a greater risk of school failure, contact with the criminal justice system, dependence on social services, and even suicide."

Therefore, it is imperative to provide services for increasing emotional intelligence to better cope with instances of trauma such as the pandemic, domestic violence, grief, and loss. Skateboarding is widely recognized as an activity that engages, motivates, trains, and improves youths' mental, emotional, and physical well-being.

**The need for increased skateboarding activities**

Kauai has one skatepark, the Kapaa Skatepark, which averages 200 visitors a day. This location challenges youth and their parents living on Kauai's Westside, Southshore, and Northshore to participate. Either travel by bus or find a ride.

To better serve the Kauai community, NLW will increase skateboarding activity at the Kapaa Skatepark, with three skill-based skateboarding activities and one community engagement event:

- Two-hour Beginner Clinics— Provide three different levels of skills training and basic safety for new skateboarders.
- One-day Intermediate Camps— Provide lessons for intermediate skateboarders across three experience levels. The camps focus on skills training, gear maintenance/repair, first aid, CPR and provide an opportunity to qualify for the contest.

- Quarterly Open Skater Contest — Provide the opportunity for intermediate and advanced skateboarders island-wide to showcase their skills for prizes and trophies.
- Monthly Jamboree “Jamz” Open Skate— Provide the opportunity to share the benefits of skateboarding with community members. This event engages the community through an overview of the programs and activities offered at each location and then spotlights riders at different levels with a “mini-contest.” Additionally, during the Jamz, program leaders can identify and “gift” the youth who need equipment and gear through the KIDs in need give-away.

NLW will expand skateboarding services to three additional locations. The Hanapepe Skate Ramp pop-up will provide accessibility for our Southshore youth, Waimea Skate Ramp pop-up will serve the Westside, and a Hanalei Skate Ramp pop-up will support Northshore youth.

Each Skate Ramp pop-up will provide:

- Beginner Clinics
- Intermediate Camps
- Intermediate/Advanced Skater Contests
- Jamboree “Jamz” Open Skate

In addition to skateboarding activities, NLW will develop a mentorship program for youth ages 11-18. The program will use the evidence-based Positive Action Curriculum, which includes a community service outreach component and offers as-needed individual sessions and monthly group mentorship lessons.

This program will help youth build emotional intelligence within a safe space to discuss current challenges at home or in school openly. Mentors will guide youth in self-awareness, self-regulation, motivation, empathy, and social skills; while providing emotional support to guide youth in interpersonal relationships.

The peer-to-peer aspect of the program allows youth to practice skills learned in the Positive Action curriculum to foster teamwork and communication skills while engaging in community service.

4. Describe the target population to be served; and

The program’s target group is 1200-1500 youth, young adults, and families island-wide.



5. Describe the geographic coverage.

This program will serve youth, young adults, and families island-wide. The Kapaa Skatepark will serve youth living in central and East Kauai. In addition, the Hanapepe Skate Ramp pop-up will provide accessibility for those on the Southshore. The Waimea Skate Ramp pop-up (scheduled for August 2022) will provide accessibility for Westside and the Hanalei Skate Ramp pop-up for Northshore residents.

**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;

Please see Attachment C

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

ACTIVITY	LOCATION	BEGIN	END
CLINICS/Mentorship	HANALEI	JUL 2022	
CLINICS/Mentorship	HANALEI	OCT 2022	
CLINICS/Mentorship	HANALEI	MAY 2023	
CLINICS/Mentorship	HANAPEPE	JUL 2022	JUN 2023
CLINICS/Mentorship	KAPAA	JUL 2022	JUN 2023
CLINICS/Mentorship	WAIMEA	JAN 2023	JUN 2023
CAMPS/Mentorship	KAPAA	JUL 2022	AUG 2022
CAMPS/Mentorship	HANAPEPE	MAY 2023	
CONTEST	KAPAA	AUG 2022	
CONTEST	HANAPEPE	OCT 2022	
CONTEST	KAPAA	DEC 2022	
CONTEST	KAPAA	APR 2023	

ACTIVITY	LOCATION	BEGIN	END
CONTEST	WAIMEA	JUN 2023	
JAM/Mentorship	KAPAA	JUL 2022	JUN 2023
JAM/Mentorship	HANAPEPE	OCT 2022	
JAM/Mentorship	HANAPEPE	MAY 2023	JUN 2023
JAM/Mentorship	WAIMEA	JUN 2023	
COMMUNITY SVC	HANAPEPE to KAPAA	JUL 2022	JUN 2023
COMMUNITY SVC	HANAPEPE to WAIMEA	JUL 2022	JUN 2023

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

NLW will use participation numbers to assess and evaluate the program's overall success.

