

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

Type of Grant Request:

Operating Capital

Legal Name of Requesting Organization or Individual: Dba:

Council for Native Hawaiian Advancement

Amount of State Funds Requested: \$ 800,000

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

Amount of Other Funds Available:

State: \$ 0

Federal: \$ 0

County: \$ 0

Private/Other: \$ 0

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

\$ 375,145.00

Unrestricted Assets:

\$ \$26,822,457.00

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

Type of Business Entity:

- 501(C)(3) Non Profit Corporation
- Other Non Profit
- Other

Mailing Address:

91-1270 Kinoiki St, Bldg 1

City: State: Zip:

Kapolei HI 96707


Contact Person for Matters Involving this Application

Name:
Kūhiō Lewis

Title:
Chief Executive Officer

Email:
kuhio@hawaiiancouncil.org

Phone:
(808) 596-8155


Kuhio Lewis (Jan 17, 2025 15:54 HST)

Authorized Signature

Kūhiō Lewis

Name and Title

1/17/2025

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



AUTHORIZED SIGNATURE
[Kuhio Lewis \(Jan 17, 2025 15:54 HST\)](#)

Kūhiō Lewis, Chief Executive Officer

PRINT NAME AND TITLE

January 17, 2025

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: COUNCIL FOR NATIVE HAWAIIAN ADVANCEMENT

DBA/Trade Name: COUNCIL FOR NATIVE HAWAIIAN ADVANCEMENT

Issue Date: 12/06/2024

Status: **Compliant**

Hawaii Tax#: 20182400-01
New Hawaii Tax#: GE-0850493440-01
FEIN/SSN#: XX-XXX3383
UI#: XXXXXX1486
DCCA FILE#: 123336

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

**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, 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.

Council for Native Hawaiian Advancement

(Typed Name of Individual or Organization)


(Signature) Kūhiō Lewis (Jan 17, 2025 15:54 HST)

Kūhiō Lewis

(Typed Name)

1/17/2025

(Date)

Chief Executive Officer

(Title)

I. Certification

1. Hawaii Compliance Express Certificate

See attached.

2. Declaration Statement

See attached.

3. Public Purpose

Pursuant to Hawaii Revised Statutes Section 42F-102, the Council for Native Hawaiian Advancement requests program support for the public purpose of supporting workforce development programs that teach trade skills to low-to-moderate income individuals, fills gaps in crucial industry sectors, and enrich the local economy.

II. Background and Summary

1. Background

The Council for Native Hawaiian Advancement (CNHA) is a member-driven 501(c)(3) nonprofit organization dedicated to advancing the cultural, economic, political, and community development of Native Hawaiians. CNHA is a Native Community Development Financial Institution (CDFI), a HUD-Certified Housing Counseling Agency, and National Intermediary, fostering greater opportunities for economic growth and self-sufficiency through three primary divisions: Community Programs, Kāko'o Maui, and Kilohana, a tourism-focused initiative.

The Community Programs division partners with local communities to build essential skills and resources that enable individuals and families to thrive. One of its flagship initiatives, the Hawaiian Trades Academy (HTA), focuses on creating pathways to economic empowerment and uplifting the lāhui by equipping participants with the tools and training necessary to achieve financial resilience and success.

The HTA's hands-on training model delivers accelerated and comprehensive workforce development opportunities with wraparound services to provide financial, cultural, and career skills needed to work in Hawai'i. This approach prepares participants for real-world operations and creates a pipeline for students to quickly earn their certifications, secure higher-paying jobs, and support their families in the face of Hawai'i's high cost of living.

2. Goals and Objectives

CNHA's Hawaiian Trades Academy (HTA) addresses Hawai'i's evolving workforce needs through partnerships with industry experts and proactive community outreach. In response to identified gaps, HTA has developed two specialized workforce academy proposals aimed at strengthening the construction and engineering sectors by training Heavy Equipment Operators and Certified Geospatial Technicians.

