

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

Type of Grant Request:

☐

Operating

☐

Capital

Legal Name of Requesting Organization or Individual:    Db:

Amount of State Funds Requested: \$ \_\_\_\_\_

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

Amount of Other Funds Available:

State:            \$ \_\_\_\_\_

Federal:        \$ \_\_\_\_\_

County:        \$ \_\_\_\_\_

Private/Other: \$ \_\_\_\_\_

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

\$ \_\_\_\_\_

Unrestricted Assets:

\$ \_\_\_\_\_

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:

City:

State:

Zip:

Contact Person for Matters Involving this Application

Name:

Title:

Email:

Phone:

  
\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Date Signed



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:**        **HALE HALAWAI OHANA O'HANALEI**

**DBA/Trade Name:**   **HALE HALAWAI 'OHANA O HANALEI**

**Issue Date:**        **01/10/2025**

**Status:**              **Compliant**

Hawaii Tax#:        40448878-01

New Hawaii Tax#:

FEIN/SSN#:        XX-XXX4903

UI#:                XXXXXX6147

DCCA FILE#:        91734

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 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.

\_\_\_\_\_  
(Typed Name of Individual or Organization)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Typed Name)

\_\_\_\_\_  
(Title)

## **Application for Grants Amount of Other Funds Available**

If any item is not applicable to the request, the applicant should enter "not applicable".

### **I. Certification – Please attach immediately after cover page**

#### **1. Hawaii Compliance Express Certificate (If the Applicant is an Organization)**

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

- Attached

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

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

- Attached

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

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

Yes, the grant will be used for a public purpose under Section 42F-102, Hawaii Revised Statutes. The funds will be directed toward new construction, capital renovations, and repairs at our Hale Halawai 'Ohana O Hanalei's (HHOOH) Community Center. This will benefit the community by providing essential services like our emergency Red Cross Center, supporting youth education, community facility use, and promoting the island's cultural heritage.

The grant will fund renovations to facilities that support our keiki program, farmers' market, and broader community activities while maintaining the emergency center in excellent condition. These improvements will enhance access to equitable resources for Kaua'i's North Shore residents, promote public well-being, safety, and improve the community's overall quality of life.

### **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:**

Hale Halawai 'Ohana O Hanalei is a grassroots 501 (c)(3) organization founded by community members in 1993. Established out of a need for a gathering place on the North Shore, Hale

Halawai 'Ohana O Hanalei became Hawai'i's first privately funded community center. Our name translates to "A house for the coming together of the extended family of Hanalei."

**Our mission is to create and sustain a gathering place for cultural education and for community engagement and actions to support social, civic, and recreation events that perpetuate the value of aloha and the betterment of our community.**

Locally referred to as Hanalei's Cultural Community Center, our center serves as a venue for various services, classes, programs, and events. It also serves as an emergency Red Cross shelter during weather events, an administrator for subgrants to mitigate flooding, and a venue for Hawaiian cultural programs. Our programs help perpetuate traditional Hawaiian culture and the Aloha Spirit. HHOOH is dedicated to celebrating and increasing the people's resources.

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

1. **Goal:** Secure a Capital Grant of \$2,042,749 within 12 months to fund the construction of a new building for employee housing. These funds will also be used to complete renovations of existing buildings and begin a new building project that includes classrooms, offices, and employee housing, enhancing our facilities to better serve the needs of our community.  
**Objective:** Create and enhance a multifunctional space that accommodates a variety of community needs and activities: educational programs, workshops, cultural events, youth programs, self-defense classes, and community meetings.. This will support the completion of facility renovations that improve accessibility, safety, and service delivery, ensuring our community receives the highest level of support and resources.
2. **Goal:** Increase community engagement by 30% within one year post-renovation, measured through participation rates in various events and programs.  
**Objective:** Expand and utilize marketing strategies currently in place to reach broader communities for facility use through social media, flyers in key locations, fundraising, and event outreach.
3. **Goal:** Enhance the Red Cross emergency shelter's capacity to address significant weather events, extending support to residents and tourists in need.  
**Objective:** Given the periodic flooding of the river and road closures, many tourists often find themselves stranded on the Hanalei side without housing. This makes the provision of shelter crucial during such instances. Our facility hosts essential services like the Red Cross, American Medical Response (AMR), Kaua'i Fire Department, and Kaua'i Police Department, further strengthening our community's preparedness and response capabilities. In addition, we will enhance outreach efforts by expanding existing marketing channels and establishing new avenues to reach tourists stranded on the Hanalei side during river floods. This includes establishing connections with the Kaua'i Visitor's Bureau

and collaborating with relevant agencies to effectively communicate our services and support options to the affected individuals.

