

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



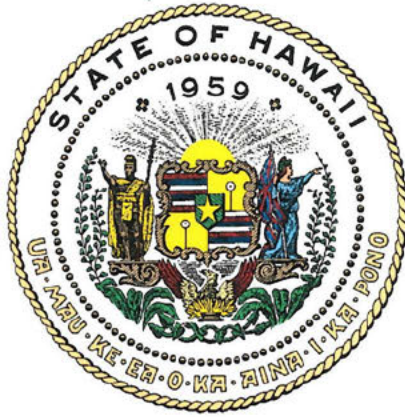
AUTHORIZED SIGNATURE

Eric Enos, Executive Director

PRINT NAME AND TITLE

1/19/2023

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

KAALA FARM, INC.

was incorporated under the laws of Hawaii on 03/09/1983 ;
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 19, 2023

Director of Commerce and Consumer Affairs



Public Purpose Statement

The grant will be used for public purposes pursuant to HRS Section 42F-102. Specifically, hiring a new grant administrator will allow the applicant to secure more funding to implement future fire mitigation strategies which aim to:

- Protect human health and safety
- Protect infrastructure and structures
- Protect agricultural areas and other commercial interests
- Protect scenic vistas
- Protect, preserve, and restore cultural resources
- Protect, preserve, and restore natural resources

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, 2022.

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](#).

See attached.

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;

Ka'ala Farm, Inc. (KFI) is a 501(c)(3) non-profit organization that provides cultural and environmental educational programs in the Wai'anae Kai ahupua'a (upper Wai'anae Valley) for school children, families, and interested groups. KFI was started in 1976, incorporated in 1983, and received tax-exempt status in 1988. Situated on approximately 100 acres of land containing pre-contact lo'i (wet-land taro) in the back of Wai'anae Valley, KFI is a stable, enduring anchor that has served the Wai'anae community for over forty years. The mission of KFI is to:

“Reclaim and preserve the living culture of the Po‘e Kahiko (people of old) in order to strengthen the kinship relationships between the ‘āina (land, that which nourishes) and all forms of life necessary to sustain the balance of life on these venerable lands.”

KFI grew out of a community vision firmly rooted in the larger cultural kīpuka that is Wai‘anae and is dedicated to creating additional kīpuka – places where our ancestral knowledge lives on through youth, where thriving ahupua‘a are living examples of healthy, maintained watersheds, and where our Hawaiian traditions are carried forth in a way that makes our people and our communities stronger. Every year, learning comes alive for more than 3,000 ‘ōpio (youth), mākua (adults), kūpuna (elders), and ‘ohana (families) who come to the Cultural Learning Center at Ka‘ala where they learn the importance of aloha ‘āina (love, care, and respect for our land).

Ka‘ala Farm is an integral part of the movement to build healthy communities and healthy watersheds. Over the past four decades, KFI has developed expertise in the ancestral knowledge of growing food, managing valuable land and water resources, and bringing people together in a spirit of shared responsibility. These skills are desperately needed in modern Hawai‘i, as our island population faces a growing set of social and environmental challenges. KFI strives to reconnect community members with the ‘āina (land) and to cultural practices to counteract the effects of lifestyle change and disconnection from traditional practices and food. In recognition of the integral links between preserving the natural environment and sustaining human life, KFI works to ensure natural resources are protected and available for educational, cultural, and community uses for generations to come.

KFI also works to convene a diverse group of stakeholders around land and resource issues, playing a unique and invaluable role on the Wai‘anae Coast. Grounded in the physical setting of Ka‘ala Farm, KFI represents the community in on-going discussions about water, land use planning, and implementation responsibilities.

Wai‘anae Valley Ranch Management

KFI and another Wai‘anae-based non-profit organization, Ho‘omau Ke Ola are joint lessees of the State-owned Wai‘anae Valley Ranch, a 1,122-acre former cattle ranch that makes up about 18% of the ahupua‘a. Wai‘anae Valley Ranch contains a wealth of cultural and natural resources, including the Wai‘anae Kai cultural landscape, which is noted as “one of the most intact cultural landscapes of O‘ahu.” Historically, this area was known as an “‘āina momona,” a place of abundance that provided kalo, ‘uala, fish and other foods and resources for thousands of native Hawaiian people.

