

**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'HANA LEI

DBA/Trade Name: HALE HALAWAI 'OHANA O HANA LEI

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)

(Title)

(Typed Name)

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 support operating costs for Hale Halawai 'Ohana O Hanalei's (HOOH) Keiki Program, which directly benefits the community by providing essential services, supporting youth education, using community facilities, and promoting cultural heritage.

The grant will provide vital support for the operating costs of our Keiki (child) Program, benefiting both its participants and the dedicated staff who make the program a success. This funding will help us maintain and enhance the program's infrastructure to continue offering high-quality, culturally relevant, and engaging activities for children in grades K-8. By covering key operational expenses such as staffing, curriculum development, educational field trips, and materials, the grant ensures that the program remains accessible to all families, regardless of financial circumstances. It also allows us to attract and retain skilled educators and mentors committed to building personal growth, academic success, and cultural pride within our keiki.

This support is critical to sustaining a program that serves as a key pillar in our community. It addresses economic disparities, geographic isolation, and the limited availability of extracurricular opportunities for youth on the North Shore of Kaua'i. With this funding, we can continue to create a safe, inclusive, and enriching environment where children can explore their interests, develop life skills, and build a strong foundation for their future, all while staying connected to the values and traditions of the island's Hawaiian heritage.

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, HHOOH 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 known as Hanalei's Cultural Community Center, our facility is a vital hub for our weekly Farmers' Market, community classes, youth programs, and events. It also serves as a Red Cross emergency shelter during weather events such as extreme flooding and administers subgrants focused on flood mitigation. Furthermore, we provide a home base for American Medical Response (AMR) emergency response vehicles that benefit the region by delivering the only emergency and non-emergency medical transport services on the North Shore, a lifeline for the community.

2. The goals and objectives related to the request:

- Goal:** Secure a \$260,000 grant within the next 12 months to cover the operational costs of our Keiki Program, our most resource-intensive initiative. This funding will enable the expansion of program capacity and the enhancement of services for children in grades K-8.
Objective: Obtain funding to ensure the continued operation and growth of our Keiki Program, support program expansion, enhance service delivery, and meet the increasing needs of the children and families we serve.
- Goal:** Recruit qualified cultural practitioners to be part of our program, preserving and perpetuating Hawaiian culture.
Objective: With this funding, we can identify and recruit qualified cultural practitioners to integrate into our Keiki Program, ensuring their expertise is valued and supported so that they can contribute meaningfully to our program.
- Goal:** Provide competitive salaries and wages to attract and retain top talent for our team.

Objective: Develop a competitive salary structure within the next 3 months, benchmarked against industry standards, to attract and retain top talent, certifying the continued success and impact of our mission.

3. The public purpose and need to be served;

The public purpose of this operating grant is critical to sustaining our ongoing programs and initiatives that benefit the youth of the North Shore of Kaua'i. These include our Keiki Program for grades K-8, our most significant initiative, and an anchor of our community support efforts.

This program is vital in nurturing youth development through culturally relevant, engaging, and educational activities. It provides a safe and enriching space for keiki to explore their passions, develop essential life skills, and form meaningful relationships with peers and mentors. Our Keiki Program focuses on the educational, cultural, and recreational growth of children aged 6-18, empowering them with experiences that enhance their creativity, leadership abilities, and potential. Funding supports the sustainability and expansion of this program, allowing us to offer a variety of activities that meet diverse interests and developmental needs. These include a hands-on cooking class, interactive art workshops, tutoring, beach days, and the Jr. Leaders program—an exclusive initiative on Kaua'i—designed to equip middle school youth with leadership skills and prepare them for future career opportunities.

In 2024, we held our Halele'a Cultural Exploration Program (HCEP), a 5-week summer experience for keiki ages 5-10, focusing on Hawaiian cultural practices and values. A key element of HCEP is our Jr. Leaders component for keiki ages 11-13, which allows middle school students to mentor younger peers, provide support, and earn stipends. The Jr. Leaders portion proved highly successful and revealed a significant opportunity for this underserved demographic.