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

The public purpose of this capital grant is to support the construction of new employee housing, addressing the urgent need for affordable living options. This initiative intends to ensure workers have access to housing they can afford, alleviating the burden of excessive rental costs. The grant will also fund critical repairs to our existing buildings, allowing us to upgrade and enhance our facilities to support valuable community initiatives. These include serving as a Red Cross Emergency Shelter, hosting American Medical Response (AMR) emergency vehicles for the North Shore, operating a weekly Farmers' Market, providing youth programs, and offering spaces for community activities and events.

Our ongoing programs are integral to our community-focused efforts, each contributing uniquely to the enrichment and well-being of the public we serve:

1. **Keiki (child) Program:** This grant will support educational, cultural, and recreational development for keiki ages 5-18. The Keiki Program empowers young individuals by providing enriching experiences that nurture their skills, creativity, and leadership potential, including programs like our Halele'a Cultural Enrichment Program (HCEP) summer program and Jr. Leaders. Funding for our keiki program directly supports their sustainability and growth, allowing us to offer various activities that cater to multiple interests and developmental needs. These include a hands-on cooking class, engaging art workshops, and the innovative Jr. Leaders program—the only one on Kaua'i—which equips middle school youth with leadership skills and prepares them for future workforce opportunities.
2. **Farmers' Market:** The grant will contribute to the ongoing success and sustainability of our Farmers' Market, which connects local farmers and artisans with residents. The grant will contribute to capital funding for necessary repairs and maintenance, including the parking lot, facilitating safe and accessible spaces for vendors and visitors. This funding will also support the continuation of the Supplemental Nutrition Assistance Program (SNAP) and its Electronic Benefits Transfer (EBT) system. As a federal assistance initiative, SNAP helps low-income individuals and families access nutritious food. By sustaining this program, we provide all community members, regardless of income, access to fresh, locally sourced products. By maintaining and strengthening the market, we are promoting sustainable agriculture, supporting local farmers and artisans, and enhancing the overall well-being of our community.

3. **Community Facility Use:** The grant will support the capital costs associated with facility rentals, establishing the availability and accessibility of our spaces island-wide. This service brings our community together and contributes to the vibrancy of our residents.

#### **4. Describe the target population to be served; and**

The target population serves the local communities of Kaua'i's North Shore from Anahola-Hā'ena of all ages. Additionally, our emergency shelter offers essential support to both residents and visitors, providing help is available during times of crisis.

#### **5. Describe the geographic coverage.**

HHOOH's geographic coverage is the North Shore community, from Anahola to Hā'ena, offering a variety of programs and services that cater to the needs of residents across this region.

- **Farmers' Market, Community Facility Use, and Keiki Program:**

These programs are essential in meeting diverse needs of the North Shore community. The Farmers' Market and Keiki Program specifically support residents from Anahola to Hā'ena, providing access to fresh, local produce and youth-focused activities. Meanwhile, our Community Facility Use service extends island-wide, offering versatile spaces for events and gatherings, allowing the entire Kaua'i community to access our resources and opportunities for connection, regardless of location.

- **Emergency Shelter:**

The North Shore of Kaua'i faces significant isolation during extreme flooding, relying on a single road for access. During heavy rains (especially in winter), the only bridge out of Hanalei is forced to close, leaving residents stranded and vulnerable without a means of escape until the bridge can be safely reopened. Depending on weather patterns, these closures range from a few to a dozen annually. The shelter provides a critical safe haven for residents during natural disasters, such as multiple landslides, including 14 triggered by the 2018 flood and several from Hanalei Hill, further emphasizing the need for reliable safety and crisis response systems.

