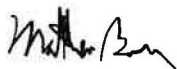


Application Submittal Checklist

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



Matthew Bauer, COO

01 / 15 / 2024

AUTHORIZED SIGNATURE

PRINT NAME AND TITLE

DATE



Department of Commerce and Consumer Affairs

CERTIFICATE OF GOOD STANDING

I, the undersigned Director of Commerce and Consumer Affairs of the State of Hawaii, do hereby certify that

KUPU

was incorporated under the laws of Hawaii on 01/26/2007 ; that it is an existing nonprofit corporation; and that, as far as the records of this Department reveal, has complied with all of the provisions of the Hawaii Nonprofit Corporations Act, regulating domestic nonprofit corporations.



IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Department of Commerce and Consumer Affairs, at Honolulu, Hawaii.

Dated: January 04, 2024

Director of Commerce and Consumer Affairs

**DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS PURSUANT TO
CHAPTER 42F, HAWAII REVISIED STATUTES**

The undersigned authorized representative of the applicant certifies the following:

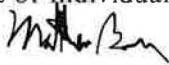
- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawai'i Revised Statutes:
 - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide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

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

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

Kupu

(Typed Name of Individual or Organization)



01 / 15 / 2024

(Signature)

(Date)

Matthew Bauer

Chief Operating Officer

(Typed Name)

(Title)

Rev 8/30/23

5

Application for Grants



House of Representatives Committee on Finance
State Capitol
415 S. Beretania Street Rm. 306
Honolulu, HI 96813

Senate Committee on Ways and Means
State Capitol
415 S. Beretania Street, Rm. 208
Honolulu, HI 96813

RE: Verification of proposal purpose alignment with Section 42F-103, Hawaii Revised Statutes.

Please accept this document as Kupu's verification that this proposal is in fact for the purpose of the public benefit. The educational and workforce development services are provided at no cost to Kupu's program participants.

Mahalo,

Matthew Bauer,
Chief Operations Officer

Kupu

677 Ala Moana Blvd. Suite 1200

Honolulu, HI 96813

(808) 735-1221

info@kupuhawaii.org

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

See attached.

2. Declaration Statement

Statement affirming its compliance with Section 42F-103, Hawaii Revised Statutes is attached.

3. Public Purpose

A statement that the grant will be used for a public purpose pursuant to Section 42F-102, Hawaii Revised Statutes is attached.

II. Background and Summary

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

Kupu, established in 2007, is an organization that offers opportunities for experiential education and job training aimed at assisting under-resourced young adults to achieve success and become lifelong contributors to their communities. The mission of Kupu is to empower young individuals in service to their communities' using opportunities that foster character-building, service-learning, and environmental stewardship. These opportunities are designed to promote integrity in their relationship with Akua (God), themselves, and others.

Kupu through its Community Program has recognized the value of creating a "third place" for its participants. These participants need a gathering place to learn and skill-up away from the pressures of home or school and Kupu's Ho'okupu Center is the sea of tranquility in the tumult of their lives. There they have an opportunity to grow as young adults through life skills training, green job opportunities and mentorship. Each young person can obtain a Certificate of High School Equivalency or High School Diploma and eligibility for on-the-job training in their chosen career.

2. The goals and objectives related to the request;

Goal 1: To Support State of Hawaii Department of Education (HIDOE) at-risk students of dropping out of high school or not graduating on time.

- **Objective 1.1:** By the end of the grant period 45 youth will participate in the Ho'okupu Center's educational pathway.
- **Objective 1.2:** By the end of the grant period 25 youth will complete the conservation service-learning program component.

• **Goal 2: To Prepare participants for entry into Hawai'i's higher education or workforce system**

- **Objective 2.1:** By the end of the grant period 30 youth will secure paid work opportunities either within or outside of Kupu.
- **Objective 2.2:** By the end of the grant period 45 personal and professional development workshops will be offered to the youth.

