

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

Type of Grant Request:

Operating Capital

Legal Name of Requesting Organization or Individual: Db: KAMP Hawaii, Inc. KAMP (Kids At Risk Mentoring Program) Hawaii

Amount of State Funds Requested: \$ 930,080

Brief Description of Request (Please attach word document to back of page if extra space is needed):
1) Lease dedicated KAMP Community Learning Center. 2) Purchase 15-passenger van to facilitate at-risk youth participant attendance in year-round programming; 3) Continue providing services through KAMP's In-School and Summer Outreach Programs.

Amount of Other Funds Available:	Total amount of State Grants Received in the Past 5
State: \$ <u>100,000</u>	Fiscal Years:
Federal: \$ _____	\$ <u>200,000</u>
County: \$ _____	Unrestricted Assets:
Private/Other: \$ <u>75,000</u>	\$ <u>-105,336</u>

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

Type of Business Entity:	Mailing Address:
<input checked="" type="checkbox"/> 501(C)(3) Non Profit Corporation	PO Box 701022
<input type="checkbox"/> Other Non Profit	City: State: Zip:
<input type="checkbox"/> Other	Kapolei HI 96707

Contact Person for Matters Involving this Application	
Name: Aaron Kamau	Title: Executive Director
Email: aaron@kamphawaii.org	Phone: (808) 271-6390


Federal Tax ID#: [REDACTED]	State Tax ID# [REDACTED]
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Aaron Kamau Aaron Kamau, Executive Director _____
Authorized Signature Name and Title Date Signed

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



AARON KAMAU, EXECUTIVE DIRECTOR

01/18/2024

AUTHORIZED SIGNATURE

PRINT NAME AND TITLE

DATE



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: KAMP HAWAII, INC.

DBA/Trade Name: KAMP HAWAII, INC.

Issue Date: 01/19/2024

Status: **Compliant**

Hawaii Tax#: [REDACTED]

New Hawaii Tax#:

FEIN/SSN#: XX-XXX2425

UI#: XXXXXX3668

DCCA FILE#: 213286

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	Compliant
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 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.

Attached

2. Declaration Statement

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

See Attached

3. Public Purpose

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

Kamp Hawaii, Inc. (KAMP) will use the GIA grant funding for a public purpose pursuant to Section 42F-102, Hawaii Revised Statutes. For more information on how KAMP fulfills this requirement, see the “public purpose and need to be served” section II number 3.

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;

KAMP Hawaii has established itself as a prominent nonprofit organization with 18 years of experience and 28 years of program experience under its leadership team's belt. Focusing on youth aged 5-18, from low-to-moderate-income households, the organization's prevention-based curriculum emphasizes the harmful effects of substance abuse, vaping, bullying, gang activity, cyber intimidation, and childhood obesity.

Additionally, the program promotes healthy habits and life skills, such as: teamwork; leadership; decision-making; and respect. The delivery of these programs is facilitated by the presence of kupuna, student athletes, and teenagers with disabilities' instructors.

KAMP Hawaii's Classroom Outreach Program uses KAMP Hawaii curriculum to reinforce state General Learning Outcome Standards: self-directed learner, community contributor, complex thinker, quality producer, effective communicator, and effective and ethical user of technology.

The KAMP Hawaii programs we seek to strengthen through the support of this funding are outlined below:

Anti-Bullying Lunchtime Program

Lunchtime can be a difficult period of the day for students who may encounter or inflict bullying. To combat this, KAMP Hawaii established its Anti-Bullying Lunchtime Program in 2013, which sends mentors to schools during lunch to encourage recreational and academic activity among youth, channeling their behavior into something positive instead.

This programming ties into the state Department of Education's Health and Wellness initiative. Low COPE* (Challenging Outdoor Personal Experience) activities are used to encourage a healthy lifestyle, while also improving children's communication, cooperation, decision-making, leadership, and teamwork skills.

**Low C.O.P.E (Challenging-Outdoor-Personal-Experience) Course Activities: These activities are no more than four feet off the ground. KAMP can do more activities by using Low COPE course activities and be highly effective where no one fails.*

We also incorporate High COPE course activities which are normally permanently installed with 40' high poles and make it mobile like crossing over a bridge, zip line & cargo net. High COPE course activities limit the number of participants and age groups. Low Cope course activities allow more participants. The KAMP course can handle 240 participants, ages 5 & up, at a time.

Classroom Outreach Program

Established in 2006, KAMP Hawaii's Classroom Outreach Program uses KAMP Hawaii curriculum to reinforce state General Learning Outcome Standards: self-directed learner, community contributor, complex thinker, quality producer, effective communicator, and effective and ethical user of technology.

Special Needs Classroom Outreach Program

Offered since 2006, KAMP Hawaii's Special Needs Classroom Outreach Program works with physically and mentally challenged youth. Through hands-on activities, students learn how to cooperate and communicate with their peers, while developing social, learning and motor skills.

Summer Program & Youth Mentors

Through our Summer Program, 32 Oahu parks, and various schools, offer 3,200 individuals a chance to learn about the negative impacts of substance abuse and healthy life skills.

Over the years, we have seen the success of our program delivery and staffing approach in the community. One of the unique strengths of KAMP Hawaii's staffing approach is the use of Youth Mentors. These individuals -- usually student athletes referred to KAMP by coaches, teachers, or counselors -- are responsible for passing on positive skills to summer campers while simultaneously benefiting from the program themselves.

Selected based on their passing grades, good work ethic, and availability to meet the demands of the mentoring curriculum, these Youth Mentors are primarily from low-income neighborhoods, subsidized housing projects, and communities that face issues of drug and alcohol abuse, and single parent/guardian households.