Middle school-aged students in Kaua'i face a critical gap in resources and programming. While there are many options for K-6 and high school students, middle schoolers are often overlooked, particularly those not interested in sports, surfing, or hula. According to Hawai'i Labor, youth in Kaua'i, particularly those in middle school, are significantly underserved, vulnerable, and at risk of engaging in alcohol, tobacco, and other drug use when left unsupervised from the time school dismisses to when their parents return home from work. UH Mānoa reported over 98,600 teenagers aged 12-17 in Hawai'i, with 9,569 absent from public schools. 16,227 are smokers, 2,269 consume alcohol daily, and 5 seniors drop out of school. Each year, 12,528 youths live in poverty, 26,634 are raised by a single parent, and 9,865 individuals aged 16-19 are neither in school nor working. This demographic necessitates customized programs that address their interests and developmental needs, providing opportunities to acquire new skills and engage meaningfully in their community. The Jr. Leaders component will empower youth in this age group by guiding them toward a positive future and helping them avoid the common challenges often faced by their peers.

Among the most popular offerings are our art and cooking classes, which focus on teaching practical life skills in an interactive and meaningful way. Our cooking class offers a hands-on approach where keiki use local ingredients, learn how to prepare meals, and understand the entire process—from seed planting to food preparation. This experience integrates the Hawaiian value of kuleana (responsibility), as children take ownership of their learning while cultivating essential life skills such as teamwork, patience, and sustainability. By offering these activities, we equip our youth with transferable life tools for success.

4. Describe the target population to be served; and

The target population to be served by our program consists of youth aged 6-18 from the North Shore of Kaua'i. This population is characterized by its geographic isolation and varying socio-economic challenges.

Community Description and Challenges:

According to the U.S. Census Bureau, Hanalei, located on Kaua'i's North Shore, has a small, diverse population with unique historical roots and socioeconomic challenges. As of 2024, the North Shore of Kaua'i has a population of approximately 15,729. Demographic details show that the community is primarily White (about 56%), followed by mixed-race individuals (around 29%) and Asians (about 11%). Native Hawaiians comprise a small but significant part of the population, and 21% identify as two or more races, with a Hispanic or Latino demographic of around 5%. This area has a mix of family households and individuals; only about 40% of households were married couples, with a sizable portion of single individuals.

Economically, Hanalei faces significant challenges. The median household income is reported to be around \$34,375, while 22% of families and 25% of the population live below the poverty line. The area has seen a rising demand for affordable housing, compounded by income disparities and limited job opportunities, especially outside of tourism and small local businesses. Median home values near \$2 million reflect the area's affluence despite a moderate socioeconomic index.

The community's age distribution is relatively balanced, with a notable proportion of residents in the 25-64 age range and a median age of around 40. Additionally, 24% of the population is under 18, and only 12% are 65 or older. This indicates a relatively young community with many school-aged children but limited services due to the region's isolated geography and socioeconomic constraints.

5. Describe the geographic coverage.

The North Shore of Kaua'i covers the region from Anahola to Hā'ena. This area includes a diverse range of communities that face challenges related to geographic isolation and limited access to resources. Our services are designed to reach youth and families across this entire region.

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;

Scope: The scope of work for this request involves securing funding to support and expand our Keiki Program, focusing on providing educational, cultural, and recreational opportunities for youth aged 6-18 from the North Shore of Kaua'i. The program offers a variety of activities, such as a hands-on cooking class, art workshops, HCEP, and leadership development through our Jr. Leaders program.

Tasks & Responsibilities: The tasks include researching, identifying, and recruiting qualified experts and cultural practitioners; organizing and scheduling program activities; securing necessary materials for classes; and coordinating with local educators and community partners. The Keiki Program Director will oversee all activities, while staff and volunteers will manage the day-to-day execution of classes, events, and workshops.

Results, Effectiveness, & Outcomes: This request's desired outcomes include increasing youth participation in educational and cultural programs, developing critical life skills in participants, and cultivating leadership abilities through our Jr. Leaders program. The program's effectiveness will be assessed through participant surveys, program completion rates, continued enrollment, and feedback from community partners. Additionally, we will track improvements in youth leadership and personal development through pre- and post-program assessments.

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

We offer a year-round Keiki Program schedule that includes the Keiki Afterschool Enrichment Program (KAEP), HCEP, Parent's Night Off, Jr. Leaders, and special events such as the Keiki Booth at our weekly Farmers' Market hosted at Hale Halawai.

Fall 2025: The program aligns with the DOE calendar, with enrollment starting in August and activities kicking off in September.

Winter 2025: Mid-year evaluations begin with feedback collection from parents, keiki, and staff to assess program success and identify opportunities for improvement.

