

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

Type of Grant Request:

Operating Capital

Legal Name of Requesting Organization or Individual: Db: Paepae o He'eia
Paepae o He'eia

Amount of State Funds Requested: \$ 384,715

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

The goal of this project is to deliver high-quality eco-cultural educational programming in He'eia that results in authentic connections with and increased understanding of the natural world. Objectives are to 1) bolster the capacity of our 'aina and fishpond educators to host students on site 2) enhance our learner and visitor experiences and 3) improve our ability to grow native plants as a means for land/fishpond restoration but more importantly building individuals relationship and responsibility to place.

Amount of Other Funds Available:

State: \$ _____
Federal: \$ _____
County: \$ _____
Private/Other: \$ 235,000

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

\$ 0

Unrestricted Assets:

\$ 1,343,155

New Service (Presently Does Not Exist): Existing Service (Presently in Operation):

Type of Business Entity:

501(C)(3) Non Profit Corporation
 Other Non Profit
 Other

Mailing Address:

PO Box 6355
City: State: Zip:
Kaneohe HI 96744

Contact Person for Matters Involving this Application

Name: Hi'ilei Kawelo	Title: Executive Director
Email: admin@paepaeoheeia.org	Phone: 808-236-6178

Federal Tax ID#:

██████████

State Tax ID#

██████████



Authorized Signature

Hi'ilei Kawelo, Executive Director

Name and Title

1/19/23

Date Signed

Applicant Paepae o He'eia

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

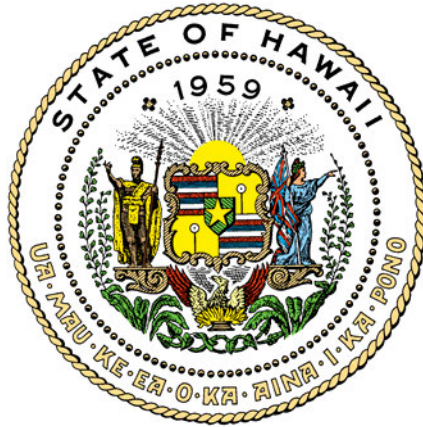


AUTHORIZED SIGNATURE

Hiilei Kawelo, Executive
Director

PRINT NAME AND TITLE

1/19/23
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

PAEPAE O HE`EIA

was incorporated under the laws of Hawaii on 05/23/2003 ; 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



STATE OF HAWAII
STATE PROCUREMENT OFFICE

CERTIFICATE OF VENDOR COMPLIANCE

This document presents the compliance status of the vendor identified below on the issue date with respect to certificates required from the Hawaii Department of Taxation (DOTAX), the Internal Revenue Service, the Hawaii Department of Labor and Industrial Relations (DLIR), and the Hawaii Department of Commerce and Consumer Affairs (DCCA).

Vendor Name: PAEPAE O HE`EIA

DBA/Trade Name: Paepae o He`eia

Issue Date: 01/17/2023

Status: **Compliant**

Hawaii Tax#: W4035166007

New Hawaii Tax#:

FEIN/SSN#: XX-XXX3791

UI#: XXXXXX7491

DCCA FILE#: 204375

Status of Compliance for this Vendor on issue date:

Form	Department(s)	Status
A-6	Hawaii Department of Taxation	Compliant
8821	Internal Revenue Service	Compliant
COGS	Hawaii Department of Commerce & Consumer Affairs	Exempt
LIR27	Hawaii Department of Labor & Industrial Relations	Compliant

Status Legend:

Status	Description
Exempt	The entity is exempt from this requirement
Compliant	The entity is compliant with this requirement or the entity is in agreement with agency and actively working towards compliance
Pending	A status determination has not yet been made
Submitted	The entity has applied for the certificate but it is awaiting approval
Not Compliant	The entity is not in compliance with the requirement and should contact the issuing agency for more information

**DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS PURSUANT TO
CHAPTER 42F, HAWAI'I REVISED STATUTES**


The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawai'i 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, Hawai'i 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, Hawai'i 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, Hawai'i 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.

Paepae o He'eia
(Typed Name of Individual or Organization)

 _____
(Signature) 1/19/2023 _____
(Date)

Hi'ilei Kawelo
(Typed Name) Executive Director _____
(Title)

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 following Application Submittal Checklist

2. Declaration Statement

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

See attached following Certificate of Vendor Compliance

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](#).

