



## 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

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	PAUL MICHAEL YOUNG	JANUARY 18, 2024
AUTHORIZED SIGNATURE	PRINT NAME AND TITLE	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)**

If the applicant is an organization, the applicant shall submit one (1) copy of a Hawaii Compliance Express Certificate from the Comptroller of the Department of Accounting and General Services that is dated no earlier than December 1, 2023. - Attachment A

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

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

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

The applicant shall specify whether the grant will be used for a public purpose pursuant to [Section 42F-102, Hawaii Revised Statutes](#). - Attachment C

### **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;**

Hookupaa is a 501(c)(3) nonprofit organization organized in 2013 and an emerging Community Development Financial Institution (CDFI). Our primary objective is to enhance the socioeconomic capacity of mission-driven entities and communities. We focus on fostering community economic development, entrepreneurship, job creation, and income generation within underserved and distressed areas.

Our specific targets include:

- Identified distressed areas with an Area Median Income (AMI) of 80% or less.
- Targeted population communities with an AMI between 81% and 120%.
- Low-income individuals and those facing challenges in accessing loans or equity investments.
- Other designated populations, such as Native Hawaiians.

To achieve our mission, Hookupaa employs various strategies, including but not limited to:

- Offering access to responsible, affordable financial products and services, accompanied by essential training and technical assistance.
- Assisting nonprofits and community development corporations in establishing the necessary organizational requirements and skill sets for implementing long-term community economic development plans.
- Facilitating community-based strategic and business planning processes to garner internal and external constituency support, ensuring broad-based and enduring backing.
- Enhancing access to capital and other resources required for implementing capital improvement projects and covering associated operating costs.
- Providing continuous monitoring and technical assistance throughout project phases (e.g., start-up, community consultation, capacity building, assessment and evaluation, project implementation, and compliance) to boost the success rate of participating organizations.

Hookupaa leverages its expanding network of individuals, nonprofits, for-profits, and community organizations, fostering both private and public partnerships and collaborations. Our outreach strategies encompass referrals, workshops, and annual conferences, all designed to effectively fulfill our mission and achieve targeted performance measures.

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

Hookupaa aims to enhance the capacity of nonprofit and community organizations in Hawaii, fostering economic development and job creation in low-income communities. This is achieved through the following objectives:

- Assist nonprofits and communities in establishing the organizational requirements and skill sets essential for implementing long-term community and economic development plans.
- Facilitate community-based, strategic, and business planning processes that cultivate internal and external constituency support, ensuring broad-based and enduring backing.
- Enhance access to capital and other resources required for the implementation of capital improvement projects, including funding the associated operating costs.
- Provide comprehensive and ongoing monitoring, along with technical assistance during compliance phases of these projects, thereby increasing the success rate of participating organizations.
- Offer access to affordable financial products and services.

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

Hawaii experiences a disproportionately lower economic benefit from federal programs designed to stimulate economic development and job creation through tax credit investments.

While a portion of this disparity can be attributed to a lack of awareness about these programs, a significant responsibility lies with the organizations and communities poised to benefit.

Many organizations possess the vision and determination to initiate projects for the betterment of their communities. However, they often lack the internal capacity to demonstrate to potential investors that robust oversight and management systems are in place to ensure both viability and sustainability.

Hookupaa is committed to providing training and technical assistance to nonprofits and community development organizations falling into three categories: (a) startups in need of fundamental organizational guidance; (b) entities with existing management systems requiring support to prepare for larger funding opportunities; and (c) organizations ready to access capital for their projects.

With the guidance and support offered by Hookupaa, these organizations can strategically position themselves to increase solicitation requests and secure funding essential for undertaking substantial projects. This includes capital improvement initiatives that enhance community infrastructure and generate employment opportunities in low-income communities.

Hookupaa tirelessly works to boost investments in local projects using external funds, thereby reducing the reliance on public funding and/or amplifying local public investments through the leveraging of external capital.

4. Describe the target population to be served; and

The project will service 501(c)(3) nonprofit and community organizations in the State of Hawaii.

5. Describe the geographic coverage.

The project will cover the entire State of Hawaii.

### **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;

Hookupaa plays a vital role in enhancing the capabilities of 501(c)(3) nonprofit and community organizations in Hawaii through training and technical assistance (TA). The organization's training sessions, conducted in group settings like workshops, cover key topics such as project management, fundraising, grant writing, and nonprofit accounting and finance. These sessions are meticulously designed to foster peer-learning opportunities, fostering community building among participating organizations. Hookupaa employs a

comprehensive approach when planning and implementing these training programs, ensuring effectiveness and positive outcomes:

- **Adopting a Systems Approach:** Designing and delivering training with a holistic perspective.
- **Conducting Needs Assessments:** Investing the necessary time to identify specific organizational requirements and skill sets.
- **Incorporating Adult Learning Principles:** Aligning training methodologies with principles suitable for adult learners.
- **Accommodating Learning Styles:** Recognizing and addressing diverse learning preferences.
- **Considering Multiple Approaches:** Exploring various methods to deliver effective training.
- **Developing Design Documents:** Creating comprehensive documents to guide the training process.
- **Crafting Objectives:** Establishing clear objectives to guide the training experience.
- **Writing Instructor Guides/Lesson Plans:** Providing detailed guides for instructors to ensure consistency and effectiveness.
- **Seeking Feedback:** Encouraging feedback from participants and stakeholders for continuous improvement.
- **Evaluating Process and Outcomes:** Assessing the training process and outcomes to enhance future sessions.