The primary goals of these academies are to equip participants with industry-specific skills and certifications that secure employment, open pathways to higher-paying jobs, and foster long-term success within their chosen fields. HTA collaborates with industry professionals to design and deliver a comprehensive curriculum that aligns with current industry standards and workforce demands.

3. Public Purpose and Need

Hawai'i faces significant workforce gaps in critical industries such as construction and engineering. Training programs for Heavy Equipment Operators and Certified Geospatial Technicians directly respond to these shortages, ensuring a pipeline of skilled professionals to support the state's infrastructure and development needs. These training programs align with Hawai'i's long-term economic and development goals by addressing workforce needs while promoting community resilience and sustainability.

By providing community members with industry-specific certifications, the program opens pathways to higher-paying jobs and economic mobility, particularly for underserved and low-to-moderate-income populations. Equipping residents with high-demand skills fosters self-sufficiency, reduces reliance on external labor, and promotes the growth of local talent, strengthening the fabric of Hawai'i's communities.

4. Target Population

The target population for this initiative includes households with incomes at or below 150% of the federal poverty threshold and individuals residing primarily in rural areas on the islands of O'ahu and Maui. By focusing on these groups, our organization aims to create pathways to sustainable employment, empowering participants to establish a foundation for long-term success for themselves and their families. This approach addresses economic disparities and fosters economic growth in communities that exhibit the greatest need for support and opportunity.

5. Geographic Coverage.

CNHA currently operates in facilities on O'ahu and Maui and the proposed workforce programs will continue to reach out to these communities. HTA plans to lease a dedicated classroom space on O'ahu to administer the Geospatial Technician Certification Academy. For the Heavy Equipment Operator training, HTA plans to utilize a baseyard on Maui for hands-on training and lease a classroom space on Maui to complement the baseyard training.

III. Service Summary and Outcomes

1. Scope of Work, Tasks, and Responsibilities

For every Hawaiian Trades Academy (HTA) workforce program, CNHA staff and contractors develop a comprehensive pipeline. Program staff will oversee all program components, including:

- *Community Outreach and Recruitment:* In collaboration with partner organizations, program staff will conduct targeted outreach campaigns to identify and recruit eligible participants from underserved communities. Staff will assess applicants to ensure the relevant eligibility criteria are met. Outreach efforts will be promoted through social media, career opportunities, and local community events.
- *Curriculum Development:* Program staff will work alongside industry experts and instructors to design specialized training curriculum that aligns with industry standards and certification requirements for Heavy Equipment Operators and Certified Geospatial Technicians.
- *Program Implementation:* Instructors will deliver training programs through a combination of classroom instruction, hands-on practice, and fieldwork according to the developed curriculum. Program staff will maintain communication with academy students throughout the program to ensure proper access to the tools, materials, and technology needed for effective learning

- *Certification and Career Pathway Support:* Instructors and program staff will facilitate certification exams for all participants upon program completion. Program staff will then assist graduates in securing industry-related jobs through established partnerships with employers.
- *Program Evaluation:* Program staff will monitor and evaluate program effectiveness through participant feedback, certification rates, and employment outcomes. Staff will analyze data, compile reports, and assess success metrics to identify areas for improvement for future training initiatives.

HTA also integrates wraparound services to address participants' holistic needs, ensuring success in both professional and personal spheres:

- *Cultural Enrichment:* Participants gain knowledge and perspective on cultural values and practices essential to thriving in Hawai'i.
- *Financial Empowerment:* Classes equip participants with financial literacy skills to manage increased income effectively.
- *Job Readiness:* Services include resume development, interview preparation, and employment coaching.
- *Job Placement Assistance:* HTA's staff actively cultivate relationships with over 50 organizations, presenting employment opportunities to graduates and assisting them in securing positions aligned with their training.

2. Projected Annual Timeline

Over the grant period, HTA aims to serve a total of 100 participants in the Heavy Equipment Operator and Geospatial Technician Certification academies across Maui and O'ahu. The program's accelerated format allows participants to complete their training in a shorter time frame compared to traditional education models, enabling them to secure employment more quickly.

