

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

Type of Grant Request:

Operating                       Capital

Legal Name of Requesting Organization or Individual:    Dba:

Hale Halawai 'Ohana O Hanalei

Amount of State Funds Requested: \$ \$344,999.00

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

The public purpose of this capital grant is vital for sustaining and enhancing our ongoing initiatives, namely our Red Cross Emergency Shelter, weekly Farmers' Market, Keiki Afterschool Enrichment Program, and Facility Rentals. These programs are integral components of our community focused efforts, each contributing uniquely to the enrichment and well-being to the public we serve.

Amount of Other Funds Available:

State:            \$ \_\_\_\_\_

Federal:        \$ \_\_\_\_\_

County:        \$ \_\_\_\_\_

Private/Other: \$ 2,000.00

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

\$ 0

Unrestricted Assets:

\$ 226,428.89

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 822

City:

Hanalei

State:

HI

Zip:

96714

Contact Person for Matters Involving this Application

Name:  
Kati Conant

Title:  
Executive Director

Email:  
kconant@halehalawai.org

Phone:  
808-826-1011

Federal Tax ID#:

██████████

State Tax ID#

██████████

*Kati Conant*

Authorized Signature

Kati Conant, Executive Director

Name and Title

01/18/2024

Date Signed



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:** HALE HALAWAI OHANA O'HANALEI

**DBA/Trade Name:** HALE HALAWAI 'OHANA O HANALEI

**Issue Date:** 01/17/2024

**Status:** **Compliant**

██████████  
New Hawaii Tax#:

FEIN/SSN#: XX-XXX4903

UI#: XXXXXX6147

DCCA FILE#: 91734

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

## 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) Hawaii Compliance Express Certificate (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

*Kati Conant*  
AUTHORIZED SIGNATURE

KATI CONANT, EXECUTIVE DIRECTOR  
PRINT NAME AND TITLE

01/18/2024  
DATE

## Application for Grants

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

### **I. Certification – Please attach immediately after cover page**

#### **1. Hawaii Compliance Express Certificate (If the Applicant is an Organization)**

- Attached

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

- Attached

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

1. Hale Halawai 'Ohana O Hanalei
2. The public purpose of this capital grant is vital for sustaining and enhancing our ongoing initiatives, namely our Red Cross Emergency Shelter, weekly Farmers' Market, Keiki Afterschool Enrichment Program, and Facility Rentals. These programs are integral components of our community focused efforts, each contributing uniquely to the enrichment and well-being to the public we serve.
3. **Farmers' Market** - The grant will contribute to the capital funding of our market, which operates as a community hub to connect local farmers and artisans with residents. This support ensures the ongoing success of the market, providing a platform for local producers to showcase their goods, fostering sustainable agriculture, and offering the community access to fresh, locally sourced products.

**Keiki Afterschool Enrichment Program (KAEP)** - The grant will bolster the Keiki Program, an afterschool enrichment initiative designed to provide educational, cultural, and recreational activities for children aged 6-12. Funding will support the program's sustainability and growth, allowing for repairs to our buildings that host a diverse range of activities from arts and crafts to STEM learning to Hawaiiana sessions, contributing to the holistic development of our participants.

**Facility Rentals** - The grant will support the capital costs associated with facility rentals, ensuring the availability and accessibility of our spaces island-wide. This service brings our community together and contributes to the vibrancy of our residents.

4. The target group spans from ages 5 to 99
5. The grant amount is **\$344,999**

### **II. Background and Summary**

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

Hale Halawai 'Ohana O Hanalei is a grass roots 501 (c)(3) organization founded by community members in 1993. Established out of a need for a gathering place on the North Shore, Hale Halawai 'Ohana O Hanalei became the first privately funded community center in the state of Hawai'i. Our name translates to, "A house for the coming together of the extended family of Hanalei."