NLW and the skateboard coordinator will develop a skills checklist for each skateboarding level to monitor, evaluate, and improve their skills. In addition, each participant will receive a pre-and post-assessment per activity (beginners clinic, camps, contest) to determine if the youth can progress to the next level.

The mentorship program will utilize the Positive Action Pre/post evaluations and coach/mentor observation.

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.

To measure the program's achievements, NLW will report the following:

- Number of staff members hired and trained
- The number of participants in each of the activities
- Pre/post-physical, mental, and emotional skills assessments.

**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
\$24,345	\$10,257	\$10,257	\$10,260	\$59,119

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2023.
  - Hawaii/Pacific Basin AHEC Grant
  
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

IV. Financial - Budget: 4

State and Federal Tax Credits Granted; 2019 - 2022

State	2019	Transient Accommodations Tax	Exemption 160 Students - Full-time Post-secondary (§237D-3(6))	\$ 9,678.00
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## IV. Financial - Budget: 4

## State and Federal Tax Credits Granted; 2019 - 2022

State	2019	Transient Accommodations Tax	Exemption 140 Nonprofit Organization, Lodging provided by a (§237D-3(3))	\$ 846.45
State	2020	Transient Accommodations Tax	Exemption 140 Nonprofit Organization, Lodging provided by a (§237D-3(3))	\$ 1,722.48
Na Lei Wili AHEC has not/will not apply for any State and Federal Tax Credits pertaining to any capital project.				

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.

YEAR	AGENCY	AWARDED	ANTICIPATED	AMOUNT
8/13/2019	State DOH Maternal & Child Health	x		\$ 254
4/10/2021	State DOH FHSD	x		\$ 14,900
6/10/19 - 6/10/20	County of Hawaii - Research & Dvlpmt	x		\$ 12,956
1/28/20 -10/15/20	County of Kauai - OED GIA	x		\$ 10,000
8/27/2020	County of Kauai - Boost	x		\$ 7,500
7/15/20 -12/31/20	County of Kauai - Parks & Rec	x		\$ 250,000
11/29/2021	County of Kauai - ARPA	x		\$ 10,000
4/18/19 - 6/30/22	County of Kauai - Parks & Rec	x		\$ 80,000
7/1/21 - 6/30/22	FED; USDA	x		\$ 97,604
5/1/20 - 5/1/21	FED; HRSA-AHEC	x		\$ 8,000
9/1/18 - 8/31/19	FED; HRSA-AHEC	x		\$ 107,896
9/1/19 - 8/31/20	FED; HRSA-AHEC	x		\$ 96,549
9/1/20 - 8/31/21	FED; HRSA-AHEC	x		\$ 121,626
9/1/21-8/31/22	FED; HRSA-AHEC	x		\$ 112,000
9/1/22 - 8/31/23	FED; HRSA-AHEC		x	\$ 112,000



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

Na Lei Wili's unrestricted assets as of December 31, 2021, are \$26,044.

## **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.

NLW has demonstrated the necessary skills, abilities, and knowledge of and experience related to this request through the fiscal sponsorship and oversight of the Kapaa Skatepark resurfacing contract awarded in 2020. In 2021, NLW contracted Kauai Skate Ohana to provide expanded skateboarding services, including beginner clinics, safety and skills building, camps, and contests.

Despite the challenges of the COVID-19 restrictions, NLW and Kauai Skate Ohana conducted the following activities between January 2021 and August 2021:

- (1) Clinics: January-June—13 sessions serving 233 youth;
- (2) Camps: July - August— 3 sessions serving 88 youth, and
- (3) Jams: January— 5 sessions serving 520 youth, young adults, and families.

### **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.

NLW conducts day-to-day business from its Lihue office space. CPR and first-aid training for program staff will be conducted at the Lihue office. Mentorship training will be conducted by Positive Action staff online. Program participants will receive training based on proximity to where they reside. The direct services for this program will be administered in the following locations:

- Kapaa Skatepark



- Hanapepe Skate Ramp pop-up
- Hanalei Skate Ramp pop-up
- Waimea Skate Ramp pop-up (expected build-out August 2022)

## **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.

Na Lei Wili Executive Director: will be responsible for the project's administrative support, which includes: coordination of contracted services, grant administration, fiscal oversight, and reporting.