Month 1-2: Planning and Recruitment

- Finalize program structure, objectives, and schedules.
- Develop and distribute outreach materials to recruit participants.
- Partner with local organizations and community leaders for recruitment efforts.
- Screen applicants to ensure eligibility criteria are met.

Month 3-4: Curriculum Development and Preparation

- Collaborate with industry experts to design and finalize training curriculum for Heavy Equipment Operators and Certified Geospatial Technicians.
- Procure necessary equipment, tools, and materials for training sessions.
- Sub-contract instructors for facilitation of program classes.

Month 5-9: Training Program Implementation

- Deliver classroom instruction and hands-on field training to participants.
- Conduct regular progress assessments to ensure participants are meeting program milestones.
- Provide ongoing support, including mentorship and technical assistance.

Month 10: Certification and Job Placement Support

- Facilitate certification exams for program participants.
- Coordinate with employers and industry partners to identify job opportunities for graduates.
- Host job fairs or networking events to connect participants with potential employers.

Month 11: Program Evaluation and Feedback

- Gather feedback from participants, instructors, and industry partners on program outcomes.
- Analyze data on certification rates, employment placements, and participant satisfaction.

Month 12: Reporting and Continuous Improvement

- Compile and submit reports to stakeholders and funders detailing program achievements and lessons learned.
- Refine the program structure and curriculum based on evaluation findings to prepare for the next cycle.

3. Quality Assurance and Evaluation Plans

HTA implements a robust quality assurance and evaluation framework for each workforce development academy. This framework combines regular monitoring, thorough evaluations, and continuous improvement strategies to maximize program impact and align with community and workforce needs

Monitoring Strategies

CNHA will employ a range of monitoring tools and processes to oversee the effectiveness of the program:

- *Participant Progress Tracking:* A centralized database (Salesforce) will be used to monitor participant attendance, skill development, and training milestones. Regular progress assessments, including pre- and post-training evaluations, will measure learning outcomes and ensure participants are on track to achieve certification.
- *Instructor Performance:* Participant feedback on the quality of instruction and curriculum will be collected and reviewed. Periodic evaluations of instructor performance and teaching methods will ensure alignment with industry standards and program objectives.
- *Program Delivery:* Quality checks will be conducted during training sessions to verify consistency in curriculum delivery. Training materials and tools will be regularly reviewed to maintain their relevance and effectiveness.

Evaluation Framework

A comprehensive evaluation framework will measure program outcomes and impact:

- *Certification Rates:* The percentage of participants earning industry-recognized certifications will be tracked.
- *Employment Placement:* Job placement rates within six months of program completion will be measured, with a focus on industry-related roles.
- *Participant Feedback:* Surveys will provide insights into participant satisfaction and the perceived value of the program.
- *Community Impact:* The program's economic impact will be analyzed by tracking increases in household income, job stability, and other indicators of economic empowerment. HTA will also evaluate its contribution to addressing workforce shortages in the construction and engineering sectors.
- *Stakeholder Input:* Industry partners, employers, and community organizations will be engaged to provide feedback on program outcomes and the workforce readiness of graduates.

Continuous Improvement

To maintain and enhance program effectiveness, CNHA will prioritize ongoing evaluation and refinement:

- *Data Analysis and Reporting:* Evaluation data will be compiled into detailed reports to identify trends, successes, and areas for improvement. These findings will be shared with instructors, staff, and stakeholders to foster transparency and collaboration.
- *Program Refinement:* Curriculum and training methods will be updated based on participant feedback and industry developments. Strategies will be implemented to address challenges, such as improving recruitment efforts or expanding support services to better meet participant needs.

By combining these quality assurance measures with continuous improvement initiatives, the Hawaiian Trades Academy will ensure it delivers high-quality training, meaningful outcomes, and lasting economic benefits for participants and their communities.