This comprehensive approach allows us to meet the needs of our community while offering vital support in times of crisis.

### **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;**

The main scope of work includes constructing a new building to serve as employee housing, classrooms, and offices and renovating existing structures. This project will address the critical need for employee housing and enhance our community facilities.

- 1. Construct New Building:**
  - Develop employee housing, classrooms, and office spaces to meet community and staff needs.
  - Design the space to accommodate diverse programs and services.
- 2. Renovate Existing Facilities:**
  - Upgrade infrastructure to improve accessibility, safety, and functionality.
  - Ensure the facilities support ongoing programs like the Farmers' Market and Youth Programs.
- 3. Upgrade Infrastructure:**
  - Repair and maintain the parking lot for safe access.

**Outcomes and Measures of Effectiveness:**

- **Increased Capacity:** More space for programs and services, benefiting more community members.
- **Improved Accessibility and Safety:** Renovations will enhance access for all and meet safety standards.
- **Employee Housing:** New housing will improve staff retention and service continuity.
- **Enhanced Community Engagement:** More diverse programs and increased participation in community activities.

**Effectiveness Measures:**

- **Project Completion:** Track milestones for construction and renovations.
- **Community Feedback:** Assess the impact of new and renovated spaces.
- **Program Participation:** Monitor engagement and usage of the facility.
- **Employee Retention:** Measure staff satisfaction and retention rates.

**Repair List 2024 - Listed by Priority:**

<u><b>The Halau</b></u>
Add electrical lights
Clean/paint roofing or replace
Clean/treat or paint wood posts
Install ground covering



**Hale Pohai Aloha (HPA) - Main Building**  
**(Brown)**

Replace Front door

New Screen Door

Replace front screens and windows

Remove all kitchen cabinets and replace w/new or  
Replace with metal shelving

Change Stove hood to commercial hood

Keep sink next to range but change cabinet

Replace Screen door

Shore up porch, steps and secure or replace loose  
pickets

Change out window and screen with new -  
Bathroom 1

Change out sink with new - Bathroom 1

Change out window and screen with new -  
Bathroom 2

Change out sink with new - Bathroom 2

Change out divider doors - inside to separate 2  
rooms

Replace screen door at back

Change out ceiling fans

Replace AC Unit

Remove paint on Skylight dome

Change out Solar fan

Install Hot water heater

**Storage/Community Office**

Check electrical & upgrade

Remove/replace light fixtures

Remove/replace light fan fixtures

Remove/replace windows & screens

Fix screen at floor vents

Patch/paint walls & ceilings

Fix sink
Remove/replace or fix lattice
Remove rotted boards and replace/paint outside
Install a roof over exterior storage lockers

### **Caretakers Cottage**

Remove/replace rotted floor planks/pickets/rails at entry stairs and porch
Remove/replace flooring throughout- LVT
Patch/Paint Interior/Exterior
Remove/replace cabinetry with new along with sink
Install Hot water heater
Install closet doors
Patch Paint walls
Install roof or enclosure over washer/dryer
Remove tree next to gas tank/building
Patch/Paint exterior

The proposed project involves the construction of a two-story, multi-purpose facility designed to serve dual functions. The ground floor will feature an open-air versatile community space to support a variety of programs and events, while the second floor will provide much-needed employee housing, enhancing staff retention and support.

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

Commencement of the work is contingent upon receiving the necessary funds. Therefore, if the funds are secured in 2025, the project timeline will initiate in the same year:

- Q1, Jan-March 2026: Coordinate with contractors to coordinate project schedules and order essential materials and supplies.
- Q2 April-June 2026: Preparatory Work and Permitting. Confirm we comply with local regulations, coordinate with relevant authorities, and obtain necessary permits.
- Q3 July-Sept 2026: Repair Implementation, New Build initiated. Commence repair activities, starting with priority repairs identified in the plan and implementing safety measures to ensure a secure working environment.

- Q4 Oct-Dec 2026: Quality Assurance and Inspection. Conduct thorough quality assurance checks on completed repairs, schedule inspections to ensure all meet required standards, and address any identified issues promptly to guarantee the longevity of the construction.
- 2027: Finalization. Complete any remaining projects and/or finishing touches and ensure overall satisfaction.