Technical assistance (TA) is identified as the primary mode of service delivery for Hookupaa, recognizing it as an effective means to address development needs or problems within organizations. The organization has observed that incorporating TA significantly enhances the capacity of nonprofit and community organizations, leading to tangible and sustainable changes. Implementation research indicates that only 10 percent of knowledge gained through training is applied on the job, while a staggering 95 percent of what is coached gets applied on the job. TA, therefore, is likened to coaching.

When shaping TA for nonprofits and community organizations, Hookupaa adheres to the following recommended principles:

- **Collaborative:** Working jointly with the organization's staff to identify underlying needs and long-term goals.
- **Systematic:** Employing a systematic approach in providing TA.
- **Targeted:** Determining areas of the organization with the greatest need and impact and tailoring efforts accordingly.
- **Adaptive:** Remaining flexible and adaptive throughout the engagement to meet the evolving needs of the beneficiary organization.
- **Customized:** Designing and delivering tailored TA engagements that respond to the unique needs of each organization.
- **Asset-Based:** Leveraging the strengths and resources unique to each organization.

- **Accountable:** Establishing mutual agreements and work plans to outline specific actions and responsibilities.
- **Results-Driven:** Identifying measurable improvements in management practices or organizational performance to demonstrate the real impact of TA.

Hookupaa employs various processes and delivery systems for providing training and TA, including:

a. **Community Development Conferences:**

Annual conferences in spring facilitating peer learning, networking, and discussions on community development challenges and successes.

b. **Webinars:**

Interactive sessions hosted in collaboration with partner organizations and consultants, covering topics identified through assessments and evaluations.

c. **Online Resource Library:**

An accessible online platform providing up-to-date information, best practices, funding opportunities, and a communication hub for communities in Hawaii.

d. **Printed Materials and Tools:**

Development of guides, self-assessment tools, evaluation forms, and resource bibliographies to support independent training or post-session reference. These materials may be shared at conferences, workshops, or posted on the Online Resource Library.

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

Month(s)	Activities	Outcomes
1 – 2 <i>July – August</i>	<ul style="list-style-type: none"> <li>• Formulate a systematic approach to Technical Assistance (TA), encompassing the intake process, organizational assessment, implementation phase, and evaluation tools.</li> <li>• Recognize TA practitioners specializing in socioeconomic development, with a proven track record of success in collaborating with nonprofits and community</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Establish operational systems and create educational materials.</i></li> <li>• <i>Form a proficient team of TA providers.</i></li> <li>• <i>Generate digital content and define/implement policies and protocols.</i></li> </ul>

	<ul style="list-style-type: none"> <li>organizations.</li> <li>Establish a robust technological infrastructure to support the delivery and management of TA services.</li> </ul>	
<p><b>3</b></p> <p><i>September</i></p>	<ul style="list-style-type: none"> <li>Initiate community outreach initiatives.</li> <li>Identify recipients for technical assistance.</li> <li>Commence individualized technical assistance services.</li> <li>Formulate training sessions based on outreach efforts.</li> </ul>	<ul style="list-style-type: none"> <li><i>Roll out statewide community outreach efforts.</i></li> <li><i>Receive and process 4 initial intake forms.</i></li> <li><i>Commence technical assistance for 2 nonprofits or community organizations.</i></li> <li><i>Plan and market 1 training session.</i></li> </ul>
<p><b>4</b></p> <p><i>October</i></p>	<ul style="list-style-type: none"> <li>Sustain ongoing community outreach efforts.</li> <li>Identify recipients for technical assistance.</li> <li>Commence individualized technical assistance services.</li> <li>Persist in identifying TA practitioners through intake assessments and evaluations.</li> <li>Enhance the Technological Infrastructure continuously.</li> <li>Execute training sessions.</li> </ul>	<ul style="list-style-type: none"> <li><i>Expand community outreach efforts statewide.</i></li> <li><i>Receive and process an additional 4 intake forms.</i></li> <li><i>Initiate technical assistance for 2 more nonprofits or community organizations.</i></li> <li><i>Enhance and broaden the team of TA providers.</i></li> <li><i>Introduce additional digital content.</i></li> <li><i>Successfully complete 1 training session.</i></li> </ul>
<p><b>5</b></p> <p><i>November</i></p>	<ul style="list-style-type: none"> <li>Sustain ongoing community outreach initiatives.</li> <li>Identify recipients for technical assistance.</li> <li>Commence individualized technical assistance services.</li> <li>Persist in identifying TA practitioners through intake assessments and evaluations.</li> <li>Formulate training sessions</li> </ul>	<ul style="list-style-type: none"> <li><i>Expand statewide community outreach efforts.</i></li> <li><i>Receive and process 4 additional intake forms.</i></li> <li><i>Initiate technical assistance for 2 more nonprofits or community organizations.</i></li> <li><i>Broaden and enhance the team of TA providers.</i></li> <li><i>Plan and market 1 training session.</i></li> <li><i>Form a conference planning</i></li> </ul>