However, due to poor management of the cattle ranch, this large parcel has turned into a place of destruction rather than abundance. The majority of the ranch lands are covered in invasive trees and dry grasses that provide tremendous amounts of fuel to wildfires. Whereas just across the road, KFI’s taro patches serve as a firebreak and have played a key role in keeping their workers and volunteers safe during previous fire

outbreaks (Figure 1). Over the past 30+ years, KFI has seen what works and what doesn't work when it comes to fire management in Wai'anae Kai. They are prepared and motivated to implement the actions proposed in this project to protect their community and its resources.



Figure 1. Ka'ala Farm, Inc. 15 years ago after the Lualualei Fire. The land that they work on and have restored withstood the fire. Whereas nearby invasive grasslands erupted into flames.

2. *The goals and objectives related to the request;*

The purpose of this grant application is to fund a grant administrator position for one (1) year. The grant administrator will help to secure more funding to implement fire mitigation strategies at Wai'anae Valley Ranch. Initial strategies and projects are outlined in a separate GIA application for capital requests.

3. *The public purpose and need to be served;*

Wildfires in Hawai'i have been increasing in both frequency and intensity over the past century (Trauernicht et al., 2015). Hawai'i's leeward coast is especially at risk due to its dry conditions and non-native grasslands. Wildfires can be extremely detrimental to a

place and its people due to increased erosion (Neary et al., 2005), poor water quality, coral reef degradation, and loss of recreational and fishing opportunity (Bartley et al., 2014; Franco et al., 2016; Prouty et al., 2010).

According to the USDA Forest Service, populated areas in Wai'anae Kai are at a 90% higher risk from wildfires when compared to Hawai'i's communities and a 97% higher risk when compared to the US. This makes Wai'anae Kai a top priority for wildfire management. One major fire in Wai'anae Kai occurred in August 2018 and trapped two school buses full of families at Ka'ala Farm; it took over an hour for firetrucks to respond. Eric Enos, the Executive Director of Ka'ala Farm, Inc., recounted the event:

"Mid-day 3 sets of fires were started below us. We were trapped for hours like an apocalypse. The wind was fierce but blowing downhill but the fire still jumped the road and headed to us. We had a bucket brigade and shovels fighting as families huddled with children. Where to go if the wind shifted? No fire trucks responded for over an hour as companion fires were started in adjoining valleys and resources were worst case scenario. The entire town of Wai'anae was black with smoke as the junk yard of acres of cars exploded like a bomb. Breathing was difficult, and people were evacuated. Eventually we were able to get the buses and families out...along a road blackened and smoldering. The wind was whipping ash and heat, difficult to breathe and see."

This fire ended up scorching nearly 9,000 acres of land in Wai'anae and Mākaha valleys, including important agricultural land. Fire mitigation actions at Wai'anae Valley Ranch must be taken to protect the community from the threats posed by wildfires, including threats to human safety, infrastructure, agriculture, cultural resources, and native forest ecosystems. In addition, wildfires cause increased rates of erosion, landslide danger, and an increase of sediment deposited into streams and nearshore coral reef ecosystems. These impacts have serious implications for tourism as well as commercial, recreational, and cultural use by local communities. Increased wildfire risk also means increased costs for Hawai'i's fire response community and local government. Human health can also be impacted by wildfires as a result of degraded air quality from smoke during fires and from high levels of wind-born dust that can be present for months after a fire.

Although it is not feasible to eliminate all wildfires from Wai'anae, the occurrence and impacts of fires can be reduced through prevention, preparedness, and pre-fire management. Funding for this request will support KFI's efforts to implement fire mitigation strategies at Wai'anae Valley Ranch. Through hiring a new grant administrator position, KFI can focus these resources on creating sustainable sources of funding for years of implementation and maintenance of fire protection for the Wai'anae community.

4. *Describe the target population to be served; and*

With the addition of a new grant administrator, KFI will be closer to implementing fire mitigation strategies in Wai'anae Valley. This will directly impact the community living in the valley and along the shoreline. Increased land management and a reduction of wildfires will allow the community to feel safe in their home. Increased funding for fire mitigation projects in Wai'anae also has the potential to benefit the larger community of O'ahu as well as visitors from around the world who frequent the west side to enjoy its famous beaches.

5. *Describe the geographic coverage.*

N/A

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;*

Task	Person/party responsible	Action steps
Hire a grant administrator	KFI	- Post/distribute job announcement for a grant administrator - Select new grant administrator
Secure funding for wildfire mitigation at Wai'anae Valley Ranch	Grant administrator	- Submit grant applications relating to wildfire prevention - Complete and submit necessary reports for grants received

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

- **July – August 2023:** Post/distribute job announcement for a grant administrator position.
- **September 2023** – Conduct interviews and decide on new hire.
- **October 2023** – Onboarding process for new fire.
- **November 2023 to November 2024** – Apply for grants relating to wildfire prevention and submit necessary reports for grants received.

