

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


David Derauf (Jan 17, 2023 20:08 HST)
AUTHORIZED SIGNATURE

David Derauf CEO
PRINT NAME AND TITLE

Jan 17, 2023
DATE

GIAChecklist

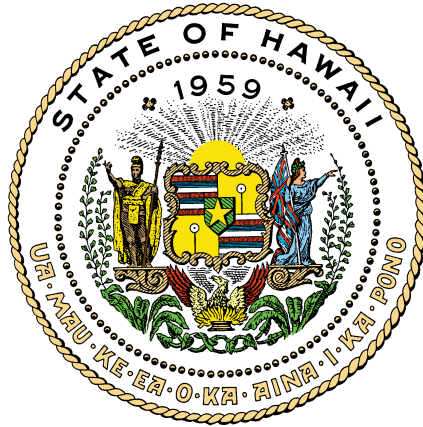
Final Audit Report

2023-01-18

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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

KOKUA KALIHI VALLEY (COMPREHENSIVE FAMILY SERVICES)

was incorporated under the laws of Hawaii on 05/15/1972 ;
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: December 30, 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; and
- 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.
- 4) The use of grant-in-aid funding complies with all provisions of the Constitution of the State of Hawaii (for example, pursuant to Article X, section 1, of the Constitution, the State cannot provide "... public funds ... for the support or benefit of any sectarian or nonsectarian private educational institution...").

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.

Kōkua Kalihi Valley Comprehensive Family Services.
(Typed Name of Individual or Organization)


David Derauf (Dec 30, 2022 11:44 CST)
(Signature)

Dec 30, 2022
(Date)

Dr. David Derauf
(Typed Name)

CEO
(Title)

Page5 - Declaration

Final Audit Report

2022-12-30

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"Page5 - Declaration" History

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PUBLIC PURPOSE

1. The applicant shall specify whether the grant will be used for a public purpose pursuant to Section 42F-102, Hawaii Revised Statutes
 - a. The name of the requesting organization or individual:
Kokua Kalihi Valley Comprehensive Family Services (KKV)
 - b. The public purpose for the grant:
KKV's **Elder Care Emergency Food Pantry and Farm Support Program** prevents malnutrition among low-income Kalihi seniors and improves health outcomes for KKV's cancer and diabetes patients. The program ensures that medical providers can refer patients for rapid delivery of food supplements, adult diapers, food staples, and cleaning supplies, items that many patients go without to pay rent and other expenses. The emergency support can make a significant difference for patients and their families as they wait to be connected to long-term food and other financial resources. Patients often come to KKV at a crisis state when it is essential to provide food and other necessities to ensure that health conditions do not rapidly decline as they wait for longer-term support.

KKV is in a unique position to provide locally grown produce and plant medicine that is desired as an essential part of traditional healing protocols for many Asian, Hawaiian, and Pacific Islander patients and providers. Our Roots cultural food program grows, harvests, and distributes these products free of charge to seniors, cancer, and diabetes patients. Roots grows the products at KKV's nature preserve Ho'oulu 'Aina through community-engaged farming that is both a local farm resource and an education and training center for indigenous agriculture and healing.
 - c. The services to be supported by the grant:
 - Distribution of fresh organic produce to seniors, cancer patients, and diabetic patients.
 - Distribution of dry goods (rice, tuna, oatmeal, etc.), nutritional supplements, adult diapers, and cleaning products to same groups.
 - Growth and harvesting of produce.
 - Referrals from primary care providers to the Emergency Pantry.
 - d. The target group:
Low-income seniors, adults with cancer, and adults with diabetes who live in Kalihi.
 - e. The cost of the grant and the budget [L1997, c190, pt of 3; am L 2014, c 96, 6]:
\$168,800

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

Kokua Kalihi Valley Comprehensive Family Services

Organization


David Derauf (Jan 20, 2023 06:56 HST)

Dr. David Derauf, CEO

Jan 20, 2023

Date

PUBLIC PURPOSE Program

Final Audit Report

2023-01-20

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"PUBLIC PURPOSE Program" History

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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.

2. Declaration Statement

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

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](#).

II. Background and Summary

This section shall clearly and concisely summarize and highlight the contents of the request in such a way as to provide the State Legislature with a broad understanding of the request. Please include the following:

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

Founded in 1972, KKV has 51 years of experience providing residents of Kalihi with a broad array of comprehensive and holistic care that includes medical, dental, vision, mental health, pharmacy, Elder Care, Maternal Child Health, and enabling services. KKV also provides many culturally based community programs that are integrated with the clinical services. These include four youth programs, women's programs, vocational education, a unique cultural food program "Roots," and Ho'oulu 'Aina, a nature preserve where KKV offers indigenous healing programs, plant-medicine, and education. At Ho'oulu 'Aina, KKV works to heal through community-engaged forest restoration, farming, and agroforestry. KKV's programs have served as models for culturally responsive care, justice, and equity, and malama 'aina/ care for the land.

In 1989, KKV was designated a Federally Qualified Health Center (FQHC) and is the only FQHC in the nation to care for a 100-acre nature preserve as part of its healing sites. KKV provides care for over 11,000 patients annually with a staff of 267 that provides interpretation services in 26 languages and dialects. KKV's patients are 96% Asian, Native Hawaiian, and Pacific Islander; 61% at or below 100% of federal poverty guidelines; and 43% which are best served in languages other than English. We operate from nine service locations and are the only FQHC in the nation to care for a nature preserve as part of

our healing activities. Kokua Kalihi Valley Comprehensive Family Services (KKV) is a community health center with the mission: *“Together we work to advance health, to inspire healing, to foster reconciliation, and to celebrate abundance in the ahupua'a of Kalihi through strong relationships that honor culture and place.”* Kalihi is a Medically Underserved Area (MUA) and a Health Professional Shortage Area (HPSA) for Primary Care, Mental Health, and Dental Care.

KKV started its Elder Care (EC) program in 1999 and, in 2022, served 1,862 seniors with a focus on keeping them healthy and living at home. EC provides holistic case management, crisis intervention, an array of health maintenance programs including a successful weekly exercise program, caregiver respite and support, medical, dental, behavioral health, and transportation assistance. The EC program is led by Merlita Compton, KKV’s Elder Care Director who created the program and has guided its innovations and expansion for 20 years. Ms. Compton has her certificate in gerontology and a Master’s in Public Health from the University of Hawai’i, speaks Ilocano, Tagalog, and English.

Roots and Ho’oulu ‘Aina staff maintain a 3-acre farm garden, dedicating all production of organic produce and plant medicine to support community need. KKV’s team of farmers and community health workers are experienced in navigating the health and cultural needs of our patient populations. Both Roots and Ho’oulu ‘Aina are led by indigenous Hawaiian women Directors, Kaiulani Odom and Puni Jackson, who are respected healers and advocates for health equity.

2. The goals and objectives related to the request;

KKV seeks program funding to support the **Elder Care Emergency Food Pantry and Farm Support Program (ECEFP)**. The ECEFP program started in 2020 in response to COVID-19 and remains critical for seniors, cancer patients, and diabetics. KKV provides patients with free, organic produce, Hawaiian plant-medicine, and other products such as senior food supplements (Ensure, Glucerna), adult diapers, and cleaning products. Because KKV is the only FQHC in Hawaii to provide healthcare and support patients with a large community farm garden, we have the unique capacity to provide cultural food and medicine to patients through quick, internal referrals, and an established distribution process. Asian and Pacific Islander patients frequently do not seek this type of support until they are on the verge of malnutrition and/or are critically ill. Referring them to outside nonprofit and public resources is slow and inadequate to addressing the dire circumstances facing our patients. Our program provides immediate bridge support so that KKV can assist patients in obtaining longer-term public and other support services.

Program Goals:

- 1) To alleviate malnutrition and improve health outcomes for seniors, cancer patients, and uncontrolled diabetics.
- 2) To support local Hawaiian farming and indigenous plant-based medicine.
- 3) To empower medical providers with the ability to refer food and medicine to their patients, ensuring they have enough to eat and can obtain proper nutrition.

Objectives:

- 1) To maintain a stocked ECEFP to ensure patients who need emergency food and other supplies can get these immediately.
- 2) To grow, harvest, and distribute fresh organic produce and plant-medicine (la’au lapa’au) to ensure the ECEFP can make weekly distributions to seniors and critical care patients.
- 3) To support KKV primary care providers with access to the ECEFP and a system whereby their patients will receive assistance quickly and with love.