4. Measures of Effectiveness

HTA has established a robust system to measure and report program effectiveness. These key performance indicators will be tracked and reported to the State agency overseeing the grant funds to demonstrate program outcomes:

Certification Completion Rate

HTA will track the percentage of participants who successfully complete the program and earn certifications as Heavy Equipment Operators or Certified Geospatial Technicians. The program aims for a completion rate of 80% or higher, reflecting the program's ability to equip participants with the necessary qualifications to enter the workforce.

Employment Placement Rate

A critical measure of success is the percentage of graduates who secure employment in industry-related roles within six months of program completion. HTA's target is to ensure that at least 70% of graduates find employment, showcasing the program's effectiveness in connecting participants with meaningful job opportunities.

Participant Feedback

Participant satisfaction is essential to maintaining program quality. Feedback will be gathered through post-program surveys, evaluating the quality of instruction, training materials, and the overall program experience. HTA aims for an average satisfaction rating of 4 or higher on a 5-point scale, underscoring the program's commitment to delivering a positive and impactful learning experience.

Economic Impact

The program's ultimate goal is to improve economic outcomes for participants. HTA will monitor household income changes through follow-up surveys, with a target of at least 60% of participants reporting increased income or enhanced job stability within 12 months of completing the program.

Curriculum Effectiveness

HTA will assess the curriculum's relevance and effectiveness in preparing participants for employment by gathering feedback from both participants and industry partners. The goal is to have at least 80% of employers rate graduates as "job-ready" based on the skills and certifications obtained during training.

Program Retention Rate

Retention is a key indicator of participant engagement and program effectiveness. HTA strives for an 80% retention rate, ensuring that the majority of enrolled participants remain actively engaged through to program completion.

By consistently monitoring these performance indicators, CNHA will maintain high standards for program delivery, measure its impact on participants and the broader community, and ensure accountability for the use of grant funds. These metrics also provide a framework for continuous improvement, enabling HTA to adapt to the evolving needs of Hawai'i's workforce and economy.

Updates to Effectiveness Measures

If the level of appropriation differs from the amount included in this application, the measures of effectiveness will be revised accordingly. Updated measures will be submitted to the expending agency to ensure that the program's objectives remain aligned with available funding and capacity.

IV. Financial

1. Budget Forms

See attached.

2. Anticipated Quarterly Funding Requests for FY 2026

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$350,000	\$150,000	\$150,000	\$150,000	\$800,000

3. Other Sources of Funding

Hawaiian Trades Academy does not currently have other sources of funding for FY 2026.

4. State and Federal Tax Credits

CNHA has not been granted any state or federal tax credits within the prior three years. CNHA has also not applied for or anticipate applying for any state or federal tax credits pertaining to any capital project.

5. Government Contracts and Grants

Over the prior three years, CNHA's Hawaiian Trades Academy has received the following government contracts and grants:

- Department of Labor – Employment & Training Administration
 - Award amount: \$1,200,000.00
 - Period: 02/01/2023 - 01/31/2025
- County of Maui (Grant No. G5869)
 - Award amount: \$75,232.00
 - Period: 01/01/2023 - 06/30/2024 (performance period extended)

CNHA's Hawaiian Trades Academy has not received any grants or contracts for FY 2026.

6. Balance of Unrestricted Current Assets

As of December 31, 2024, CNHA's unrestricted current assets is a balance of \$26,822,457.

V. Experience and Capability

1. Necessary Skills and Experience

The Council for Native Hawaiian Advancement's (CNHA) Hawaiian Trades Academy (HTA) has an extensive track record of administering federal, county, and private funds, directly supporting

workforce initiatives that have benefited over 1,000 households across O‘ahu, Maui, Kaua‘i, and Moloka‘i.