Our adaptable timeline allows flexibility to accommodate any unexpected challenges or adjustments, with the goal of implementing a structured and efficient approach to achieve the desired outcomes within the next two years.

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

Our commitment to quality assurance is an ongoing process that we continuously monitor, evaluate, and strive to improve upon. The following outlines our approach:

1. **Pre-Implementation Assessment:** We will collaborate with Shioi Construction and other construction professionals to conduct a comprehensive pre-implementation assessment, ensuring all project parameters and requirements are thoroughly understood
2. **Regular Process Monitoring:** Implementation of a continuous monitoring system to track the progress of each aspect of the project against predetermined milestones. In addition, regular weekly team meetings to assess progress, identify potential issues, and take proactive measures to address them.

**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.**

**Community Integration:**

- Objective: Integrate the project into the local community to amplify its impact.
- Measure: Document and report the number of community events or collaborations facilitated by the project.

**Community Awareness and Promotion:**

- Objective: Increase community awareness of the Farmers' Market, Keiki Program, and Community Facility Use offerings.

- Measure: Utilize pre- and post-grant surveys to assess the awareness levels in the community, focusing on promotional efforts and effectiveness.

**Attendance and Engagement:**

- Objective: Boost community engagement by attracting more visitors, youth participants, and renters to our programs.
- Measure: Record and report the total number of visitors, youth participants, and renters per market/program/event day, along with engagement metrics (e.g., attendance, participation, feedback surveys, and repeat visits).

**Participant Satisfaction:**

- Objective: Ensure a positive experience for both vendors, youth participants, and facility Renters.
- Measure: Administer satisfaction surveys to vendors, youth participants, and facility renters, collecting feedback on the overall experience and areas for improvement.

**IV. Financial**

**Budget**

**1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.**

- Budget request by source of funds - Attached
- Personnel salaries and wages - Attached
- Equipment and motor vehicles - Attached
- Capital project details - Attached
- Government contracts, grants, and grants in aid - Attached

**2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2025.**

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
	\$8,250	\$100,000	\$65,000	\$173,250

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

We plan to seek funding from the following grants in 2025:

- Atherton Foundation Capital Grants - \$38,000.00
- McInerney Foundation Capital - \$50,000.00
- Walmart Community Foundation Capital - \$5,000.00
- Historic Hawai'i Foundation Capital- \$22,000.00

- Strong Foundation Capital- \$50,000.00
- Other Grants \$8,250.00

**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.**

- 2020 Employee Retention Credit \$24,470.92

**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.**

- N/A

**6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2024.**

- \$61,189.00 - this number may change as we are currently in the process of closing the books for 2024

## **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.**

Hale Halawai 'Ohana O Hanalei has proudly operated since 1993, with over three decades of service to the North Shore community. We have successfully implemented impactful initiatives throughout our journey, including our Farmers' Market, Keiki Program, and Community Facility Use. These programs have consistently received essential capital funding, allowing us to continue our commitment to community enrichment and engagement. We extend our impact by partnering with local nonprofits such as Hanalei Initiative, Hanalei Watershed Hui, and Kaua'i Lifeguard Association.

In 2021, HHOOH was chosen to be the custodian and administrator of \$7.285 million for the North Shore Watershed Flood Mitigation Subgrant due to our experience, deep connection to the community, and ability to responsibly manage all aspects of the project. Along with relevant committees, Hale Halawai examines existing flood mitigation data, identifies gaps in the available information, and assists the community in gathering the necessary data to fill those gaps. Existing data and studies will then be used to identify, evaluate, and prioritize areas of focus for flood

mitigation work. These repairs improved the after-school youth program and enhanced our Red Cross Emergency shelter.

In 2021, we were also awarded \$50,000.00 for a capital grant generously provided by the Atherton Family Foundation, which continues to support our organization. This funding was allocated specifically for repairing and refurbishing the floors and windows within our buildings. The grant enabled us to address the essential maintenance needs to ensure the functionality of our facilities.