The majority of our Youth Mentors represent the same ethnicities and cultural backgrounds as our participants, which fosters an environment of understanding and relatability between the campers and mentors. The mentors' ability to empathize with community issues that participants face daily further solidifies their effectiveness as positive role models.

Staffing for the summer program has not been an issue for KAMP Hawaii, thanks to the longstanding relationships with park personnel and a high retention rate of Youth Mentors who return for multiple summers.

Continuous Improvement

KAMP Hawaii's partnership with the Department of Parks and Recreation Site Directors, and State of Hawaii school teachers, counselors, coaches, and administrators has been successful, the organization has refined and adjusted its program delivery based on feedback from Department of Parks and Recreation Site Directors and participant feedback letters. KAMP's Program Coordinator, Program Specialists, and Youth Mentors have also been trained to carry out low-COPE course activities safely. The organization's budget is in place to maintain and replace program equipment, as needed.

The Board of Directors continues to support the year-round In-School and Summer Programs. The annual fundraising gala is a highlight of the organization's calendar, and there is a full buy-in from stakeholders who are committed to ensuring that KAMP

Hawaii delivers the best programs possible. Going the extra mile is at the heart of everyone involved with KAMP, as the organization remains dedicated to serving the community's youth.

2. The goals and objectives related to the request;

PROJECT GOALS:

- Lease a dedicated KAMP Community Learning Center.
- Purchase a 15-passenger van to facilitate program participant attendance for year-round programming.
- Continue providing services through KAMP's In-School and Summer Outreach Programs.

OBJECTIVES: Achieving the project goals listed above would help KAMP realize these objectives:

- The Community Learning Center will be used to support students' academic needs and provide enrichment activities that will enhance their independence and life skills. It will feature an outdoor component that will include campouts, outdoor activities; Aquaponics; and COPE course activities.
- Streamlining training sessions operational procedures.
- Minimizing program setup/teardown time in public venues will increase productivity.
- Facilitating resource retention – e.g. teaching supplies, textbooks, and multimedia teaching aids.
- Providing youth participants with a secure, stable, conducive, and nurturing learning environment.
- Amplifying KAMP's potential to make a significant difference by strengthening our outreach and increasing the effectiveness of our mentorship program.
- The availability of two classrooms would allow KAMP to offer a wider variety of sessions more frequently, enhancing our ability to provide customized, age-appropriate content.
- Establishing a fixed venue would increase consistent participation.
- A centralized location would make it easier for families to get involved, ensuring their children leverage our resources fully.

3. The public purpose and need to be served;

PUBLIC PURPOSE: Working with Oahu's at-risk youth serves a public purpose. It contributes to the betterment and welfare of our island-wide community by supporting the development of these young individuals. KAMP does so by helping at-risk youth: build resilience; cope with adversity; improve their academic performance; and develop important life skills. Such interventions can help reduce the: incidence of crime; substance abuse; and other social problems. Additionally, our program supports social equality by providing opportunities and resources to those who may not otherwise have them.

NEEDS SERVED: Hawaii's at-risk, economically disadvantaged, and special needs' youth experience many of these traumas:

- Lack of financial resources, leading to food insecurity, inadequate living conditions, or lack of access to essential services and supplies.
- Limited access to quality education or tutoring support, affecting their academic progress and future opportunities.
- High rates of domestic violence, substance abuse, or other harmful situations in their homes.
- Increased risk of getting involved in risky or illegal activities.
- Bullying or peer pressure, potentially leading to mental health issues, like anxiety; depression; or low self-esteem.
- Lack of community resources or social services that can help them improve their situations.
- Discrimination, or lack of inclusion, because of their economic status, special needs, or other factors.
- Difficulties accessing quality health care, including mental health services, which may exacerbate any existing health conditions or lead to untreated illnesses.
- Limited access to extracurricular activities, or programs that can foster skills, creativity, and self-confidence.

4. Describe the target population to be served; and

Oahu's low-to-moderate-income household at-risk, economically disadvantaged, and special needs' youth aged 5-18.

5. Describe the geographic coverage.

The island of Oahu.

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;

Community Learning Center SCOPE OF WORK: Lease a facility where KAMP will establish a Community Learning Center for delivering our comprehensive curriculum to at-risk youth from low-to-moderate-income Oahu households. The new center will serve as a safe space for children and teenagers to access information; support; and prevention-based programs.

TASKS: To effectively manage this project, KAMP will carefully consider the various elements involved in leasing a facility and establishing a community learning center. This will re-quire: strategic planning; delegation of tasks; diligent monitoring; and quality control to ensure the success of the project.

This is an outline of KAMP's approach:

1. **Planning Stage:** Conduct a feasibility study and lay out the entire project on paper, considering elements, such as: cost; location; facility requirements; community needs; potential challenges; and timeframe. KAMP's Board of Directors and staff know it is essential to draft a comprehensive project plan to provide clear direction.
2. **Assembling a Project Team:** The Project Team will be comprised of board members, staff members, and potential external experts. These could include: facility planners; educators; community coordinators; and legal consultants for the leasing process.
3. **Location Scouting and Selection:** Members of the Project Team will scout for suitable locations for the learning center considering aspects like: safety; accessibility; proximity to the target communities; and costs. The final choice will be ratified by the board based on the Project Team's recommendations.
4. **Negotiation and Leasing:** Once a location is selected, members of the Project Team will: negotiate the lease agreement; check compliance issues; and finalize the lease terms. Legal consultation will be necessary during this stage to avoid future complications.
5. **Facility Design and Set-up:** Upon securing the location, members of the Project Team – based on their experience -- will design and set up the Community Learning Center to be conducive to KAMP's comprehensive curriculum delivery,

with ample provisions for safety, comfort, accessibility, and an encouraging learning environment for the youth.