	<p>based on outreach efforts.</p> <ul style="list-style-type: none"> <li>• Initiate planning for the spring conference.</li> <li>• Develop additional training sessions based on outreach efforts.</li> <li>• Continuously enhance the Technological Infrastructure.</li> <li>• Implement a thorough TA review process.</li> </ul>	<p><i>committee, develop an agenda, identify presenters, and generate preliminary conference materials.</i></p> <ul style="list-style-type: none"> <li>• <i>Introduce additional digital content.</i></li> <li>• <i>Assess and evaluate TA outcomes. Modify TA services based on results.</i></li> </ul>
<p><b>6</b> <i>December</i></p>	<ul style="list-style-type: none"> <li>• Sustain ongoing community outreach initiatives.</li> <li>• Identify recipients for technical assistance.</li> <li>• Commence individualized technical assistance services.</li> <li>• Persist in identifying TA practitioners through intake assessments and evaluations.</li> <li>• Continue planning for the spring conference.</li> <li>• Enhance the Technological Infrastructure continuously.</li> <li>• Execute training sessions.</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Expand statewide community outreach initiatives.</i></li> <li>• <i>Receive and process 4 additional intake forms.</i></li> <li>• <i>Initiate technical assistance for 2 more nonprofits or community organizations.</i></li> <li>• <i>Broaden and enhance the team of TA providers.</i></li> <li>• <i>Continue conference planning by finalizing venue/logistics and making registration materials available.</i></li> <li>• <i>Introduce additional digital content.</i></li> <li>• <i>Successfully complete 1 training session.</i></li> </ul>
<p><b>7</b> <i>January</i></p>	<ul style="list-style-type: none"> <li>• Sustain ongoing community outreach initiatives.</li> <li>• Identify recipients for technical assistance.</li> <li>• Commence individualized technical assistance services.</li> <li>• Persist in identifying TA practitioners through intake assessments and evaluations.</li> <li>• Formulate training sessions based on outreach efforts.</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Expand statewide community outreach efforts.</i></li> <li>• <i>Receive and process 2 additional intake forms.</i></li> <li>• <i>Initiate technical assistance for 1 more nonprofit or community organization.</i></li> <li>• <i>Broaden and enhance the team of TA providers.</i></li> <li>• <i>Plan and market 1 training session.</i></li> <li>• <i>Focus the conference planning committee on</i></li> </ul>

	<ul style="list-style-type: none"> <li>• Continue planning for the spring conference.</li> <li>• Enhance the Technological Infrastructure continuously.</li> </ul>	<ul style="list-style-type: none"> <li>• <i>registration, marketing of workshops/presenters, and logistics.</i></li> <li>• <i>Introduce additional digital content.</i></li> </ul>
<p><b>8</b> <i>February</i></p>	<ul style="list-style-type: none"> <li>• Sustain ongoing community outreach efforts.</li> <li>• Identify recipients for technical assistance.</li> <li>• Commence individualized technical assistance services.</li> <li>• Persist in identifying TA practitioners through intake assessments and evaluations.</li> <li>• Continue planning for the spring conference.</li> <li>• Continuously improve the Technological Infrastructure.</li> <li>• Execute training sessions.</li> <li>• Implement a comprehensive TA review process.</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Expand statewide community outreach efforts.</i></li> <li>• <i>Receive and process 2 additional intake forms.</i></li> <li>• <i>Initiate technical assistance for 1 more nonprofit or community organization.</i></li> <li>• <i>Broaden and enhance the team of TA providers.</i></li> <li>• <i>Direct the conference planning committee toward registration, marketing of workshops/presenters, and logistics.</i></li> <li>• <i>Introduce additional digital content.</i></li> <li>• <i>Successfully complete 1 training session.</i></li> <li>• <i>Assess and evaluate TA outcomes. Modify TA services based on results.</i></li> </ul>
<p><b>9</b> <i>March</i></p>	<ul style="list-style-type: none"> <li>• Conduct conference activities.</li> <li>• Persist in delivering TA services to active nonprofits and community organizations.</li> <li>• Continuously enhance the Technological Infrastructure.</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Host 100 attendees representing 25 nonprofits and community organizations.</i></li> <li>• <i>Maintain ongoing TA services for providers and support 10 nonprofits and community organizations.</i></li> <li>• <i>Introduce additional digital content.</i></li> </ul>
<p><b>10</b> <i>April</i></p>	<ul style="list-style-type: none"> <li>• Conduct a conference debriefing session.</li> <li>• Identify recipients for technical assistance from intakes received at the conference.</li> <li>• Initiate individualized</li> </ul>	<ul style="list-style-type: none"> <li>• <i>The conference planning committee conducts debriefing sessions with presenters, compiling and assessing evaluations.</i></li> <li>• <i>Receive and process 10 additional intake forms.</i></li> </ul>