The following are historical grants that have contributed to enhancing our existing programs:

Grantor: Atherton Family Foundation

Contact: Elise von Dohlen (808) 565-5585

Grant Period: 12/8/23-12/7/24

Description: The Atherton Family Foundation awarded Hale Halawai \$10,000.00 to fund our Keiki Afterschool Enrichment Program (KAEP), a much-needed North Shore after-school care option for families with students in grades K-6, to combat childhood poverty and enhance community health equity. KAEP was established in 2020 to provide quality after-school childcare on the North Shore, enabling parents to work and children to learn. Since then, the program has expanded its offerings to include diverse educational opportunities rooted in the community, such as a cooking class, art, and Friday beach days. We proudly offer scholarships to 80% of our 150 participants, ensuring equal access and affordability for families across the socio-economic spectrum.

Grantor: County of Kaua'i - Act 12 Funding

Contact: OED- Nalani Brun (808) 241-4925

Grant Period- 6/1/2019-8/31/2021

Description: The County of Kaua'i awarded Hale Halawai \$72,000.00 to assist with ongoing flood recovery efforts. Many north shore keiki were still dealing with the impacts of the flood (some still living in tents at Haena Beach Park). Hale Halawai staff and volunteers are committed to creating a sense of normalcy for these children by providing more focused, individualized attention. Hale Halawai worked closely with Child and Family Services to meet needs outside of our expertise, collaborated with the Hanalei Watershed Hui, and invited their team of interns from Duke University to work with the children at our keiki program. Hale Halawai worked with the County of Kaua'i, Watershed Hui, Disaster Resilience LLC, and the community to write a keiki-focused portion of the community's disaster resilience plan to help keiki and their families prepare, endure, and recover from current and future disaster events.

Additionally, disaster resilience training specific to children's disaster preparedness and recovery. In April 2021, Psychological First Aid (PFA) training was offered to teachers and childcare workers so that they would be prepared to assist keiki in recovering from

psychological trauma caused by disasters by leading appropriate activities and/or connecting them to local services.

Grantor: McInerney Foundation

Contact: Claire Tarumoto, Vice President (808) 694-4945

Grant Period: 06/06/2024 - 08/01/2025

Description: The McInerney Foundation awarded HHOOH a \$50,000 grant to support the Keiki Afterschool Enrichment Program (KAEP). This innovative à la carte program is designed to provide tailored, culturally relevant, and engaging activities for our community's youth. It addresses the growing need for after-school options that serve an underserved demographic, particularly in a region marked by economic disparities and geographic isolation.

**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**

Established in 1993, HHOOH is located in Hanalei, HI, and has a rich history of community service. Over the past 30+ years, Hale Halawai has developed multiple programs, provided resources, and built community strategies to strengthen the North Shore of Kaua'i. Our facilities, having withstood tropical storms and fierce winds, are a testament to our commitment to providing a reliable, enduring space for the community. While bearing the marks of time, these structures continue to symbolize the aloha spirit of our organization.

Hale Halawai is not just a physical space; it is a reliable community hub for events, activities, and the creation of lasting generational memories. During emergencies, we collaborate with the Red Cross to transform our facility into an emergency flood shelter, providing refuge and support to those affected by unforeseen challenges. This dual role highlights our facility's importance in supporting daily community programs and emergency response needs. Our newly formed partnership with AMR enhances our community's resilience by providing the sole source of emergency care to our most vulnerable residents.

Regarding our grant request, Hale Halawai's facilities adequately serve the community's needs and provide a safe, accessible space for ongoing programs and emergency operations. The requested funding will be used to complete critical renovations that will further enhance the facility's capacity to serve the community and prepare for a new building, allowing us to continue to provide a space that meets the evolving needs of residents and visitors alike.

**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.**

**Kaylee Kim, Interim Executive Director**

Kaylee is a dedicated professional with five years at Hale Halawai, including two as Associate Director. She has bookkeeping, project management, and team leadership expertise, with a 2019 Accounting Fundamentals certification from Kauai Community College. Kaylee plays a key role in grant acquisition and works closely with foundations and the county for accurate reporting and project execution. She manages audits, payroll, insurance, and HR, and excels in recruiting and staff development, including CPR, water safety, and childcare certifications. She is passionate about supporting local farmers and assists with farmers' market operations and SNAP/EBT implementation. Raised on a small island, she understands the unique challenges of remote communities and is committed to fostering collaboration and engagement.