Our mission is to create and sustain a gathering place for cultural education and for community engagement and actions to support social, civic and recreation events that perpetuate the value of aloha and the betterment of our community.

Locally referred to as Hanalei's Cultural Community Center, our center serves as a venue for a variety of services, classes, programs, events, an emergency Red Cross shelter during weather events, an administrator for sub-grants to mitigate flooding, Hawaiian cultural programs and much more. Our programs help perpetuate traditional Hawaiian culture and the Aloha Spirit. Hale Halawai 'Ohana O Hanalei is dedicated to celebrating and increasing the resources of the people.

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

**Goal:** Secure a Capital Grant of \$344,999.00 within the next twelve months to renovate and enhance the facility.

**Objective:** Enhance a multifunctional space that can accommodate diverse community needs and activities. By initiating comprehensive renovations and enhancements, this will foster increased participation and engagement amongst community members.

**Goal:** Increase community engagement by 30% within one-year post-renovation, measured through participation rates in various events and programs.

**Objective:** Expand and utilize marketing strategies currently in place to reach broader communities for facility use through social media, flyers in key locations and fundraising and event outreach.

**Goal:** Enhance the Red Cross emergency shelter's capacity to address major weather events, extending support to both residents and tourists in need.

**Objective:** Given the periodic flooding of the river and road closures, a significant number of tourists often find themselves stranded on the Hanalei side without housing. This makes the provision of shelter crucial during such instances. Additionally, our facility hosts essential services like Red Cross, Emergency Medical Services, Kaua'i Fire Department, and Kaua'i Police Department, further strengthening our community's preparedness and response capabilities. In addition, we will enhance outreach efforts by expanding existing marketing channels and establish new avenues to reach tourists stranded on the Hanalei side during river floods. This includes establishing connections with the Kaua'i Visitor's Bureau and collaboration with other relevant agencies to effectively communicate our services and support options to the affected individuals.

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

Hale Halawai actively contributes to the overall well-being of the community, supporting economic empowerment, educational and cultural enrichment, and fosters a sense of community among residents, enhancing the quality of life for those it serves.

Through our three key initiatives, Hale Halawai serves the public by addressing critical needs within the community. Our weekly Farmers' Market serves as an incubator for local farmers and artists, which fosters economic growth and sustainability. KAEP contributes to the educational and cultural development of children, ensuring a supportive environment for learning and growth. Finally, our Facility Rentals, doubling as an emergency shelter in times of crisis, provide adaptable spaces ideal for a wide array of community events. This not only supports social cohesion but also encourages active community engagement.

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

This target population serves the local communities residing on the North Shore of Kaua'i. Our programs, including the Farmers' Market and KAEP are tailored to meet the needs and interests of residents ages 5-99+. Our emergency shelter is available to both residents and visitors.

**5. Describe the geographic coverage.**

Our Farmers' Market and Keiki Program play an important role in serving the North Shore community, stretching from Anahola to Hā'ena. Our Facility Rentals service extends beyond the North Shore, providing island-wide accessibility for events and gatherings. Our emergency shelter takes in residents and visitors from the Hanalei bridge to Hā'ena when the road closes from flooding.

**III. Service Summary and Outcomes**

**1. Describe the scope of work, tasks and responsibilities.**

As a community center, it is required that we address a wide range of repair needs to ensure the overall enhancement and maintenance of the property:

Repair List 2023 - Listed by Priority

**Uncle Jack's Place (UJP) - Green Building**

- Replace rotted siding
- New exterior trim
- Fix entry stairs/rails
- Paint – Interior/Exterior and ceiling
- Replace windows/screens
- Replace toilet - bathroom
- Install new vanity - bathroom
- Remove bar sink and replace w/mop sink - bathroom
- Remove/replace rotted pickets/rails, floor planks, stairs
- Add interior window current opening - kitchen
- Fix sink - kitchen
- Add new cabinets - kitchen
- Remove/replace rotted pickets/rails for ramp & paint back lanai
- Remove/replace rotted boards & paint back lanai

