

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.

2. Declaration Statement

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

3. Public Purpose

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

Our mission of KEY Project is to nurture and promote the cultural, environmental, social, economic and recreational well-being of the Kualoa-He'eia area by providing a grassroots civic resource that effectively serves the needs of our diverse multicultural community. Over the past five decades KEY Project has been an active leader in serving a public purpose by carrying out our mission to support the needs of our community through population specific programming and services. At the same time, our partnerships and collaborations validate our efforts to not only serve our community, but to share our values of public service at home and beyond. All awarded funds for programs and services offered by KEY Project are used for a public purpose pursuant to the Section 42F-102, Hawai'i Revised Statutes.

II. Background and Summary

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

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

Kualoa-He'eia Ecumenical Youth (KEY) Project is a 501(c)(3) non-profit organization in Kāne'ohe. Since 1968, the agency has worked to serve and empower youth and families living throughout the diverse ahupua'a along the Windward coast from Northern Ko'olaupoko to Ko'olauloa. KEY Project's mission is to nurture and promote cultural,



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: KUALOA-HEEIA ECUMENICAL YOUTH PROJECT

DBA/Trade Name: Kualoa-Heeia Ecumenical Youth Project

Issue Date: 01/17/2024

Status: **Compliant**

Hawaii Tax#: [REDACTED]

New Hawaii Tax#:

FEIN/SSN#: XX-XXX8209

UI#: XXXXXX3020

DCCA FILE#: 16166

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



Kualoa-He'eia Ecumenical Youth Project

January 19th, 2024

DECLARATION STATEMENT

Board Officers

President
Ka'anapu Jacobsen

Vice President
Lihla Noori

Secretary
Umi Jensen

Treasurer
Deacon Hanson

This statement acts as confirmation of compliance with Section 42F-103, Hawai'i Revised Statutes in its entirety. KEY Project holds 501(c)(3) Nonprofit Organization status under the Federal IRS code. KEY Project will not use State funding for lobbying activities. KEY Project abides by all reporting requirements. KEY Project spends 100% of the organizational budget in the State of Hawai'i.

Please contact me with any questions.

Board Members

Ryan Catalani

Carol Chang

Romeo Corpuz

Sharon Lau

Ku'ulei Miranda

Vanessa Stewart

Rich Vermeesch

Isabella Walker

Sincerely,

Rainbow Uli'i
Executive Director
(808) 239-5777

environmental, social, economic, and recreational well-being by providing a vital grassroots civic resource that serves a diverse multicultural community. We are a critical community resource center serving vulnerable keiki to kūpuna and have provided social services, programs, and essential meeting spaces to our rural windward residents for over 55 years. KEY is a high functioning multi-purpose facility, with a long history of impactful partnerships and collaborations, and a robust financial and project management system. The nature of our community still thrives with agrarian essence and cultural values.

KEY Project's secondary mission of Pono Social Community Development involves the essential principle of implementing the culture and tradition of laulima, "many hands working together," which incorporates communication, coordination, and cooperation. This vision is driving the efforts to develop new programming to meet the needs of cultural preservation and bring the community together to enhance the process.

2. The goals and objectives related to the request;

Goal 1: Increased access to basic needs care through KEY Project's emergency supplies pantry.

Objective 1: Increased overall community health through servicing (100) area residents including basic toiletries, grooming items, infant care items, and feminine care items.

Goal 2: Increase community awareness and education about youth drug use.

Objective 2: Host (4) facilitated focus groups that will direct the content production in public service media campaigns and family resource handbooks.

Goal 3: Increased partnerships with government agencies to support programming.

Objective 3: Host (1) event with the Drug Enforcement Agency (DEA) to increase public awareness and service access.

3. The public purpose and need to be served;

KEY Project is intentionally located along the Windward coast of O'ahu. This placement offers the ability to support both rural and urban communities within our service district of Kāne'ohē to Kahuku. The benefit of the region of our facilities is that we can house services and programs that would otherwise require community members transiting into Honolulu, over 35 miles and one hour of travel. With this level of geographic isolation, programs that support socialization, basic needs, assessment, and collaborating with resources or service providers that can decrease accessibility barriers, will allow for an overall healthier community.

Using the 2020 U.S. Census data, 55,227 individuals reside in our service area. On average, 32.9% of those homes include families with young children. In addition to families, providers who interact with youth will also benefit from our scheduled programming and dissemination of support materials. The impact of programs that address social norms and attitudes extends beyond the classroom.

Two specific data points that led to the identification of need for the proposed programming are the rate of opioid access and binge drinking behavior within the KEY Project service area. Social access to opioids and alcohol can negatively impact perception of youth in households. The perceived risk increases with the presence of substances in homes.