All grant funding provided through the State of Hawaii Grant-In-Aid program shall be used for public purpose pursuant to Section 42F-102, Hawaii Revised Statutes.

II. Background and Summary

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

Paepae o He'eia (POH) is a 501(c)3 non-profit organization located in He'eia, Ko'olaupoko, O'ahu. Established in 2001, POH is dedicated to the restoration and revitalization of the 88-acre, 800 year old He'eia Fishpond. Our mission is to implement the values and concepts from the model of a traditional Hawaiian fishpond to provide physical, intellectual, and spiritual sustenance for our community.

In 2022, POH hosted approximately 6,500 visitors, learners, and volunteers at He'eia Fishpond in our diverse program offerings. Pre-pandemic we serviced approximately 10,000 people from around the globe, keiki to kūpuna. Through our restoration, education, and production programs, our desire is to create *pilina* (profound connections) between the participants and places like He'eia Fishpond or similar in their own communities and provide a spark for the sustainable change we need in Hawai'i. Hawaiian fishponds give visitors a unique opportunity to be inspired not only by the

physical scale and construction of the pond but also by the holistic ecosystem management techniques that have practical applications in our modern lives.

Our *Kū Hou Kuapā* (Restoration) program has and continues to set the course for much of the physical work done at He'eia Fishpond. Weekly activities that we regularly involve students and volunteers in includes rebuilding the 800-year old wall, invasive terrestrial plant removal, invasive seaweed and jellyfish removal, *mākāhā* (sluice gate) repair and maintenance, and *hale kia'i* (guard house) repair and maintenance. We host monthly Saturday community workdays, weekly volunteer opportunities, summer internships to expose and train young adults to this type of hands-on work, and host skills-building classes for the community. In 2022 we hosted just over 2,000 volunteers and plan on hosting twice as many in 2023.

Our *Ka 'Ai Kamaha'o* (Education) program engages learners of all ages in eco-cultural activities that are grounded in the values and concepts of traditional Hawaiian fishpond management. Participants engage in culturally-relevant and academically rigorous studies that aim to bridge traditional and contemporary knowledge systems. Our interactive educational offerings include one-time field trips, multi-visit field trips, virtual field trips, walking tours, in-class lectures and lessons, internship opportunities, and research collaborations with institutions of higher education (UH-Manoa, Chaminade, HPU) to deepen our understanding of the fishpond ecosystems and guide our management strategies. In 2022 we hosted approximately 3,900 students from Kindergarten through 12th grade alone with the vast majority being from Hawaii.

Our *'Āina Momona* (Production) program is the research, development, and cultivation arm of the organization. Being committed to operating the pond in as traditional a manner as possible with the incorporation of modern technologies, we prioritize the cultivation of native species that can not only feed people but also be regenerative and nourishing for the fishpond, estuary, and ahupua'a. We currently cultivate a variety of native fish, shellfish, and seaweeds in the fishpond as well as harvest invasive species for both sale and organic farming amendments. We invite the public to share in the capture of predatory fish through family fishing days. Also, with the clearing of previously untouched shoreline acreage in 2020, we began to cultivate indigenous food crops like kalo and 'ulu and have plans for more diverse farming in the very near future.

2. The goals and objectives related to the request;

The goal and objectives of this request will support educational program offerings within He'eia. With Hawai'i schools welcoming students back into their classrooms and allowing field trips to resume in earnest in 2022, POH much like other outdoor learning sites received students and teachers with open arms. We had expanded our learning opportunities to include virtual offerings during the pandemic but we always knew that hands-on activities offer the best way to connect with and learn from He'eia Fishpond.

The strategic goal of this request is to deliver high-quality eco-cultural educational programming in He'eia that results in authentic connections with and increased understanding of the natural world.

The objectives of the project are: 1) increase the capacity of the fishpond and 'āina education teams to host one-time and multi-visit school field trips 2) enhance our volunteer and learner experience through increased restoration opportunities and 3) increase our plant nursery capacity so that more students and volunteers have living plants for hands-on restorative activities. The *'ōlelo no'eau* (Hawaiian wise saying), "*Ma ka hana ka ike*" rings true in these objectives as "in the working is the knowledge". The best way to create the authentic connections and increased understanding we desire is to give people the opportunity to work and sweat and plant and bring new life.