**The Halau**

- Add electrical lights
- Clean/paint roofing or replace
- Clean/treat or paint wood posts
- Install ground covering

**Hale Pohai Aloha (HPA) – Main Building (Brown)**

- Replace Front door
- New Screen Door
- Replace front screens and windows
- Change Stove hood to commercial hood

- Keep sink next to range but change cabinet
- Replace Screen door
- Shore up porch, steps and secure or replace loose pickets
- Change out window and screen with new - Bathroom 1
- Change out sink with new - Bathroom 1
- Change out window and screen with new - Bathroom 2
- Change out sink with new - Bathroom 2
- Change out divider doors - inside to separate 2 rooms
- Replace screen door at back
- Change out ceiling fans
- Replace AC Unit
- Remove paint on Skylight dome
- Change out Solar fan
- Install Hot water heater

### **Storage/Community Office**

- Check electrical & upgrade
- Remove/replace light fixtures
- Remove/replace light fan fixtures
- Remove/replace windows & screens
- Fix screen at floor vents
- Patch/paint walls & ceilings
- Fix sink
- Remove/replace or fix lattice
- Remove rotted boards and replace/paint outside
- Install a roof over exterior storage lockers

### **Caretakers Cottage**

- Remove/replace rotted floor planks/pickets/rails at entry stairs and porch
- Remove/replace flooring throughout– LVT
- Patch/Paint Interior/Exterior

#### *Kitchen:*

- Remove/replace cabinetry with new along with sink
- Install Hot water heater

#### *Bedroom:*

- Install closet doors
- Patch Paint walls

#### *Exterior Laundry:*

- Install roof or enclosure over washer/dryer
- Remove tree next to gas tank/building
- Patch/Paint exterior

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

Commencement of the work is contingent upon receiving the necessary funds. Therefore, if the funds are secured in 2025, the project timeline will initiate in the same year:

January-February 2025: Coordinate with Shioi Construction to coordinate project schedules and order essential materials and supplies.

March 2025: Preparatory Work and Permitting. While we don't anticipate any permits being needed, we will confirm we are in compliance with local regulations and coordinate with relevant authorities and obtain necessary permits if the need arises.

April-September 2025: Repair Implementation. Commence repair activities, starting with priority repairs identified in the plan and implementing safety measures to ensure a secure working environment.

October-December 2025: Quality Assurance and Inspection. Conduct thorough quality assurance checks on completed repairs, schedule inspections to ensure all repairs meet required standards, and address any identified issues promptly to guarantee the longevity of the repairs.

January-March 2026: Finalization. Complete any remaining repairs and/or finishing touches and ensure overall satisfaction.

Our timeline is adaptable, allowing for flexibility to accommodate any unexpected challenges or adjustments. We aim to ensure a systematic and well-organized approach to achieving the desired outcomes within the span of two years.

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

Our commitment to quality assurance is an ongoing process that we continuously monitor, evaluate, and strive to improve upon. The following outlines our approach:

1. Pre-Implementation Assessment: We will conduct a thorough pre-implementation assessment with the contractor, Shioi Construction, to ensure all project parameters and requirements are clearly understood and engage in extensive planning sessions with the contractor to ensure alignment of expectations.
2. Regular Process Monitoring: Implementation of a continuous monitoring system to track the progress of each aspect of the project against predetermined milestones. In addition, regular weekly team meetings to assess progress, identify potential issues, and take proactive measures to address them.

**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.**

**Community Integration:**

- Objective: Integrate the program into the local community to amplify its impact.



- Measure: Document and report the number of community events or collaborations facilitated by the program(s).

**Community Awareness and Promotion:**

- Objective: Increase community awareness of the Farmers' Market, KAEP, and Facility Rentals' offerings.
- Measure: Utilize pre- and post-grant surveys to assess the awareness levels in the community, focusing on promotional efforts and effectiveness.