Spring 2026: Weekly activities focus on preparing for HCEP and recruiting Jr. Leaders.

Summer 2026: Jr. Leaders take on active roles in HCEP, assisting instructors & mentoring younger participants. Program evaluation and data collection occur in July, providing insights into outcomes and guiding planning for the next program year.

Our weekly program overview:

- **M—Art Class:** We use art as a therapeutic tool, embracing the Hawaiian value of mālama (care) to help children process emotions and experiences authentically. Art-based activities enable creativity, critical thinking, and problem-solving skills, supporting emotional and academic growth, particularly for those from low-income families.
- **T: Cooking Class:** Our hands-on cooking class teaches practical life skills, incorporating the value of kuleana as children learn the entire process—from seed planting to preparation. We emphasize traditional practices such as using locally grown ingredients from our 'aina, gaining a deeper understanding of the food system, and how to cook using budget-friendly ingredients. Cooking enhances academic skills, including math, science, and reading comprehension, reinforcing core subjects in engaging and practical ways.
- **W: Tutoring:** Tutoring levels the playing field by providing personalized instruction and guidance while embodying the Hawaiian value of ho'ohana (purpose) for keiki from low-income families who may lack educational guidance. As children improve academically, they gain a stronger sense of self-efficacy, translating into higher motivation for continuous learning in their education.
- **TH: Jr. Leaders:** For ages 12-18, participants develop essential skills like communication, collaboration, and time management through activities and workshops on the Ikigai Model (a framework for finding purpose), resume and cover letter writing, interview techniques, and more.
- **F: Beach Day:** As an outdoor classroom, the keiki engage in experiential learning about marine life, environmental conservation, and Hawaiian cultural practices connected to the ocean. We incorporate the values of mālama 'āina (take care of the land) and mālama kai (take care of the sea) to deepen their understanding of their role as stewards of the environment.

Impacts & Outcomes:

Over the years, our program has played a role in preserving and promoting Hawaiian culture while building personal growth. 78.6% of participants reported increased understanding, and 14.3% felt confident in their knowledge. Every participant (100%) enjoyed learning Hawaiiana (Hawai'i's culture, traditions, values, and history). Serving 100+ children annually, the Keiki Program provides accessibility by offering scholarships to 30% of participants during the school year and any qualifying family in the summer, guaranteeing that all eligible applicants receive the support they need.

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

Quality Assurance & Evaluation:

Our quality assurance plan focuses on maintaining the highest service standards and ensuring that all program activities align with our mission and values. We implement clear program guidelines and key performance indicators (KPIs) to monitor all services delivered through the Keiki Program to align with our goals. Staff and cultural practitioners will receive ongoing training and support to meet the program's educational quality and safety standards.

Our KPIs are as follows:

75% of keiki increase their knowledge of Hawaiian culture

75% of keiki increase their academic performance

75% of keiki increase their understanding of health and wellness

75% of keiki Increase their skills in the arts

75% of keiki increase their knowledge of environmental issues

75% of keiki improve their social skills

75% of parents feel this program gave them time to maintain or obtain employment

Additionally, staff will keep detailed records of program activities, participation rates, and any challenges encountered. Our centralized database (ProCare) will track key metrics, including engagement and participant satisfaction. We will also track long-term outcomes, such as participant progression into leadership roles and positive behavior changes. These results will be gathered through pre- and post-program surveys, participant interviews, and community partners' feedback.

HHOOH Improvement Plan:

Based on the evaluation results, we will make data-driven decisions to improve the program. For example, if we find that participants are not fully engaged in certain activities, we will explore new formats or recruit additional facilitators with expertise in those areas. We will also conduct regular team meetings to review feedback and adjust the curriculum or schedule. This process is part of our ongoing efforts, a practice we have consistently followed since the challenges posed by COVID-19 in 2020. In 2024, we have refined and restructured this approach based on valuable data collected over the past few years. This iterative process allows us to adapt and continuously improve our strategies to serve our community better.

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.