Since its inception in 2019, the Hawaiian Trades Academy has focused on providing workforce development opportunities for economically and socially disadvantaged communities. HTA offers accelerated programs that equip participants with certifications and skills, creating immediate pathways to employment. Prior academies have included:

- Police Exam Prep and Firefighter Exam Prep
- Solar Energy Installation and Carpentry
- Craftsmanship and CDL-A Licensing
- Safety certifications, including OSHA-10, OSHA-30, Hazmat Awareness, and HAZWOPER-40

These academies align with HTA’s mission to raise household incomes for Hawai‘i’s families while addressing critical industry workforce needs. By creating tangible solutions to Hawai‘i’s ongoing affordability crisis, HTA helps residents achieve financial stability, reducing the outmigration caused by the high cost of living.

HTA’s impact has been recognized through its receipt of over a dozen grants, reflecting its success in transforming Hawai‘i’s communities. Notable supporters include:

- Kamehameha Schools
- Hawai‘i Community Foundation (HCF)
- American Association of University Women (AAUW)
- Hawai‘i Pacific Foundation (HPF)
- Aloha United Way (AUW)
- Alaka‘ina Foundation

HTA has a history of partnering with community organizations and industry leaders to implement impactful programs. When engaging subcontractors, including instructors, CNHA establishes agreements with clear scopes of work. Regular programmatic and financial reporting, reviewed by CNHA’s program manager and fiscal department, ensures transparency and compliance. This comprehensive approach positions CNHA’s Hawaiian Trades Academy as a reliable and effective leader in workforce development, with a proven ability to deliver meaningful outcomes for Hawai‘i’s communities.

2. Facilities

The Hawaiian Trades Academy (HTA) has identified appropriate facilities to effectively deliver its Geospatial Technician Certification Academy and Heavy Equipment Operator training programs. These facilities are essential to meet the unique needs of each program and ensure participants receive comprehensive training that prepares them for employment.

Geospatial Technician Certification Academy – O‘ahu

HTA plans to lease a dedicated classroom space on O‘ahu to administer the Geospatial Technician Certification Academy. This facility will be equipped with the necessary technology and resources to support a computer-based curriculum. Given that most tasks performed by Geospatial Technicians are computer-centric, having a well-equipped classroom is critical for effective training. The classroom will serve as the primary space for delivering course content, hands-on technical exercises, and instructor-led activities designed to prepare participants for certification and employment in this field.

Heavy Equipment Operator Program – Maui

For the Heavy Equipment Operator training, HTA plans to utilize a baseyard on Maui for hands-on training. This facility provides an environment that closely replicates real-world job sites where heavy equipment operators are employed. The baseyard will allow participants to gain practical experience operating heavy equipment vehicles under the guidance of industry-experienced instructors. The hands-on training will include simulated work scenarios that mirror the operational challenges participants are likely to encounter on the job.

HTA also plans to lease a classroom space on Maui to complement the baseyard training. Classroom instruction will focus on essential theoretical components, including the mechanical aspects of heavy equipment, maintenance practices, and safety protocols. This integrated approach ensures participants gain both the technical knowledge and practical skills necessary to excel as heavy equipment operators.

By securing these facilities, HTA can create environments that fully support the instructional and operational requirements of its programs. These spaces are integral to delivering high-quality training and ensuring participants are well-prepared for employment in their chosen fields.

VI. Personnel: Project Organization and Staffing

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

The Hawaiian Trades Academy (HTA) will utilize a well-structured and experienced team of four core staff members and two sub-contracted instructors to ensure the successful implementation of the Heavy Equipment Operator and Geospatial Technician Certification academies on Maui and O'ahu. Nine administrative staff members will support the core staff team in program implementation. This staffing structure is designed to effectively manage, support, and maintain high-quality program standards.

Core Staff

Kaneheilua Lindsey, HTA Program Manager, has successfully overseen and implemented over 25 academies within the past two years. The Program Manager is responsible for the overall coordination, management, and execution of the program. Program Manager oversees Data Analyst & Outreach Specialists.