**Attendance and Engagement:**

- Objective: Boost community engagement by attracting more visitors, keiki participants, and renters to our three programs.
- Measure: Record and report the total number of visitors, keiki participants, and renters per market/program/event day along with engagement metrics (e.g., attendance, participation, feedback and surveys, repeat visits).

**Participant Satisfaction:**

- Objective: Ensure a positive experience for both vendors, keiki participants, and facility renters.
- Measure: Administer satisfaction surveys to vendors, keiki participants, and facility renters collecting feedback on overall experience and areas for improvement.

**IV. Financial**

**Budget**

**1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.**

- a. Budget request by source of funds ([Link](#))
- b. Personnel salaries and wages ([Link](#))
- c. Equipment and motor vehicles ([Link](#))
- d. Capital project details ([Link](#))
- e. Government contracts, grants, and grants in aid ([Link](#))

**2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2025.**

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$115,000.00				\$115,000.00

**3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2025.**

We plan to seek funding from the following grants in 2024:

- McInerny Foundation - \$50,000.00 - due 2/1/24
- Clif Foundation - \$20,000.00 - 2/1/24
- Walmart Community Foundation - \$5,000.00 - 2/1/24
- Historic Hawai'i Foundation - \$20,000.00 - 2/1/24
- Strong Foundation - \$20,000.00 - due 3/1/24

**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.**

- 2020 Employee Retention Credit \$24,470.92

**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 2025 for program funding.**

- Please see Form E

**6 - The applicant shall provide the balance of its unrestricted current assets as of December 31, 2023.**

- Unrestricted Net Assets on Balance Sheet as of 12/31/2023: \$226,428.89

## **V. Experience and Capability**

### **1. Necessary Skills and Experience**

Hale Halawai 'Ohana O Hanalei has proudly been in operation since 1993, with over three decades of service to the North Shore community. Throughout our evolutionary journey, we have successfully implemented a series of impactful initiatives, including our Farmers' Market, Keiki Programs, and Facility Rentals. These programs have consistently received essential capital funding, enabling us to continue our commitment to community enrichment and engagement. We extend our impact by partnering with local nonprofits such as Hanalei Initiative, Watershed Hui, and Kaua'i Lifeguard Association, among others.

In 2018, we obtained a grant designated for the repair of our stairs, courtesy of Hawai'i Community Foundation (HCF). In 2021, Hale Halawai 'Ohana O Hanalei was chosen to be the custodian and administrator of \$7.285 million for the North Shore Watershed Flood Mitigation Subgrant due to our experience, deep connection to the community and ability to responsibly manage all aspects of the project. Along with relevant committees, Hale Halawai examines existing flood mitigation data and identifies areas where no data exists and supports the community to collect necessary data. Existing data and studies will then be used to identify, evaluate and prioritize areas of focus for flood mitigation work. Through these repairs, it contributed to the improvement of our Homeschool Now Program, after school program, and enhanced our Red Cross Emergency shelter.

In 2021, we were also awarded \$50,000.00 for a capital grant generously provided by the Atherton Family Foundation who continues to support our organization. This funding was allocated specifically for the critical purpose of repairing and refurbishing the floors and windows within our buildings. The grant enabled us to address the essential maintenance needs to ensure the functionality of our facilities.

The following are historical grants that have contributed to enhancing our existing programs:

Grantor: Atherton Family Foundation

Contact: Elise von Dohlen (808) 565-5585

Grant Period: 12/8/23-12/7/24

Description: The Atherton Family Foundation awarded Hale Halawai \$10,000.00 to fund our Keiki Afterschool Enrichment Program (KAEP), a much-needed North Shore after school care

option for families with students in grades K-6, to combat childhood poverty and enhance community health equity. KAEP was established in 2020 to provide quality after school childcare on the North Shore, enabling parents to work and children to learn. Since then, the program has continued and expanded its offerings to include diverse educational opportunities rooted in the community, such as hula, plant medicine, and ukulele. We are proud to offer scholarships to 80% of our 150 participants, ensuring equal access and affordability for families across the socio-economic spectrum.