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

Eric Enos, the executive director of Ka'ala Farm Inc., will monitor and evaluate the grant administrator to ensure that they are meeting their goals in a timely manner. When hiring the new grant administrator, Eric Enos will look for a successful grant writer with skills in efficiency, teamwork, and communication. He will reach out to previous employers to best assess the quality of their work. Throughout their employment with KFI, Eric Enos will meet with the grant administrator on a monthly basis to receive updates on their accomplishments. He will use this time to evaluate and provide feedback to the grant administrator to improve their results.

4. *List the measure(s) of effectiveness that will be reported to the State agency through which grant funds are appropriated (the expending agency). The measure(s) will provide a standard and objective way for the State to assess the program's achievement or accomplishment. Please note that if the level of appropriation differs from the amount included in this application that the measure(s) of effectiveness will need to be updated and transmitted to the expending agency.*

The following measures of effectiveness will be reported at the end of the fiscal year 2024:

- 1) Scope: did the grant administrator accomplish all the objectives outlined in their job description?
- 2) Schedule: was the grant administrator able to complete their tasks on time?
- 3) Budget: were all the tasks completed within budget? Was it over or under by how much?
- 4) Evaluation: KFI will summarize their monitoring and evaluation from each meeting with the grant administrator.

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 2024.*

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$12,500	\$12,500	\$12,500	\$12,500	\$50,000

3. *The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2024.*
 - Federal: Institute of Museum and Library Services for \$50,000 to implement fiber arts workshops.
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.*

KFI has not received any state or federal tax credits in the past three years. KFI also has not applied for any tax credits and does not anticipate applying for any in the future.

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 2024 for program funding.*

Federal

- The Administration for Native Americans (ANA) grant for \$1.1 million. This grant is spread out over three years and is effective from October 1, 2022 to September 30, 2025.
- The Institute of Museum and Library Services grant for \$100,000, effective from July 1, 2022 to June 30, 2023.

City

- Grant-in-aid for \$124,873, from 2020 to 2022.

6. *The applicant shall provide the balance of its unrestricted current assets as of December 31, 2022.*

Current balance of unrestricted assets: \$116,796.

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.

N/A

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.

Ka'ala Farm, Inc. manages approximately 1,230 acres of land in the Wai'anae Kai ahupua'a. This includes a 7.5-acre parcel that KFI owns, a 100-acre Department of Hawaiian Home Lands parcel that is licensed to KFI, and the 1,122 acres of leased land known as Wai'anae Valley Ranch. There is an existing meeting area at the Cultural Learning Center on the DHHL parcel. This can serve as a workspace for the grant administrator. The grant administrator will also have the ability to work from home periodically. This meeting area is where the executive director of KFI will have monthly meetings with the grant administrator.

In addition to the mauka lands managed by KFI, the KFI administrative office is located at 86-088 #107 Farrington Hwy, Wai'anae, HI 96792.

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.

A new grant administrator will be hired with this funding request. They will be selected based upon their qualifications and experience in grant writing and reporting.

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.

Eric Enos, the executive director of KFI will directly oversee the grant administrator.

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.

- 1) Executive Director
Annual Salary: \$50,000

- 2) Administrative Coordinator
Annual Salary: \$49,500
- 3) Farm Manager
Annual Salary: \$32,700

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.

There have been previous filings in the court system regarding Native rights and the specific claims to the State-owned property known as Wai'anae Valley Ranch. These claims have been dismissed with prejudice by the courts.

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.

N/A

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.

Grant funds will NOT be used to support or benefit a sectarian or non-sectarian private educational institution.

4. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 2023-24 the activity funded by the grant if the grant of this application is:

- (a) *Received by the applicant for fiscal year 2023-24, but*
- (b) *Not received by the applicant thereafter.*

The hiring of a new grant administrator will provide substantial support in securing funding for following years to implement fire mitigation strategies at Wai'anae Valley Ranch. Beyond just the grant administrator's role, KFI seeks to become more financially sustainable through these steps:

- 1) Understand current income and costs
- 2) Seek opportunities to save money
- 3) Increase "marketing" through online platforms with the goal of increasing donations to KFI
- 4) Engage KFI's board members in fundraising activities