3. The public purpose and need to be served;

KKV’s **Elder Care Emergency Food Pantry and Farm Support Program** prevents malnutrition among low-income Kalihi seniors and improves health outcomes for KKV’s cancer and diabetes patients. The program ensures that medical providers can refer patients for rapid delivery of food supplements, adult diapers, food staples, and cleaning supplies, items that many patients go without to pay rent and other expenses. The emergency support can make a significant difference for patients and their families as they wait to be connected to long-term food and other financial resources. Patients often come to KKV at a crisis state when it is essential to provide food and other necessities to ensure that health conditions do not rapidly decline as they wait for longer-term support.

KKV is in a unique position to provide locally grown produce and plant medicine that is desired as an essential part of traditional healing protocols for many Asian, Hawaiian, and Pacific Islander patients and providers. Our Roots cultural food program grows, harvests, and distributes these products free of charge to seniors, cancer, and diabetes patients. Roots grows the products at KKV’s nature preserve Ho’oulu ‘Aina through community-engaged farming that is both a local farm resource and an education and training center for indigenous agriculture and healing.

The services to be supported by the grant:

- Distribution of fresh organic produce to seniors, cancer patients, and diabetic patients.
- Distribution of dry goods (rice, tuna, oatmeal, etc.), nutritional supplements (Ensure, Glucerna), adult diapers, and cleaning products.
- Growth and harvesting of produce.
- Referrals from primary care providers to the Emergency Pantry to be distributed quickly to patients.

Need:

KKV’s patients have **the highest rates of chronic disease in Hawaii, including Diabetes, hypertension, and obesity**. They have relatively low rates of screening: 53.13% for weight assessment and counseling vs. 65.13% national; and BMI screening at 53.9% versus 65.72% national. In 2019, 33.56% of patients were diagnosed with diabetes (vs. 16.37% statewide) and 37.82% were diagnosed with hypertension (vs. 27.81% statewide). KKV’s patients are more likely to have uncontrolled diabetes as indicated by the prevalence of HgbA1c levels >9 among our patients. This has fluctuated but remained high over the years, ranging from 44% in 2008 to 27% in 2012, 39% in 2014, and 33.56% in 2019 and 44.95% in 2020. These chronic conditions put KKV’s patients at risk of related complications, and during the COVID pandemic, death. KKV’s baseline measurements for diabetes indicators for KKV patients >12 in 2021 were:

Population patients with diabetes	%	# of patients	% of racial group with DM2	Average Age	Average HbA1c	Average BMI	Average % appointment no-shows in last 1 year.
Micronesian/ Chuukese	27%	432	24%	57	9.2	37	29%
Other Micronesian/ Marshallese	7%	107	21%	55	9.4	36	25%
Samoaan	20%	327	31%	55	8.7	39	25%
Native	7%	107	19%	54	8.1	36	24%

Hawaiian							
Tongan	2%	47	31%	58	8.3	37	24%
Other Pacific Islander	<1%	7	41%	52	9.6	36	10%
Filipino	25%	402	15%	64	7.4	26.6	13%
Japanese	1%	16	11%	61	8.2	34	9%
Laotian	2%	34	25%	63	7.8	27	14%
Other Asian	2%	38	10%	67	7.5	26	13%

KKV’s medical patients have anxiety about medical care and high rates of missed appointments.

Over 96% of KKV’s patients are Asian and Pacific Islander migrants to Hawaii who hold deep distrust of medical care and associate visits to the clinic or the hospital with trauma or death. Many do not seek insurance or care until their condition reaches a crisis stage. KKV experiences a high rate of “no-shows” or missed appointments in part, because many patients are accustomed to walk-in care and less familiar with the process of scheduling appointments. The use of telehealth in 2020 had a surprising benefit in that the no-show rate dropped when some patients received smart phones and could visit with their providers virtually. Additional cultural factors that impact care access include the role of families, extended families, and traditional healers in an individual’s medical decisions; differing cultural attitudes about death and dying that affect “compliance”; the role of physical environment on client comfort and trust; and the effect of American lifestyles and diets on the health of immigrant families. The Emergency Pantry has proved to be a remarkable tool in that it: 1) Supports urgent health needs of vulnerable seniors, cancer patients, and diabetics; 2) Gives medical providers confidence that their patients can go home with supplies needed to improve their health outcomes; 3) Strengthens trust and builds stronger provider-patient relationships that improve health outcomes; and 4) Supports local agriculture.

4. Describe the target population to be served; and

KKV serves 11,000 residents of Kalihi who are 96% Asian, Native Hawaiian, and Pacific Islander. Over 30% of KKV’s patients are ages 50 and older and 43% are best served in languages other than English. There are over 1750 seniors currently served by Elder Care, a program that is growing each year. Over 60% of KKV’s patients are at or below 100% of the federal poverty guidelines and 99% are at or below 200% of FPG. KKV’s patients have the highest rates of obesity, diabetes, hypertension, and cancer in the state. We serve residents of Hawaii’s largest public housing complexes, the Towers at Kuhio Park and Kalihi Valley Homes, where the largest populations of residents is COFA Micronesian, Marshallese, Pohnpeian, and Samoan. Many of the migrant families have come to Hawaii seeking health care and experience multiple chronic conditions. Until KKV developed the Emergency Pantry, providers were challenged to recommend better nutrition or sanitary products to patients who lacked the financial resources to obtain these. Most patients prefer to walk-in to the clinic and building trust relationships with their providers is essential to care.

KKV’s patient population is heavily dependent upon public insurance coverage through Medicaid/CHIP/Other Public:

Format/Unit of Analysis	Population Underinsured 2020 UDS
Percent	16% uninsured
	53.5% Medicaid/CHIP/Other public
	6% Medicare
	24% Private insurance

A 2019 study completed by the Feeding America network, America’s largest domestic hunger-relief organization, concluded that the State of Hawaii had an overall food insecurity rate of 11.5%, representing 162,220 food insecure people and an annual food budget shortfall of \$97,005,00. The food insecurity rate was projected to increase to 14.3% from 2019 and 2021 in Honolulu County due to the effects of the pandemic. These statewide trends are more acute in Kalihi. In 2020, Hawaii Health Matters, a health data website developed by the Hawaii Health Data Warehouse and the Hawaii State Department of Health, published the 2020 Food Insecurity Index, an estimate of food insecurity based on correlated household and community measures of financial stress, such as Medicaid enrollment, SNAP enrollment, and mental health burden. This study identified Kalihi (zip code 96819) as an area of greatest need (tier 5 out of 5), as the fifth-most food insecure zip code in the state. Additional data from the 2015-2018 American Community Survey, available through the Hawaii Health Matters site, demonstrates higher rates of chronic diseases that correlate with poor diet.

5. Describe the geographic coverage.

KKV’s service area is Kalihi and the majority of KKV patients live in zip codes 96819 and 96817. However, KKV serves many patients who move away from the area, with the largest concentrations in 96797, 96701, and 96796.

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;

Scope of Work	Tasks	Responsibilities
Production of Food and plant medicine.	Growing Harvesting Cleaning, packing, and sorting Distribution to KKV sites	Roots farm staff and Ho’oulu ‘Aina support staff.
Oversight of Pantry inventory	Purchase of dry goods, food supplements, adult diapers, cleaning supplies. Tracking distribution and items.	Elder Care staff
Patient referrals	Identify patient needs Refer patients and caregivers Home visits	KKV medical, dental, behavioral health staff trained by Elder Care about the Pantry Elder Care staff process referrals and contact patients Elder Care makes home visits
Product Distribution	Patient pick-up Home delivery	Elder Care staff Ho’oulu ‘Aina support staff

Results	Outcomes	Measures of Effectiveness
50 seniors receive fresh	Seniors and caregivers	Case manager assessments of patients

produce bags each week.	supplement their diets with fresh produce and improve their nutrition.	twice yearly and more frequently for those who need it.
25 patients receive plant medicine each month.	Pacific Islanders boost immunity and feel healthier with natural medicine.	Providers track wellness through the electronic medical records (EMR).
25 seniors each month receive food supplements, adult diapers, and other household items including dry goods.	Improved health outcomes, reduction of stress.	Case managers monitor patients and do regular assessments. Phone or home visits to ensure seniors have what they need to live at home.
25 cancer and diabetes patients receive food and plant medicine support per month.	Medical providers feel empowered because they can refer patients to the Pantry for quick assistance and follow up care.	Elder Care staff receive referrals through EMR and respond directly to patients. Response support tracked by staff in EMR and spreadsheets.
3 Acres of land is used for community garden to benefit patients through the Pantry services.	Staff and volunteers care for the land and reduce the need for imported foods. Farmers heal by working on the land.	Quantities of produce and medicine harvested. Quantities distributed to patients.