Grantor: County of Kaua'i - Act 12 Funding  
Contact: OED- Nalani Brun (808) 241-4925  
Grant Period- 6/1/2019-8/31/2021

Description: The County of Kaua'i awarded Hale Halawai \$72,000.00 to assist with ongoing flood recovery efforts. Many north shore keiki were still dealing with the impacts of the flood (some still living in tents at Haena Beach Park). Hale Halawai staff and volunteers committed to creating a sense of normalcy for these children by providing more focused, individualized attention. Hale Halawai worked closely with Child and Family Services to meet needs outside of our expertise and collaborated with the Hanalei Watershed Hui and invited their team of interns from Duke University to work with the keiki at our keiki program. Hale Halawai worked with the County of Kaua'i, Watershed Hui, Disaster Resilience LLC and the community to write a keiki focused portion of the community's disaster resilience plan to help keiki and their families prepare, endure, and recover from current and future disaster events.

Additionally, disaster resilience training specific to children's disaster preparedness and recovery. In April 2021, a Psychological First Aid (PFA) training was offered to teachers and childcare workers so that they would be prepared to assist keiki in recovering from psychological trauma caused by disasters by leading appropriate activities and/or connecting them to local services.

Grantor: Chan Zuckerberg Kaua'i Community Fund  
Contact: Joy (Koerte) Miura joy@fmpr.net  
Grant Period- January 2020

Description: On behalf of Mark Zuckerberg, Priscilla Chan and Facebook, a donation of 40 refurbished Macbook laptops were awarded to Hale Halawai. During flood recovery, Hale Halawai used existing laptops in their Learning Center to help collect flood data and allow community members to quickly fill out surveys and necessary documents. These new Macbooks increase the ability to quickly collect and manage data from the community.

## **2. Facilities**

Established in 1993, Hale Halawai is located in Hanalei and has a rich history deeply rooted in community service. Throughout our 30 years of operation, Hale Halawai has developed several programs, community strategies, and provided funds and resources to foster resilience and strengthen the community. Over the years, our facilities have weathered the natural elements, symbolizing our resilience and commitment to providing a reliable community space. Our structures bear the marks of time from tropical storms, gusty winds, while also showcasing the enduring spirit of our organization.

Beyond our history, Hale Halawai is more than just a physical space; it serves as a vital community hub for activities, events, and lasting generational memories. In times of emergency, we collaborate with the Red Cross, transforming our facility into an emergency flood shelter. This dual role is dedicated to not only offering enriching programs but prioritizing the safety and

well-being of residents. By seamlessly transitioning into an emergency shelter, we are prepared to provide refuge and support to those affected by any unforeseen challenges, reinforcing our role as a safety hub in times of crisis.

## **VI. Personnel: Project Organization and Staffing**

### **1. Proposed Staffing, Staff Qualifications, Supervision and Training**

#### **Kati Conant, Executive Director**

As the head of Hale Halawai, she's led the organization and community through many challenges for 10 years. Some examples include the April 2018 flood, the Covid-19 pandemic, the Hanalei hill landslide and many, many community challenges. She continues to grow the organization to serve the community with a strong fiscal background and firm sense of integrity. Previously, she helped manage the Learning and Education Department at Duff and Phelps (D&P), a world leader in Financial Advisory and Investment Banking. At D&P, she successfully managed and oversaw a \$10,000,000-\$12,000,000 annual budget for 3,000+ employees worldwide. She obtained her BA, BFA and MFA and studied overseas in Italy. She has taught as a professor at several universities and colleges in New York City and Hawaii. She is deeply committed to the north shore community and enjoys outrigger canoe paddling.