3. The public purpose and need to be served;

The UN Convention on the Rights of the Child emphasizes the right to an education that fully develops every child's potential. However, with an estimated 2 million American high school students dropping out annually according to the National Center of Education Statistics, a substantial number of whom are youth of color, this right is not being universally upheld. The implications of this high dropout rate are far-reaching, affecting not only the economic, social, and personal well-being of the individuals involved, but also the nation's long-term economic outlook. As education is a major tool for empowerment and increasing the well-being of all citizens, it is crucial that students at risk of dropping have the opportunity become knowledgeable, responsible, socially skilled, healthy, caring, and contributing citizens. Failure to do so risks perpetuating poverty and diminishing the competitiveness of the American labor force on a global scale. Hawaii is not exempt from these trends.

In the 2022-23 academic year, Hawai'i's public-school students slightly improved their math skills while reading scores remained stagnant. This highlights a significant concern that many students are experiencing academic decline and require additional support beyond the traditional teaching structure (Civil Beat 2023). However, it is understood that this is not a comprehensive solution for the estimated 26% (3,000) of seniors who are off-track to graduate (HIDOE, 2021). As stated by a HIDOE teacher from Nanakuli High & Intermediate in 2021, "If the issue is attendance, tutoring is not the solution, because you're asking the kids who don't show up to show up more."

According to the HIDOE Strive HI Report, during the 2022-2023 school year at McKinley High, 26% of students did not graduate on time and 31% missed 15 or more days of school. At Farrington High, 28% of students did not graduate on time and an alarming 32% missed 15 or more days of school, 10% higher than

the average for the complex. In that same school year, 41% of students statewide reported a negative school climate as measured by the Panorama Student Survey. At individual school levels, Farrington and McKinley either matched or exceeded the statewide rate of students reporting a negative school climate. The target population faces serious issues of equity over their lifetime if they do not achieve a high school degree. Statistically, the population is more likely to live in poverty, have poorer access to medical care and lower life expectancies.

In early 2021, Kupu met with HIDOE staff at both school and system levels. Recognizing Kupu's decade-long work in providing alternative education pathways for students from low to moderate income backgrounds, discussions focused on expanding the partnership to better serve unengaged HIDOE students through the establishment of a HIDOE Alternative Learning Center (ALC) at the Ho'okupu Center. At the start of the 2022-2023 HIDOE school year, Kupu and HIDOE launched the only off-site ALC in the Honolulu school district. Now offering both GED and traditional high school diploma pathways, Kupu's services target students with the greatest needs. The target school complex areas each have over 50% of their students receiving free and/or reduced lunch. Most students served at the Ho'okupu Center are second or third-generation residents of public housing and represent some of Hawai'i's most vulnerable minorities: Micronesian, Native Hawaiian, and Pacific Islanders. While the Ho'okupu Center serves students from all income backgrounds, those who are not on track to graduate are often those unable to access resources that support their success. Out-of-school tutoring, positive peer mentorship, one-on-one counseling, community service opportunities, steady and healthy meals are just some of the services struggling students lack but are provided daily by Kupu.

4. Describe the target population to be served; and

The target population of this project are "opportunity youth", young adults ages 16-24, who according to the American Youth Policy Forum (AYPF) more likely to have disabilities, experience houselessness, or are involved with the juvenile justice or child welfare systems. These youth are at elevated risk of dropping out. Their disconnection results in lower incomes, higher unemployment rates, and negative physical and mental health outcomes. The AYPF reports that this population of youth costs taxpayers approximately \$93 billion (about \$290 per person in the US) annually and \$1.6 trillion over their lifetimes in lost revenue and increased social services, a burden from which Hawai'i is not exempt.

The most recently published report on juvenile delinquency trends in Hawai'i indicates that there were 1,606 juvenile arrests in 2020 in the County of Honolulu (Honolulu Police Department, 2020). Judges often face a difficult choice between probation and incarceration for adolescents with moderately serious offending histories who do not pose an immediate or significant threat to public safety. To address this issue, courts and correction systems should invest in and expand

access to high-quality alternatives to incarceration such as rigorous career preparation, vocational programs, and intensive youth advocate and mentoring programs (The Annie E. Casey Foundation, 2011).

According to HIDOE, the school system saw a significant increase in students missing 15 or more days of school from 18% in the 2021 school year to 37% (63,492 students) in 2022. Additionally, only 59% of high school students reported feeling positively about their school. The proposed project aims to support students who have dropped out of school and those considering dropping out. If successful, the services of the Ho'okupu Center would counteract the above statistics by providing opportunity youth with access to and mobility within Hawai'i's workforce. In a report on education and lifetime earnings by Georgetown University's Center on Education and the Workforce, programs like Kupu have increased the potential earnings of young adults by over \$40 million to date, thereby reducing the taxpayer burden described above.