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

Timeline	Tasks
July 2023	Inventory of Pantry supplies, planning monthly needs, and streamlining referral and distribution processes with staff.
Daily from July 2023 through June 2024	Processing of patient referrals for Pantry supplies. Farming activities. Case manager patient outreach.
Weekly from July 2023 through June 2024	Distribution of fresh produce and plant medicine. Distribution of other Pantry supplies. Home visits.
Monthly from July 2023 through June 2024	Replenishing of Pantry inventory.
Quarterly from July 2023 through June 2024	Provider and Coordinator meetings to assess effectiveness and address challenges.

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

KKV has the capacity and staff to monitor, evaluate, and respond to issues regarding the proposed Emergency Food Pantry program. KKV’s twelve-member Board of Directors oversees our financial position. We have an eight-member Accounting team that monitors all financial transactions, including all grant expenditures. Annually, KKV undertakes a single audit that is comprised of the consolidated statement of financial and the related consolidated statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the consolidated financial statements. KKV’s management is responsible for the preparation and fair presentation of the consolidated financial statements in accordance with accounting principles generally accepted in the US; this includes the

design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

The success of the Pantry program is based on KKV's work over the past three years to strengthen internal coordination and communication between medical, behavioral health, dental, and community/ social determinants of health programs. KKV has trained staff across these departments to use the electronic medical record system and to share other data to enhance efficiency and prioritize patient care. The Emergency Pantry Program has quality assurance and evaluation protocols built into each area of work. Elder Care's protocol for responding to the provider referrals via the Electronic Medical Records are: 1) Every client is registered by Elder Care before enrollment and asked to do an hour-long assessment. He/she is assigned a case manager who is responsible for outreach and monitoring of the patients, including Pantry pick-ups or home deliveries. 2) All seniors and chronic disease patients will be screened for food insecurity using the hunger vital sign. For clients who meet the eligibility, the case manager identifies the co-existing risk factors for poor nutrition. We will also assess their health status, healthcare utilization, and frequency of falls. After the 6-month and 12-month of enrollment, they will be re-assessed for their risk factors related the poor nutrition, health status, healthcare utilization, and falls. We also ask them to complete a semi-annual satisfaction survey to monitor the service quality and identify areas of improvement.

For other patients served by the Pantry, the Elder Care program receives the referrals through EMR and contacts the patient and provider. Delivery or pick up is arranged. Provider follows up with each patient.

Farm garden quality control is established by the Roots and Ho'oulu 'Aina staff. Weekly harvest is recorded by weight. Farmers make daily rounds to assess health of the plants. The Ho'oulu 'Aina team communicates with the Elder Care team weekly about deliveries and specific produce needs.

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.

Measures of Effectiveness:

- 1) Total number of patients who receive fresh produce each month.
- 2) Total number of patients who receive plant medicine each month.
- 3) Total number of patients who receive other Pantry products each month with a breakdown of types of products received.
- 4) Total number of provider and other referrals each month.

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)

Attached

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
\$42,200	\$42,200	\$42,200	\$42,200	\$168,800

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2024.

City & County of Honolulu, Grant in Aid, \$200,000 for women and children
 City & County of Honolulu, Agriculture Grant Level 1, \$50,000

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.

NA

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.

Temporary Assistance for Needy Families (TANF)/ Positive Youth Development, Teen Pregnancy Prevention and Family Strengthening Services, DHS, State, \$400,000
 Elderly Affairs Division, Transportation, EAD, State, 1/1/23-12/31/24, reimbursed by ride.
 Title III Transportation, 3/30/21-9/30/23, EAD, State, \$175,400
 Breast and Cervical Cancer Control Program, 6/30/21-6/31/22, DOH-Family Health Services Division, State, \$70,000
 DOH-Primary Care, 7/1/16-6/30/25, DOH-Family Health Services Division, State, \$650,150
 WIC Infrastructure, thru 9/30/22, DOH-Family Health Services Division, State, \$3,075
 Elderly Oral Health Assessment, ongoing, State Oral Health Program, State, \$2,400
 Reproductive Health Care and Support Services, 7/1/21-6/30/23, DOH-Women, Infants and Children Services Branch, State, \$179,033
 Fostering Access, Rights And Education (FARE Grant Program, 9/15/22-3/31/24, Department of Labor, Federal, \$337,849
 HA Forestry - La MauiOla Project, 8/1/21-6/30/24, USDA, Federal, \$150,000
 COVID - CONTRUCTION COSTS, HRSA, Federal, \$626,338
 Kalihi Food Prescription Pilot Program, 6/15/21-6/14/24, USDA/ NIFA, Federal, \$560,317

GIA CIP, 10/1/21-9/30/22, Department of Labor, State, \$350,000
GusNIP Grant Project (DA BUX Incentive), 9/1/20-8/31/23, USDA, Federal, \$498,105
Optional Breastfeeding Peer Counselor Services , through 9/30/2023, Department of Health, State, \$50,000
Special Supplemental Nutrition Program for Women, Infants, and Children, through 9/30/2023, Department of Health, State, \$284,400
Positive Youth Development, Teen Pregnancy Prevention and Family Strengthening Services, through 12/31/2022, Department of Human Services, State, \$250,000
Resource and Technical Development, open, Department of Health, State, \$48,500

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2022. **\$8.9 million**

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.

KKV has 51 years of responding to the needs of our patients in Kalihi, their cultural concerns, approaches to health, and financial circumstances. The Elder Care program has long focused on health maintenance activities and direct patient outreach to ensure that patients can live safely at home. This model was used by our COVID-response team supporting patients with food and other essentials, and now has become integrated into our clinical care for cancer and diabetes patients.

In 2020, Elder Care teamed up with KKV's Roots cultural food program to create more than 250 hot meals and 75 bags of fresh produce per week for senior patients. These were delivered by KKV and in the follow-up, Elder Care learned that more than 90% of the seniors receiving the meals were food insecure. The expanded outreach effort identified hundreds more seniors and caregivers who lost jobs because of COVID or who regularly skipped meals because they were afraid to let others know they didn't have adequate resources for food purchases. Many of KKV's patients are foreign-born and feel a sense of shame about letting others know about their financial situation. By providing the kupuna with free meals and bags of produce, Elder Care staff had an opportunity to build trust with patients, allowing them to share anxieties about food resources. The act of giving seniors a weekly box or bag of produce opened the door to discuss concerns, needs, and fears. In 2022, Elder Care expanded its work and began processing referrals for other cancer and diabetes patients. This is now an efficient method whereby KKV's most needy patients can get quick assistance and products that will prevent malnutrition and help them improve their immediate and long-term health outcomes.

Ho'oulu 'Aina and Roots have been growing food and plant medicine for community needs for over a decade. The COVID-19 pandemic pushed our program to increase capacity and to increase the harvest of these products. At the same time, KKV developed a coordinated system for harvest and distribution of food and medicine. The lessons learned during the pandemic now manifest in an efficient system whereby farm to table is expedited and KKV's patients receive culturally valued foods and medicines that improve their health.

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.

The facilities relevant to this GIA request are:

Gulick Elder Care Center – a 4,000 square foot facility that serves as KKV’s Elder Center. This is located two blocks from KKV’s main medical and dental clinics. The facility has two floors, a large kitchen for packing and sorting the produce, the Emergency Food Pantry, and exam rooms for medical and behavioral health services.

KKV Delivery van and Ho’oulu ‘Aina van – these are used to deliver Pantry items to patients when needed.

Ho’oulu ‘Aina 3-acre farm garden. KKV’s Roots program oversees the community farm garden to grow produce and medicinal plants. The garden is organic and is also a community teaching garden. Roots has a produce van and sorting sites at Ho’oulu ‘Aina and at KKV’s Wellness Center, where the Roots Café is located.