#### **Gaylord Wilcox, Board Treasurer & Founding Member**

Gaylord Wilcox is the great great grandson of missionaries who taught in Hanalei in the mid-1800s. He is a part-time Kaua'i resident, spending most of his time in Honolulu. He attended grammar school in Lihue from kindergarten to 8th grade and raised children in Hanalei from 1975-82. He is a former book publisher and current owner of Hanalei Center. In his free time, he is an avid outrigger canoe paddler.

#### **Blake Conant, Board Finance Committee Member & Board President**

Born and raised on the North Shore of Kaua'i, Blake left Kaua'i to attend Kamehameha HS and then on to Massachusetts, where he earned his BA in English Literature. He owned a computer retailing business for ten years and after selling the business, worked for Hewlett Packard Co. where he worked as a lead Corporate Sales Executive for some of the country's largest companies. He has extensive experience in nonprofit organizations, Project Management and accounting and a love for outrigger canoe paddling.

#### **Naomi Yokotake, Cultural Director & original found of Hale Halawai**

Kumu Naomi Yokotake, our revered Cultural Director brings a wealth of experience as a former teacher and one of the most respected Native Hawaiians in our community. A graduate of Kamehameha Schools with a BA in Elementary Education, she leads Halau O Hanalei as Kumu Hula. With over 30 years as an elementary teacher in the Hawai'i DOE, as well as past president of the Hanalei Hawaiian Civic Club, Kumu Naomi embodies a deep dedication to our community and organization.

#### **Kaylee Kim, Associate Director, Bookkeeper**

Detail oriented and dedicated to bringing streamlined processes. Kaylee has worked at multiple on island organizations as a bookkeeper for over 5 years including Samantha Schetzline CPA Inc and Hawaii Life Real Estate. Completing the Accounting Fundamentals course at Kauai Community College in 2019, she is currently a part of the Hale Halawai team and has been assisting in financial documentation during the beginning phases of the pandemic. Being passionate about helping farmers and promoting local food, her role has taken on assisting the market manager in all farmers'.

market related operations such as SNAP/EBT implementation, staffing and scheduling. Born and raised on a small island in the San Juans, Kaylee is familiar with remote island life and the community challenges and opportunities that come with it.

### **Staffing Approach**

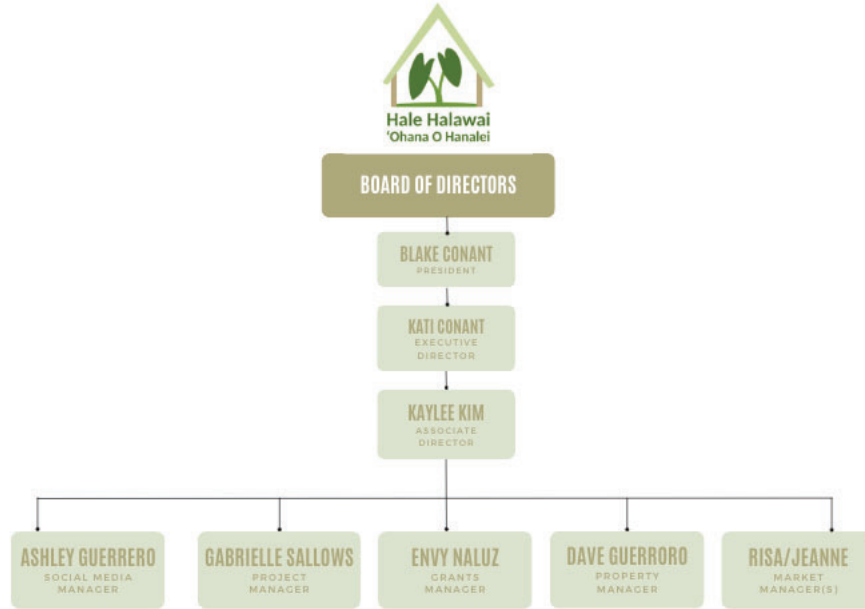
Hale Halawai's Staffing Approach consists of Recruitment, Performance Management, Implementation & Training and Coaching & Development. Hale Halawai consistently maintains a clear understanding of the workforce needed to successfully deliver on current and future programs, processes to be responsive to changes in program work and builds upon an ongoing succession plan while maintaining methods for tracking and analyzing employee work performance. Hale Halawai's best practices include a 24 hour or less response time during business hours. This allows Hale Halawai to maintain timely and professional internal and external communications.