Please see Attachment D.

Skateboarding Coordinator: will be responsible for the overall program activities; will work collaboratively with the Positive Action Youth Mentorship Program Coordinator to establish adequate staff coverage for all island-wide scheduled activities; will maintain required reporting documentation for collection, completion, and dissemination.

Please see Attachment D.

Positive Action Youth Mentorship Program Coordinator: will ensure all program staff are trained in the Safety program (CPR/First Aid) and Mentorship Program (Positive Action curriculum); will partner with the Skateboarding Coordinator to establish adequate staff coverage of all anticipated activities island-wide; will manage trailer maintenance and keep an inventory of all its contents.

Please see Attachment D.

Coaches: will perform designated activities under the direction of the Skateboarding Coordinator. Please see attached bios.

Junior Leaders: will perform designated activities under the direction of the Skateboarding Coordinator.

Please see Attachment D.

All staff members will be required to participate in CPR, first-aid, and mentorship training.

**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.

Please see Attachment E

**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; \$60,000

Skateboarding Program Coordinator, \$15,600

Positive Action Youth Mentorship Program Coordinator; \$15,600

**VII. Other**

**1. Litigation**

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgment. 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.

NLW continuously strives to strengthen existing community partnerships and foster new ones to create long-term fiscal and in-kind partners. If funding is not awarded for 2023-24, NLW will continue to support this program from the AHEC operating budget and private donors. NLW will also garner support through county, state, federal and foundational grant writing.

ROLE	RESPONSIBILITY	BEGIN	END	FREQUENCY
NLW DIRECTOR	CONTRACT a Skateboarding Program Coordinator, Mentorship Program Coordinator, six Coaches, and two Junior Leaders to provide skateboarding and mentorship activities island-wide;	MONTH 1 (2022 JUL)	MONTH 1 (2022 JUL)	Until completed
	PROVIDE training in First-Aid, CPR, and Mentorship;	MONTH 1 (2022 JUL)	MONTH 2 (2022 AUG)	Until completed
	PURCHASE and RECEIVE Trailer and other Equipment as listed; TRANSFER purchased materials and items to the Skateboarding Program Coordinator and Mentorship Program Coordinator to begin custom-building Skate Ramps, inventory and storage;	MONTH 1 (2022 JUL)	MONTH 2 (2022 AUG)	Until completed
	PURCHASE appropriate Insurance for the Trailer;	MONTH 1 (2022 JUL)	MONTH 2 (2022 AUG)	Until completed
	MANAGE day-to-day activities through collaboration with Skateboarding Program Coordinator and Mentorship Program Coordinator;	MONTH 1 (2022 JUL)	MONTH 12 (2023 JUN)	Monthly, or as needed between
	HANDLE finances and required reporting.	MONTH 1 (2022 JUL)	MONTH 12 (2023 JUN)	Monthly; Until completed

SKATEBOARDING PROGRAM COORDINATOR	COLLABORATE with the Mentorship Program Coordinator to provide overall program oversight and direction at various locations;	MONTH 1 (2022 JUL)	MONTH 12 (2023 JUN)	Until completed
	ENSURE completion and certification in First-Aid and CPR training by all coaches and Junior Leaders;	MONTH 1 (2022 JUL)	MONTH 2 (2022 AUG)	Until completed
	RECEIVE and INVENTORY the purchased items to be used at Skateboarding activities and stored in the Trailer;	MONTH 1 (2022 JUL)	MONTH 2 (2022 AUG)	Until completed
	COORDINATE Beginner Clinics, Camps, Contests and Jamz at all locations; CONDUCT Skateboarding activities as needed;	MONTH 2 (2022 AUG)	MONTH 12 (2023 JUN)	Monthly
	DISTRIBUTE and COLLECT: Appropriate permission and waiver forms from all participants; Save for Insurance files with the NLW Director;	MONTH 1 (2022 JUL)	MONTH 12 (2023 JUN)	Every activity; Until completed
	PREPARE, DISTRIBUTE, COLLECT, ANALYZE participant surveys;	MONTH 1 (2022 JUL)	MONTH 12 (2023 JUN)	Every activity; Until completed
	MEET with the Mentorship Program Coordinator and NLW Director periodically to provide program updates, discuss and resolve concerns, and analyze data for evaluation and reporting.	MONTH 1 (2022 JUL)	MONTH 12 (2023 JUN)	Monthly, or as needed between