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.

Elder Care Staff in this request:

Noelene Aquino, Elder Care Medical Assistant, Fitour Group Exercise Certification. She monitors senior patients, makes referrals to the Pantry on behalf of the seniors. She responds to KKV provider referrals through EMR. Bilingual in Tagalog/Ilocano and English.

Maria Calapini, Elder Care Certified Nurses Aid and Fitour Group Exercise certification. She monitors senior patients, collects data and correlates data, and makes referrals to the Pantry on behalf of the seniors. Bilingual in Tagalog/Ilocano and English.

Susan Narahara-Kaneshiro, Elder Care Case Community Health Worker, BA and CHW certification. She is responsible for patient outreach and assessment. She follows up with patients who need Pantry support and ensures they receive the products.

Administration/ Accounting:

Bonnie Lo, Accountant. She manages and monitors financial transactions associated with grant funding for the Elder Care program. She produces expense reports ensures grant funds are spent down within the period.

Roots/ Ho’oulu ‘Aina Staff in this request:

Scott Garlough, Operations Manager. He coordinates all educations and procurement activities for Ho’oulu ‘Aina. He is an experienced youth mentor, an expert at hale building, lashing, and storytelling and an integral part of our ‘aina-based learning. His ‘uncle’ demeanor, wisdom and observation, patience and ever-willingness to help are the foundations of Hawaiian values as they survive in our families. He has been at Ho’oulu ‘Aina since 2011.

Marlene Otto, Project Assistant, KKV Micronesian healer and plant medicine specialist. Responsible for organizing harvest of cultural foods and plant medicine.

May-Lynn Phillip, Project Assistant, supports Roots farm activities, including harvest and distribution of food.

Jane Paia-Sobrado, Administrative Assistant Ho’oulu ‘Aina, responsible for implementing and tracking produce deliveries.

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 attached

3. Compensation

The applicant shall provide an annual salary range paid by the applicant to the three highest paid officers, directors, or employees of the organization by position title, not employee name.

CEO \$232,617

Clinical Director \$228,880

Physician \$165,809

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.

NA

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.

NA

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.

NA

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.

KKV is working to integrate SDOH activities including the Emergency Pantry into our grant proposals across the clinical and community programs. Our goal is to ensure that this critical program can continue indefinitely. We are also working with our insurance providers to expand the types of services that can be reimbursed for our patient populations. KKV is also working with our agricultural funders to continue supporting our farm garden and the growth of produce and plant medicine for patients. We presently cover this activity by supporting staff through other grant funds and by working with community volunteers.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2023 to June 30, 2024

Applicant: Kokua Kalihi Valley

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	88,600			
2. Payroll Taxes & Assessments	11,518			
3. Fringe Benefits	19,482			
TOTAL PERSONNEL COST	119,600			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	0			
2. Insurance	0			
3. Lease/Rental of Equipment	0			
4. Lease/Rental of Space	0			
5. Staff Training	0			
6. Supplies	49,200			
7. Telecommunication	0			
8. Utilities	0			
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	49,200			
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	168,800			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	168,800	Diane Evans 808-372-7333		
(b) Total Federal Funds Requested		Name (Please type or print) Phone		
(c) Total County Funds Requested		Jan 20, 2023		
(d) Total Private/Other Funds Requested		Signature of Authorized Official Date		
TOTAL BUDGET	168,800	David Derauf CEO Name and Title (Please type or print)		

Program GIA 2023 Budget Proposal

Final Audit Report

2023-01-20

Created:	2023-01-20
By:	Diane Evans (devans@kkv.net)
Status:	Signed
Transaction ID:	CBJCHBCAABAAYGPkxzGUbZ7p5scfh2PBLKPjHxelcGIX

"Program GIA 2023 Budget Proposal" History

-  Document created by Diane Evans (devans@kkv.net)
2023-01-20 - 4:21:29 AM GMT - IP address: 75.85.157.14
-  Document emailed to David Derauf (dderauf@kkv.net) for signature
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-  Email viewed by David Derauf (dderauf@kkv.net)
2023-01-20 - 5:00:11 PM GMT - IP address: 172.58.30.148
-  Document e-signed by David Derauf (dderauf@kkv.net)
Signature Date: 2023-01-20 - 5:01:53 PM GMT - Time Source: server- IP address: 172.58.30.148
-  Agreement completed.
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BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2023 to June 30, 2024

Applicant: Kokua Kalihi Valley Comprehensive Family Services

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Community Case Manager	1	\$44,000.00	20.00%	\$ 8,800.00
Community Case Manager	1	\$37,000.00	20.00%	\$ 7,400.00
Community Case Manager	1	\$46,000.00	20.00%	\$ 9,200.00
Administrative/ Accounting	1	\$50,000.00	10.00%	\$ 5,000.00
Operations Manager Ho'oulu 'Aina	1	\$54,000.00	40.00%	\$ 21,600.00
Administrative Assistant Ho'oulu 'Aina	1	\$33,000.00	40.00%	\$ 13,200.00
Cultural Foods Assistant	1	\$37,000.00	30.00%	\$ 11,100.00
Cultural Foods/ Medicine Assistant	1	\$41,000.00	30.00%	\$ 12,300.00
				\$ -
Payroll Taxes & Assessments				\$ 11,518.00
Fringe Benefits				\$ 19,482.00
				\$ -
				\$ -
				\$ -
TOTAL:				119,600.00
JUSTIFICATION/COMMENTS:				
Payroll taxes and assessments are based on federal and state guidelines, approximate 13% of the budgeted salary. KKV's fringe benefits include health insurance at \$611.80 per month per employee and 8.5% employer contribution to 403(b) retirement plans for full-time employees with tenures greater than 2 years.				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2023 to June 30, 2024

Applicant: Kokua Kalihi Valley Comprehensive Family

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
NA			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				0

JUSTIFICATION/COMMENTS:

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
NA			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				0

JUSTIFICATION/COMMENTS:

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2023 to June 30, 2024

Applicant: Kokua Kalihi Valley

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:	0	0	0	0	0	0
JUSTIFICATION/COMMENTS:						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Kokua Kalihi Valley

Contracts Total: -

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	NA				-
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Kokua Kalihi Valley Comprehensive Family Services

Contracts Total: 4,744,567

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	Temporary Assistance for Needy Families (TANF)/ Positive Youth Development, Teen Pregnancy Prevention and Family Strengthening Services		DHS	State	400,000
2	Elderly Affairs Division, Transportation		EAD	State	
3	Title III Transportation	3/30/21-9/30/23	EAD	State	175,40
4	Breast and Cervical Cancer Control Program	6/30/21-6/31/22	DOH-Family Health Services Division	State	70,000
5	DOH-Primary Care	7/1/16-6/30/25	DOH-Family Health Services Division	State	650,150
6	WIC Infrastructure	thru 9/30/22	DOH-Family Health Services Division	State	3,075
7	Elderly Oral Health Assessment	ongoing	State Oral Health Program	State	2,400
8	Reproductive Health Care and Support Services	7/1/21-6/30/23	DOH-Women, Infants and Children Services Branch	State	179,033
9	Fostering Access, Rights And Education (FARE Grant Program	9/15/22-3/31/24	Department of Labor	Federal	337,849
10	HA_ Forestry - La MauiOla Project	8/1/21-6/30/24	USDA	Federal	150,000
11	COVID - CONTRUCTION COSTS		HRSA	Federal	626,338
12	Kalihi Food Prescription Pilot Program	6/15/21-6/14/24	USDA/ NIFA	Federal	560,317
13	GIA CIP	10/1/21-9/30/22	Department of Labor	State	350,000
14	GusNIP Grant Project (DA BUX Incentive)	9/1/20-8/31/23	USDA	Federal	498,105
15	Optional Breastfeeding Peer Counselor Services	through 9/30/2023	Department of Health	Hawaii	50,000
16	Special Supplemental Nutrition Program for Women, Infants, and Children	through 9/30/2023	Department of Health	Hawaii	284,400
17	Positive Youth Development, Teen Pregnancy Prevention and Family Strengthening Services	through 12/31/2022	Department of Human Services	Hawaii	250,000
18	Special Supplemental Nutrition Program for Women, Infants, and Children	through 9/30/2023	Department of Health	Hawaii	284,400
19	Resource and Technical Development	open 10	Department of Health	Hawaii	Application for Grant 48,500

20				
21				
30				



**KOKUA KALIHI VALLEY COMPREHENSIVE FAMILY SERVICES
JOB DESCRIPTION**

JOB TITLE: Operations Manager (Ho‘oulu ‘Āina)

STATUS: Non- Exempt

DATE: 8-19

RESPONSIBLE TO: Ho‘oulu ‘Āina Program Director

GRADE LEVEL: 11

HO‘OULU AINA PROGRAM GOALS:

- Restore health and balance to Kalihi’s watershed and native upland forest.
- Share knowledge and offer a variety of opportunities relating to healthy food production, exercise, self-sufficiency and a reconnection with the land, our diverse cultures and nature.
- Protect, revitalize and perpetuate ancient cultural sites and knowledge to instill a sense of pride in the ahupua’a of Kalihi.
- Create opportunities for all public persons to engage the natural environment for pleasure, quiet recreation and contemplation.