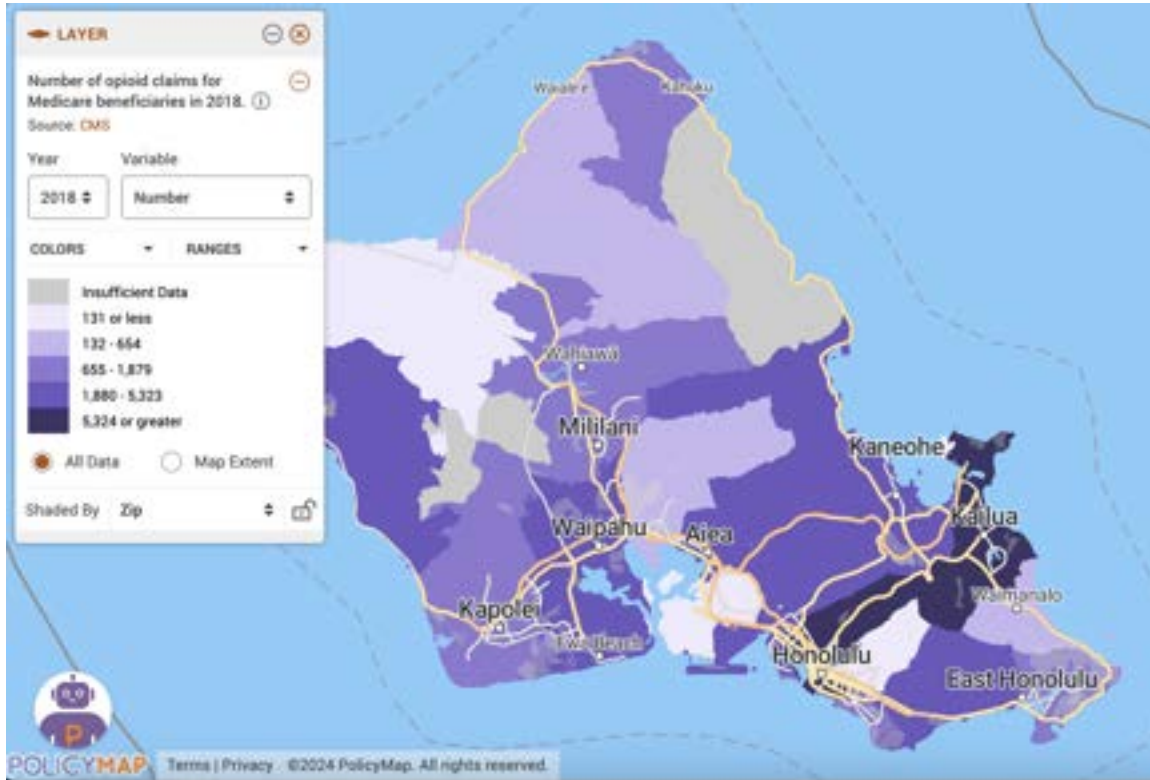


figure (1)