	<ul style="list-style-type: none"> <li>technical assistance services.</li> <li>Persist in identifying TA practitioners through intake assessments and evaluations.</li> <li>Continue to enhance the Technological Infrastructure.</li> </ul>	<ul style="list-style-type: none"> <li><i>Initiate technical assistance for 5 more nonprofits or community organizations.</i></li> <li><i>Broaden and enhance the team of TA providers.</i></li> <li><i>Introduce additional digital content, specifically related to the conference (conference materials).</i></li> </ul>
<b>11</b> <i>May</i>	<ul style="list-style-type: none"> <li>Persist in delivering TA services to active nonprofits and community organizations.</li> <li>Implement a comprehensive TA review process.</li> <li>Formulate training sessions based on outreach efforts.</li> </ul>	<ul style="list-style-type: none"> <li><i>Continue TA services for providers and engage with 15 nonprofits and community organizations.</i></li> <li><i>Assess and evaluate TA outcomes, and modify services accordingly based on results.</i></li> <li><i>Plan and market 1 training session.</i></li> </ul>
<b>12</b> <i>June</i>	<ul style="list-style-type: none"> <li>Persist in delivering TA services to active nonprofits and community organizations.</li> <li>Initiate the TA review process.</li> <li>Implement training sessions.</li> <li>Continuously enhance the Technological Infrastructure.</li> </ul>	<ul style="list-style-type: none"> <li><i>Continue TA services for providers, supporting 15 nonprofits and community organizations.</i></li> <li><i>Assess and evaluate TA outcomes; modify services based on results.</i></li> <li><i>Successfully complete 1 training session.</i></li> <li><i>Introduce additional digital content.</i></li> </ul>

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

Hookupaa has implemented a comprehensive compliance and quality control process, incorporating the following key elements:

- Development of procedures for compliance reviews aligned with program requirements and intended results.
- Review of materials and subject matters used in all program and capacity-building guidance across written, electronic, and in-person activities.
- Deployment of a single-point compliance oversight to ensure consistency and accuracy.

- Determination and preparation of necessary courses of action for addressing eligibility or product quality issues.

In addition, Hookupaa has established procedures and activities to assess the performance of training and technical assistance initiatives. These measures include:

- Development of a working plan for each training and technical assistance recipient assigned individualized consultation.
- Clear articulation of measurable outcomes for each training and technical assistance recipient or project-related activity.
- Conducting pre- and post-test assessments for each training and technical assistance activity.
- Clearly defining activity objectives at each training event and the beginning of each technical assistance activity.
- Providing participants with clear descriptions of the objectives for each training and technical assistance activity in which they are involved.
- Evaluating the effectiveness of training and technical assistance providers through participant pre- and post-test assessments and evaluations conducted upon completion of each training and technical assistance session.

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

The initial gauge of effectiveness will be the administration's capability to manage the release of GIA funds and mobilize a team of technical assistance providers.

Outcome(s)	Measure(s) of Effectiveness
<ul style="list-style-type: none"> <li>• Offer access to necessary training and technical assistance.</li> </ul>	<p><i>Received 30 TA intake forms.</i></p>
<ul style="list-style-type: none"> <li>• Aid nonprofits and community development corporations in establishing the organizational requirements and skill sets necessary for the implementation of long-term community economic development plans.</li> <li>• Facilitate community-based, strategic, and business planning processes to enhance internal and</li> </ul>	<p><i>15 nonprofits and community organizations are recipients of TAs.</i></p>