6. Recruitment: KAMP will need qualified personnel to operate the learning center. Depending on the funding received, this could include educational instructors; support staff; and counselors, among others. The recruitment process would involve posting job descriptions, conducting interviews; and training new hires.
7. Outreach Programs: Before opening the Center, KAMP will engage with the communities we plan to serve. This can include conducting outreach programs to promote the center and inform low-to-moderate income families about its offerings. It will also be beneficial to involve local community organizations and schools.
8. Opening and Monitoring: After successfully setting up the center, recruiting staff and creating awareness, the Center can then be officially opened.
9. Evaluation: The Project Team will conduct regular evaluation of the Center's impact, activities, effectiveness, etc. The Team will: monitor progress; address challenges that arise; and measure the Center's success and impact to determine if it is achieving its set goals and adjust strategies accordingly.
10. Reporting: The Project Team's evaluation results will be to the Board and all relevant stakeholders to ensure transparency and collective decision-making on next steps.
11. Sustainability Planning: The Project Team and the Board will plan for the Center's long-term sustainability, strategizing about: funding; community involvement; partnerships; and so on.

15-Passenger Van:

SCOPE OF WORK: Purchase a 15-passenger van to facilitate program participant attendance for year-round programming.

TASKS:

- Research different car dealers, read reviews, and seek opinions from auto experts.
- Take the mechanic to the dealership to examine the vehicle before purchasing.
- Register an in KAMP Hawaii's name and purchase the necessary insurance.
- After purchase, establish routine check and maintenance plan to ensure the van remains in good working condition.
- Keep detailed records of how the van is used, and the difference it makes to KAMP's operations.

Provide Services:

SCOPE OF WORK: Continue providing services through KAMP’s In-School and Summer Outreach Programs (Described in II. Background and Summary – 1. Above)

TASKS:

- Anti-Bullying Lunchtime Program
- Classroom Outreach Program
- Special Needs Classroom Outreach Program
- Summer Program & Youth Mentors

RESPONSIBILITIES: The management and execution of the projects above will be overseen by KAMP’s Board of Directors and staff. Because of this, a fluid line of communication between the Board, Project Team, Staff, Community, and other external Stakeholders will be crucial.

Project Team members are responsible for keeping the Board updated with frequent reports about the project's trajectory and budget, guaranteeing that it remains on schedule.

Collaborations with community leaders and targeted families will be spearheaded by the KAMP Board to ensure that our actions meet their requirements. The Board will also be pivotal in: troubleshooting; accumulating resources; and formulating policies and making decisions.

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

TIMELINES:

Current Programs:

Summer Program: May 15, 2024 - July 31, 2024
May 14, 2025 – July 31, 2025

Traditional School Year: August 2024 – May 2025

Proposed Learning Center Programs:

Learning Center: School Year August 2024 – May 2025.

School Breaks (i.e., Fall, Winter, Spring): According to DOE schedule.

Learning Center Summer Program: June 2024 – July 2025

CURRENT PROGRAM OUTCOMES:

- Provide Summer Outreach Program for 30 sites and 3,000 youth.
- Provide In-School Program service to 30 classrooms.
- Provide five Outdoor Education Camps including one Special Needs Camp.

NEW LEARNING CENTER OUTCOMES:

Traditional School Year: 50 students per month will participate in the programs including: project-based activities; COPE course; tutoring; and computer lab.

During School Breaks: 50 students per session will have access to project-based activities.

Summer Program Learning Center: 50 students and 25 Youth Mentors will participate.

To provide home-school youth a supplemental program that focuses on KAMP Hawaii's curriculum that teaches goal setting, self-discipline, teamwork, communication, and leadership skills.

Establishing the Community Learning Center would enable KAMP Hawaii to deliver its programs in a more efficient, accessible, and impactful way. Here are several key outcomes:

1. Increased Program Reach: The Center will allow KAMP to expand its program reach to more youth in need, increasing the scale and impact of its educational initiatives. With a dedicated space, KAMP can: accommodate more students; expand its services; and operate its programs more frequently. This means reaching and impacting more at-risk youth and families from low-to-moderate-income households.
2. Improved Learning Environment: With a dedicated facility, KAMP can create a safe, consistent, supportive, and well-equipped learning environment for the at-risk youth to engage in their programs. This will lead to more structured and higher quality programs that could have a greater impact on the youth.
3. Program Expansion: The facility would allow KAMP to introduce new programs and expand existing ones to cater to a wider range of needs among the community's youth.
4. Strengthened Community Relations/Collaboration: A permanent, physical presence in the community can foster stronger relationships between KAMP,

youth, and families, thus boosting trust and participation in KAMP's initiatives. The Center can also be used as a hub for community partners to deliver additional complementary services, furthering its mission to prevent harmful behaviors among youth.

5. Continuity and Stability: Having a leased facility provides continuity and stability for both the organization and the participants as opposed to having programs at changing locations. A dedicated facility will enable KAMP to create a sustainable business model by charging fees for certain services or renting out the facility during downtime. This could help to generate ongoing income to support its core programs.
6. Reduced Operational Costs: Over the long term, leasing a facility might be more cost-effective than continually renting different spaces or storage lockers. Leasing a permanent facility will eliminate the need for those, thereby saving resources that can be better used to enhance the organization's programs. Savings could be invested back into programming or towards sustainability goals.
7. Increased Visibility and Credibility: Having its own facility could enhance KAMP's credibility, making it more attractive to potential funders, partners, and volunteers. It would also help raise its profile within the community, promoting awareness of the challenges facing youth and the available support.