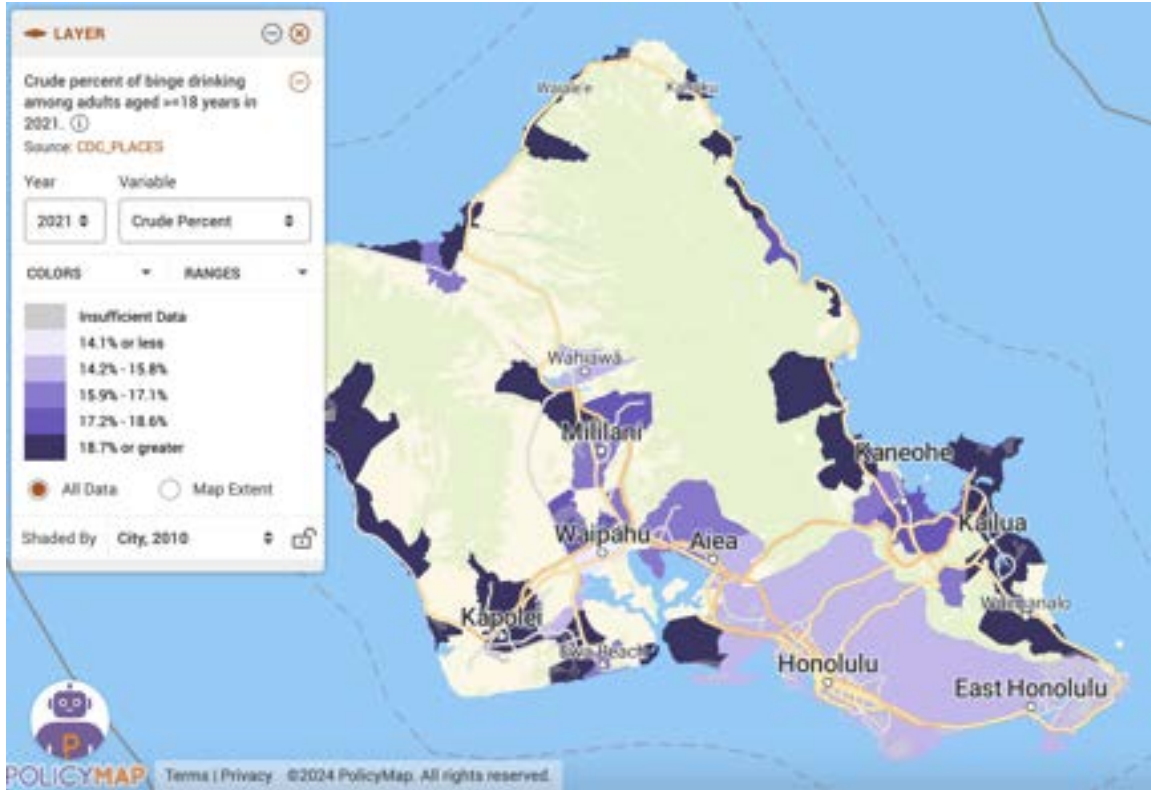


figure (2)

The needs that are being addressed through our proposed program expansion includes equipping households in our service district with a resource to increase education and awareness of substance use/misuse and how to navigate conversations with youth about such topics. Additionally, increasing the overall health of the community through expanding the offerings of our emergency supplies pantry to include hygiene products, grooming toiletries, infant care items, as well as non-perishable food items. Research demonstrates that 'ohana that have social access to substances, have a higher rate of needing assistance in meeting basic needs. The concentration of the need within our service area demands services such as these to be sustainable and dependable.

4. Describe the target population to be served; and

Our primary service area (Kāne'ohē-Kahuku) has the most immediate access to program opportunities. Families within this area can actively engage in our youth, 'ohana, and social services at KEY.

This proposal is a request to fund an expansion of our social service programming to include more offerings in our emergency supplies pantry and the creation of materials to support families navigating challenging conversations around social access to illicit substances. The direct population that is being targeted by this program is caregivers and service providers. The program content will indirectly serve the youth ages 0-18 in our community. Therefore, the overall impact of this program will be all who reside in our service district along the windward coast.

5. Describe the geographic coverage.

Located at 47-200 Waihe'e Rd. Kāne'ohe 96744, KEY Project's geographical service area includes the whole of northern Ko'olaupoko and the urban-fringe/semi-rural communities situated within and between He'eia and Kualoa. While KEY is conveniently located near urban Kāne'ohe town, our service region still retains much of the open space and agrarian character that has been called home to many over several generations. We are culture rich in ways that are still very much appreciated and valued because the communities we serve are surrounded by many kahawai (streams), lo'i kalo (taro fields), and healthy oceans that promote sustainability and subsistence. Our community center serves families beyond Kualoa, along the windward coast throughout the adjacent moku of Ko'olauloa.

KEY's geographic coverage includes a culturally and economically diverse area. As reported in 2019 Census data, the neighborhoods that exist in KEY's service area have higher costs of living and contribute higher rates of income needed to sustain housing compared to the Hawai'i state average. Additionally, unemployment rates in this service district are well above the state average. The community of Windward O'ahu can be described as a resource desert based on the limited social service providers that offer sustainable and diverse programming within reasonable driving distance.