MENTORSHIP PROGRAM COORDINATOR	COLLABORATE with the Skateboarding Program Coordinator for providing overall program oversight and direction at various locations;	MONTH 1 (2022 JUL)	MONTH 12 (2023 JUN)	Until completed
	RECEIVE purchased materials and CUSTOM BUILD Skate Ramps to be used at Skateboarding activities and stored in the Trailer;	MONTH 1 (2022 JUL)	MONTH 2 (2022 AUG)	Until completed
	ASSIST Skateboarding Program Coordinator with coordinating Beginner Clinics, Camps, Contests and Jamz at all locations; CONDUCT Skateboarding activities as needed;	MONTH 2 (2022 AUG)	MONTH 12 (2023 JUN)	Monthly
	ENSURE satisfactory completion and certification in Mentorship training by all coaches and Junior Leaders;	MONTH 1 (2022 JUL)	MONTH 2 (2022 AUG)	Until completed
	DISTRIBUTE and COLLECT appropriate permission and waiver forms from all participants; SUBMIT to NLW Director for Insurance files;	MONTH 1 (2022 JUL)	MONTH 12 (2023 JUN)	Every activity; Until completed
	PROVIDE Positive Action Lessons to students (individual and group);	MONTH 2 (2022 AUG)	MONTH 12 (2023 JUN)	Monthly
	PREPARE, DISTRIBUTE, COLLECT, and ANALYZE participant surveys;	MONTH 1 (2022 JUL)	MONTH 12 (2023 JUN)	Every activity; Until completed
	MEET with the Skateboarding Program Coordinator and NLW Director periodically to provide program updates, discuss and resolve concerns and analyze data for evaluation and reporting;	MONTH 1 (2022 JUL)	MONTH 12 (2023 JUN)	Monthly, or as needed between
	PERFORM routine maintenance on the Trailer;	MONTH 2 (2022 AUG)	MONTH 12 (2023 JUN)	Monthly
KEEP accurate inventory records of equipment and supplies stored in the Trailer.	MONTH 3 (2022 SEP)	MONTH 12 (2023 JUN)	Every activity; as detailed in Manufacturer's guidelines	

COACHES	PROVIDE skateboarding and mentorship training to students in Clinics, Camps, and mentorship lessons;	MONTH 2 (2022 AUG)	MONTH 12 (2023 JUN)	Monthly
	DISTRIBUTE and COLLECT appropriate permission forms, waiver forms, and surveys from all participants; SUBMIT to Skateboarding Program Coordinator;	MONTH 2 (2022 AUG)	MONTH 12 (2023 JUN)	Monthly
	MEET with the Skateboarding Program Coordinator and Mentorship Program Coordinator periodically to discuss and resolve concerns and general planning	MONTH 2 (2022 AUG)	MONTH 12 (2023 JUN)	Monthly

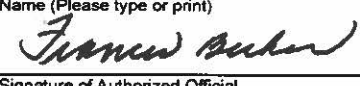
JUNIOR LEADERS	ASSIST Coaches with training students in skateboarding and mentorship lessons	MONTH 2 (2022 AUG)	MONTH 12 (2023 JUN)	Monthly
	ASSIST Coaches with distribution and collection of waivers and surveys	MONTH 2 (2022 AUG)	MONTH 12 (2023 JUN)	Monthly
	MEET with the Coaches periodically to discuss and resolve concerns and general planning	MONTH 2 (2022 AUG)	MONTH 12 (2023 JUN)	Monthly



## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2022 to June 30, 2023

Applicant: Na Lei Wili Area Health Education Center, Inc.