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

MONITOR:

1. Develop a Monitoring and Evaluation (M&E) Plan: KAMP will create an M&E plan at the project's outset. This will include defining indicators of success; determining how to collect data; setting a timeline for review; and identifying who will be responsible for the monitoring tasks.
2. Regular Reviews and Check-Ins: KAMP will hold regular meetings to review progress on tasks; address challenges; and make necessary adjustments to ensure the project remains on track.
3. Surveys and Feedback: Regular feedback will be collected from staff, volunteers, and project beneficiaries, using methods such as: questionnaires; focus group discussions; and one-on-one interviews.
4. Documentation and Reporting: To maintain accountability and transparency, KAMP will document all project aspects -- from lease agreements to service delivery records.

EVALUATE:

5. Internal Audits: KAMP will conduct regular internal audits to ensure all operations are compliant with agreed standards; identify areas for improvement; and monitor the project's fiscal management.
6. Risk Management: KAMP will continuously assess and manage project risks by identifying potential issues and developing strategies to mitigate them.
7. Professional Development and Training: KAMP will provide staff with ongoing professional development and training opportunities to ensure their skills and knowledge remain relevant to effectively manage the project.

IMPROVE:

8. Continuous Improvement: The KAMP Board of Directors will review the M&E data and audit results to identify trends, issues, and areas of improvement. They will use these insights to update strategies, approaches, and activities for the project's continuous improvement.
9. Partner Collaboration: KAMP will collaborate on external project evaluation with partners and stakeholders to gather a broader perspective on the project's performance and identify potential improvements.
10. Reporting to Funders: Regular reports will be prepared for the project's funders – and other stakeholders -- providing updates on progress, spending, and challenges. Feedback from funders can help guide improvements and adaptations to the project.

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, the measure(s) of effectiveness will need to be updated and transmitted to the expending agency.

- Student Participation Rate
- Attendance Rate
- Goal Attainment
- Post-Program Survey
- Youth Mentor Success Rate
- Projects' Quality
- User Feedback
- Computer Lab Performance
- Test Scores
- Participant Retention Rate

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 – Attached
 - b. Personnel salaries and wages – Attached
 - c. Equipment and motor vehicles – Attached
 - d. Capital project details – Attached
 - e. Government contracts, grants, and grants in aid – Attached

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
\$291,770	\$211,770	\$211,770	\$214,770	\$930,080

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

KAMP Hawaii continues to apply for grants throughout the year, these are the latest grants that we've applied to:

Special Event - \$125,000
 Foundation & Grants - \$350,000
 Individual/Business Contributions - \$65,000

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

Employee Retention Tax Credit \$ 64,484

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.

See attached

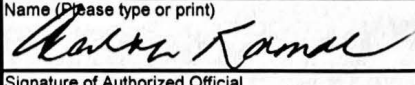
6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2023.

(\$105,366)

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2024 to June 30, 2025

Applicant: KAMP Hawaii, Inc.

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
A. PERSONNEL COST				
1. Salaries	\$489,600		\$143,240	
2. Payroll Taxes & Assessments	\$146,880		\$10,958	
3. Fringe Benefits			\$13,550	
TOTAL PERSONNEL COST	\$636,480		\$167,748	
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance	\$12,000			
3. Lease/Rental of Equipment				\$20,000
4. Lease/Rental of Space	\$114,000			\$45,000
5. Staff Training				\$5,900
6. Supplies	\$6,000			\$5,000
7. Telecommunication				
8. Utilities	\$18,600			\$9,600
9. Program Supplies	\$17,000		\$8,252	\$12,000
10. Gas for 2 van Rentals and 2 staff vehicle	\$3,000		\$2,000	
11. Travel - (2) 12 passenger van rentals	\$16,000		\$8,000	
12. Conference/Training - 2 week staff team-building and training, includes CPR and First Aid; and summer program end staff activity and banquet.	\$3,000		\$2,000	\$2,500
13. Grant Management	\$24,000		\$12,000	
14. Commercial Space Fee	\$10,000			
15				
16				
17				
TOTAL OTHER CURRENT EXPENSES	\$223,600		\$32,252	\$100,000
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES	\$70,000			
E. CAPITAL				
TOTAL (A+B+C+D+E)	\$930,080		\$200,000	\$100,000
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	\$930,080	Michele Kamau (808) 271-4392		
(b) Total Federal Funds Requested		Name (Please type or print) Phone		
(c) Total County Funds Requested	\$200,000	 1/18/2024		
(d) Total Private/Other Funds Requested	\$100,000	Signature of Authorized Official Date		
TOTAL BUDGET	\$1,230,080	Aaron Kamau, Executive Director		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2024 to June 30, 2025

Applicant: KAMP Hawaii, Inc.