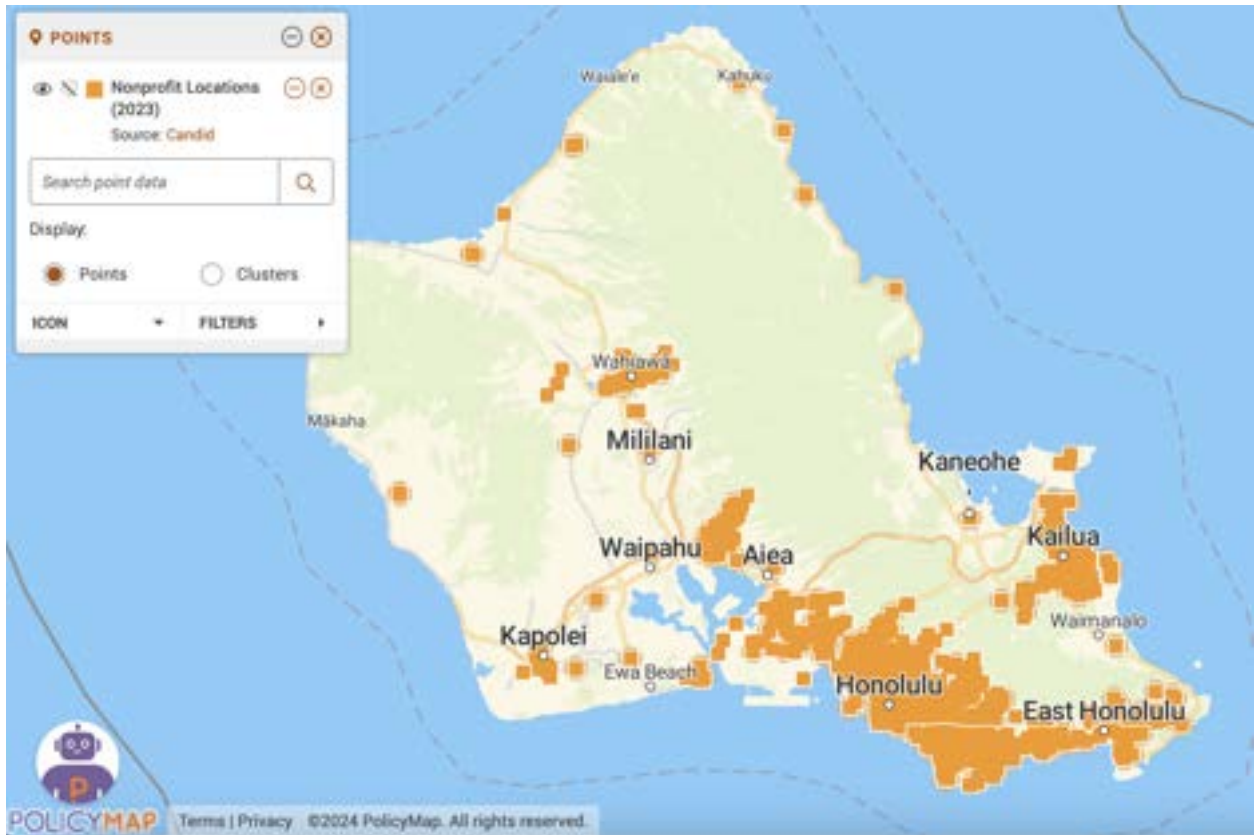


figure (3)

The above figure (3) demonstrates the minimal nonprofit support services that are accessible to KEY Project's service district. This increases the need for the growth of social programming, like this proposed project and other current services that are offered through our facilities.

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;

KEY Project is underway building the infrastructure of a community resilience hub within our facilities. Our geographic location encourages diverse and flexible programming to meet the extensive range of needs in the community. To create both short term and long term impact, our proposed program will include direct services and development of asynchronous support materials.

The scope of work for this program includes five deliverables;

1. Resident access to the emergency support pantry
2. Hosting a Drug Take Back in partnership with the Drug Enforcement Agency
3. Host focus groups with subsets of our youth adjacent community
4. Creation and distribution of public service campaign products
5. Creation and distribution of a family resource handbook

KEY Project currently houses an emergency food pantry in partnership with the Hawai'i Food Bank. Based on community feedback and needs assessment, our first proposed deliverable is to increase the available support to include basic needs items including: clothing, household and hygiene items, feminine products, diapers, wipes, & formula, and other goods.

To more specifically address the need to be served, a multi-faceted approach of focus groups, partnerships with the DEA, media and marketing product creation, and tangible resource handbooks will be developed. The focus groups will be in a classroom setting and highlight subsets of the community including parents/guardians, teachers, service providers, and law enforcement. The groups will explore barriers to navigating resources to combat perceived risk and conversations with youth in the community about social access to substances. KEY Project will work to bring awareness and education into the community by implementing strategies targeting social access, perceived risk, and community norms/attitudes. The DEA hosts annual drug take back events that promote the disposal of unused and expired medications, including opioids, to prevent misuse. KEY Project will become the first registered site in our service district and host a drug take back event during the contract period. Our final proposed deliverables result in tangible products that will outlast the length of the program, those being a public service media campaign and a family resource handbook. Both of these

will be guided by the results of the focus group qualitative data collection and community need assessments. These products will act as a guide to supporting 'ohana, caregivers, and those in youth supporting roles through education and awareness of substance use/misuse and perceived risk. The media campaign will include flyers, infographic sheets, social media content, and podcasts to share information across many platforms to increase exposure.