The effectiveness of the program will be evaluated using the following measures:

1. **Program Participation and Reach:** We will track the number of participants served in the Keiki Program, including demographic information (age, gender, geographic location) to assess the scope of outreach and inclusion.
Target: 80% of our North Shore service area's enrolled youth (K-8).
2. **Program Completion and Retention Rates:** The percentage of youth who complete the program compared to initial enrollment. This measure will highlight the program's ability to engage and retain participants.
Target: 90% completion rate for program participants.
3. **Skill Development:** We will use pre- and post-program surveys and evaluations to measure participants' increased life skills, leadership abilities, and academic performance. This will include self-reported data from youth and feedback from their families and mentors.
Target: 75% of participants report a measurable increase in their skills.
4. **Satisfaction and Community Impact:** Through surveys, participant and community feedback will gauge the program's satisfaction and perceived impact on youth development and community cohesion.
Target: 90% of participants and families report satisfaction with the program.

These measures will be reported quarterly to the State agency, and any changes to the grant amount will update the scope of measures to be tracked.

IV. Financial

Budget

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.
 - a. Budget request by source of funds - Attached
 - b. Personnel salaries and wages - Attached
 - c. Equipment and motor vehicles - Attached
 - d. Capital project details - Attached
 - e. Government contracts, grants, and grants in aid - Attached
2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2025.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$50,000	\$50,000	\$20,000	\$20,000	\$140,000

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:

- \$50,000 Ching Foundation
- \$50,000 TMobile Hometown Grant
- \$20k SW Wilcox
- \$20k Atherton

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.

- N/A

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.

Applicant: Hale Halawai 'Ohana O Hanalei (HHOOH)

HHOOH has proudly served the North Shore community since 1993. We have a proven track record of delivering impactful programs, including our Keiki Program. Over the past thirty years, we have developed and refined our approach to community enrichment and engagement, securing operational funding to support our initiatives. Our experience encompasses managing diverse programs, from environmental initiatives to youth services, collaborating with local stakeholders, and addressing the unique challenges of serving an underserved geographic area.

Our small but mighty team brings a wealth of skills and expertise, including program management, community outreach, and strategic planning. Through grassroots engagement and thoughtful leadership, we have consistently demonstrated our ability to adapt and grow our services to meet the community's evolving needs. Our partnerships with local nonprofits, such as the Hanalei Initiative, Wāipa Foundation, Hanalei Watershed Hui, and the Kaua'i Lifeguard Association, further highlight our collaborative approach and capacity for expanding our impact.

In the past three years, we have successfully:

1. **Expanded the Keiki Program (grades K-8):** We secured funding to enhance and extend our programming, which now serves over 100 youth annually in the North Shore community and provides them with critical life skills, leadership opportunities, and cultural education.
2. **Partnered with Local Organizations:** We have collaborated with organizations like Homeschool Now, Hanalei PTA, and Hanalei School to address key community needs, such as public safety and youth engagement.
3. **Secured Ongoing Funding:** We have consistently attracted funding from local and regional sources, securing the sustainability and growth of our programs. Our ability to demonstrate measurable outcomes in youth development and community engagement has led to continued support from funders.

These experiences demonstrate our capability and readiness to successfully implement the proposed services. We are committed to providing impactful programs that directly benefit the youth and residents of the North Shore.

The following grants have contributed to enhancing our Keiki Program:

Grantor: Hawai'i Community Foundation; Hawaii Children's Trust Fund

Contact: Kehau Meyer, Program Officer - 808-566-5537 or kmeyer@hcf-hawaii.org

Grant Period: 05/30/24-6/30/25

Description: The purpose of the Hawai'i Children's Trust Fund is to prevent child abuse and neglect (CAN) and to develop programs for children to increase their ability to form healthy relationships and avoid and cope with dangerous situations.

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. The 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: 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

HHOOH operates out of a centrally located community center in Hanalei, Kaua'i, the hub for our programs and services. Our facilities have supported various initiatives over the past three decades, including our Keiki Program, which serves local youth from grades K-8.

Our community center has dedicated spaces for educational and recreational activities, including classrooms for youth programs, meeting areas for staff and community gatherings, and outdoor spaces for cultural events and physical activities. In addition to these spaces, we have a commercial-grade kitchen for hands-on cooking classes as part of our youth program curriculum. We also have a multi-purpose area for arts workshops, group activities, and emergency shelter services.

Facility Adequacy:

The existing facilities are well-suited to support our ongoing programs and initiatives. They provide a safe, accessible, and comfortable environment for the community. The community center's ability to seamlessly transition into an emergency shelter, as needed, also makes it a critical asset for the North Shore, especially in times of crisis. Our facilities have been regularly maintained and upgraded to meet safety standards, and we have implemented measures to make the spaces accessible to individuals with disabilities.