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Program Director	1.0	\$65,000.00	100.00%	\$ 65,000.00
Assistant	1.0	\$40,000.00	100.00%	\$ 40,000.00
Executive Director	1.0	\$90,000.00	100.00%	\$ 90,000.00
Office Manager	1.0	\$75,000.00	100.00%	\$ 75,000.00
Program Specialist	1.0	\$40,000.00	100.00%	\$ 40,000.00
Program Specialist	1.0	\$40,000.00	100.00%	\$ 40,000.00
Program Specialist	1.0	\$40,000.00	100.00%	\$ 40,000.00
Asst. Program Specialist	1.0	\$15,200.00	100.00%	\$ 15,200.00
Asst. Program Specialist	1.0	\$15,200.00	100.00%	\$ 15,200.00
Asst. Program Specialist	1.0	\$15,200.00	100.00%	\$ 15,200.00
Asst. Program Specialist	1.0	\$15,200.00	100.00%	\$ 15,200.00
Youth Mentor - Summer	1.0	\$3,000.00	100.00%	\$ 3,000.00
Youth Mentor - Summer	1.0	\$3,000.00	100.00%	\$ 3,000.00
Youth Mentor - Summer	1.0	\$3,000.00	100.00%	\$ 3,000.00
Youth Mentor - Summer	1.0	\$3,000.00	100.00%	\$ 3,000.00
Youth Mentor - Summer	1.0	\$3,000.00	100.00%	\$ 3,000.00
Youth Mentor - Summer	1.0	\$3,000.00	100.00%	\$ 3,000.00
Youth Mentor - Summer	1.0	\$3,000.00	100.00%	\$ 3,000.00
Youth Mentor - Summer	1.0	\$3,000.00	100.00%	\$ 3,000.00
Youth Mentor - Summer	1.0	\$3,000.00	100.00%	\$ 3,000.00
Youth Mentor - Summer	1.0	\$3,000.00	100.00%	\$ 3,000.00
Youth Mentor - Summer	1.0	\$3,000.00	100.00%	\$ 3,000.00
Youth Mentor - Summer	1.0	\$3,000.00	100.00%	\$ 3,000.00
Youth Mentor - Summer	1.0	\$3,000.00	100.00%	\$ 3,000.00
Youth Mentor - Summer	1.0	\$3,000.00	100.00%	\$ 3,000.00
Youth Mentor - Summer	1.0	\$3,000.00	100.00%	\$ 3,000.00

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2024 to June 30, 2025

Youth Mentor - Summer	1.0	\$3,000.00	100.00%	\$ 3,000.00
Youth Mentor - Summer	1.0	\$3,000.00	100.00%	\$ 3,000.00
Youth Mentor - Summer	1.0	\$3,000.00	100.00%	\$ 3,000.00
Youth Mentor - Summer	1.0	\$3,000.00	100.00%	\$ 3,000.00
Youth Mentor - Summer	1.0	\$3,000.00	100.00%	\$ 3,000.00
Youth Mentor - Summer	1.0	\$3,000.00	100.00%	\$ 3,000.00
				\$ -
TOTAL:				489,600.00
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2024 to June 30, 2025

Applicant: ___KAMP Hawaii, Inc. _____

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
15 passenger Ford Van	1.00	\$70,000.00	\$ 70,000	\$ 70,000
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:	1		\$ 70,000	\$ 70,000
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2024 to June 30, 2025

Applicant: KAMP Hawaii, Inc.

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OTHER SOURCES OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2022-2023	FY: 2023-2024	FY:2024-2025	FY:2024-2025	FY:2025-2026	FY:2026-2027
PLANS			N/A			
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS:						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: ___KAMP Hawaii, Inc. _____

Contracts Total: \$317,700

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	City & County of Honolulu GIA - CT-DCS-2200036	10/1/2021-9/30/22	Dept of Community Services	C&C of Honolulu	\$117,700
2	State of HI GIA - OCS-GIA-23-68	5/1/2023-4/30/2024	DLIR - Office of Community Service	State of Hawaii	\$100,000
3	State of HI GIA - DHS-24-OYS-432	7/1/2023- 6/30/2024	DHS - Office of Youth Services	State of Hawaii	\$100,000
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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.

KAMP Hawaii has established itself as a prominent nonprofit organization with 18 years of experience and 28 years of program experience under its leadership team's belt. Focusing on youth aged 5-18, from low-to-moderate-income households, the organization's prevention-based curriculum emphasizes the harmful effects of substance abuse, vaping, bullying, gang activity, cyber intimidation, and childhood obesity.

KAMP Hawaii will employ four Community Based Instruction students from our In-School Special Needs program as youth mentors who have completed their 10-month training and 16 Youth Mentors who are passionate about working with at-risk youth by May 2024. Youth Mentors are largely responsible for program delivery. For that reason, we prioritize effectively training our Youth Mentors in our curriculum, and we are proud that they are the engine that keeps our programs thriving and successful in meeting our outcomes.

Once our 16 Youth Mentors are identified they must complete our two-week staff training in order to administer the program. Our “Pride and Victory” Healthy Lifestyle and Enrichment Program is overseen by a Program Coordinator, with support from two Program Specialists. Program staff guide participants through six stations daily that contain physical activities and educational talks about negative issues that are prevalent in the participants’ communities.

Throughout the course of the program, talks are given on drug/alcohol/vaping awareness, gang activity, bullying/cyber intimidation, and childhood obesity. Youth Mentors lead the talks and physical activities, which are structured to present information in ways that are approachable and relatable to children. Participants regularly reflect on what they have learned by writing reflection letters in their “Pride and Victory” booklets, which are then shared with others and continue to serve as a resource after the program has finished.

KAMP Hawaii has identified program sites in all nine Council Districts to reach our goals. These ongoing partnerships allow us to continue achieving our outcomes.

Program Sites:

District 1 Parks: Maili Community, Makaha Valley Community, Nanakuli Community, Piliilaa Community and Waianae Community.

District 2 Parks: Mililani District, Hauula Community, Kahaluu Community, Kahuku District, Laie Community and Whitmore Community.