5. Describe the geographic coverage.

This program's geographic area includes the whole of the Island of Oahu, and Kupu has had participants join from its entirety enrolled. However, because of the center's location in the urban core of Honolulu, students of the two area complexes of Kaimuki-McKinley-Roosevelt and Farrington-Kaiser-Kalani represent Kupu's primary service populations and geographic coverage.

III. Service Summary and Outcomes

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

This project will combine resources from both Kupu and the State of Hawai'i's Department of Education (HIDOE). This will facilitate the goals of:

- Preventing students from dropping out
- Supporting graduation with a high school diploma or equivalent
- Preparation for entry into Hawai'i's Higher education or workforce system

Kupu's Scope of Work supported by proposed State Grants-in-Aid Funding includes the following:

- Kupu will provide HIDOE students and teachers with the use of the Harry and Jeanette Ho'okupu center for educational purposes.
- Kupu will provide maintenance of the facilities used as part of the partnership with HIDOE. This will ensure that standards needed for a safe learning environment exist for participants.
- Kupu will provide daily breakfast and lunch at no charge to the participants.

- As part of the program participants will be offered paid work positions in Kupu's social enterprises.
- Kupu will provide hands-on conservation service-learning experiences.
- Kupu will provide transportation for students to participate in work and learning opportunities.
- Kupu will include specific curriculum integrated with the paid service-learning opportunities to reinforce and upskill participants.
- Lead or facilitate workshops for the personal and professional development of participants.
- Case management
- Facilitate preparation for work certifications.
- Kupu will provide adult mentorship for students.
- Collaborate with HIDOE staff to enroll students with the Ho'okupu Center services.
- Kupu will provide professional and personal development for participating HIDOE staff.
- The provision of daily on-site management of services for HIDOE educational services and activities.
- Kupu will collaborate with HIDOE on program evaluation.
- Fundraise to supplement GIA resources allocated to the project.

Long Term Service (3 Months to 1 Year)

Participants engage in up to six weeks of cultural activities under the conservation component of the program, which might include outplanting native species, farming taro fields and restoring traditional fishponds. Next, participants engage in the high school education pathway, offered in partnership by Kupu and HIDOE and paid work opportunities in Kupu's culinary social enterprise, or a part-time paid opportunity outside of Kupu. These services will be offered for up to one year. Kupu staff will work with participants individually in the creation of a transition plan. This will support their exit of the program and entry into the workforce or higher education as high school graduates.

Short Term Service (2 Months or Less)

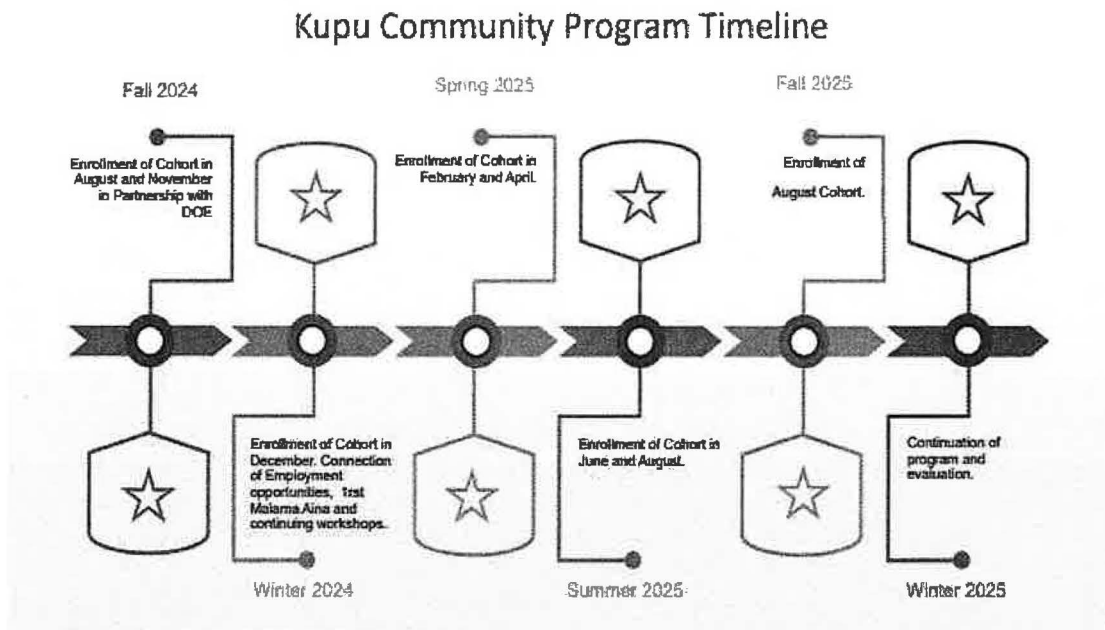
For youth who are not ready to commit to a long-term program and need more immediate support, Kupu staff will offer the following short-term services with the goal of enrolling them into long term service and/or setting them on a path of greater personal and economic stability.