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
<b>A. PERSONNEL COST</b>				
1. Salaries	2,280	45,000	0	12,720
2. Payroll Taxes & Assessments	376	7,430	0	2,100
3. Fringe Benefits	95	1,881	0	531
<b>TOTAL PERSONNEL COST</b>	<b>2,751</b>	<b>54,311</b>		<b>15,351</b>
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island				
2. Insurance	200	0	0	0
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training	2,032			
6. Supplies	531	0	0	0
7. Telecommunication				
8. Utilities				
9. Contracts	38,280	0	0	0
10.				
11.				
12.				
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<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>41,043</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>C. EQUIPMENT PURCHASES</b>	<b>929</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>D. MOTOR VEHICLE PURCHASES</b>	<b>10,396</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>E. CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL (A+B+C+D+E)</b>	<b>55,119</b>	<b>54,311</b>		<b>15,351</b>
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	55,119	Frances Becker <span style="float: right;">808-246-8986</span>		
(b) Total Federal Funds Requested	54,311	Name (Please type or print) <span style="float: right;">Phone</span>		
(c) Total County Funds Requested	0			
(d) Total Private/Other Funds Requested	15,351	Signature of Authorized Official <span style="float: right;">Date</span>		
<b>TOTAL BUDGET</b>	<b>124,781</b>	Frances Becker, Executive Director		
		Name and Title (Please type or print)		

## BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2022 to June 30, 2023

Applicant: Na Lei Wili Area Health Education Center, Inc.

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Executive Director	1	\$60,000.00	3.80%	\$ 2,280.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				2,280.00
<b>JUSTIFICATION/COMMENTS:</b> The Executive Director will be responsible for the administrative support of this project including contract services coordination, grant administration, fiscal oversight, and reporting; 1.5 hours per week (0.038FTE).				

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2022 to June 30, 2023

Applicant: Na Lei Wili Area Health Ed. Ctr., Inc.

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
GENERATOR Champion 6250-Watt Gas & Propane/Portable	1.00	\$929.00	\$ 929.00	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>	<b>1</b>		<b>\$ 929.00</b>	

**JUSTIFICATION/COMMENTS:**  
 Generator as power supply at locations for charging batteries for tools, ramp build projects & ramp maintenance, Audio/PA system, lights in the evening.

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
Cargo Trailer; 7' x 12' tandem axle, enclosed, with Shipping	1.00	\$10,396.00	\$ 10,396.00	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>	<b>1</b>		<b>\$ 10,396.00</b>	

**JUSTIFICATION/COMMENTS** Trailer (\$6,896) is needed for hauling and storage, and used as a mobile center (tent) at activities and events. Constructed in Georgia; high quality materials; less expensive than Used trailers found for sale in Hawaii; Shipping from Georgia to Kauai (\$3,500).

## BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2022 to June 30, 2023

Applicant: Na Lei Wili AHEC

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						
<b>TOTAL:</b>						
JUSTIFICATION/COMMENT Not Applicable						

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

Applicant: Na Lei Wili Area Health Education Center, Inc.

Contracts Total: 112,000

	<b>CONTRACT DESCRIPTION</b>	<b>EFFECTIVE DATES</b>	<b>AGENCY</b>	<b>GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)</b>	<b>CONTRACT VALUE</b>
1	Hawaii/Pacific Basin AHEC Operational Sub-Award	9/1/2021 - 8/31/2022	Health Resources and Services Administration	U.S.	112,000
2					
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28					



## STAFF BIOS

### EXECUTIVE DIRECTOR

**Na Lei Wili AHEC Executive Director:** Will be responsible for the administrative support of this project which includes coordination of contracted services, grant administration, fiscal oversight, and reporting. she has a Bachelor of Science in Health Administration and is also a pastor of a local congregation. Her administration background spans 40 years beginning in Honolulu at Kaiser Ala Moana and Honolulu Clinics in positions of Medical Records Supervisor, Appointment Coordinator, Housekeeping/Mailroom Supervisor, Maintenance Liaison. As the executive director of Na Lei Wili AHEC, she is now sought after by local organizations requesting her fiscal ability to manage grants for them.

### COORDINATORS

**Skateboarding Program Coordinator:** Will be responsible for the overall program activities and work collaboratively with the Positive Action Youth Mentorship Program Coordinator for establishing coverage of all anticipated activities island-wide; all dissemination, completion, collection, and documentation required for reporting. He has 34 years skateboarding, holds a Health and Wellness degree, and has provided skateboarding mentoring and coaching for the past 15 years. He collects used skate gear and hands them out to kids without. Marks always encourages and offers instructional advice for younger skaters. He has organized multiple public ramp builds throughout the years on the island of Kauai, organized and provided skateboarding beginner Camp at Kahili Adventist school; participated in County events such as bike and helmet safety day, partnered with the Boys and Girls Club and Danny Way, a professional skateboarder, to talk to an elementary school class about skateboarding benefits and handed out free skateboards; partnered with the County of Kauai to build and maintain public county-funded skate spots, is the designated contact for the County as the skate community liaison for skating issues and concerns; has also organize and provided free beginner skate clinics and public contests throughout the years and continues to plan and organize various skate events led by the Kauai Skate Ohana.