Future Plans:

As part of our ongoing commitment to providing a high-quality environment for the community, we have identified several areas in our facility that require renovation and enhancement. These upgrades are necessary to accommodate the growing needs of our programs, such as increasing the space available for our Keiki Program, improving accessibility, and expanding our emergency shelter capabilities. The capital grant requested in our other application will support these renovations, certifying our facilities are well-equipped to meet current and future program requirements.

If additional space is required beyond our current facilities, we have established relationships with local partners and community organizations, allowing us to secure temporary spaces for overflow activities or special events. We are also exploring opportunities to acquire or lease adjacent properties to expand our capacity further.

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 expertise in bookkeeping, project management, and team leadership, 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 as 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 comprises 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.

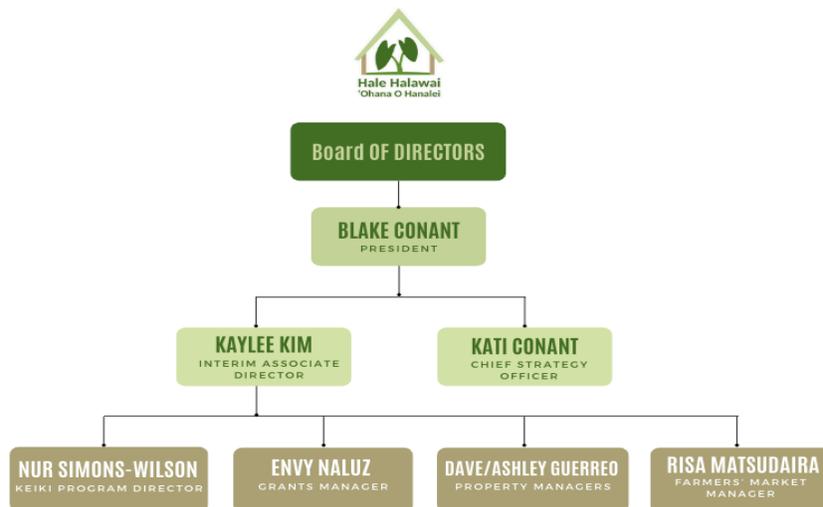
We adhere to comprehensive Human Resource guidelines, offering staff training in key areas such as Diversity and Inclusion, Sexual Harassment Prevention, and addressing microaggressions. Yearly training and employee development are encouraged and expected for all full-time employees and leadership positions. 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 Manager(s) and Farmers Market Manager are vital to 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.

Hale Halawai 'Ohana O Hanalei is a registered nonprofit organization in Hawaii and is in good standing with the Department of Commerce and Consumer Affairs. We possess a valid Vendor Compliance Certificate, demonstrating our compliance with the United States Internal Revenue Service, Hawaii Department of Taxation, Department of Labor and Industrial Relations, and Department of Commerce and Consumer Affairs.

Additionally, our staff includes certified professionals with qualifications relevant to our programs, such as CPR and water safety certifications, ensuring the safety and quality of our community programs. Our certified commercial kitchen meets all health and safety standards, supporting food-related initiatives and partnerships with local farmers.

These qualifications ensure that we are fully equipped to deliver high-quality programs and services aligned with the objectives of this grant request.

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:

Applicant: Hale Halawai 'Ohana O Hanalei (HHOOH)

- (a) Received by the applicant for fiscal year 2024-25, but
- (b) **Not received by the applicant thereafter.**
HHOOH is committed to sustaining the children's program after the 2024-25 fiscal year through the following strategies:

Diversified Funding: To complement the support, we will seek additional funding through donations, corporate sponsorships, and new grant opportunities.

Fee-for-Service: A sliding scale fee structure will help generate revenue while maintaining accessibility for all families.

Community Partnerships: We will strengthen collaborations with local schools, businesses, and nonprofits to share resources and support the program.

Staff Development: Ongoing training will ensure our team remains equipped to manage and grow the program effectively.

These strategies will help ensure the continued success and sustainability of the children's program.