<p>external constituency support, ensuring broad-based and long-term backing.</p> <ul style="list-style-type: none"> <li>• Enhance access to capital and other resources required for implementing capital improvement projects and funding associated operating costs.</li> <li>• <b>Deliver consistent monitoring and technical assistance throughout project phases (e.g., start-up, community consultation, capacity building, assessment and evaluation, project implementation, and compliance) to boost the success rate of participating organizations.</b></li> </ul>	
<ul style="list-style-type: none"> <li>• Enhance connections between local community development practitioners and national resources.</li> <li>• Exchange information on issues and opportunities for nationwide community development, applying lessons to Hawaii communities.</li> <li>• Tackle challenges affecting community development practitioners, nonprofit organizations, and community organizations from a national perspective.</li> <li>• <b>Identify and scrutinize best practices derived from national models and experiences.</b></li> </ul>	<p><i>100 participants are present at the conference.</i></p> <p><i>25 nonprofits and community organizations participate in the conference.</i></p>
<ul style="list-style-type: none"> <li>• <b>Deliver workshops in group settings for training purposes, covering key concepts related to specific topics such as project management, fundraising, grant writing, and nonprofit accounting and finance.</b></li> <li>• <b>Structure trainings to offer valuable peer-learning opportunities, fostering community building among</b></li> </ul>	<p><i>Implement 8 trainings</i></p>

<b>organizations.</b>	
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**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
<b>\$125,000</b>	\$125,000	\$125,000	\$125,000	\$500,000

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2025.
  - U.S. Department of the Treasury – Community Development Financial Institutions Fund
  - U.S. Department of Health and Human Services – Administration for Native Americans
  - U.S. Department of Agriculture Rural Development – Community Facilities
  - Local Foundations (i.e. Hawaii Community Foundation, Atherton Family Foundation, The GIFT Foundation Hawaii, Cooke Foundation, G.N. Wilcox Foundation, Bank of Hawaii)
  - Funding opportunities as they become available
  
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.

As an emerging Community Development Financial Institution (CDFI), Hookupaa will actively pursue New Markets Tax Credits (NMTC) for capital improvement projects undertaken by nonprofit and community organizations that perceive NMTC as a viable funding option for their initiatives. This effort will be facilitated through collaboration with a network of certified Community Development Entities (CDE) partners. CDEs, which are domestic corporations or partnerships, serve as intermediary entities for providing loans, investments, or financial counseling in Low-Income Communities (LICs). Hookupaa will work with these CDEs to apply for New Markets Tax Credit allocations from the U.S.

Department of the Treasury Community Development Financial Institutions Fund. This allocation will be utilized to make Qualified Low-Income Equity Investments in impactful socioeconomic development projects.

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.

Not Applicable

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

Hookupaa does not have a balance of unrestricted current assets, as of December 31, 2023.

## **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.

Established in 2013, Hookupaa's mission is to enhance the socioeconomic capacity of Hawaii's mission-driven entities and community organizations. By fostering community economic development, entrepreneurship, job creation, and income generation, Hookupaa focuses on empowering underserved and distressed communities. The organization provides comprehensive training and technical assistance to prepare mission-driven entities for soliciting funding to undertake substantial projects, including capital improvement initiatives aimed at fostering entrepreneurship, job creation, and income generation in low-income areas.

As of today, Hookupaa successfully secured \$100,000,000 in qualified equity investment (NMTC) for nonprofits and community organizations. Additionally, Hookupaa raised around 70,000,000 in private and public grant funds for a variety of nonprofit community improvement projects and facilitated the release and management of all grant funding for these community organizations and nonprofits.

Since its inception, Hookupaa enrolled more than 25 nonprofits and community organizations for Training and Technical Assistance, with plans to assist an additional 12 entities in the next six months. The organization is actively accepting intake forms for further assistance.

2019 marked the sixth year of Hookupaa's annual conference. Unfortunately, the conferences were suspended since then due to the COVID-19 pandemic. We hope to resume the annual conference in 2024.

Typically the conference serves 100 participants representing over 25 nonprofits and community organizations. Previous events featuring workshops covering various essential topics that included:

- Community Leadership Styles
- Low-Income Housing Tax Credits (LIHTC) 101: Building Communities, Not Just Houses
- Hawaiian Homes Commission Act, 1920
- Linking Money to Mission: A Balancing Act
- Organizational Capacity
- Understanding Accounting: Basic Finance for Non-Financial Managers
- New Markets Tax Credit (NMTC) 101: Gap Financing for Projects
- Capital Fundraising 201: Building Your Vision
- Enterprise Zone (EZ) Partnership Program
- USDA: Rural Development Programs
- New Markets Tax Credit (NMTC): Investors & Community Development Entities
- Grant Writing
- Ohana Dialogues - Community Outreach and Qualitative Data Collection
- Strategic Planning
- New Markets Tax Credit (NMTC): Organizational Structures & Legal Matters
- Grant Management & Oversight
- HUD Certified Financial Services & Products to Secure Your Lease Award on Hawaiian Homelands
- Business Planning
- USDA Rural Development Programs
- Hawaiian Homes Commission Act, Department of Interior, and the Nelson Decision
- How to Build a Building thru Marketing and Fundraising
- Financial Literacy: Raising Awareness
- A Multibillion-Dollar Promise of Aloha. Unprecedented Economic Opportunity from a Native Fruit Tree.
- Grants: What to Expect? How to Prepare? Are you Ready?