District 3 Parks: Enchanted Lakes Community, Kailua Summer Fun, Kainalu Summer Fun, Kapunahala Summer Fun, Blanch Pope Elem. and Waimanalo District.

District 4 Parks: Koko Head District and Paki Community.

District 5 Parks: Kaimuki Community, Manoa Valley District and McCully District.

District 6 Parks: Aiea District, Beretania Community, Booth District Community, Farrington High School, Fern Community, Kalihi Uka Community, Kalihi Valley District, Kamehameha Community, Lanakila District, Makiki District, and Puunui Community.

District 7 Parks: Ala Puumalu Community and Kalakaua District.

District 8 Parks: Crestview Community, Manana Community, Pacific Palisades Community and Pearl City District.

District 9 Parks: Asing Community, Ewa Beach Community and Ewa Mahiko Community.

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.

KAMP Hawaii uses a leased storage locker to ensure its services are available all over the island. The objective of this State GIA grant proposal is to rent a building where KAMP can establish its Community Learning Center.

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.

Position 1: Program Director TBD

Give direct support and leadership to Program Specialist, Assistant Program Specialist and Youth Mentors.

Principle Responsibilities:

- Support planning and coordination of the program and its activities

- Supervise Program Specialist, Kupuna's and Youth Mentors
- Ensure implementation of policies and practices
- Maintain budget and track expenditures.
- Keep updated records of program delivery and outcomes.
- Schedule and organize meetings with Schools and Site Directors

Position Qualifications:

Proven experience as program coordinator or relevant position Knowledge of program management and development procedures Knowledge of budgeting, bookkeeping, and reporting Knowledge in technology

Ability to work with diversity and multi-disciplinary teams. Excellent time-management and organizational skills Outstanding verbal and written communication skills Detail-oriented and efficient

Position 2: Assistant – TBD

Administrative Support:

Manage the Executive Director's calendar, including scheduling meetings, appointments, and travel arrangements.

Assist in preparing documents, reports, presentations, and correspondence.

Organize and maintain files and databases for efficient information retrieval.

Handle confidential information with discretion.

Meeting and Event Planning:

- Assist in organizing meetings, including board meetings, staff meetings, and special events.
- Prepare meeting agendas, take minutes, and follow up on action items.
- Coordinate logistics for events, such as venue, catering, and materials.
- Project Management Support:

Assist in overseeing and managing specific projects as directed by the Executive Director.

- Monitor project timelines and ensure deadlines are met.
- Collaborate with various teams to gather necessary information and resources.

Qualifications:

Educational Qualifications:

- A minimum of a high school diploma; a bachelor's degree in business administration, communications, or a related field is often preferred.
- Additional certifications in office management, administrative support, or related fields can be advantageous.

Professional Experience:

- Previous experience in an administrative or executive assistant role is highly desirable.
- Experience in managing schedules, coordinating meetings, and handling correspondence.
- Familiarity with office management procedures and basic accounting principles.
- Proficiency in office software, such as MS Office (Word, Excel, PowerPoint), and experience with virtual meeting platforms like Zoom or Microsoft Teams.

Position 3: Executive Director

Aaron Kamau has held this position for 19 years, Aaron is the Founder and Executive Director of KAMP (Kids At-Risk Mentoring Programs) Hawaii. Aaron has 30 years of experience working with the youth of Hawaii and has a degree in Criminology / Administration of Justice. Aaron held several management positions with the Aloha Council, Boy Scouts of America from 1987-2005; Director for Special Projects Division, Director of Camping and Properties, and Director of Support Services.

Drawing from almost two decades of working with Boy Scouts of America, Aaron Kamau decided to form an organization of his own to help at-risk youth, as well as those with disabilities. So in 2005, with encouragement from mentor Fred Trotter and the aid of wife Michele, Kids At Risk Mentoring Program (KAMP) Hawai'i was born.

In the years since, Aaron Kamau has crafted a curriculum that combines classroom and outdoor activities with real-life application to teach participants everything from teamwork and leadership to the importance of goal setting and communication.

Aaron Kamau has stayed in touch with the needs of the community through his 32 years of community service at Farrington High School as a Football and Track & Field Coach. Aaron has received the Skippa Diaz Award and Farrington Alumni Community Foundation Award.

His duties include:

- **Program Planning:** The executive director is responsible for developing and implementing strategic plans to support the organization's mission and goals, which involves working closely with the staff to create and oversee various programs for children with special needs.
- **Fundraising and Donor Relations:** An important aspect of the executive director's role is securing necessary funds. This entails spearheading fundraising campaigns, identifying and approaching potential donors, applying for grants, and maintaining relationships with current donors to ensure their ongoing support.
- **Financial Management:** The executive director oversees the budgeting process, ensuring that resources are allocated efficiently and transparently. They should keep a strict eye on expenses, ensuring financial stability for the organization.
- **Staff and Volunteer Management:** The executive director is also in charge of recruiting, managing, and supervising the organization's staff and volunteers. This involves fostering

a positive work environment that promotes teamwork, creativity, and effective service delivery.

- **Advocacy and Public Relations:** This role requires liaising with different stakeholders like community members, governmental bodies, other non-profit organizations, etc. It involves promoting awareness and understanding about the cause and services of the organization, enhancing its public image.

Position 4: Office Manager - TBD

KAMP Hawaii, a well-established non-profit organization focused on child development and education, is currently seeking a motivated and professional Office Manager to join our team.

The ideal candidate will possess a combination of solid organizational skills, a detail-oriented mindset, strong interpersonal abilities, and a passion for our mission of nurturing our youth towards a path of resilience, prevention, and community-minded growth.