Included in Hale Halawai's Employee Manual (reviewed and signed upon hiring by each new employee) is section 7.4 "Procedure For Handling Complaints." This states, "Under normal working conditions, employees who have a job-related problem, question or complaint should first discuss it with their immediate supervisor. At this level, employees usually reach the simplest, quickest, and most satisfactory solution. If the employee and supervisor do not solve the problem, Hale Halawai 'Ohana O Hanalei encourages employees to contact the Executive Director and the President of the Board of Directors."

Additional Human Resource guidelines are followed, and staff training provided in Diversity and Inclusion, Sexual Harassment Prevention and avoiding microaggressions. Yearly training and Employee Development is encouraged and expected for full-time employees and all leadership positions.

## **2. Organization Chart**

The final decisions are made by the Board of Directors while the Executive Director continues to lead Hale Halawai for ten years with no significant turnover. As the community and organization grows, key additions to the team are made. Hale Halawai's team is motivated and committed to the mission and community as demonstrated in all work and outreach performed.



### 3. Compensation

Executive Director \$80-\$90k  
Associate Director \$60-\$70k  
Grant Manager (part-time) \$20-\$30k

### VII. Other

#### 1. Litigation

- N/A

#### 2. Licensure or Accreditation

- Contractor: Shioi Construction, Conrad Murashige  
License #ABC-12379  
shioihawaii@shioi.com

#### 3. Private Educational Institutions

- N/A


#### 4. Future Sustainability Plan

- A minimum of 10% of the net surplus will be allocated for ongoing maintenance annually.

**BUDGET REQUEST BY SOURCE OF CAPITAL FUNDS**

Period: July 1, 2024 to June 30, 2025

Applicant: Hale Halawai 'Ohana O Hanalei

<b>BUDGET CATEGORIES</b>	<b>Total State Funds Requested (a)</b>	<b>Total Federal Funds Requested (b)</b>	<b>Total County Funds Requested (c)</b>	<b>Total Private/Other Funds Requested (d)</b>
<b>A. PERSONNEL COST</b>				
1. Salaries	\$0	\$0	\$0	\$0
2. Payroll Taxes &	\$0	\$0	\$0	\$0
3. Fringe Benefits	\$0	\$0	\$0	\$0
<b>TOTAL PERSONNEL COST</b>	\$0	\$0	\$0	\$0
<b>B. OTHER CURRENT EXPENSES</b>				
1. UJP Building Repairs	\$56,434	\$0	\$0	\$0
2. Halau improvements	\$28,536	\$0	\$0	\$0
3. HPA Building Repairs	\$68,904	\$0	\$0	\$0
4. Storage and Community	\$61,364	\$0	\$0	\$0
5. Caretakers Cottage Repairs	\$62,640	\$0	\$0	\$0
6. Storage Building Repairs	\$50,692	\$0	\$0	\$0
7. Admin Fee 5%	\$16,429	\$0	\$0	\$0
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>\$344,999</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>C. EQUIPMENT PURCHASES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>D. MOTOR VEHICLE PURCHASES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>E. CAPITAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL (A+B+C+D+E)</b>	<b>\$344,999</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	\$344,999	Kaylee Kim, Associate Director		808-826-1011
(b) Total Federal Funds Requested	\$0	Name (Please type or print)		Phone
(c) Total County Funds Requested	\$0		01/17/2024	
(d) Total Private/Other Funds	\$0	Signature of Authorized Official		Date
<b>TOTAL BUDGET</b>	<b>\$344,999</b>	Kati Conant, Executive Director		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES Period: July 1, 2024 to June 30, 2025