Manasseh Santos, Program Relations Manager, has successfully overseen and implemented over 20 academies within the past two years. The Program Relations Manager is responsible for conducting community outreach, assisting program graduates with employment pathways, and forming relations with companies in industries related to certifications offered through the program. The Program Relations Manager works in tandem with the Program Manager and oversees the Program Relations Specialist.

Kekuapono Kalua, Data Analyst Specialist, helps to track and evaluate program metrics, ensuring data-driven decision-making for continuous improvement.

The *Program Relations Specialist* will be responsible for maintaining relationships with industry partners and stakeholders to enhance job placement opportunities for program participants.

Administrative Support Staff

Kūhiō Lewis, Chief Executive Officer, provides strategic leadership and high-level oversight for all programs, including the Hawaiian Trades Academy (HTA). The CEO works closely with the COO to ensure alignment with organizational goals and to evaluate program outcomes. The CEO also serves as the primary representative of the organization, ensuring its mission and vision are upheld.

Daniel Kaniela Sharp, Chief Financial Officer, manages financial operations related to HTA, including budget planning, financial reporting, and fiscal oversight. The CFO works closely with the accounting team to ensure grant funds are used efficiently and appropriately while maintaining compliance with funding requirements.

Kau'ilani Arce, Chief Operating Officer, oversees Program Managers and ensures the program operates efficiently and effectively. The COO approves high-level decisions, provides strategic guidance, and acts as a liaison between program staff and the CEO.

Nicholas Carroll, Chief of Staff, supports executive leadership by streamlining organizational operations and assisting with cross-department coordination. The Chief of Staff ensures program objectives align with overall organizational priorities and serves as a resource for resolving internal challenges.

Kahealani Peleras, Compliance & Grants Management, ensures all program activities and financial expenditures comply with grant requirements and organizational policies. Grants Management is responsible for monitoring and reporting compliance metrics to funding agencies and supporting program staff in adhering to grant guidelines.

Samlynn Aea, Director of Human Resources, provides staffing support for HTA, ensuring that recruitment, onboarding, and staff development processes align with organizational policies.

Mallory Hee, General Counsel, supports the program by managing all legal matters, including reviewing and approving agreements and contracts related to leases, subcontracted instructors, and other critical program elements. General Counsel ensures compliance with all legal requirements and safeguards the program against potential legal challenges.

Hinaleimoana Wong-Kalu, Cultural Advisor, is responsible for leading Cultural Enrichment wraparound service classes for program participants. The Cultural Advisor integrates cultural knowledge and practices, fostering a deeper understanding and connection to the local heritage, which enhances the overall participant experience.

Leia Seguanica, Accountant, collaborates closely with program staff to monitor and manage the program's budget. This role ensures compliance with approved budget allocations, tracks expenditures, and provides ongoing financial oversight throughout the grant period.

Sub-Contracted Instructors

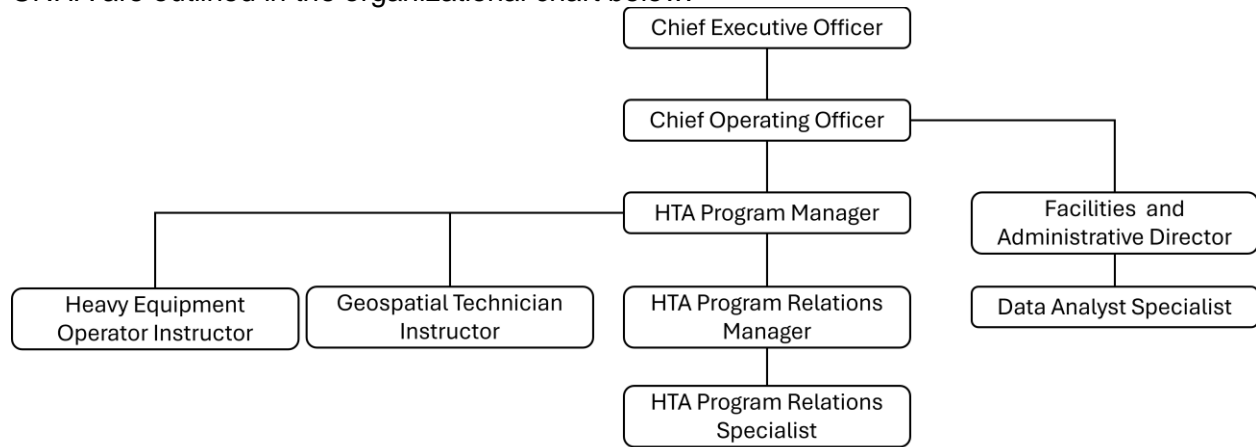
The *Geospatial Technician Instructor* will be a seasoned industry expert with decades of experience in the geospatial field who will develop and deliver technical training to ensure participants are equipped with the necessary skills and knowledge to excel.