Resources and services may include:

- Service Referrals
- Counseling
- Positive Peer to Peer Engagement and Support
- Tutoring
- Employment Readiness Support
- Healing through Malama Aina (Conservation) Service

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

The proposed timeline for achieving the desired outcomes, using the calendar year as a reference, is as follows:



- **Ho'okupu Center Operations:** The Ho'okupu Center services, which have been operational for a decade, operate year-round. At the start of the Grants-In-Aid contract, the program will already be in full operation, eliminating the need for a startup period.
- **Service Reception:** To achieve the outcome of "45 youth receiving services at the Ho'okupu Center," Kupu will offer both long and short-term services for unengaged youth in need of support. For the long-term service, Kupu will either have youth continuing their service from the previous year or enroll new youth into the long-term option. The enrollment dates will be in November 2024, April 2025, and August 2025 with Kupu expecting to report seven youth participating in the program at both times.
- **Education Pathway:** To achieve the outcome of "45 youth participating in the Ho'okupu Center education pathway," the State of Hawai'i Department of

Education (HIDOE) will partner with Kupu to identify and enroll five youth in the Ho’okupu Center classroom in August 2024, and the remaining youth enrolled in GED classes in November 2024, April 2025, and August 2025. Each month Kupu anticipates enrolling 5 students.

- **Employment Opportunities:** To achieve the outcome of “30 youth having paid work opportunities within or outside of Kupu,” Kupu will have hired youth internally or connected them with an external job opportunity by December 2024, and March, and December 2025.
- **Workshops:** To achieve the outcome of offering “45 personal and professional development workshops to youth,” Kupu staff will conduct three to four workshops per month. This schedule will result in the desired outcome of 45 workshops.
- **Malama Aina (Conservation):** To achieve this outcome of having 25 members complete the Malama Aina phase of the program, Kupu staff will start each cohort of new members in November 2024, April 2025, August 2025, and November 2025 with six weeks of hands-on conservation work

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

Key Performance Indicators (KPI’s) are informed by the Urban Institute’s Mobility Metrics Framework. The KPI’s monitored and evaluated are High-Quality Education, Opportunity Rich and Inclusive Neighborhoods, and Rewarding Work Results. This evaluation plan will support the shaping of a more effective service model as well as increase Kupu and HIDOE’s confidence in replicating the model for other communities in Hawai’i. Adding to the effectiveness of the Center’s services, program alumni have regularly been included in recurring planning meetings. These alumni often hold leadership positions in other Kupu programs or have been promoted to a staff position. Taking advantage of their unique perspective, these alumni are given the authority to inform, shape and lead parts of the service delivery and its evaluation.