Job Responsibilities:

- Develop, implement, and monitor office operations and procedures, including filing systems, employee supervision, mail distribution, and record maintenance.
- Coordinate administrative support by organizing, scheduling, and allocating work assignments.
- Ensure smooth functioning of day-to-day activities.
- Provide a high level of customer service and act as the point of contact for clients, volunteers, vendors, and all internal departments.
- Responsible for office budget planning, expenditure tracking, and financial management.
- Supervise the maintenance and alteration of office areas and equipment.
- Assist in staff training and performance evaluation.
- Facilitate staff meetings and act as the liaison between management and employees.
- Comply with state and federal regulations, ensuring that all organization operations are in alignment with law and ethics.
- Represent KAMP Hawaii professionally in all communications, consistently promoting our values and mission.

Required Qualifications:

Minimum of a bachelor's degree or equivalent experience in a related field.

- Experience working in an administrative or office management role, preferably within a non-profit environment.
- Proven skills in organization, planning, and attention to detail.
- Excellent verbal and written communication skills.
- Proficiency in using computer software, including Microsoft Office Suite.
- Ability to manage and prioritize multiple tasks simultaneously.
- Experience in handling sensitive information and maintaining confidentiality.
- Familiarity with accounting practices is a plus.
- Strong commitment to KAMP Hawaii's mission.

We are dedicated to providing an inclusive work environment and are an equal opportunity employer. We encourage individuals of all backgrounds to apply. This role will be instrumental in furthering KAMP Hawaii's goal to help our youth grow and develop positively. Come be a part of our team!

Position 5: 3 Program Specialist - TBD

The Program Specialist is a year-round position specializing in our Special Needs Program, Outdoor Outreach Program and Summer Enrichment Program, servicing 8 schools and 29 summer sites.

Gives direct support and leadership to participating schools and other organizations, with regards to KAMP Hawaii program curriculum.

Principle Responsibilities:

- Works directly with KAMP Hawaii committed schools and other organization partners to deliver a value-based curriculum to targeted youth.
- Works directly with schoolteachers, counselors, and administrators to coordinate regular scheduled classroom program delivery and after school programs; and supports camping operations.
- Annually meets with local school administrators to review program effectiveness and secure re-commitments of participating schools.

- Uses established KAMP Hawaii operations to ensure a successful school, after school and outdoor based learning experience for all youth participants.
- Cultivates ongoing relationships with school personnel and KAMP Hawaii volunteers.
- Enforces KAMP Hawaii policies in all responsibilities.
- Works directly with Executive Director on KAMP Hawaii events.

Position Qualifications:

Ability to communicate effectively; ability to give position coaching and leadership to volunteers; ability to plan effectively; ability to exhort others to help themselves achieve desired results: proven ability to work with a variety of volunteers.

Position 6: 3 Assistant Program Specialists

KAMP Hawaii will be able to reward 3 Youth Mentors with a starting position in its organization. Upon graduating from high school, most of these youth mentors attend community colleges on Oahu and volunteer their time with KAMP Hawaii. They have gained valuable experience and knowledge in working with at-risk youth through our program. Once hired they will:

Support Program Specialist in providing participating schools and other organizations with KAMP Hawaii program curriculum.

Principle Responsibilities:

- Works with Program Specialist in KAMP Hawaii's committed schools and other organizations to deliver a value-based curriculum to targeted youth.
- Supports Program Specialists in classroom program delivery, after school programs and camping outreach operations.
- Cultivates relationships with school personnel and KAMP Hawaii volunteers.
- Enforces KAMP Hawaii policies in all responsibilities.

Position Qualifications:

Ability to communicate effectively; ability to work with Program Specialist to deliver a quality program to youth; ability to exhort others to help themselves achieve desired results; proven ability to work with a variety of volunteers.

Position 7: 18 Youth Mentors (Summer Hires)

KAMP Hawaii hires student athletes as seasonal workers for its summer program. Youth Mentors are paid positions, which enable students to be positive role models in our communities, earn money during summer months, gain job training, and experience, and develop responsibility and accountability. They are trained in all aspects of our program and are prepared to work with 4,000 at-risk summer participants. Youth Mentors attend 2 weeks of mandatory training sessions and are cross trained in other program areas. They also are certified in CPR / First Aid, responsible for program equipment and set up/break down and conduct programs for the youth at program sites under the direction of the program specialist.

Principle Responsibilities:

- Works with Program Specialist in KAMP Hawaii committed summer sites to deliver a value-based curriculum to targeted youth.
- Supports Program Specialist in program delivery.
- Cultivates relationships with site directors and KAMP Hawaii volunteers.
- Enforces KAMP Hawaii policies in all responsibilities.