The *Heavy Equipment Operator Instructor* will be an experienced heavy equipment operator from the construction industry and provide both hands-on training and real-world insights to prepare students for careers in this specialized field.

The HTA team's collective experience, coupled with its targeted training methods and robust outreach strategies, ensures that program participants receive the highest quality education and are well-prepared to enter their respective industries. This structure has been integral to the Academy's ongoing success and will continue to be a key factor in achieving the goals outlined in this grant proposal.

2. Organization Chart

The Hawaiian Trades Academy (HTA) operates with a well-defined staffing structure to ensure program efficiency and effectiveness. Each staff member has clearly delineated roles and responsibilities, ensuring alignment with program goals. The relevant positions to HTA within CNHA are outlined in the organizational chart below.



3. Compensation

CNHA's annual salary range for its highest paid officers is as follows:

- Chief Executive Officer: \$240,000 - \$260,000
- Chief Operating Officer: \$125,000 - \$150,000
- Chief Financial Officer: \$125,000 - \$150,000

VII. Other

1. Litigation

CNHA has been named as a third-party defendant in the foreclosure suit WELLS FARGO VS. SUZETTE MARIE ANGUAY, ET AL. This proceeding is not applicable to the work of CNHA's Hawaiian Trades Academy.

2. Licensure or Accreditation

Instructors and industry-relevant curriculum are always accredited with the proper certifications and licenses needed to teach workforce academies. Graduates also obtain the relevant certification or license upon completion of the program.

3. Private Educational Institutions

The grant will not be used to support or benefit a sectarian or nonsectarian private educational institution.


4. Future Sustainability Plan

If the grant of this application is received by CNHA for FY 2026 but not received thereafter, the Hawaiian Trades Academy will pursue other streams of funding for different workforce academies, such as creative technical arts or commercial driver's licenses. The HTA model can quickly adapt to best address the workforce needs of the community and can scale its services based on available resources.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2025 to June 30, 2026

Applicant: Council for Native Hawaiian Advancement Hawaiian Trades Academy

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	175,550			
2. Payroll Taxes & Assessments	13,430			
3. Fringe Benefits	48,013			
TOTAL PERSONNEL COST	236,993			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	7,007			
2. Insurance	10,000			
3. Lease/Rental of Equipment	100,000			
4. Lease/Rental of Space	60,000			
5. Staff Training	NA			
6. Supplies	6,000			
7. Telecommunication	NA			
8. Utilities	NA			
9. Contractors	240,000			
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	423,007			
C. EQUIPMENT PURCHASES	140,000			
D. MOTOR VEHICLE PURCHASES	0			
E. CAPITAL	0			
TOTAL (A+B+C+D+E)	800,000			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	800,000	Manasseh Santos 808-596-8155		
(b) Total Federal Funds Requested		Name (Please type or print) Phone		
(c) Total County Funds Requested		 <small>Kūhiō Lewis (Jan 17, 2025 15:54 HST)</small>		
(d) Total Private/Other Funds Requested		Signature of Authorized Official Date		
TOTAL BUDGET	800,000	Kūhiō Lewis Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2025 to June 30, 2026