First, this project will support two FTE fishpond educators to deliver fishpond specific lessons. They will focus on overarching themes described earlier in addition to estuary and marine topics. The project will also support two FTE 'āina educators to deliver land-based specific lessons. Again the focus will be on the overarching themes in addition to Hawaiian agriculture practices and riparian (stream) flora and fauna restoration. Our project partner where the 'āina educators will be based, Kāko'o 'Ōiwi (KO), is a non-profit organization founded in 2007 that operates in the He'eia Meadowlands, directly upstream from He'eia Fishpond. KO is committed to implementing activities that are supportive of Hawaiian cultural practices, agriculture, education, and natural resource management. In 2022, KO hosted approximately 2,300 learners from 35 schools and 4,000 volunteers on their site. These four (4) educators will be the backbone of this project supported by the administration and restoration teams.

Second, we will have our fishpond and 'āina educators work closely with the restoration teams to enhance the volunteers and learners time while on site. Working tools, comfort supplies, and safety supplies are some of the things that may improve efficiency and enjoyment in the gardens, lo'i, and fishpond. Third, we hope to have as many volunteers and learners be a part of the regeneration of our lands. This project will support the necessary time and supplies to boost our nursery production both at the fishpond and meadowlands. It also helps with long term maintenance and upkeep of our spaces if as soon as the weedy invasive species are removed, we can immediately follow with native outplantings.

3. The public purpose and need to be served;

He'eia Fishpond was built approximately 800 years ago as a food source for the residents of He'eia. POH aims to honor that legacy by providing guided and meaningful points of entry for both local residents and visitors to be sustained by this place. Hawaiian history tells us that a few fishponds were reserved specifically for *ali'i* (the ruling class) in ancient times. But a vast majority of Hawaiian fishponds were used, maintained, and farmed by the general population. Once built, they were revered and seen as indispensable assets in a larger socio-ecological food system. This is revealed in a quote from noted Hawaiian historian Samuel Manaiakalani Kamakau who said, "*Fishponds were things that beautified the land, and a land with many fishponds was called 'āina momona (fertile/rich/fruitful).*"

It is from this foundation that POH works to revitalize the fishpond and reintroduce the community to its potential. Fishponds, especially a large one like He'eia, are "community works projects" that benefit the masses through mass participation. Each of our three programs have multiple touch points to engage the public in culturally-relevant, hands-on activities. Volunteer opportunities are available Mon-Fri and every 2nd and 4th Saturday to anyone. We host family fishing days six (6) times per year to help us with predator fish population control. Each summer we create paid internship opportunities for young adults to work alongside our staff to not only give them life skills but introduce them to mālama 'āina work as a possible career choice.

4. Describe the target population to be served

In general, the population we service with our educational offerings is anyone in our learning community, which typically are individuals and schools not necessarily bound by a particular geographic area. If they have the means to travel and are willing to visit and learn, we will educate them.

Specifically, our target population begins with the Ko'olaupoko (Waimānalo to Kualoa) and Ko'olauloa (Ka'a'awa to Waimea) moku of O'ahu. Our main target audience are students attending public or private schools in Windward O'ahu which includes the Hawaii DOE Castle-Kahuku and Kailua-Kalāheo complex areas. The populations in this area are concentrated in the suburban areas of Kailua and Kāne'ohe towns and become more rural moving north along the Windward coast. Historically these were the areas and populations who interacted the most with He'eia and its resources so we are interested in servicing those residents/students as a target first. Also, these are the students and residents who are more likely to have genealogical, familial, or experiential ties to He'eia Fishpond or Meadowlands already.

Our second target population are learners from anywhere on the island of O'ahu. In 2022, the following O'ahu K-12 schools visited our sites:

O'ahu DOE Schools		O'ahu Private Schools
He'eia Elem King Inter Castle HS Aikahi Elem Kailua Elem Kailua Inter Kailua HS Kalāheo HS Ka'a'awa Elem Mālama Honua (charter) Ke Kula o S.M. Kamakau (charter)	Mililani Mauka Elem Waiau Elem Ilima Middle Aiea Inter Nanakuli HS Wai'anae HS Hālau Kū Mana (charter) SEEQS (charter) Papahana o Kaiona (Alternative Learning Prog)	Ko'olau Baptist Elem Maryknoll HS Sacred Hearts HS Damien HS St. Theresa Elem St. Louis HS Assets HS Punahou Elem & HS Iolani Elem & HS Kamehameha Elem, Middle, and HS Mid Pacific Institute HS

		Le Jardin Academy Elem & HS Hawaii Baptist Academy HS Hanahau'oli Elem
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We have also had the fortune of being visited by individual students and school groups from across the United States, Canada, Japan, and Korea and other countries. These national and international travelers are not our target audience but still represent a part of our learning community as they are all captive learners who have genuine interest in what our spaces have to offer.