**Kati Conant, Chief Strategy Officer**

After serving as the Executive Director for over 11 years, Kati transitioned into a new role as Chief Strategy Officer, which aligns with the long-term goals of the Board of Directors, the evolving environmental disaster needs of our community, and our mission. In this capacity, she focuses on long-term organizational planning, strategic partnerships, and advancing key initiatives to support the HHOOH's mission and growth. This shift allows her to leverage her vision-setting and collaboration skills, maintaining the continued success and sustainability of HHOOH programs and services.

**Gaylord Wilcox, Board Treasurer & Founding Member**

Gaylord Wilcox is the great-great-grandson of missionaries who taught in Hanalei in the mid-1800s. He is a part-time Kaua'i resident, spending most of his time in Honolulu. He attended grammar school in Lihue from kindergarten to 8th grade and raised children in Hanalei from 1975-82. He is a former book publisher and current owner of Hanalei Center. In his free time, he is an avid outrigger canoe paddler.

**Blake Conant, Board Finance Committee Member & Board President**

Born and raised on the North Shore of Kaua'i, Blake left Kaua'i to attend Kamehameha HS and then to Massachusetts, where he earned his BA in English Literature. He owned a computer retailing business for ten years and, after selling the business, worked for Hewlett Packard Co, where he worked as a lead Corporate Sales Executive for some of the country's largest companies. He has extensive experience in non-profit organizations, Project Management and accounting, and a love for outrigger canoe Paddling. He and his wife currently own and operate a successful craft brewery on island.

**Naomi Yokotake, Cultural Director & original found of Hale Halawai**

Kumu Naomi Yokotake, our revered Cultural Director, brings a wealth of experience as a former teacher and one of the most respected Native Hawaiians in our community. A graduate of



Kamehameha Schools with a BA in Elementary Education, she leads Halau O Hanalei as Kumu Hula. With over 30 years as an elementary teacher in the Hawai'i DOE and past president of the Hanalei Hawaiian Civic Club, Kumu Naomi embodies a deep dedication to our community and organization.

### **Staffing Approach**

Hale Halawai's Staffing Approach consists of Recruitment, Performance Management, Implementation & Training and Coaching & Development. Hale Halawai consistently maintains a clear understanding of the workforce needed to deliver on current and future programs successfully, processes to be responsive to changes in program work, and builds upon an ongoing succession plan while maintaining methods for tracking and analyzing employee work performance. Hale Halawai's best practices include a 24-hour or less response time during business hours. This allows Hale Halawai to maintain timely and professional internal and external communications.

We maintain a strong partnership with our payroll and HR provider, ProService, to seamlessly manage our human resources and payroll operations. By working closely with ProService, we can streamline employee onboarding, handle payroll processing efficiently, and ensure compliance with labor laws and regulations. This collaboration allows us to focus on supporting our team while maintaining accurate and reliable HR practices, contributing to a positive and productive work environment.

We adhere to comprehensive Human Resource guidelines, offering staff training in key areas such as Diversity and Inclusion, Sexual Harassment Prevention, and addressing microaggressions. Yearly training and employee development are encouraged and expected for all full-time employees and leadership positions. We also conduct background checks on all employees to maintain a safe and professional work environment.