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

Quarter	Services
1 July 2024 August 2024 September 2024	<ul style="list-style-type: none"> ● 50 residents receive services from the emergency supply pantry ● 1 focus group has been hosted at KEY ● 3 informational products under the Media Campaign
2 October 2024 November 2024 December 2024	<ul style="list-style-type: none"> ● 50 residents receive services from the emergency supply pantry ● 1 focus group has been hosted at KEY ● 1 drug take back day hosted in partnership with DEA ● 3 informational products under the Media Campaign
3 January 2025 February 2025 March 2025	<ul style="list-style-type: none"> ● 50 residents receive services from the emergency supply pantry ● 1 focus group has been hosted at KEY ● 3 informational products under the Media Campaign
4 April 2025 May 2025 June 2025	<ul style="list-style-type: none"> ● 100 copies of a completed Family Handbook is distributed within the KEY Project service district ● 50 residents receive services from the emergency supply pantry ● 1 focus group has been hosted at KEY ● 3 informational products under the Media Campaign

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

As a community focused organization, KEY Project will consistently be available for feedback on programming possibilities through surveys and interviews. Evaluation strategies will straddle both quantitative surveys and qualitative interviews with program participants, participants in other KEY Project events, and non-participating community members within organizational networks.

Data collection tools may include:

- 1) Attendance sheets and completed program registration forms will collect participation data for focus groups and basic needs kits.
- 2) Focus group opportunities offer space for qualitative assessment of knowledge and depth of understanding shared by participants.
- 3) Post event surveys with participant self-assessments of the quality of services delivered.
- 4) Suggestion forms delivered after the programming requesting feedback on facilitation, timing, and future topics to be covered.

Program review, redesign, and outreach following each community development program will be based on the data collected from participants and KEY Project community members. The community impact will be available for showcase in the KEY Project annual reporting for participant viewing.

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

Our proposed performance measures are used to track the effectiveness of our program by aligning our outputs to our goals and objectives. There are detailed outcomes for both direct services and support materials. The outputs show the efforts provided by the KEY Project Community Development staff. Outcomes are the desired result following the completion of the programming.

Outputs	
Total number residents received supplies from the emergency patry	200

Total number of hosted focus groups	4
Total number of hosted drug take back days	1
Total number of Informational Products in Media Campaign	12
Total number of family handbook copies distributed	100
Outcomes	
Total number of individuals with increased hygiene health	100
Total number of families supported through social access to drug use/misuse	100
Total number subpopulations represented in the development of support materials	5
Total number of postal codes that have gained access to drug surrender centers	4

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
\$50,000	\$50,000	\$50,000	\$50,000	\$200,000

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

Not Applicable.

4. The applicant shall provide a listing of all state and federal tax credits it has been granted within the prior three years. Additionally, the applicant shall provide a listing of all state and federal tax credits they have applied for or anticipate applying for pertaining to any capital project, if applicable.
 1. State of Hawai'i: Grant-in-Aid Capital Improvement Grant
Awarded: FY2023 Amount: \$175,000 Project: Facilities Roof Replacement
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.
 1. 2022
 - a. State of Hawai'i: Grant-in-Aid Program Grant
Amount: \$200,000 Program: Ho'opilina Youth Program
 - b. City and County of Honolulu: Grant-in-Aid Program Grant
Amount: \$200,000 Program: Na Pua O Ko'olau Kūpuna Program
 2. 2023
 - a. State of Hawai'i: Grant-in-Aid Program Grant
Amount: \$150,000 Program: Ho'opilina Youth Program
 - b. City and County of Honolulu: Grant-in-Aid Program Grant
Amount: \$200,000 Program: Na Pua O Ko'olau Kūpuna Program
 3. 2024
 - a. (PENDING) City and County of Honolulu: Grant-in-Aid Program Grant
Amount: \$200,000 Program: Na Pua O Ko'olau Kūpuna Program
6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2023.

Unrestricted Net Assets as of January 1st, 2024 is \$1,228,937.68.

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.

Community members in the service area view KEY Project's community center as "kīpuka" or safe haven. The foundation of KEY project was centered in the provision of a space to invite the (at risk) youth of Kahalu'u into where they could grow from the abundance of mentors and activities focus on the prevention of adverse childhood experiences. Over 55 years later, KEY still hosts 'ohana of all ages with a goal of creating connections and deepening roots for a stronger and healthier community.

KEY Project maintains a highly-skilled and competent staff to facilitate and coordinate the proposed social services. The program team is rich with relevant experience relating to this request. In addition, our community center is currently equipped to execute this program.

Demonstrated organizational capacity includes our previous community development and social service programs. In 2021, KEY Project was selected to host community navigators for the State of Hawai'i Rent and Utility Relief Program under the National Emergency Rental Assistance funding. Our organization was a top performing site within the state, by reaching 500% of the intended program enrollment goal, and set a precedent on how to utilize community based organizations to increase the reach and success of federal and state level social service funding and programs. Because of our performance on the Rent and Utility Relief Program and creation of the community development arm of programming, KEY Project has become a true resilience hub.