## **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.

Hookupaa does not use its facilities to conduct any services described in this application.

To the extent possible, Hookupaa employs telecommunication services, featuring training sessions specifically designed for general audiences, such as webinars, accessible to all organizations.



In cases where workshop or conference facilities are required, Hookupaa opts for public venues. The organization selects training facilities and services that are physically accessible to individuals with disabilities.

In instances where achieving physical accessibility is not feasible, Hookupaa prioritizes alternative delivery methods. This ensures that programs and activities are offered to qualified individuals with disabilities in the most integrated setting, aligning with the requirements of Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. §794) and its implementing regulations at 24 CFR Part 8, as well as Title II/Title III of the Americans with Disabilities Act, where applicable. Additionally, Hookupaa ensures that electronic and information technology is available to persons with disabilities on par with those without disabilities.

On-site training and technical assistance services are conducted either at the facilities of the recipient nonprofit or community organization or at a facility chosen by the recipient, ensuring accessibility and accommodation.

## **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.

Fiduciary oversight of all project activities is the purview of the Board of Directors and Executive Director. Hookupaa volunteer Board of Directors are:

- **Wailana Kamauu, Jr., President & Director**

As the CEO of American LED and Energy Corporation, Wailana has applied his expertise in startups, turnarounds, project management, and sales/market development to deliver outstanding results. Wailana's focus of preserving the environment and leaving as little of a carbon footprint as possible has him excited about the energy efficiency products and helping companies go "Green". Wailana cares about the aina (Land) and with today's growing technology his company is always looking for new ways to create a sustainable lifestyle that incorporates traditional native Hawaiian values and a commitment to service while keeping up with modern advancements. AL&E is working to change the environment and the quality of life for people in Hawaii, throughout the continental United States and its Territories, and other Island states in the Pacific Region. AL&E have also partnered with other organizations to address the energy concerns in Central and South America and in the Caribbean Islands. The continuing vision is to help Hawaii and other countries or states become energy efficient and self-sustaining.

Wailana has over 40 years of leadership and team development experience. His experience in the U. S. Army included service in nine Army organizations, four foreign countries and throughout the United States. He completed an exceptional career at the rank of Lieutenant Colonel (LTC).

After retirement, he continued a leadership career as a State Farm Executive. Wailana designed a comprehensive training program, complete with scheduled monthly, quarterly, semi-annual, and annual activities. This provided impact-training programs with sales implications with State Farm Companies. He retired early to return home to Hawaii. As a visionary and result-focused executive, his diverse background includes: developing and executing new market-area strategies, recruiting and retaining high producing small-business entrepreneurs, building relationships and networks across organizations, and achieving positive and profitable results in business and military environments.

As the owner of Kamaau Real Estate LLC, Wailana acquired and managed property in Hawaii, California, and Utah. The company remains profitable today.

Wailana received his BA at Brigham Young University and holds a Master's degree in Public Administration (MPA) from Golden Gate University, San Francisco. Wailana holds several professional designations and licenses from the Insurance Industry including Public Notary. In addition, Wailana completed postgraduate studies in National Security during his time in the Armed Forces. He completed executive development and finance programs from Columbia University while a State Farm executive.

- **Nathaniel Kia, Vice President, Treasurer and Director**

Director with the proven vision, leadership, and professionalism to build a successful program from the ground up. An excellent communicator who can motivate students, staff and community to achieve excellence. Problem-solver and strategic planner with work experience in both commercial and non-profit sectors.

Athletic coaching experience at NCAA Division 1A, high school and youth levels with a passion specifically for the development of an athlete's performance and character. Has developed strong relationships with families and communities based on quality results, a commitment to excellence, and personal trustworthiness.

- **Robert Takamatsu, Secretary and Director.**

Robert Takamatsu is general counsel for Goodfellow Bros., Inc., a heavy civil contractor based in Wenatchee, Washington and Kihei, Maui. It has been in the construction industry since 1921 and has been an active member in the business and civic community in the State of Hawaii for over 40 years. Goodfellow Bros., Inc. is a genuine "giver" to the community and firmly believes in its mission statement, which is "Our mission is to be the contactor of choice by clients, employees and the communities in which we live and work." Mr. Takamatsu is from the Island of Maui and is a graduate of Baldwin High School, the University of Hawaii and the University of Southern California Law School. He worked as an attorney for the law firms of Kobayashi, Watanabe, Sugita, Goda & Kawashima and Watanabe, Ing & Komeiji, primarily on commercial and construction cases. He is a former board member of HUGS, a non-profit organization which helps seriously ill children and their families. He is currently on the board of directors of Shioi Construction, Inc., a residential and commercial contractor in Hawaii.