5. Describe the geographic coverage

He'eia Fishpond is a part of a 97-acre parcel situated along the shoreline of the He'eia ahupua'a and Kāne'ohē Bay. While the entire parcel is 97 acres, 88 acres of the total is He'eia Fishpond. The remaining 9 acres are along the edges of He'eia Fishpond and include dry land, wetland, riparian stream banks, and steep hillside mostly covered in *Hau* (*Hibiscus tiliaceus*). The fishpond wall, which encloses the 88 acres of water, is 1.3 miles (7,000 feet) long and is the longest fishpond wall in the state of Hawai'i. In 1973 the fishpond was added to the National Register of Historic Places.

The parcel is solely owned by Kamehameha Schools. Paepae o He'eia has been the operator and caretaker of the entire parcel since 2001. Currently, a 5-year License Agreement allows Paepae o He'eia to conduct restoration, placed-based education, and production activities on the property.

Our partner in this request, Kāko'o 'Ōiwi, leases the 405-acre parcel directly across the street from our fishpond property called the He'eia Meadowlands. Within the parcel sits a 200 acre semi-functioning wetland with over 50 acres under active restoration and management, over 10 acres of actively-managed and productive *lo'i* (flooded taro patches), over 10 acres of farmland and agroforestry production, multiple waterways/streams/channels, approximately 100 acres of overgrown wet and dry areas, access roads, small buildings, and community gathering spaces. The parcel is owned by the State of Hawaii's Hawaii Community Development Authority (HCDA) and KO holds a 38-year lease on the property.

He'eia Fishpond and He'eia Meadowlands are located within the 2,843 acre ahupua'a of He'eia which is bounded on the north by Kahalu'u and on the south by Kāne'ohē. The He'eia watershed makes up roughly 10% of the total Kāne'ohē Bay watershed and is home to five (5) perennial streams. These streams flow out of Ha'ikū and 'Ioleka'a valleys down into He'eia meadowlands and ultimately out alongside the fishpond as He'eia stream. In general, the ahupua'a is dominated by non-native and often invasive plant species that negatively impact the health and resilience of the diverse historical ecosystems which are home to native and culturally relevant Polynesian-introduced flora and fauna.

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;

Regarding objective 1, two FTE fishpond educators will deliver the activities and lessons at He'eia Fishpond. Overarching themes will include *mālama 'āina*, *aloha 'āina*, and *ma ka hana ka 'ike*. Fishpond and related themes will include fishpond history and function, fishpond flora and fauna ID, *mo'olelo* (stories) about He'eia storied places, marine biology and conservation, estuary and stream function, climate change impacts like sea level rise and flooding, ahupua'a management, and invasive species management. Two FTE 'āina educators will deliver the activities and lessons at He'eia Meadowland. These will not be the same individuals as the fishpond educators. 'Āina related themes will include history and function of He'eia meadowlands and wetland, native and invasive species ID, native bird habitats and threats, riparian ecosystems, climate change impacts like sea level rise and flooding, *lo'i* (flooded taro field) management, dryland agriculture, and ahupua'a resource management. Typical educational visits are three to four hours long at both sites but sometimes special requests are made. All four educators will be responsible for keeping track of all demographic data from the educational groups including one-time and multi-trip visits.

Regarding objective 2, the four educators will work in tandem with the restoration teams to build upon existing hands-on opportunities to make them more efficient and enjoyable. We believe that as we create more opportunities for deepened learning the work produced can be improved just as much as the overall experience. Regular check-ins with the education and restoration teams to discuss constructive improvements and tweaks to the programs will aid in smoother visits. Comfort and safety supplies may include tables, chairs, water coolers, tents, wood to construct comfort stations, trailer for moving large items, PPE, and various safety and first aid supplies. This request will support one FTE restoration technician at He'eia Fishpond. Since visiting groups represent the large majority of labor at He'eia Fishpond, bi-weekly communication at the minimum between fishpond educators and the restoration technician will be critical to ensuring success.