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.

KEY Project is a large ADA compliant multi-purpose community center hosting a variety of facilities designed by the Kahalu'u community in the 1960's. The diversity of spaces allow for extreme flexibility in activities to ensure a quality youth experience and the programmatic outcomes. KEY Project hosts both to on-site and in-person programming for 2024 to allow for continued physical, social, and emotional outlets for youth and 'ohana.

These facilities currently include:

1. A certified commercial kitchen (460 sq ft) utilized for distribution of food for programming, and the creation of value added products. This kitchen is also available for community member use;
2. A large pavilion (stated capacity of 250) which is connected to the kitchen and outfitted with audio-visual capacity and room enough for community/'ohana events, conferences and public meetings, area church and club use, early childhood programming and community hō'ike events serving as authentic assessments of youth learning and development.

3. Well-equipped meeting rooms with ranging maximum capacity to accommodate all group sizes.
4. Classrooms with excellent IT capacity in a connected two-story structure (with elevator). These classrooms have been used for cooking demonstrations, rainy-day activities, and community discussions.
5. An Administrative Building at the center of the complex where agency staff work and walk-in services are provided for all ages;
6. An open portico and large private parking area, connected to additional parking in nearby Kahalu'u Regional Park below and surrounding the multi-purpose center
7. An area mauka of KEY, belonging to the City, has also been cleared, maintained and utilized on site as a māla or farm/garden by the Ho'opilina Youth Program, *kupuna* (seniors) and volunteers - with a small nursery for plant propagation, aquaponics and other learning options.
8. **The entire facility is connected to surrounding park lands and is ADA accessible and occupies a footprint of 10,740 sq ft.** Our connection to surrounding parklands is "seamless". The entire site is mauka of the floodplain and Special Management Area. Situated as we are, within the Kāne'ohē Bay area, KEY's site is well-protected with respect to *tsunamis*.
9. External assets of our facility includes the Kahalu'u Fire Station is located a few hundred yards mauka, on widened Waihe'e Road, just above Kahalu'u Elementary School, ensuring rapid "first response" during emergencies.
10. A certified AED located in our administrative facilities.

ACCESS TO OTHER SITES/FACILITIES: In addition to the strategically located multi-purpose community center on Waihe'e Road, KEY has excellent access to various nearby outdoor learning sites through relationships with fellow organizations/entities and/or more formal agreements that have evolved over our 55 years of service in this community. Example partner environmental organizations with an educational focus within a 30 minute drive of our facilities include Waihe'e Farm, Paepae o He'eia, Papahana Kuaola, Windward Community College, Ho'omaika'i Hālau, Kauluakalana, Kualoa Ranch, and more. KEY Project has long standing relationships and trust in the cultural significance and educational rigor of these teaching partners.

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.

The direct program staff will include the Community Development Coordinator of Social Services and the Programs Assistant. The Executive Director, Executive Administrator and the Impact + Grants Coordinator will be overseeing the administrative management of the program budget and reporting requirements. Both the executive staff and program staff hold skills that strongly complement the objectives of this proposal through basic needs coordination and social service providers.

Executive Director: Rainbow Uli'i- graduated from the University of Hawai'i at West O'ahu with two Bachelor's Degrees in Social Science with a concentration in Political Science and Applied Science with a concentration in Sustainable Community Food Systems. In May 2022, Rainbow also received her Master's Degree in Urban and Regional Planning from UH Mānoa. She has previously worked as a Hawaiian Studies teacher at Sunset Beach Elementary School, and taught 'āina-based education with Kōkua Hawai'i Foundation at elementary schools across the Windward side of O'ahu. More recently, Rainbow served as the University of Hawai'i System Student Basic Needs Coordinator where she helped connect college students to resources and services that would allow them to meet their basic needs. She has been Executive Director since December of 2022.

Executive Administrator: Kehaulani Volhein- Graduated with a BA in Business Administration from Chaminade University in 1999. Previous positions include expertise in high level customer service, hospitality, human resources, event coordination, administrative and operational management. She also serves as Co-President the Board of Directors for nonprofit Dancers Unlimited. Her current role at KEY includes overseeing day to day operations, programs, and facilities, while also managing fiscal and human resources responsibilities.