JOB SUMMARY: The Ho‘oulu ‘Āina Operations Manager supports Ho‘oulu ‘Āina Director to accomplish strategic initiatives around ho‘oulu kahua, ho‘oulu waiwai, and ho‘oulu kanaka (site maintenance and development, economic sustainability, and staff management).

RESPONSIBILITIES

1. Upholds a trusted, kind and authoritative presence among staff, patients and community members within and around Ho‘oulu ‘Āina and KKV properties.
2. Models for and supports other program staff in playing their most appropriate and effective role in fulfilling Ho‘oulu ‘Āina and KKV’s mission and accomplishing Ho‘oulu ‘Āina’s strategic objectives.
3. Fosters an environment of safety, trust and kindness among staff, patients and community, helping prevent the emotional and/or physical escalation of stressful and potentially damaging encounters/incidents among staff, patients, community members, volunteers, students and others.
4. Intervenes effectively in emergency situations, when called upon; de-escalates situations quickly, effectively, and compassionately. Evaluates unsafe conditions and recommends solutions
5. Maintains Ho‘oulu ‘Āina calendar and monthly scheduling including relationship building with community partners as well as invoicing protocols following fee-for-service visits.
6. Leads ‘āina-based activities for youth and community groups implementing ‘āina-based learning and culture-based healing. Fulfills associated evaluation and story-gathering protocols
7. Provides mentorship and leadership development for youth participants, youth coordinators, and visiting community educators.
8. Communicates effectively with KKV staff and administration acting as liason in fiscal and maintenance issues such as purchase orders, staff and vendor check management, and bookkeeping updates as needed.
9. Teaches workshops in ‘āina-based education, such as hale building, rope making, lashing, stone setting.
10. Carries out duties in a manner consistent with principles of ho‘oponopono and trauma-informed care

OTHER DUTIES

1. Assist all HA staff in the implementation of the Nature Preserve’s four program areas including: (a) native reforestation; (b) gardening and food production; (c) community access; (d) compiling and telling stories of the land.
2. Adheres to KKV policies and procedures including applicable OSHA, State and Federal regulations.
3. Attends and participates in staff meetings, trainings, retreats, and other staff events as required.
4. Provide additional support in kalo cultivation, stream bed restoration, and other work-related projects

5. Adheres to KKV's policies and procedures including applicable OSHA, State and Federal regulations.
6. Attends and participates in staff meetings, trainings, retreats, and other staff events
7. Performs other duties as assigned by HA Program Director or Administration

WORKING CONDITIONS:

Location: Ho‘oulu ‘Āina Nature Preserve.

Equipment: Computer, telephone, fax machine, copier.

Work Hours: Forty hours/week schedule with regular attendance for assigned shifts to occur between Monday through Friday and occasional Saturdays.

MENTAL DEMANDS-:

- Frequent interaction with staff.
- Attention to detail.
- Excellent communication and skills.

PHYSICAL DEMANDS:

- Requires physical health sufficient to meet the demands of the position including prolonged walking and sitting.
- Must be able to swim, dig, hike, and use a variety of tools for cultivation and restoration
- Occasional lifting of supplies or objects not exceed 100 pounds.
- Must be able to walk, see, hear and speak.

QUALIFICATIONS:

Skills/Knowledge:

- Ability to work with multi-cultural staff and client populations.
- Ability to react calmly and effectively in emergency situations.
- Ability to work in a team setting, required.
- Knowledge of the principles of trauma informed care and/or willingness to be trained in such
- Effective verbal and written communication skills, required.
- Strong organizational skills, required.
- Demonstrate problem-solving skills, required.
- Demonstrate effective decision-making, required.
- Demonstrates leadership and management skills, required.
- Experience with grants budget management, required.
- Knowledge of community resources, required
- Bilingual/ bicultural skills, preferred/required.
- Current drivers license, required.

Education/Training:

- High-School Diploma, GED, or equivalent, preferred.
- Knowledge of Hawaiian cultural practices and working with the Hawaiian community, required.
- Crisis Prevention / De-Escalation training, preferred
- Trauma-Informed-Care training, preferred

Experience:

- One year experience working in a similar position
- Demonstrated experience in effective conflict resolution and de-escalation
- Lives in or familiar with the Kalihi Valley area, preferred.

The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job.

Employee Signature _____ Date _____

Print Name _____

Joseph Miller
3351 Kalihi St.
Honolulu, Hawaii 96819
(808) 282-6084 beachboy_21_7@yahoo.com

OBJECTIVE: To mentor, influence, and impact youth of Hawaii, in particular of Kalihi valley, in a positive way for the betterment of themselves, myself, Hawaii, and hopefully the world

EDUCATION:

- Bachelor of Science, Exercise Science, Creighton University, Omaha, Nebraska, May 2009
- ♦ Creighton Academic Scholarship, 2005 - 2009
 - ♦ Member of Creighton Exercise Science Club (EXSEL), 2006 - 2009

EXPERIENCE:

- Senior Intern, HYCC, Kokua Kalihi Valley (KKV) Nature Preserve – Honolulu, Hawaii 8/09 – 10/10
- ♦ Mentored and worked with youth ages 7-18 on malama aina and its relationship to health
 - ♦ Lead groups of youth, teens, and adults in various tasks, such as making trellises, pulling weeds, preparing land to be planted, planting food and non-food plants and trees, and harvesting and cooking food
 - ♦ Served as apprentice farmer, preparing land and planting agricultural crops
 - ♦ Cleared land and aided in reforestation of native forest as well as creating and maintaining trails
 - ♦ Safely and effectively operated power tools such as a chainsaw, weed-whacker, auger, and tiller
 - ♦ Safely and effectively used various hand tools, such as a shovel, pick, hoe, potatoe hoe, and machete
- Outrigger Canoe Paddling Coach, Maryknoll High School and Koa Kai – Honolulu, Hawaii 5/09 – 9/10
- Conducted pre-season training with youth ages 12-18
 - Coached youth on various aspects of canoe paddling, such as technique, work ethic, teamwork, and respect for the canoe and each other
 - Responsible for safety of paddlers, team paddles, and canoes
- Strength & Conditioning Intern, Creighton University – Omaha, Nebraska 1/09 – 5/09
- ♦ Trained with Creighton's strength & conditioning coaches working with Creighton student-athletes
 - ♦ Supervised and worked with Creighton student-athletes with their strength & conditioning programs
- Phonathon Caller, Creighton University Phonathon – Omaha, Nebraska 9/05 – 4/07
- ♦ Used interpersonal skills in calling alumni to ask for donations
- Cashier & Waiter, G Sushi – Honolulu, Hawaii 6/06 – 8/06
- ♦ Took orders, served customers, served as cashier, and opened and closed-out cash register
- Apprentice Carpenter, H. Pacific Construction, LLC - Honolulu, Hawaii 6/05 – 8/05
- ♦ Developed and used carpentry skills
 - ♦ Used power tools & other equipment
 - ♦ Carried out tasks assigned and employed problem-solving skills
- VOLUNTEER:**
- Kokua Kalihi Valley (KKV) Nature Park – Honolulu, Hawaii 6/07 – 8/08
- ♦ Cleared land and planted native Hawaiian plants
- Kamehameha School – Honolulu, Hawaii 6/08 – 8/08
- ♦ Supervised strength & conditioning course for children ages 13 – 15

KOKUA KALIHI VALLEY COMPREHENSIVE FAMILY SERVICES JOB DESCRIPTION

JOB TITLE: Mahi `Aina Assistant II **STATUS:** Non-Exempt **DATE:** September 2016

RESPONSIBLE TO: ROOTS Project Coordinator

JOB SUMMARY: Assist in the management and execution of community food production activities for “Returning to our Roots - Grow, Prepare, Share (GPS)”, an `aina-to-table demonstration project. Based at Kaluaopalena garden, this position will contribute to the fulfillment of Roots mission and strategic plans. Duties include planning and oversight of community gardening and food production, and management of groups and activities. Knowledge of organic propagation desired.