Applicant: Hale Halawai 'Ohana O Hanalei

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Executive Director	FT	\$89,784	5.00%	\$ 4,489.20
Associate Director	FT	\$67,080	5.00%	\$ 3,354.00
Grant Manager	PT	\$20,000	5.00%	\$ 1,000.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				8,843.20

**JUSTIFICATION/COMMENTS:**  
 At least 5% of our time will be spent on planning, scheduling and managing the capital funds repairs and maintenance projects. This is will be covered with the Admin Fee.



BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES    Period: July 1, 2024 to June 30, 2025

Applicant: Hale Halawai 'Ohana O Hanalei

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
	0.00		\$ -	
	0		\$ -	
	0		\$ -	
	0		\$ -	
	0		\$ -	
<b>TOTAL:</b>	0			

JUSTIFICATION/COMMENTS:

N/A

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
	0.00		\$ -	
	0.00		\$ -	
	0.00		\$ -	
	0.00		\$ -	
	0.00		\$ -	
<b>TOTAL:</b>	0			

JUSTIFICATION/COMMENTS:

N/A

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS Period: July 1, 2024 to June 30, 2025

Applicant: Hale Halawai 'Ohana O Hanalei

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: 2022-2023	FY: 2023-2024	FY:2024-2025	FY:2024-2025	FY:2025-2026	FY:2026-2027
PLANS	\$0	\$0	\$0	\$0	\$0	\$0
LAND ACQUISITION	\$0	\$0	\$0	\$0	\$0	\$0
DESIGN	\$0	\$0	\$0	\$0	\$0	\$0
CONSTRUCTION	\$50,000	\$0	\$0	\$344,999	\$0	\$0
EQUIPMENT	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL:</b>	<b>\$50,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$344,999</b>	<b>\$0</b>	<b>\$0</b>
<b>JUSTIFICATION/COMMENTS:</b>						
Please see the attached bid from Shioi Construction for more details.						

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

Applicant: Hale Halawai 'Ohana O Hanalei

Contracts Total: \$7,410,000

	<b>CONTRACT DESCRIPTION</b>	<b>EFFECTIVE DATES</b>	<b>AGENCY</b>	<b>GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)</b>	<b>CONTRACT VALUE</b>
1	North Shore Watershed Flood Mitigation Grant	2022 - 2029	County of Kaua'i	Kaua'i	\$7,285,000
2	SW Wilcox Grant for Keiki Programs	2024	Bank of Hawai'i	Kaua'i	\$10,000
3	Atherton Foundation Grant for Keiki Programs	12/08/2023 - 12/07/2024	Hawai'i Community Foundation	Hawai'i	\$10,000
4	First Hawaiian Bank Grant for Keiki Programs	2023 - 2024	First Hawaiian Bank	Hawai'i	\$15,000
5	Annie Sinclair Knudsen Memorial Fund Grant for Keiki Programs	09/06/2023 - 09/05/2024	Hawai'i Community Foundation	Hawai'i	\$15,000
6	Chan Zuckerberg Kauai Community Fund Grant for Keiki Programs	10/24/2022 - 10/23/2023	Hawai'i Community Foundation	Hawai'i	\$50,000
7	Chan Zuckerberg Kaua'i Community Fund Grant for Keiki Programs	11/15/2020 - 11/1/2021	Hawai'i Community Foundation	Hawai'i	\$25,000

**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.
- 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.

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.

Hale Halawai 'Ohana O Hanalei  
(Typed Name of Individual or Organization)

*Kati Conant*  
(Signature)

January 17, 2024  
(Date)

Kati Conant  
(Typed Name)

Executive Director  
(Title)