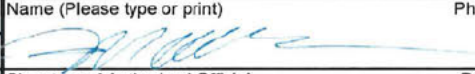
References

- Bartley, R., Bainbridge, Z. T., Lewis, S. E., Kroon, F. J., Wilkinson, S. N., Brodie, J. E., & Silburn, D. M. (2014). Relating sediment impacts on coral reefs to watershed sources, processes and management: A review. *Science of The Total Environment*, 468–469, 1138–1153. <https://doi.org/10.1016/j.scitotenv.2013.09.030>
- Franco, C., Hepburn, L. A., Smith, D. J., Nimrod, S., & Tucker, A. (2016). A Bayesian Belief Network to assess rate of changes in coral reef ecosystems. *Environmental Modelling & Software*, 80, 132–142. <https://doi.org/10.1016/j.envsoft.2016.02.029>
- Neary, D. G., Ryan, K. C., & DeBano, L. F. (2005). Wildland fire in ecosystems: Effects of fire on soils and water. U.S. Department of Agriculture, Forest Service, Rocky Mountain Research Station. <https://doi.org/10.2737/RMRS-GTR-42-V4>
- Prouty, N. G., Field, M. E., Stock, J. D., Jupiter, S. D., & McCulloch, M. (2010). Coral Ba/Ca records of sediment input to the fringing reef of the southshore of Moloka'i, Hawai'i over the last several decades. *Marine Pollution Bulletin*, 60(10), 1822–1835. <https://doi.org/10.1016/j.marpolbul.2010.05.024>
- Trauernicht, C., Pickett, E., Giardina, C.P., Litton, C.M., Cordell, S., and Beavers, A., 2015. The Contemporary Scale and Context of Wildfire in Hawai'i 1. *Pacific Science*, 69(4), pp.427-444.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2023 to June 30, 2024

Applicant: Ka'ala Farm, Inc.

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	40,000			
2. Payroll Taxes & Assessments	6,000			
3. Fringe Benefits	4,000			
TOTAL PERSONNEL COST	50,000			
B. OTHER CURRENT EXPENSES				
1				
2				
3				
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17				
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19				
20				
TOTAL OTHER CURRENT EXPENSES	0			
C. EQUIPMENT PURCHASES	20,000			
D. MOTOR VEHICLE PURCHASES	15,000			
E. CAPITAL	465,000			
TOTAL (A+B+C+D+E)	550,000		0	0
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	550,000	Eric Enos (808)291-2014		
(b) Total Federal Funds Requested	0	Name (Please type or print) Phone		
(c) Total County Funds Requested	0			
(d) Total Private/Other Funds Requested	0	Signature of Authorized Official Date 1/19/2023		
TOTAL BUDGET	550,000	Eric Enos, Executive Director Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2023 to June 30, 2024

Applicant: Ka'ala Farm, Inc.

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Grant administrator	1	\$40,000.00	100.00%	\$ 40,000.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				40,000.00

JUSTIFICATION/COMMENTS: Ka'ala Farm, Inc. (KFI) is requesting funding to hire a grant administrator for one (1) year. This position is needed to secure more funding for following years to implement fire mitigation strategies on the 1,122-acre Wai'anae Valley Ranch. Wai'anae Valley is a top priority for fire prevention and management, as identified by the USDA Forest Service. Recent fires have caused extensive damage to the area and even trapped two school buses full of children at KFI.

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2023 to June 30, 2024

Applicant: Ka'ala Farm, Inc.

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS: Ka'ala Farm, Inc. submitted a separate capital grant application with equipment funding requests.				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS: Ka'ala Farm, Inc. submitted a separate capital grant application with a motor vehicle purchase request.				

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2023 to June 30, 2024

Applicant: Ka'ala Farm, Inc.

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: 2021-2022	FY: 2022-2023	FY:2023-2024	FY:2023-2024	FY:2024-2025	FY:2025-2026
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS: Ka'ala Farm, Inc. submitted a separate capital grant application with capital project details and funding requests.						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: KAALA FARM, INC.

Contracts Total: 1,324,873

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	The Administration for Native Americans (ANA) grant for place-based learning for youth to increase their voice in policy and community decisions impacting the Wai'anae Coast.	10/1/2022 to 9/30/2025	U.S. Department of Health & Human Services -- Office of the Administration for Children & Families	U.S. - Federal	1,100,000
2	Establishes KFI as a Living Museum. Funds are for the documentation and preservation of ancient archaeological sites located on KFI property.	7/1/2022 to 6/30/2023	Institute of Museum and Library Services	U.S. - Federal	100,000
3	City Grant-in-Aid for salaries, contractual services, and program activity supplies.	2020 to 2022	Honolulu City Council	City and County of Honolulu	124,873
4					
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