Regarding objective 3, both POH and KO have existing plant nurseries at their respective sites. We plan to purchase supplies and devote time to boosting native seedling production. Supplies may include tables, pots, soil and potting mixes, hoses/tubes, irrigation supplies, water catchment supplies, roofing supplies, hand tools, gas-powered tools, and anything related to growing more plants. Recognizing that our native ecosystems in He'eia, on O'ahu, and statewide are continually threatened, a long-term goal is to create so many plants that we have excess to share with visitors to take home and cultivate. That would help us reach a goal of affecting change in people so profound that they service their own communities, not just He'eia. The educators and

restoration teams would be responsible for the procurement of supplies along with boosting nursery production.

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

		1	2	3	4	5	6	7	8	9	10	11	12
Increase capacity of education teams													
	Hire fishpond educators	■											
	Implement lessons, conduct evaluations	■	■	■	■	■	■	■	■	■	■	■	■
	Hire 'āina educators	■											
	Implement lessons, conduct evaluations	■	■	■	■	■	■	■	■	■	■	■	■
Coordinate and improve visit experiences													
	Biweekly meetings	■	■	■	■	■	■	■	■	■	■	■	■
	Purchase comfort and safety supplies	■		■		■		■		■		■	
Increase plant nursery capacity													
	Identify and evaluate key areas for improvement	■											
	Purchase supplies and materials	■											
	Initiate grow out and outplanting	■	■	■	■	■	■	■	■	■	■	■	■
	Reassess and reevaluate	■		■		■		■		■		■	

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

POH’s Quality Assurance and Evaluation Plans (QAEP) will be implemented to ensure all the requirements of the grants and contracts will be met on time and successfully. Our QAEP will have multiple methods of monitoring project activities and measurement of progress towards the goal and objectives.

Data Collection: all participants are required to fill out waivers prior to entry onto the sites for visits. These records are the primary source of demographic information that includes group affiliation, name, age, and zip code. We will use these records to track and evaluate numbers served and other demographic data.

Participant Surveys: post-participation surveys will be sent to group leaders and individuals digitally. Participants will be asked about information retention, level of understanding and appreciation, rating the safety and comfort of the site, degrees of satisfaction, willingness to return, and willingness to contribute elsewhere. Surveys will also include open-ended questions for participants to delve deeper into their responses if they choose.

Output and Performance Measures: we will regularly collate and analyze our records and surveys to calculate the following outputs and performance measures

Monthly, Quarterly, and Annually:

- Number of Elem, Middle, High School, University, Adult education program participants
- Number of one-time versus multi-visit field trips
- Number of volunteer groups
- Number of volunteer participants
- Number of volunteer hours performed on site
- Number of O'ahu residents
- Number of non-O'ahu Hawaii state residents
- Number of non-Hawaii visitors
- Survey 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.

Our proposed performance measures are used to track the effectiveness of our program by aligning our outputs to our goals and objectives. We are confident that these performance measures are realistic and achievable within this time period.

Quantitative Measures	Expected Goal
Total # of education program participants (POH)	2,000
Total # of education program participants (KO)	2,000
Total # of volunteers (POH)	2,500
Total # of volunteers (KO)	2,500
Total # of volunteer hours	10,000
Total # of O'ahu schools serviced	30
Total # of non-O'ahu schools serviced	10
Square feet of invasive species removed	20,000

Number of native/indigenous plants restored	1,000
Qualitative Measures	Expected Goal
Percentage of respondents satisfied	90
Percentage of respondents who are likely to return	90
Percentage of respondents who are likely to contribute elsewhere	75
Percentage of respondents who gained a greater understanding & appreciation for He'eia and its cultural importance	75
Percentage of respondents who are likely to make a more sustainable lifestyle change	50

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**
See attached
 - b. **Personnel salaries and wages**
See attached
 - c. **Equipment and motor vehicles**
See attached
 - d. **Capital project details**
See attached
 - e. **Government contracts, grants, and grants in aid**
See 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
\$96,178	\$96,179	\$96,179	\$96,179	\$384,715

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

Not applicable.

4. **The applicant shall provide a listing of all state and federal tax credits it has been granted within the prior three years. Additionally, the applicant shall provide a listing of all state and federal tax credits they have applied for or anticipate applying for pertaining to any capital project, if applicable.**

Not applicable.