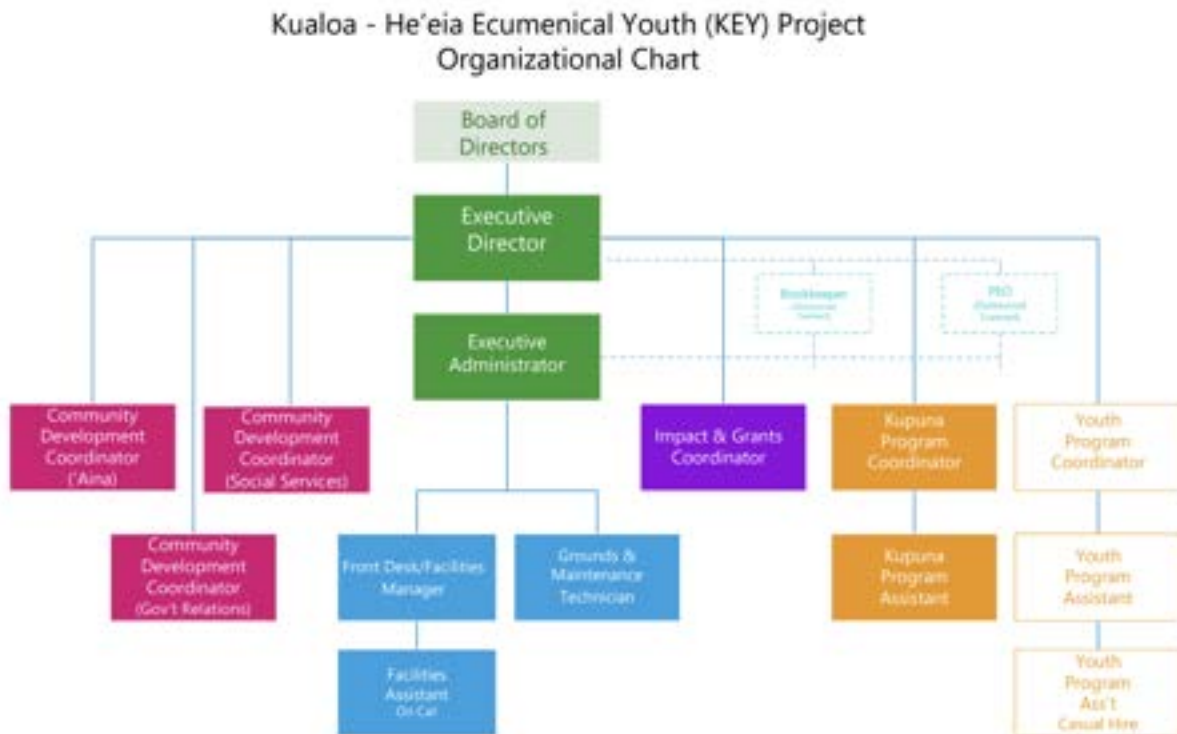
Impact and Grants Coordinator: Allison Skilbred- Graduated from University of Southern California with a Master in Social Work in 2020. She manages grant contracting, reporting, and budgeting to maintain checks and balances and accountability for program and organizational staff. Previous positions include Administrator and Community Social Worker.

Community Development Coordinator: Desiree Martinez- Graduated from New Mexico Highlands University in 2015 with a Master in Social Work. She currently works to assess community needs and facilitate partnerships and program development within KEY Project to address those needs. Her previous experience that benefits the proposed program includes Program Leader for the National Kidney Foundation of Hawai'i and Principle Direction for the Department of Health Prescription Drug Overdose Prevention. Desiree holds certifications as a Prevention Specialist and Mental Health Specialist.

Programs Assistant: Vacant- The Programs Assistant will seek to support daily support service operations. Additional duties will include assisting with the communication between resource partners, program marketing, presence at outreach events, and supporting focus group facilitation.

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.



As of 8/28/2023

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: \$82,400
 Executive Administrator: \$72,100
 Impact and Grants Coordinator: \$63,654

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.

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 nonsectarian 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

KEY Project is a civic resource for the Windward O'ahu region. With the goal of creating sustainable services to our community, the proposed deliverables of this project are intended to build the collaboration between programs, organizations, schools/educational institutions, care facilities in our region that aim to support the residents as a network. The community care coordination will seek to streamline access to resources by featuring providers throughout the program year, with an increase of dependable social services. An additional benefit of sustaining services for vulnerable populations is the concept of receiving support within their own neighborhood. Individuals will feel supported in their community if programs, like this one, are consistently available and decrease the need for traveling far to receive services.

- (b) Not received by the applicant thereafter.

To ensure that our social service offerings continue despite financial support from the State Grant-in-Aid, KEY Project will continue to strengthen our financial infrastructure. Our financial stability calls for a skilled staff, a shift in program delivery, and a more diversified revenue stream. Maximizing facility use and securing long-term facility users who act as anchor partners has proven to be a sustainable source of income. Several

partnerships and long-term users, like the Hālau Na Ki'uwailehua and Shotokan Karate, offer KEY the ability to maximize use of its space while providing social, cultural, and spiritual benefits to KEY's service area. The number of facility users has increased significantly over the course of the past year and we expect that we will continue to see an increase in use and therefore an increase in annual earned income.