ESSENTIAL RESPONSIBILITIES & DUTIES:

1. Participates in the planning and management of organic food and plant production including: clearing, field preparation, fertilization, planting/propagation, crop/orchard fertility and care.
2. Participates in the coordination of harvesting and distribution of food and contributes to the sustainability of the program while working to grow food supply and community engagement.
3. Provides training, guidance, mentorship and direction to staff and community.
4. Work with other KKV Staff and community groups to offer educational experiences in food production, sustainability, cultural knowledge, youth involvement and leadership development.
5. Supports KKV programmatic involvement in the garden.
6. Supports shared institutional values of mahi `aina work.
7. Supports health and safety standards in food production efforts.
8. Assists in the maintenance/up-keep of facilities, mahi `aina equipment and tools
9. Assists in the transportation of program participants if needed

OTHER DUTIES

1. Adheres to KKV's policies and procedures including applicable OSHA, State and Federal regulations.
2. Attends and participates in staff meetings, trainings, retreats, and other staff events as required.
3. Works towards the integration of and collaboration between programs within KKV.
4. Carries out any related duties assigned by Roots Project Coordinator.

WORKING CONDITIONS:

Location: Outdoor farm environment with tropical climate temperatures.

Equipment: Farming tools and machinery, food preparation and processing equipment

Work Hours: Work Schedule 32-40 hours per week

MENTAL DEMAND

Requires alertness, attention to detail and organized.

PHYSICAL DEMAND

Requires movement and moderate physical exertion that includes walking, squatting, bending and occasional lifting of heavy objects, not to exceed 60 pounds

QUALIFICATIONS:

Skills/Knowledge:

Effective verbal communication skills, required.

Ability to operate heavy/farm equipment, and/or machinery, required

Ability to work with multi-cultural staff, volunteer and client populations, required

Bilingual/bicultural skills, preferred.

Education/Training:

High school diploma or two year aina experience, preferred.
Possess valid and current State of Hawaii driver's license, required.
Possess a clean criminal background check, required.
Possess a clean State of Hawaii driving abstract, preferred.

Experience:

Three years experience working in agricultural or community building setting preferred

Employee's Signature _____ Date _____



**KOKUA KALIHI VALLEY COMPREHENSIVE FAMILY SERVICES
JOB DESCRIPTION**

JOB TITLE: Youth Curriculum Specialist

STATUS: Non-Exempt GRADE LEVEL: 8

RESPONSIBLE TO: Ho‘oulu ‘Āina Director

DATE: March 28, 2022

JOB SUMMARY:

Provide leadership and coordination across HA’s youth programming efforts. Develop content, system and curriculum, coordinate staffing and resources for Ho‘oulu ‘Āina youth programs. Integrate HA Youth programs with other HA and KKV efforts. Gather and assess data pertinent to reporting, evaluation, and systems development. Provide mentorship and develop leadership capacity of youth program participants.

ESSENTIAL RESPONSIBILITIES & DUTIES:

1. Assist in the development and implementation of Ho‘oulu ‘Āina Youth programs - including: co-designing curriculum and educational framework for youth engagement, integration of youth initiatives with Ho‘oulu ‘Āina program areas, identifying and securing human and other resources to support implementation, as needed.
2. Assist in the development and implementation of HA’s Youth Legacy Projects – including: aloha ‘āina education and outreach including youth leadership development designing the educational framework for youth legacy projects with other HA program priorities, identifying and securing human and other resources to support implementation as needed.
3. Assist all Ho‘oulu ‘Āina staff in the implementation of the four program areas including:
(a) Native reforestation; (b) food and medicine production; (c) community access and engagement; (d) compiling and telling stories of the land.
4. Assist in prospecting new sources of funding to sustain youth programming.
5. Provide mentorship and leadership development for youth leaders and interns aligning and connecting to broader aloha ‘āina community movements and standards
6. Serve as focal point and resource person for HA staff, supporting individual and collective efforts of staff to better serve youth participants.
7. Coordinate youth service-learning projects with schools and community groups.
8. Support Ho‘oulu ‘Āina programming and activities through data collection, report writing, and planning.

OTHER DUTIES:

1. Adheres to KKV’s policies and procedures including applicable OSHA, State, and Federal regulations.
2. Attends and participates in staff meetings, training, retreats, and other staff events as required.
3. Works towards the integration of and collaboration between programs within KKV.
4. Carries out any related duties assigned by KKV Administration.

WORKING CONDITIONS:

Location: Air-conditioned office setting and outdoor environment with tropical climate temperatures.

Equipment: Computer, telephone, fax, copy machine.

Work Hours: Vary and to be set by supervisor and may include weekend work.

MENTAL DEMANDS:

Constant interaction with staff and community members, ability to listen, provide administrative support and attention to details. Must be able to work in a busy environment and maintain a positive, professional and friendly manner. Must demonstrate effective verbal and written communication skills.

PHYSICAL DEMANDS:

Requires constant movement of frequently sitting, standing, and walking. Extensive use of farming and forestry tools. Occasional lifting of materials does not exceed 30 pounds.

The physical/work demands described herein are representative of those that must be met by the Youth Curriculum Specialist to successfully perform the essential functions of the job.

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

QUALIFICATIONS:

Skills/Knowledge:

- * Demonstrated interest in working with youth
- * Must be sensitive to the needs of youth and parents of different ethnic, cultural, linguistic, and socioeconomic backgrounds
- * Able to develop and promote a supportive and respectful environment to serve youth and their families
- * Effective verbal and written communication skills, required
- * Ability to work with multi-cultural staff and client populations, required
- * Demonstrate problem solving skills required
- * Ability to work in a team setting, required
- * Bilingual/bicultural skills, preferred
- * Ability to train and supervise staff

Education/Training:

- * Bachelor's degree in education, children/youth development, human services, or a related field, required. Graduate degree, preferred.
- * Proficient in computer office software including Microsoft Word and Microsoft Excel, preferred.
- * Self-starter.
- * Able to work collaboratively within KKV, with the community and with other agencies
- * Possess clean criminal background check, required.

Experience:

- * Background in social services
- * Minimum of 3 years experience with youth
- * Minimum of 5 years experience with program management and supervision

Other:

Lives in the Kalihi Valley area, preferred.

I acknowledge I have received a copy of this job description. I understand the duties, and am fully able to meet the requirements, and perform the essential functions of this position, with or without reasonable accommodations. I further acknowledge, and understand, this job description does not create an employment contract, and nothing contained herein alters my at-will employment status.

Print Name: _____ Date : _____

Signature: _____

3152 Magnolia Place
Honolulu, HI 96816

Home Ph: 737-3274
Celluar: 457-8415
Email: suesue808qt@gmail.com

Susan K. Narahara-Kaneshiro

Experience

2003-2005, 2007 to present Kokua Kalihi Valley – Elderly Services

Case Manager/Community Health Worker/Staff Support

- Van Driver: Part-time 14 passenger van; Pick up and drop off at Main Clinic; Pick up and drop off in Kalihi Valley; responsible for cleanness of the van, equipment and maintenance of van.
- Case Manager: Initial and yearly re-assessment for Case Management Program, referral to other agencies programs, coordinate with Senior Companion Program; compose Care Plans, Progress Notes and Fee Ticket Summary, follow-ups with appointments and referrals, monthly consultations with clients, problems and decisions making
- Health Maintenance Program: Initial and yearly re-assessments for Health Maintenance Program, maintain records, upkeep folders (over 400 folders), daily data entry, daily data collection, monthly calendars, monthly spreadsheets reports – Unduplication of new clients, Daily Attendance and Monthly Log , assist with Health Maintenance Program, problems and decisions making.
- Transportation: Daily van scheduling, daily van monitoring, monthly mileage data entry, monthly Federal Transit Administration (FTA) mileage database and as needed driver.
- Staff Support: maintain office such as mail, copier maintenance, office supplies, fax, delivery of documents, create flyers, customer service, answering phones, filing, internet research

6/06 to 2007, 2000-2003 Rim Pac Marketing, LLC

Administrator

Customer service with local distributors buyers and mainland manufactures customer service, process and data entry of purchase orders, data entry of price list, customer service, problem solving and decision making, telephone, faxing, answering phones, inventory and supplies upkeep, create flyers, accounting – pay bills, weekly bill backs, update broker commissions monthly, filing, errands, process mail, internet, emails, assist with food shows, process food show papers, create monthly flyers with distributors with allowances and products, assist sales personnel.