5. **The applicant shall provide a listing of all federal, state, and county government contracts, grants, and grants in aid it has been granted within the prior three years and will be receiving for fiscal year 2024 for program funding.**

- UH SeaGrant - Mangrove Removal
- UH SeaGrant - Storm Drain Remediation
- HeeiaNERR-UH-HIMB - Estuary Education & Stewardship Interns
- State of Hawaii DOE - Castle Highschool Ho'oulu 'Ōpio Program
- US Cares Act - Payroll Protection Program
- County of Honolulu - Business Relief Program

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

Current unrestricted net assets of POH as of June 30, 2022 is \$1,343,155.

V. Experience and Capability

1. Necessary Skills and Experience

POH has been in operation at He'eia Fishpond since 2001. Between just three (3) employees, there are a combined 56 years of work experience specifically at He'eia Fishpond. Between five (5) employees, there are a combined 65 years of experience as 'āina educators working with keiki to kūpuna to deliver lessons in a variety of outdoor settings. Our Executive Director has been swimming, diving, exploring, and fishing in Kāne'ohe Bay for 45 years.

POH is the sole organization that has been restoring and managing He'eia Fishpond since 2001. Even the landowner, Kamehameha School, looks entirely to our organization when it comes to determining what is best for the fishpond and property at large. We have a proven track record of working with students, volunteers, interns, researchers, and funders over the last 20 years. We have hosted over 40,000 volunteers, over 60,000 student learners, and employed over 100 interns since inception. We have also restored over 5,000 feet of the *kuapā* (seawall), hand cleared over 10 acres of invasive mangrove, removed over 300,000 pounds of invasive seaweed, and planted over 3,000 native coastal plants and indigenous food crops.

2. Facilities

The main facility utilized by POH is the 88-acre He'eia Fishpond. It has a 12 foot wide by 5 foot tall *kuapā* (seawall) that stretches for 7,000 feet around the fishpond, seven (7) *mākāhā* or sluice gates, and 8 *hale kia'i* (guard houses). All project activities will either take place along the seawall or within the fishpond itself, provided the participants can swim and/or are cleared to enter the water.

POH also rents from the landowner (Kamehameha School) an aquaculture support facility and caretakers residence on the southern end of the property. The bottom and main floor of the facility houses a small office for administrative tasks, 2 large storage rooms for tools/supplies/equipment, a garage that serves as a classroom and wet lab and kitchen, outdoor showers, mens and womens bathrooms with flushing fixtures, and ADA compliant sidewalks. On the second floor is a 2-bedroom residence for the caretaker and family.

Adjacent to the aquaculture support facility is a parking lot that can hold approximately 10 cars and is also the location where loads of materials for restoration are delivered (ie. rock and coral for the seawall). Within walking distance of the parking lot and support facility is a gathering space for program participants. This area consists of a 40 foot x 50 foot partially tented grassy area with picnic tables, a hose station for washing and hydration, and a 80' dock where 2 flat bottom boats are moored for pond operations. The dock also serves as a learning platform and launching point for many activities in the fishpond.

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.

Current staffing of POH consists of 9 employees, 6 full-time and 3 part-time. The Executive Director and Fiscal/HR manager will contribute to the project but their salaries will be an in-kind contribution and not charged directly to this GIA request. Two (2) Fishpond Educators and one (1) Kū Hou Kuapā Technician will be supported directly by this project and will work primarily with POH. Two (2) Aina Educators will be supported directly by this project and will work primarily with KO but be supervised by POH administration.

Executive Director: Hi'ilei Kawelo - Graduated with a BA in Zoology from UH-Manoa. Worked at Oceanic Institute in Waimānalo for 5 years as a research technician in the Fisheries and Environmental Sciences Department. She is an original founding member of POH, served as the Kū Hou Kuapā Coordinator for 6 years and has been the

Executive Director since 2007. She has spent over 23 years learning and teaching at He'eia Fishpond and a lifetime being a student to the art and science of lawai'a (fisherperson) in Kāne'ohe Bay.

Fiscal/HR Manager: Ettajane Danner - She has 30 years of experience in the HR and accounting profession working with private, government, and non-profit organizations. She is critical in maintaining POH's financial controls and reporting along with HR compliance and development.