BUDGET REQUEST BY SOURCE OF OPERATIONAL 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	\$160,000	\$0	\$0	\$49,074
2. Payroll Taxes & Assessments	\$10,000	\$0	\$0	\$11,953
3. Fringe Benefits	\$10,000	\$0	\$0	\$6,200
TOTAL PERSONNEL COST	\$180,000	\$0	\$0	\$67,227
B. OTHER CURRENT EXPENSES				
1. Cost of Goods Sold	\$0	\$0	\$0	\$20,000
1. Advertising/Promotional	\$0	\$0	\$0	\$3,050
2. Bank & Account Fees	\$0	\$0	\$0	\$600
3. Merchant Fees & CC Processing Fees	\$0	\$0	\$0	\$1,400
4. Building & Grounds Maintenance	\$0	\$0	\$0	\$145,500
5. Business Licenses & Fees (Registrations)	\$0	\$0	\$0	\$500
6. Contract Services	\$2,000	\$0	\$0	\$3,000
7. Background Checks	\$0	\$0	\$0	\$400
9. Employee Development & Continuing Ed	\$0	\$0	\$0	\$1,000
10. General Excise Tax	\$0	\$0	\$0	\$1,300
11. Insurance	\$2,000	\$0	\$0	\$25,500
13. Accounting Fees	\$1,000	\$0	\$0	\$8,000
15. Payroll & HR Accounting	\$0	\$0	\$0	\$16,900
16. Appreciation Events	\$0	\$0	\$0	\$1,000
17. Entertainment	\$0	\$0	\$0	\$5,200
18. New Equipment & Small tools	\$0	\$0	\$0	\$350
19. Office Supplies, Software, appreciation events	\$4,000	\$0	\$0	\$398
20. Field Trips	\$0	\$0	\$0	\$1,000
21. Permits	\$0	\$0	\$0	\$200
22. Shipping	\$0	\$0	\$0	\$100
23. Property Tax	\$0	\$0	\$0	\$300
24. Rent/Parking	\$0	\$0	\$0	\$1,650
25. Stipends	\$1,000	\$0	\$0	\$1,500
26. Supplies	\$3,000	\$0	\$0	\$1,800
28. Transportation	\$1,000	\$0	\$0	\$500
29. Mileage	\$0	\$0	\$0	\$100
30. Utilities	\$6,000	\$0	\$0	\$1,300
31. Van	\$60,000	\$0	\$0	\$0
32. Classroom space rental	\$0	\$0	\$0	\$110,400
TOTAL OTHER CURRENT EXPENSES	\$80,000	\$0	\$0	\$352,948
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	\$260,000	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 Requested	\$420,175	Signature of Authorized Official Date		
TOTAL BUDGET	\$680,175	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

Operational

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)
Chief Strategy Officer	FT	\$120,000	0.00%	\$0
Interim Executive Director	FT	\$75,000	75.00%	\$56,250
Keiki Program Director	FT	\$55,000	100.00%	\$55,000
Keiki Program Staff	PT	\$45,000	100.00%	\$45,000
Grant Manager	PT	\$12,000	40.00%	\$4,800
Caretaker	PT	\$11,000	90.00%	\$9,900
Market Manager	PT	\$11,000	85.00%	\$9,350
TOTAL:				\$180,300

JUSTIFICATION/COMMENTS:

Our team is highly qualified and experienced in our programs and services. We are deeply committed to our community-driven programs, and our management team allocates their time based on their active involvement in these initiatives.

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Hale Halawai 'Ohana O Hanalei
Operational

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
	0.00		\$ -	
	0		\$ -	
	0		\$ -	
TOTAL:	0			

JUSTIFICATION/COMMENTS:

N/A

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
15 Passenger Van	1.00	\$60,000.00	\$ 63,600.00	63600
	0.00		\$ -	
	0.00		\$ -	
TOTAL:	0		\$ 63,600.00	63,600

JUSTIFICATION/COMMENTS:

A 15 passenger van will significantly reduce our reliance on expensive bus rentals for keiki program field trips, allowing us to allocate funds to other program needs. Having our own vehicle will also provide us with the flexibility to access special, more remote areas of the island, enhancing our enrichment program by offering unique learning experiences that are otherwise difficult to reach. This will allow us to better serve the children and expand the scope of our educational activities.

Applicant: Hale Halawai 'Ohana O Hanalei

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	\$0	\$0	\$0
EQUIPMENT	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL:	\$0	\$0	\$0	\$0	\$0	\$0

JUSTIFICATION/COMMENTS:
 There are no Capital projects in Operation at this time

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