**Positive Action Youth Mentorship Program Coordinator:** Will serve as the overall coordinator for the mentorship program. He has 36 years of skateboarding, was a sponsored skateboarder at a young age, he is the co-founded of Kauai Skate Oahan and currently serves as the Vice President; every step of the way in all things skateboarding on Kauai in the last 20 years! He currently spends 4 to 5 afternoons/evenings at the skate park skateboarding and interacting with the kids and teaching them skateboard tricks, positively encouraging them, and offering life advice. He is highly respected by all skaters, is a master craftsman, and has been the foreman in all of Kauai Skate Ohana's skateboarding building projects. His passion is to help youth develop into the best adult they can be.

### COACHES

**Coach 1:** Will serve all locations; has 30 years Skateboarding, another founding member of Kauai Skate Ohana, has been involved in most all events throughout the last 10 years. He has helped with ramp builds, provides skateboarding and life skills mentoring to the youth and has contributed a great portion to the manual work that goes into providing events.

**Coach 2:** Will service all locations; has 12 years skateboarding, worked as a skateboarding camp instructor as a teenager at a skate camp on mainland. He has helped throughout the past year coaching kids at the Beginner Keiki Clinics. He also works at local skate shop. Everyone finds him to be friendly, encouraging, and always positive.

**Coach 3:** Will service all locations: has 25 years skateboarding, mother of 4, helped coach Kids at Beginner Keiki Clinics this past year and has donated tents and chairs and offers to help in any way possible for all events. She is very positive and encouraging.

**Coach 4:** Will service all locations; has 27 years skateboarding, helped coach at Keiki clinics throughout the past year. He is positive and encouraging.

**Coach 5:** Will service the Hanapepe location; has 30 years skateboarding, lives right next to Hanapepe half pipes. is a school teacher, spends 3 to 4 afternoon/evenings at the Hanapepe ramps. Coach 5 is very encouraging as he works with youth needing basic instruction. He has helped with day camps and the skate Contests this past year.

**Coach 6:** Will service the Waimea location (scheduled for build out in August 2022); has 36 years skateboarding, is a physical therapist, spends time at Hanapepe Ramps encouraging and giving instruction. He has helped organize and execute Kauai Skate Ohana functions throughout the last 10 years and is a member of the County of Kauai Environmental Task Force.

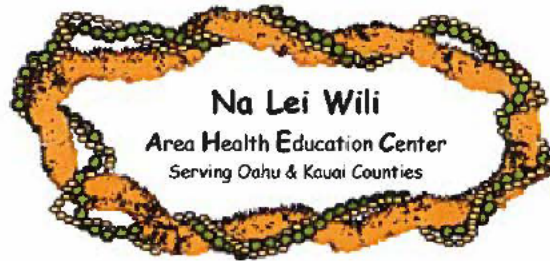
## **JUNIOR LEADERS**

**Junior Leader 1:** Will Service Hanalei and Kapaa locations; is 17 years old and has been skateboarding for nine years. He is super talented and one of the best youth skateboarders on Kauai; very positive and encouraging and also friendly to everyone. He is noticed for his potential in being a great influence on the youth in the communities.

**Junior Leader2:** Will service the Kapaa location; She is 13 years old and has been skateboarding for 6 years. She helped the young kids at Keiki clinic this past year. She, too, is positive, encouraging, and very talented. Though young, she has great potential for influencing her peers and those around her.

4442 Hardy Street, Suite 205  
Lihue, HI 96766  
Phone/Fax: 808-246-8986

FEIN: 99-0337948  
DUNS: 11-331-7692



## Attachment E

The Mission of Na Lei Wili AHEC is to grow our own healers and promote the health and wellness of underserved communities on Oahu and within Kauai County through partnerships, education, and advocacy.

# ORGANIZATIONAL CHART

For Skateboarding and Mentorship Programs

Board of Directors



Executive Director



Contracted Workers



Skateboarding  
Coordinator  
(1)

Positive Action  
Mentorship  
Program  
Coordinator (1)

Skateboarding  
Coaches  
(4)

Jr. Leaders  
(2)