The recent addition of a Community Development Coordinator to the KEY staff has helped foster strong partnerships to both increase facilities use and best gather resources to support KEY programs. Finally, KEY is re-establishing itself as a true community center that facilitates programs and services in lieu of creating and maintaining all of its own programs and overhead costs associated with those programs. Our facility is our biggest asset and we continue to generate creative ways of utilizing our space.

The plan above is currently in implementation with the existing capacity and resources of the organization. Some of those resources include a diverse Board of Directors that is composed of community members and business leaders that are able to provide direction and offer expertise in their respective ways. Under the leadership of KEY's Executive Director, the organization is continuing to make progress in the plan, diversifying revenue streams and focusing the programming to just a few anchor programs aligned with the mission. Additionally, the facility use income is significant in supporting operational costs that cannot be allocated to grant funding.

Lastly, KEY boasts a strong base of community supporters. As a grassroots organization, the greatest strength of KEY are the residents in the very community that it serves. KEY is grateful for the past 55 years of support through community volunteers, continued business through community events that drive revenue, and donations of all types.

**DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS PURSUANT TO
CHAPTER 42F, HAWAII 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, Hawaii Revised Statutes:
 - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant is awarded;
 - b) Complies with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
 - c) Agrees not to use state funds for entertainment or lobbying activities; and
 - d) Allows the state agency to which funds for the grant were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and ensuring the proper expenditure of the grant.
- 2) If the applicant is an organization, the applicant meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is incorporated under the laws of the State; and
 - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant is awarded shall be conducted or provided; and
- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
 - b) Has a governing board whose members have no material conflict of interest and serve without compensation.
- 4) The use of grant-in-aid funding complies with all provisions of the Constitution of the State of Hawaii (for example, pursuant to Article X, section 1, of the Constitution, the State cannot provide "... public funds ... for the support or benefit of any sectarian or nonsectarian private educational institution...").

Pursuant to Section 42F-103, Hawaii Revised Statutes, for grants used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant was awarded and disposes of the land in fee simple or by lease, the organization shall negotiate with the expending agency for a lump sum or installment repayment to the State of the amount of the grant used for the acquisition of the land.

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

Kualoa-He'eia Ecumenical Youth Project

(Typed Name of Individual or Organization)



(Signature)

1/19/24

(Date)

Rainbow Uli'i

Executive Director

(Typed Name)

(Title)

Rev 8/30/23

5Application for Grants

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2024 to June 30, 2025

Applicant: _Kualoa-He'eia Ecumenical Youth Project_____

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	108,050			
2. Payroll Taxes & Assessments	11,075			
3. Fringe Benefits	19,298			
TOTAL PERSONNEL COST	138,423	0	0	0
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training	5,000			
6. Supplies	47,097			
7. Telecommunication	480			
8. Utilities	9,000			
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TOTAL OTHER CURRENT EXPENSES	61,577			
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	200,000	0	0	0
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	200,000	Name (Please type or print) _____ Phone _____		
(b) Total Federal Funds Requested	0	Signature of Authorized Official _____ Date _____		
(c) Total County Funds Requested	0	Name and Title (Please type or print) _____		
(d) Total Private/Other Funds Requested	0			
TOTAL BUDGET	200,000			

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

Applicant: ___Kualoa-He'eia Ecumenical Youth Project_____

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Community Development Coordinator	1	\$60,000.00	100.00%	\$ 60,000.00
Programs Assistant	0.5	\$23,000.00	100.00%	\$ 23,000.00
Executive Administrator	1	\$73,000.00	10.00%	\$ 7,300.00
Impact + Grants Coordinator	1	\$63,000.00	15.00%	\$ 9,450.00
Exectuvite Director	1	\$83,000.00	10.00%	\$ 8,300.00
				\$ -
				\$ -
				\$ -
				\$ -
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				\$ -
TOTAL:				108,050.00
JUSTIFICATION/COMMENTS:				

Applicant: Kualoa-He'eia Ecumenical Youth Project

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

JUSTIFICATION/COMMENTS: Not Applicable.

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

JUSTIFICATION/COMMENTS: Not Applicable

Applicant: _Kualoa-He'eia Ecumenical Youth Prc

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						
TOTAL:						
JUSTIFICATION/COMMENTS: Not Applicable.						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: _Kualoa-He'eia Ecumenical Youth Project_____

Contracts Total: 400,000

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	Na Pua O Ko'olau Kūpuna Program	11/1/23-10/31/24	Department of Community Services	Honolulu County	200,000
2	Ho'opiiina Youth Program	5/1/23-4/30/24	Office of Community Services	State of Hawai'i	200,000
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