8/2005-2/2006 Progress Marketing, LLC

Customer Services

Customer service with local distributors buyers and mainland manufactures customer service, process and data entry of purchase orders, data entry of price list, customer service, problem solving and decision making, telephone, faxing, answering phones, weekly bill backs, update broker commissions monthly, filing, errands, process mail, internet, emails

1998-1999 Sea Life Park

Reservations

Data entry for Dolphin programs and transportation set-up, assist Japanese speaking customers, mail room.

Education

Kaimuki High School; University of Phoenix, Bachelor in e-business 2003

Kapiolani Community College, Completion of Competence in Community Health Worker

Computer skills

Microsoft Office – Word, Access, Excel, PowerPoint, SAMs, Visio Basic, Project Management, Internet, Email, Outlook

Other duties: answering phones, cashier, customer service, receptionist

MARIA CONCEPCION M. CALAPINI

Honolulu, HI 96817 • (808) 824-9421 • mcalapini@kkv.net

Objective

To obtain a position as a Community Case Manager and Community Health Education dedicated to the health and well-being of the older adults and the community as an integral team member; to use my health education and training, in addition to my interpersonal skills in providing the highest quality of care with respect and excellence.

Professional Summary

- Conducts intakes for clients. Enters client specific data and prepares program reports.
- Develops a care plan/service plan and explore options for clients.
- Knowledge of the appropriate treatment referrals and consultation coordination
- Consult and coordinate with healthcare team members to assess, plan, implement and evaluate patient care plans
- Perform home visits
- Assess the needs of individuals, families and communities including assessment of individual's home or environment to identify potential health or safety problems
- Document clinical records and ensures patients privacy and confidentiality
- Incorporates health maintenance and disease management
- Creates forms needed for the program
- Good experience with assisting in Geriatric Program Development
- Assists Elderly Program Director on special projects as they arise such as Grant proposals
- Collects, correlates, completes data and forms and update data for necessary reports
- Documents Case management and outreach activities using the standard reporting and charting procedures
- Communicates with the healthcare team: facilitates and maintain communication with individual or their representative, other team members and providers to ensure wellness and optimum health.
- Provide healthcare, first aid as needed
- Answers telephones, take messages and relays office and clinic memos

Skills

- Computer Literate
- Processes and Procedures
- Staff Management
- Leadership

Work Experience

Community Case Manager/Health Education and Access Coordinator

Kokua Kalihi Valley Comprehensive Family Services (KKV), Honolulu, Hawaii
(July 2021- Present)

Serve as Community Case Manager and manages the health education and promotion program including the tele-exercise team as part of the health maintenance on elder clients including crisis intervention, advocacy nutrition, screening, treatment and program activities. Provides patient education and promotion, counseling on various facets of chronic illness including but not limited to lifestyle changes and promotion, self-care and routine health care maintenance. Provide orientation to clients prior to joining the tele-exercise. Monitor and assists Community Case manager Team with care management, monitors health care outcomes and makes every effort to provide support and guidance to problem-solving. Promotes effective utilization of services by coordinating care provided by KKV providers and makes referrals as appropriate to other medical providers, community agencies, community resources and any other potential services the kupuna may need.

Community Case Manager/Health Maintenance Education and Access Coordinator

Community Case Manager

Kokua Kalihi Valley Comprehensive Family Services (KKV), Honolulu, Hawaii
(Oct 2020-Present)

Provide outreach and case management services to clients to ensure that KKV residents receive comprehensive health and social services). Helps provide an array of services to help clients and their families cope with complicated situations in the most effective way possible, thereby achieving a better quality of life. Help clients to find resources and facilitates connection with services. Advocates on behalf of a client to obtain needed services; also maintains communication with the client to evaluate whether the plan is effective in meeting the client's goals. Coordinate and manage a full range of primary care services (home visits to assess client needs, information about the availability of services, health education, problem solving, supportive guidance, crisis intervention, and advocacy. Coordinate Health Maintenance Program (health education, socialization, exercise, and community engagement activities).

NURSE AIDE

Acute Residential Care Home, Salt Lake, Hawaii

Provides personal care assistance to clients as directed including changing, bathing and feeding; assist patients' mobility turn and position beds for patients' comfort. Communicate any changes in patients' condition pertaining to blood pressure, sugar levels and other vital signs to Unit Manager; organized patient's care plans. Maintains and improves client's optimal level of functioning and nursing rehabilitation.

Supervisor, 01/2018 to Current

Leonard's Bakery Ltd. – Honolulu, HI

- Adjusted job assignments and schedules to keep pace with dynamic business needs, factoring in processes, employee knowledge and customer demands.
- Interviewed, hired, instructed, and mentored new employees and promoted high level of quality service to customers.
- Monitored food quality and service levels to maximize front and back area performance.

Private Nanny, 03/2017 to 03/2018

Dr. Shaylin Chock – Waimanalo, HI

- Balanced playtime and limited screen time to optimize types of stimulation and support development of fine motor, gross motor, and cognitive skills.
- Coordinated different types of activities to enhance physical and intellectual development.

Medication Technician, 03/2015 to 12/2016

Heart of Care Assisted Living Facility – Waldorf, MD

- Monitored, tracked, and conveyed important patient information to healthcare staff to help optimize treatment planning and care delivery.
- Offered immediate assistance in emergency and routine paging situations to evaluate needs and deliver care.
- Helped family members plan healthy meals, purchase ingredients, and cook meals to provide adequate nutrition for client wellbeing.
- Unpacked, sorted, counted, and labeled all incoming medications to keep optimum inventory levels.

Private Caregiver, 05/2013 to 11/2013

Dr. Pilar Brandewie – Indianapolis, IN

- Assisted clients with daily living needs, including bathing and personal grooming, to maintain self-esteem and general wellness.
- Kept household areas clean and well-stocked, ran errands, managed laundry, and completed weekly grocery shopping.
- Helped family members plan healthy meals, purchase ingredients, and cook meals to provide adequate nutrition for client wellbeing.

Private Caregiver, 12/2012 to 05/2013

Mr. And Mrs. Al Tiangco – Marietta, GA

- Assisted clients with daily living needs, including bathing and personal grooming, to maintain self-esteem and general wellness.
- Provided safe mobility support to help patients move around personal and public spaces.
- Maintained clean personal areas and prepared healthy meals to support client nutritional needs.

Private Caregiver, 12/2008 to 08/2012

Andre Anne Velasco Munar – Project 3, Quezon City

- Assisted disabled clients in any way necessary to facilitate independence and well-being.

- Supervised daily activities and aided when needed.
- Transported a patient three times a week to and from dialysis center and daily activities.
- Established nutritious meal plans and prepared daily offerings to meet patient dietary needs.

Private Caregiver, 11/2007 to 11/2008

Father Jose R. Nacu – Bacoor Cavite, NCR

- Turned and positioned bedbound patients to prevent bedsores and maintain comfort levels.
- Assisted clients with daily living needs, including bathing and personal grooming, to maintain self-esteem and general wellness.
- Offered social support by transporting individuals to events and activities, in addition to medical appointments and shopping trips.
- Provided safe mobility support to help patients move around personal and public spaces.

Registrar Coordinator / Assistant Manager, 12/1997 to 11/2007

Macro Integrated Training and Review Center, INC. – Sampaloc, Manila

- Managed and archived quality documentation and participated in internal and external quality audits.
- Kept institution financially sound by tracking expenses and maintaining detailed records.
- Devised strategies to reduce expenses, modernize operations and revamp procedures to improve institution operations.