4. Below are the specific metrics to be tracked.

Learning Achievement

Metric	Tool
% of Students on Track to Graduate	HIDOE Verification

Engagement

Metric	Tool
# of members served	Member Enrollment Forms
# of program applications received	AC Forms (Salesforce)

Workforce Readiness

Metric	Tool
--------	------

# of workforce trainings provided	Program Calendar
% of members who attain jobs	Member Verified
% of members who apply for higher education	College Application Verification
# of members employed by Kupu	Kupu Timesheets

Lifetime Earning

Metric	Tool
Increase in member lifetime earning overall	Georgetown University Lifetime Earning Study

Belongingness

Metric	Tool
% of members who report improvement in sense of belonging	Inclusion of Other Survey Tool

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
Please see attached.
 - b. Personnel salaries and wages
Please see attached document.
 - c. Equipment and motor vehicles
Not Applicable.
 - d. Capital project details
Not Applicable
 - e. Government contracts, grants, and grants in aid
Please see 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
50,000	0	50,000	50,000	200,000

3. Kupu is seeking the following funding opportunities for fiscal year 2025:

- Kosasa Foundation

- Harry & Jeanette Weinberg Foundation
- Clarence T.C. Ching Foundation
- Consuelo Foundation
- Bank of Hawaii Foundation
- Sullivan Foundation
- Pam & Pierre Omidyar Foundation

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

Not Applicable.

5. The applicant shall provide a listing of all federal, state, and county government contracts, grants, and grants in aid it has been granted within the prior three years and will be receiving for fiscal year 2025 for program funding.

In the past three years Kupu received the following funding:

Federal:

Urban Forest Inventory and Agroforestry Project, USDA Department of Forestry. From 07/28/21 - 07/27/2026 in the amount of \$80,000.

County:

FY 22 Grants in Aid Conditional Award, City and County of Honolulu. From 1/1/2022-12/31/2023 in the amount of \$125,000.

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

As of December 31, 2023, Kupu's balance of unrestricted assets is 4.9 million dollars.

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.

Kupu's capacity to successfully achieve the proposed services is demonstrated by its organizational knowledge, staffing, fiscal resources, facilities, and other resources, stakeholders and relationships, and recognition it has received.

- **Organizational Knowledge:** For more than a decade, Kupu has been empowering under-resourced youth to land jobs and pursue higher education through service-learning, character-building, and hands-on environmental stewardship opportunities. To date, Kupu has served over 5,000 youth.
- **Staffing:** The organization has a regular staff of approximately 70 employees including a full accounting team of six, a Grants and Contracts Compliance Manager, and many other supporting positions that lend to the organization's ability to carry out the above plan.
- **Fiscal Resources:** Kupu demonstrated its financial stability and resource management skills by steadily increasing its annual budget each year. In 2023, it was announced that Kupu secured the second largest Urban and Community Forestry award in the nation from the US Department of Agriculture, totaling \$20 million over five years. This funding, along with other resources, allowed Kupu to continue operating its programs as normal, furthering its mission of empowering under-resourced youth through service-learning and environmental stewardship opportunities.
- **Facilities:** Kupu has the Ho'okupu Center, a facility in Kewalo basin that boasts classroom and large multipurpose spaces, offices, conference rooms, and a commercial kitchen. Kupu also has a vehicle fleet of six vans and trucks to provide transportation for participants.
- **Stakeholders and Relationships:** Kupu's successful programs have led to hundreds of internships and service-learning opportunities that blend vocational training and green leadership development to support over 150 partner sites across Hawai'i and the Pacific region.
- **Recognition:** Kupu programs continue to receive local and national recognition, including the following: The Corps Network National Corpsmember of the Year 2010, The AmeriCorps Service Commission Innovation in Civic Participation 2010, Audubon Society of Hawai'i Environmental Education Award 2010-11, American Reinvestment and Recovery Act, Project of the Year in 2011. The Business Leadership Hawai'i, Nonprofit Leadership Award Finalist 2013, Federally Accredited 21st Century Service and Conservation Corps 2013, USDA US Forest Service Regional Forester Award 2016, Kupu represents Hawai'i at the Inter-Tribal Youth Climate Leadership Congress 2017, The Corps Network Project of the Year – IUCN World Conservation Congress 2021, Better Business Bureau Torch Award, Charity Category - BBB 2021, Best Places to Work Award, Hawai'i Business Magazine.

2. Facilities

The Harry and Jeanette Weinberg Ho’okupu Center serves as a space to revitalize Hawai’i’s communities. This facility helps provide local youth with the opportunity to reach their full potential as the future leaders of Hawai’i. The facility supports Kupu’s programs by offering the place for several classes designed to offer transferable job skills. The programs focus on the conservation and culinary fields two of Hawai’i’s major economic drivers. Kupu has a 15-year lease with the City and County of Hawaii with an option to extend for another 15 years for the Ho’okupu Center.