Applicant: Council for Native Hawaiian Advancement

Hawaiian Trades Academy

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Program Manager		\$75,000.00	75.00%	\$ 56,250.00
Program Relations Manager		\$75,000.00	75.00%	\$ 56,250.00
Program Relations Specialist		\$55,000.00	50.00%	\$ 27,500.00
Data Analyst Specialist		\$55,000.00	20.00%	\$ 11,000.00
Heavy Equipment Operator Instructor		\$120,000.00	100.00%	\$ 120,000.00
Geospatial Instructor		\$120,000.00	100.00%	\$ 120,000.00
Accountant		\$50,000.00	5.00%	\$ 2,500.00
Cultural Advisor		\$100,000.00	2.00%	\$ 2,000.00
General Counsel		\$125,000.00	1.00%	\$ 1,250.00
Chief Financial Officer		\$125,000.00	1.00%	\$ 1,250.00
Chief of Staff		\$125,000.00	1.00%	\$ 1,250.00
Chief Executive Officer		\$180,000.00	1.00%	\$ 1,800.00
Compliance and Grant Management		\$100,000.00	1.00%	\$ 1,000.00
Chief Operating Officer		\$125,000.00	10.00%	\$ 12,500.00
Human Resources		\$100,000.00	1.00%	\$ 1,000.00
TOTAL:				415,550.00

JUSTIFICATION/COMMENTS: 4 total CNHA program core staff members will be involved in the implementation of the program and program support will be provided by 9 total administrative staff members. 2 total instructors will be sub-contracted to facilitate Heavy Equipment Operator and Geospatial Technician Certification classes (salaries listed in "Other Current Expenses" section on page 6). Compensation is based on level of experience within the industry and relevant to salary associated with career field. Additionally, the instructor salaries provided are based on program deliverables regarding total expected participants that will be served throughout program. Instructor salaries have the ability to increase or decrease as classes instructed by each instructor will be charged on a per student basis.

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2025 to June 30, 2026

Applicant: Council for Native Hawaiian Advancement Hawaiian Trades Academy

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
CAT 226 Skid Steer Loader	1.00	\$40,000.00	\$ 40,000.00	40000
CAT 308 Excavator	1	\$60,000.00	\$ 60,000.00	60000
Computers equipped with GIS software	20	\$4,000.00	\$ 80,000.00	80000
Theodolite - Land Surveying Equipment	20	\$3,000.00	\$ 60,000.00	60000
			\$ -	
TOTAL:	42		\$ 240,000.00	240,000
JUSTIFICATION/COMMENTS: CAT 226 Skid Steer Loader & CAT 308 Excavator equipment will be rented for duration of Heavy Equipment Operator program and will not be purchased. Computers equipped with GIS software and Theodolite land surveying equipment will be purchased for instruction of Geospatial Technician Certification classes.				

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

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2025 to June 30, 2026

Applicant: Council for Native Hawaiian Advance

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:2023-2024	FY:2024-2025	FY:2025-2026	FY:2025-2026	FY:2026-2027	FY:2027-2028
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:	NA					
JUSTIFICATION/COMMENTS: No capital requested.						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Council for Native Hawaiian Advancement Hawaiian Trades Academy

Contracts Total: 1,275,232

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	Construction and Commercial Drivers License Academies	02/01/2023-01/31/2025	Department of Labor	U.S.	1,200,000
2	Commercial Drivers License Academies	01/01/2023-06/30/2024	Office of Economic Development	Maui County	75,232
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Council for Native Hawaiian Advancement_800000_OP

Final Audit Report

2025-01-18

Created:	2025-01-17
By:	Madelyn McKeague (madelyn@hawaiiancouncil.org)
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-  Document created by Madelyn McKeague (madelyn@hawaiiancouncil.org)
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-  Document e-signed by Kuhio Lewis (kuhio@hawaiiancouncil.org)
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