Kū Hou Kuapā Coordinator: Keahi Piiohia - Graduated with a BA in Hawaiian Studies from UH-Mānoa in 2012. He was a Kū Hou Kuapā technician for 7 years and has been the program coordinator for the last 5 years. He also brings his experiences as a lifelong *mahi'ai* (farmer) and *lawai'a* (fisher) from Ko'olaupoko, O'ahu to his work at He'eia Fishpond.

Fishpond Educators: The two existing fishpond educators bring a collective 20+ years of experience teaching *'āina* (land) and *kai* (ocean) related lessons. Kealaulaokamamo Leota and Rachelle Tom currently manage all of the educational visits at He'eia Fishpond and also contribute occasionally with volunteer management. Their knowledge of the fishpond, estuary, and surrounding Kāne'ohe Bay along with their passion to connect with local youth make them invaluable to POH's education program.

'Āina Educators: The two existing 'āina educators bring a collective 30+ years of experience with 'āina-based education and building relationships between keiki and 'āina. Kahiau Wallace and Mahealani Botelho currently manage a large portion of the educational group visits at KO along with being responsible for several acres of wetland kalo production and other farm responsibilities. They have created a unique system of managing the water and crops for the farm while incorporating visiting students into the fold to the maximum benefit of both.

2. Organization Chart

See attached following application materials

3. Compensation

POH Board of Directors is comprised entirely of volunteers
Executive Director - 88,900
Assistant Executive Director - 83,500
Kū Hou Kuapā Coordinator - 61,900

VII. Other

1. Litigation

Not applicable - no litigation or pending judgment

2. Licensure or Accreditation

Not applicable

3. Private Educational Institutions

Not applicable

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.

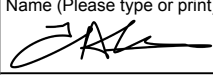
Paepae o He'eia's programmatic activities are sustained by a variety of sources including private foundation grants, partnerships with similar nonprofit organizations, scientific research contracts, grassroots fundraising and donations, site fees, and fee for services. If funding is received for GIA 2023 but not received thereafter, POH will continue funding efforts as usual to sustain our activities through alternative funding sources.

Additionally, we are always developing ways to diversify our revenue streams. With the opening of new land along our shoreline we have potential in the near future for some agricultural product sales along with small workshops and events to create unrestricted revenue. The fishpond and the resources within are our biggest assets. We do not seek to commodify them but we are always looking for creative ways to create a circular economy that supports the fishpond, the organization, and community.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2023 to June 30, 2024

Applicant: Paepae o He'eia

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	250,000			36,139
2. Payroll Taxes & Assessments	25,750			13,010
3. Fringe Benefits	45,750			25,101
TOTAL PERSONNEL COST	321,500			74,250
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance	3,215			
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies	60,000			5,000
7. Telecommunication				
8. Utilities				
9. Equipment				6,750
10. Professional Fees				149,000
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	63,215			160,750
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	384,715			235,000
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	384,715	Gigi Danner 808-236-6178		
(b) Total Federal Funds Requested	0	Name (Please type or print) Phone		
(c) Total County Funds Requested	0			
(d) Total Private/Other Funds Requested	235,000	Signature of Authorized Official Date 1/19/23		
TOTAL BUDGET	619,715	Hi'ilei Kawelo, Executive Director Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES Period: July 1, 2023 to June 30, 2024

Applicant: _Paepae o He'eia_____

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Fishpond Educator	1	\$50,000.00	100.00%	\$ 50,000.00
Fishpond Educator	1	\$50,000.00	100.00%	\$ 50,000.00
Aina Educator	1	\$50,000.00	100.00%	\$ 50,000.00
Aina Educator	1	\$50,000.00	100.00%	\$ 50,000.00
Ku Hou Kuapa Technician	1	\$50,000.00	100.00%	\$ 50,000.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				250,000.00
JUSTIFICATION/COMMENTS:				

Applicant: Paepae o He'eia

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
No funding has been requested for equipment or vehicles			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				

JUSTIFICATION/COMMENTS:

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

JUSTIFICATION/COMMENTS:

Applicant: __Paepae o He'eia_____

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: <p style="text-align: center;">No funding has been requested for capital projects</p>						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Paepae o He'eia

Contracts Total: 235,000

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	Ko'olau Aina Aloha Network	4/1/22-3/31/24	Harold Castle Foundation		175,000
2	Estuary Education & Stewardship Internships	7/1/22-12/31/23		UH HIMB NERR	60,000
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PAEPAE O HE'EIA

ORGANIZATION CHART