Facilities in the Center include:

- **A Professional Level Commercial Kitchen**
- **Training Rooms**
- **Classrooms**
- **Meeting Spaces**

The center is a 2023 AIA Honolulu Design Awards winning facility. It incorporates several green/sustainable measures in its design and operation. It includes a **net-zero energy-rated photovoltaic system** that generates as much energy as it uses, contributing to energy conservation. An **Electric Vehicle (EV) charging station** promotes the use of electric vehicles, reducing carbon emissions. The center also emphasizes **farm-to-table preferred cuisine**, supporting local agriculture and reducing the carbon footprint associated with food transportation. The center incorporates **natural lighting systems**, reducing the need for artificial lighting and saving energy.

Additionally, the center is a gathering place for the broader community. It hosts events, exhibitions and educational workshops in conservation, sustainability, Hawaiian culture, and community service.

VI. Personnel: Project Organization and Staffing

1. Proposed Staffing, Staff Qualifications, Supervision and Training

Name	Position	Statement of Qualifications
Julianna Lehman	Program Manager	She holds a Master of Social Work (MSW) and a Bachelor of Science (B.S.) in Social Work with a minor in Psychology, both from Syracuse University. She has extensive work experience, including her current role as a Community Program Manager at Kupu, Ho’okupu Center in Honolulu, Hawai’i. Prior to this, she served as a Program Manager for the Hā Initiative: Creative STEM After-School

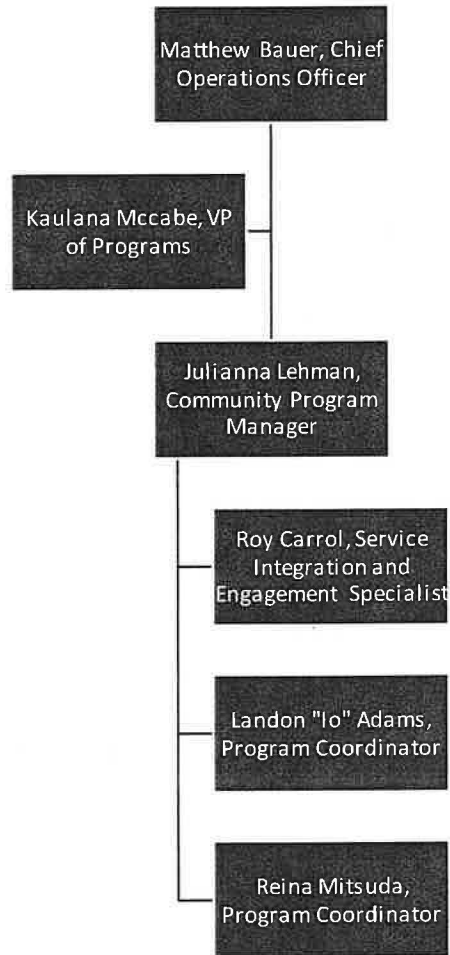
		<p>Program and as a Program Specialist for the Na Lima Hana Employment Core Services Program, both at the Honolulu Community Action Program. She also has experience as a Student Lead at Syracuse University in Event and Technical Services and Reservations and Building Operations. Her responsibilities have ranged from managing program activities and staff, developing curricula, organizing events, forming partnerships, and conducting job readiness training.</p>
Landon "lo" Adams	Malama Aina Program Coordinator	<p>Mr. Adams brings his expertise in conservation work from many years of working on natural resource sites along the Waianae Coast. As the lead for the Malama Aina, an initiative of Kupu, His experience working with youth in Waianae and his past five years working for Kupu's Community Program makes him the ideal program coordinator.</p>
Reina Mitsuda	Program Coordinator	<p>Ms. Mitsuda has undergraduate degrees in Environmental Science and Mathematics with an emphasis in physics and has multiple years of experience with Kupu starting as a member and most recently as the assistant manager of Kupu's Summer youth programs.</p>
Roy Carrol	Service Integration and Engagement Specialist	<p>Mr. Carrol has over 20 years of experience working with at-risk youth for Kupu and the Hawaii Youth Correctional Facility. He also is the Board President for the KEY Project a non profit with over 50 years of serving the Ko'olaupoko region of Oahu.</p>
Kaulana Mccabe	VP of Programs	<p>He oversees a team of program, facilities, and employment support staff. His responsibilities include managing program development, budgeting and fund development, and partnerships. Mr. McCabe holds a Master of Social Work degree from the University of Hawai'i at Manoa. He has directed student</p>

		support services at Windward Community College, including those for individuals facing barriers to higher education.
--	--	--