Position Qualifications:

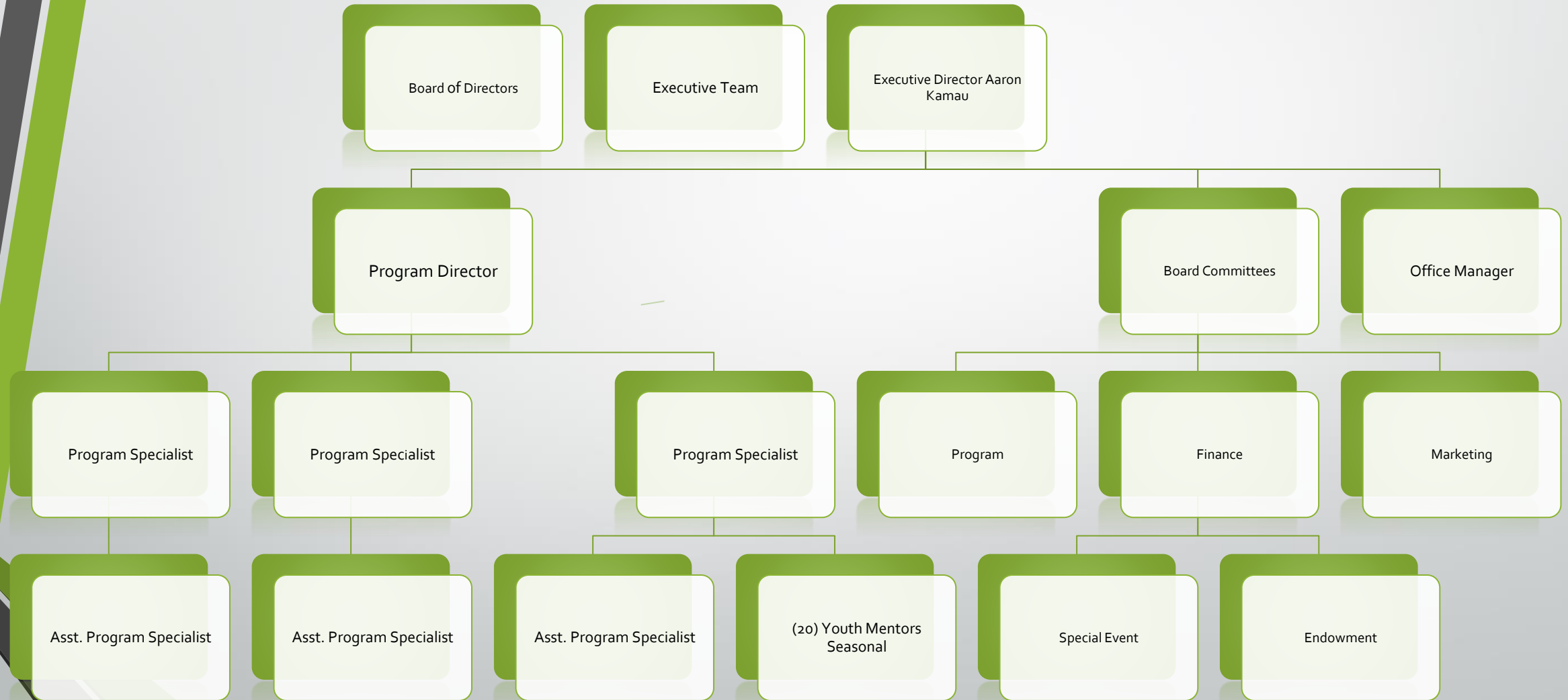
Student athletes are referred to KAMP Hawaii from recommendations made by their coaches, teachers, and counselors; referrals must be team players with a positive attitude and interest in working with at-risk youth;

- Student athletes must have passing grades in all classes and be eligible to play in their respective sports.
- Code of Conduct must be adhered to, such as no tardiness, no truancy, being respectful to teachers, counselors, and fellow students; respecting school property.
- Every Youth Mentor is expected to be teachable. We encourage two-way communication between mentors and staff.
- Communication and commitment are especially important. Youth Mentors are expected to notify KAMP Hawaii staff if they are unable to attend work or will be late. Commitment is also assessed based on their sports practice attendance.
- Use of appropriate language.
- Each Youth Mentor must submit signed paperwork from their parent/guardian, along with emergency contacts, before the job begins.

2. Organization Chart

See Attached

KAMP Hawaii Organizational 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.

Executive Director:	\$84,000 - \$90,000
Program Director	\$60,000 - \$65,000
Program Specialist	\$36,000 - \$40,000

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.

Not Applicable

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.

KAMP Hawaii, with its well-rounded program structure and longstanding partnerships, has a robust track record spanning 18 years. We aim to perpetuate our annual Summer Pride and Victory Healthy Lifestyle and Enrichment Program in the future as well. The management of our programs relies on the funds generated annually from fundraisers, grants, and personal donations.

Plan for sustaining KAMP Hawaii:

1. Expansion of Fundraising Initiatives: One of the fundamental strategies to sustain KAMP Hawaii without the grant will be to expand and diversify our fundraising activities. These could range from charity runs, social events, online crowdfunding to selling merchandise, etc. We could partner with local businesses for co-branded campaigns as well.
2. Boost Corporate Partnerships and Sponsorships: We will approach more businesses and corporations for partnerships and sponsorships. Besides cash contributions, in-kind services and resources will also be pursued.
3. Membership Program: Introducing a membership program where members contribute a small fee on a recurring basis in exchange for benefits and updates on the KAMP Hawaii progress can provide a reliable revenue source.
4. Donor Engagement: Enhancing donor engagement can significantly help us in maintaining financial sustainability. Regular updates about our progress, personal stories of beneficiaries, and acknowledging donor contributions can encourage them to continue supporting us.
5. Leverage Alumni Network: We can mobilize our former participants and mentors to become regular donors or help us in fundraising activities, given they understand the impact of our programs firsthand.
6. Cost-Effective Measures: While increasing revenue, we also plan to analyze our current spending and implement cost-effective measures, such as using volunteers for non-essential tasks and investing in efficient technology.
7. Grants and Government Funding: We will continue to apply for other grants and pursue local, state, and federal funding opportunities.

These strategies would not only aid KAMP Hawaii in securing the necessary financial resources for our ongoing activities but will also ensure that our organization remains sustainable and continues to benefit the community for many more years.