Hookupaa's Executive Director assumes the role of program administrator, ensuring comprehensive supervision, monitoring, and management of program activities. The Executive Director directly reports progress to the Board of Directors, conducting quarterly reviews and updates during board

meetings. Collaboration with the state agency responsible for the program is maintained, including regular meetings with agency representative(s).

The Executive Director's responsibilities encompass various facets:

- Addressing phone calls and emails, responding to inquiries, providing information, and forwarding messages as necessary.
- Coordinating logistics for training and technical assistance sessions, workshops, conferences, and webinars.
- Collaborating with the Accounting Service, offering revenue and expense activity reports, and facilitating accounting reports to the board.
- Monitoring training sessions, distributing and collecting evaluations and comments from participants.
- Arranging board meetings and furnishing reports as stipulated by the board and the designated state agency.
- Overseeing and managing the organization's operations.

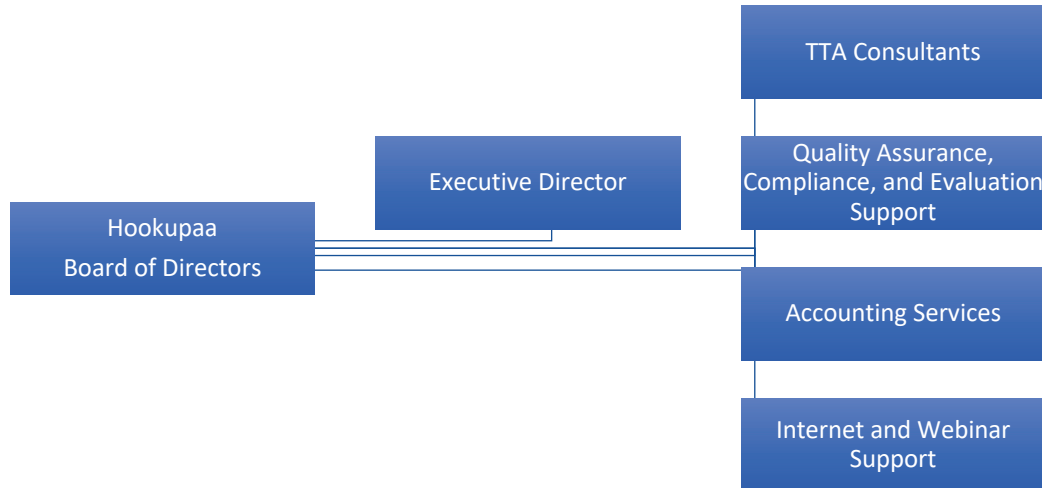
The Executive Director of Hookupaa is **Paul Michael Young**. Mr. Young is an accomplished professional with extensive background in both public and private sectors. He served as the Senior Advisor to the Democratic Republic of Timor-Leste former Prime Minister, current President and Nobel Peace Prize Laureate Jose Ramos-Horta and American Samoa Governor Lolo Matalasi Moliga. He worked various United Nations, World Bank, Asian Development Bank, USAID, and US Department of Interior capacity building programs in the areas of governance, finance, and budgeting.

Most recently, Mr. Young served as the Managing Director of the American Samoa Power Authority, the COO of Bluesky Communications, and the President of ASH Cable LLC. He has been the CFO and/or Chief Actuary for Grand Pacific Life Insurance Company and Financial Controller and Actuary for the Special Risk Division of Transamerica Occidental Life Insurance Company.

Paul supports creating opportunities that are self-sustaining and beneficial for everyone involved.

## 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.



## 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.

The Executive Director is a contracted position based on funds raised. The Executive Director is compensated \$65,000.

## 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.

Not Applicable.

## **2. Licensure or Accreditation**

The applicant shall specify any special qualifications, including but not limited to licensure or accreditation that the applicant possesses relevant to this request.

Hookupaa is a 501(c)(3) federally recognized nonprofit organization and emerging Community Development Financial Institution (CDFI).

## **3. Private Educational Institutions**

The applicant shall specify whether the grant will be used to support or benefit a sectarian or non-sectarian private educational institution. Please see [Article X, Section 1, of the State Constitution](#) for the relevance of this question.

Not Applicable.

## **4. Future Sustainability Plan**

The applicant shall provide a plan for sustaining after fiscal year 2024-25 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2024-25, but
- (b) Not received by the applicant thereafter.

Hookupaa employs a well-rounded development strategy, ensuring a diverse range of revenue sources and avoiding dependence on a single funding stream. This involves enhancing marketing, public relations, and fundraising efforts by leveraging existing and newly established resources. The strategy includes:

- Executing and maintaining a comprehensive financial resource development plan that actively involves staff, board members, and key volunteers in fundraising activities.
- Establishing a structured campaign framework to implement various fundraising campaigns through a coordinated and integrated approach.