Kupu’s current staff members received training in implementing Trauma-Informed Care (TIC) practices into The Ho’okupu Center programming. TIC is a human-service delivery framework based on knowledge and understanding of how trauma affects a person. The framework helps address their service needs and usage. All staff have also completed “Building the Beloved Community” a seminar focused on self-awareness and care for at-risk populations. Managers participated in the Human Resource Corporation ALTRES’s Supervisor Training series.

2. Organization Chart

Kupu Community Program Organizational Chart



3. Compensation

Three Highest Paid Officers:

Chief Executive Officer - \$171,200

Chief Operating Officer - \$165,375

Chief Financial Officer - \$165,375

VII. Other

1. Litigation

Not Applicable.

2. Licensure or Accreditation

Kupu serves as an accredited National Service Corps by The Corp Network. This accreditation testifies to Kupu's high level meeting of accountability to funders and donors. The accreditation also proves Kupu's capacity to provide meaningful programming to Corps members and other Kupu Participants. While ensuring quality results for the community and project partners.

3. Private Educational Institutions

Not Applicable.

4. Future Sustainability Plan

Kupu's possesses a strategic plan for sustaining and expanding its activities beyond the grant period based on three existing revenue streams that can progressively cover project costs over time in addition to continuing to secure other grant funding:

- **Ho'okupu Center Usage Fees:** These fees contribute to the annual costs of the Ho'okupu Center programs.
- **Catering Revenue:** Income from catering services also helps cover a portion of the program costs.
- **Food Truck Revenue:** The earnings from the food truck business further support the financial needs of the programs.

These revenue streams reduce Kupu's reliance on grant funding each year, allowing the organization to expand as a social enterprise.

The revenue from all the business lines mentioned above primarily subsidizes the wages of both staff and members, as well as other common business expenses such as utilities, supplies, and vehicle maintenance. If successful, these business models will be able to scale in size to serve more young adults across the island of Oahu while keeping the reliance on grant funding at a minimum. This plan demonstrates Kupu's commitment to sustainability and growth beyond the grant period.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2024 to June 30, 2025

Applicant: _____ Kupu _____

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	83,340	8,482	101,720	0
2. Payroll Taxes & Assessments	12,751	1,298	21,870	0
3. Fringe Benefits	18,501	1,929	16,875	0
4. Member Living Allowances	0	560		
5. Member Fringe Benefits	0	469		
TOTAL PERSONNEL COST	114,593	12,738	140,465	
B. OTHER CURRENT EXPENSES				
6. Supplies	15,000	1,911		17,405
7. Travel	2,000	1,280		11,101
8. Contractors	0			7,425
9. Other (incl. training, recruiting, insurance, occupancy + utilities, HR/payroll fees, other unforeseen expenses)	35,074	936	2,035	107,867
10. Indirect	33,333	1,687	7,500	73,412
TOTAL OTHER CURRENT EXPENSES	85,407	5,814	9,535	199,805
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	200,000	18,552	150,000	199,805
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	200,000	Julianna Lehman 570-579-3895		
(b) Total Federal Funds Requested	18,552	Name (Please type or print) Phone		
(c) Total County Funds Requested	150,000	Julianna Lehman 01.15.2024		
(d) Total Private/Other Funds Requested	199,805	Signature of Authorized Official Date		
TOTAL BUDGET	568,357	Julianna Lehman <u>Program Manager</u> Name and Title (Please type or print)		

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: _____ Kupu (Community Program) _____

Contracts Total: 205,000

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	Kupu Urban Forest Inventory and Agroforestry Project (Grant)	07/28/21 - 07/27/2026	USDA, Forestry Service	U.S. / Federal	80,000
2	FY 22 Grants in Aid Conditional Award (Grant)	1/1/2022-12/31/2023	City and County of Honolulu	Honolulu	125,000
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					