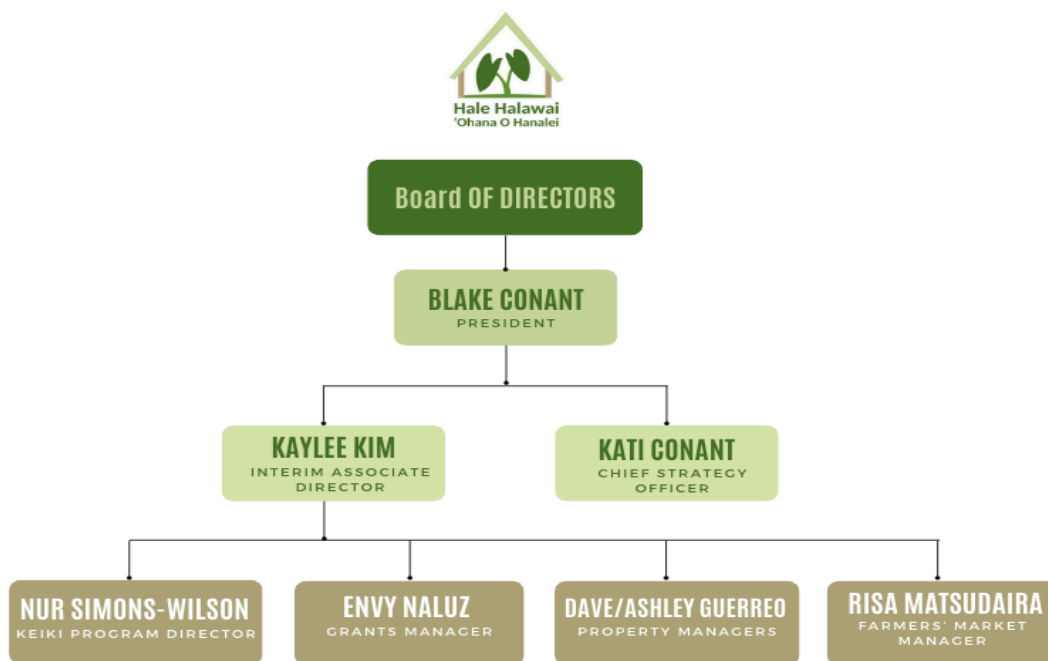
## **2. Organization Chart**

**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.**

The Board of Directors makes final decisions, while the Interim Executive Director oversees daily operations. The Keiki Program Director leads our Keiki Program, focusing on curriculum development, program administration, and collaboration with educational and cultural experts. With a Master of Science in Early Childhood Inclusive Education, she brings a holistic, strength-based, and trauma-informed approach to youth development, ensuring every child thrives. Our Grants Manager handles grant management, prospecting, and related activities, providing continuous support and growth for our programs. Lastly, our Property Caretaker(s) and Farmers Market Manager(s) play vital roles in maintaining and enhancing our facilities and

community offerings.

See the Organization Chart below:



### 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.

1. Chief Strategy Officer: \$100K-\$120K
2. Interim Executive Director: \$70K - \$80K
3. Keiki Program Director: \$55K-\$65K

## 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.

- N/A

### 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.

- Contractor: Shioi Construction, Conrad Murashige  
License #ABC-12379

shioihawaii@shioi.com

**3. Private Educational Institutions**

- N/A

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

**4. Future Sustainability Plan**

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

- (a) Received by the applicant for fiscal year 2024-25, but
- (b) **Not received by the applicant thereafter.**  
A minimum of 10% of the net surplus will be allocated for ongoing maintenance annually.

# BUDGET REQUEST BY SOURCE OF CAPITAL FUNDS

Period: July 1, 2025 to June 30, 2026

Applicant: Hale Halawai 'Ohana O Hanalei

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	\$65,000	\$0	\$0	\$0
2. Payroll Taxes &	\$6,825	\$0	\$0	\$0
3. Fringe Benefits	\$1,625	\$0	\$0	\$0
TOTAL PERSONNEL COST	\$73,450	\$0	\$0	\$0
B. OTHER CURRENT EXPENSES				
1. New Building	\$1,635,000	\$0	\$0	\$165,000
2. Halau improvements	\$28,536	\$0	\$0	\$0
3. HPA Building Repairs	\$68,904	\$0	\$0	\$0
4. Storage and Community	\$61,364	\$0	\$0	\$0
5. Caretakers Cottage Repairs	\$62,640	\$0	\$0	\$0
6. Admin Fee 5%	\$92,822	\$0	\$0	\$8,250
TOTAL OTHER CURRENT EXPENSES	\$1,949,266	\$0	\$0	\$173,250
C. EQUIPMENT PURCHASES	\$0	\$0	\$0	\$0
D. MOTOR VEHICLE PURCHASES	\$20,033	\$0	\$0	\$0
E. CAPITAL	\$0	\$0	\$0	\$0
<b>TOTAL (A+B+C+D+E)</b>	<b>\$2,042,749</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	\$2,042,749	Kaylee Kim, Interim Executive Director 808-826-1011		
(b) Total Federal Funds Requested	\$0	Name (Please type or print) Phone		
(c) Total County Funds Requested	\$0	01/13/2025		
(d) Total Private/Other Funds	\$173,250	Signature of Authorized Official Date		
<b>TOTAL BUDGET</b>	<b>\$2,215,999</b>	Kaylee Kim, Interim Executive Director Name and Title (Please type or print)		

**BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES**

Period: July 1, 2025 to June 30, 2026

Capital

Applicant: Hale Halawai 'Ohana O Hanalei

POSITION TITLE		FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Interim Executive Director		FT	\$75,000.00	20.00%	\$ 15,000.00
Project Manager		FT	\$50,000	100.00%	\$ 50,000.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
<b>TOTAL:</b>					65,000.00

**JUSTIFICATION/COMMENTS:**

The requested wages are essential to support the time required for planning, scheduling, and managing the capital funds for our large projects. These tasks involve coordinating contractors, ensuring compliance with regulations, tracking budgets, and maintaining project timelines. Dedicated staff time will ensure efficient use of resources, minimize delays, and support the successful completion of these critical projects, ultimately preserving and enhancing our facilities for community use.

# BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Hale Halawai 'Ohana O Hanalei  
Capital

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
	0.00		\$ -	
	0		\$ -	
	0		\$ -	
<b>TOTAL:</b>	0			
JUSTIFICATION/COMMENTS:				
N/A				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
Kawasaki MULE PRO-FXT™ 1000 LE	1.00	\$20,032.94	\$ 20,032.94	20032.94
	0.00		\$ -	
	0.00		\$ -	
<b>TOTAL:</b>	0		\$ 20,032.94	20,033
JUSTIFICATION/COMMENTS:				
The Kawasaki Mule will help us streamline operations on our large construction project by allowing us to efficiently transport tools, materials, and equipment across the site. Its off-road capability ensures we can reach all areas of the project, even in challenging terrain, reducing delays and improving productivity. This vehicle will also minimize the need for manual labor, ensuring a safer and more efficient work environment, which will help us stay on schedule and within budget.				

Applicant: Hale Halawai 'Ohana O Hanalei  
Capital

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	\$0	\$0	\$0	\$0	\$0	\$0
LAND ACQUISITION	\$0	\$0	\$0	\$0	\$0	\$0
DESIGN	\$0	\$0	\$0	\$0	\$0	\$0
CONSTRUCTION	\$0	\$0	\$0	\$2,122,516	\$0	\$0
EQUIPMENT	\$0	\$0	\$0		\$0	\$0
TOTAL:	\$0	\$0	\$0	\$0	\$0	\$0
<b>JUSTIFICATION/COMMENTS:</b>  The construction funds are essential to complete a new build and critical repairs and upgrades to our facilities, ensuring they meet safety standards, accommodate community needs, and support long-term sustainability. These funds will cover structural improvements, compliance with building codes, and enhancements that will expand program capacity. This investment is crucial for the successful execution of the project and will provide lasting benefits to the community.						

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

Applicant: Hale Halawai 'Ohana O Hanalei

Contracts Total: \$7,510,000

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	North Shore Watershed Flood Mitigation Grant	2022 - 2029	County of Kaua'i	Kaua'i	\$7,285,000
2	SW Wilcox Grant for Keiki Programs	01/01/2025-12/31/2025	Bank of Hawai'i	Kaua'i	\$15,000
3	CAN Prevention Grant Program	05/30/2024 - 05/30/2025	Hawai'i Community Foundation	Hawai'i	\$10,000
4	McInerny Foundation	06/06/2024 - 08/01/2025	Bank of Hawai'i	Kaua'i	\$50,000
5	Grants In Aid - Capital (awarded, funds pending)	2025-2026	State of Hawai'i	State of Hawai'i	\$150,000