**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.

HOOKUPAA

(Typed Name of Individual or Organization)

  
(Signature)

January 18, 2024

(Date)


Paul Michael Young  
(Typed Name)

Executive Director  
(Title)

# BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2024 to June 30, 2025

Applicant: HOOKUPAA

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				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST				
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	10,000			
2. Insurance	4,500			
3. Lease/Rental of Equipment	0			
4. Lease/Rental of Space	15,000			
5. Staff Training	3,000			
6. Supplies	1,500			
7. Telecommunication	0			
8. Contractual Services - Administrative	125,000			
9. Contractual Services - Subcontracts	335,000			
10. Transportation	3,000			
11. Postage, Freight, & Delivery	1,500			
12. Publication & Printing	1,500			
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	<b>500,000</b>			
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
<b>TOTAL (A+B+C+D+E)</b>	<b>500,000</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested		Paul Michael Young	(808) 262-8853	
(b) Total Federal Funds Requested		Name (Please type or print)	Phone	
(c) Total County Funds Requested			January 18, 2024	
(d) Total Private/Other Funds Requested		Signature of Authorized Official	Date	
<b>TOTAL BUDGET</b>		Paul Michael Young Executive Director		
		Name and Title (Please type or print)		





# BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2024 to June 30, 2025

Applicant: HOOKUPAA

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Not Applicable			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				
JUSTIFICATION/COMMENTS:				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
Not Applicable			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				
JUSTIFICATION/COMMENTS:				

# BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2024 to June 30, 2025

Applicant: HOOKUPAA

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						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
<b>TOTAL:</b>						
<b>JUSTIFICATION/COMMENTS:</b>						
Not Applicable						

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

Applicant: HOOKUPAA

Contracts Total: -

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	Not Applicable				
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					
					Application for Grants



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:** HOOKUPAA

**DBA/Trade Name:** HOOKUPAA

**Issue Date:** 01/11/2024

**Status:** **Compliant**

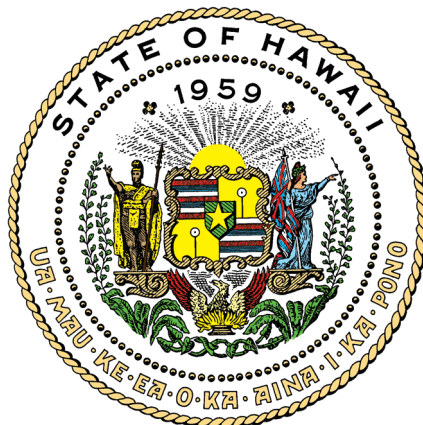
Hawaii Tax#: [REDACTED]  
 New Hawaii Tax#: [REDACTED]  
 FEIN/SSN#: XX-XXX0001  
 UI#: No record  
 DCCA FILE#: 238172

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



## 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

HOOKUPAA

was incorporated under the laws of Hawaii on 01/22/2013 ; 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 11, 2024

Director of Commerce and Consumer Affairs

**Section 42F-103**  
**Declaration Statement Affirming Compliance**

The undersigned hereby, acknowledges, declares, and confirms HOOKUPAA compliance with §42F-103.

**§42F-103 Standards for the award of grants.** (a) Grants shall be awarded only to individuals who, and organizations that:

- (1) Are 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;
- (2) Comply 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;
- (3) Agree not to use state funds for entertainment or lobbying activities; and
- (4) Allow 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.

(b) In addition, a grant may be made to an organization only if the organization:

- (1) Is incorporated under the laws of the State; and
- (2) 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.

(c) Further, a grant may be awarded to a nonprofit organization only if the organization:

- (1) Has been determined and designated to be a nonprofit organization by the Internal Revenue Service; and
- (2) Has a governing board whose members have no material conflict of interest and serve without compensation.

(d) If a grant is used by an organization 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. This restriction shall be registered, recorded, and indexed in the bureau of conveyances or with the assistant registrar of the

land court as an encumbrance on the property. Amounts received from the repayment of a grant under this subsection shall be deposited into the general fund. [L 1997, c 190, pt of §3; am L 2007, c 184, §1; am L 2014, c 96, §7]

HOOKUPAA, a Hawaii non-profit corporation

By:  Date: 01/18/2024  
Paul Michael Young, Executive Director

**Section 42F-102  
Statement of Acknowledgement**

The undersigned hereby confirms and acknowledges that HOOKUPAA will utilize any and all grant funds received under §42F-102 for a public purpose pursuant to:

**§42F-102 Applications for grants.** Requests for grants shall be submitted to the appropriate standing committees of the legislature at the start of each regular session of the legislature. Each request shall state:

- (1) The name of the requesting organization or individual;
- (2) The public purpose for the grant;
- (3) The services to be supported by the grant;
- (4) The target group; and
- (5) The cost of the grant and the budget. [L 1997, c 190, pt of §3; am L 2014, c 96, §6]

HOOKUPAA, a Hawaii non-profit corporation

By:  Date: 01/18/2024  
Paul Michael Young, Executive Director