Quality Inspector, 08/1993 to 12/1997

LG Philippines – Maybunga, Pasig City

- Recorded defects and coordinated issue resolution with development team and functional leads.
- Presented clear, organized data in graphs, charts, tables, and written reports.
- Inspected and packaged products meticulously according to manufacturing specifications.

Quality Control Inspector, 02/1992 to 08/1993

LG Korea – Seoul, South Korea

- Monitored production processes to gain understanding of problematic steps and rectify issues.
- Performed visual inspections and non-destructive tests where appropriate.
- Conducted investigations into questionable test results.

Education

Associate of Applied Science: Nursing Assistance, 03/2020

Healthcare Training & Career Consultants, Inc. - Honolulu, HI

Associate of Applied Science: Medication Technician, 03/2015

North Star Institute/ Assisted Living Services - Waldorf, MD

Associate of Applied Science: Caregiving NC II, 09/2008

Skill Power Institute - Quezon City Philippines

Some College (No Degree): Basic Accounting and Bookkeeping, (lectures and practicum),
01/2008

Skill Power Institute - Quezon City, Philippines

Associate of Applied Science: Dialysis Technician, 02/2003

National Kidney Institute - Quezon City Philippines

Bachelor of Arts: Radio Communication and Operator (now Electronics and Communications
Technology), 02/1992

Asian College of Science and Technology – Aurora Blvd. Quezon City, Philippines

Associate of Arts: Computer Secretarial, 04/1989

Cora Doloroso Career Center – Cubao Quezon City, Philippines

Professional Certifications/ Trainings

- **Building Your Diabetes Education Program: Everything You Need to Know and More workshop**
Ala Moana Hotel
410 Atkinson Dr, Honolulu, HI 96814
June 19, 2015
- **Kapi'olani Community College Continuing Education**
Kupuna at Home, Dementia and Alzheimer's disease Program, Caregiver Training
Program, Personal Care
- **Food Safety and Sanitation Class**
Wellness Center
2239 North School Street, Honolulu,
Hawaii, 96819
October 20& 22
- **Basic Medical Terminology Course, 31/10/2013**
- **Blood Borne Pathogens, 09/20/2013**
- **Infection Control Course, 09/20/2013**

Education

Fundamentals of Community Health Worker

Kapiolani Community College

May 22- September 1, 2017

Fundamentals of Gerontology

Joint Certificate Program presented by The American Society on Aging and the USC Leonard Davis School of Gerontology

July 25- August 22, 2016

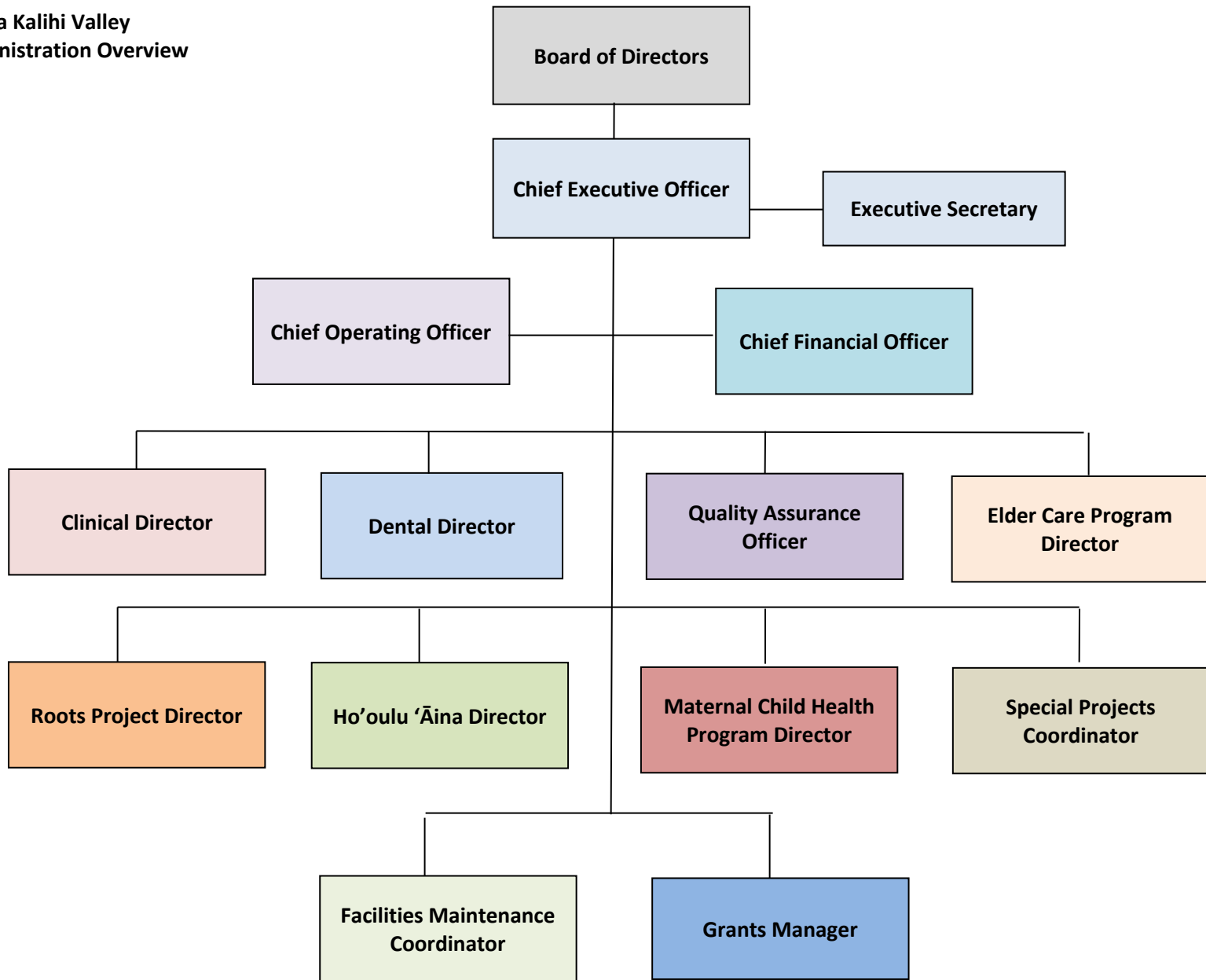
Nursing Aide

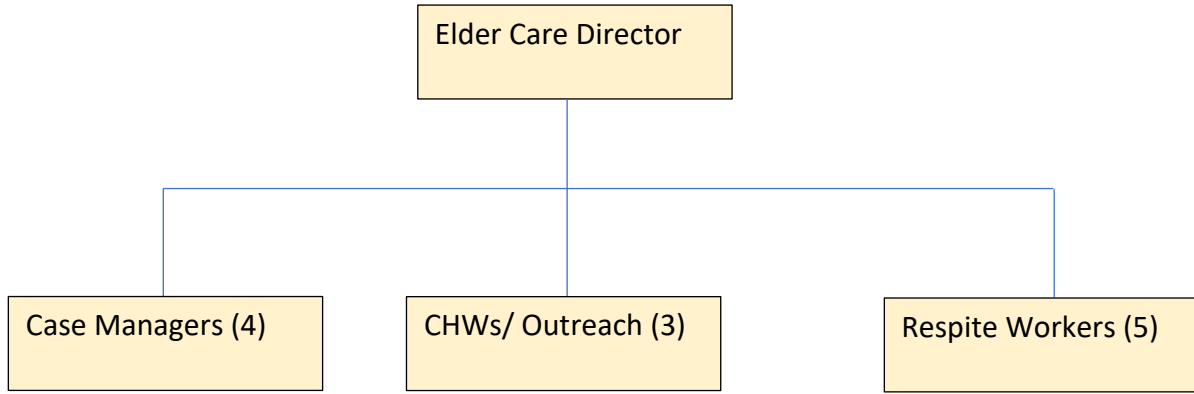
CNA Program, Healthcare Training and Career Consultant, Inc.,

2130 N. King Street Honolulu, Hawaii, 96819

September 2013-October 2013

**Kōkua Kalihi Valley
Administration Overview**





Kōkua Kalihi Valley
Ho'oulu 'Āina

