



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: THE WAIPA FOUNDATION*

DBA/Trade Name: The Waipa Foundation

Issue Date: 12/20/2024

Status: **Compliant**

Hawaii Tax#: 40453557-01
New Hawaii Tax#: GE-2046068736-01
FEIN/SSN#: XX-XXX3224
UI#: No record
DCCA FILE#: 95751

Status of Compliance for this Vendor on issue date:

Form	Department(s)	Status
A-6	Hawaii Department of Taxation	Compliant
8821	Internal Revenue Service	Compliant
COGS	Hawaii Department of Commerce & Consumer Affairs	Exempt
LIR27	Hawaii Department of Labor & Industrial Relations	Compliant

Status Legend:

Status	Description
Exempt	The entity is exempt from this requirement
Compliant	The entity is compliant with this requirement or the entity is in agreement with agency and actively working towards compliance
Pending	A status determination has not yet been made
Submitted	The entity has applied for the certificate but it is awaiting approval
Not Compliant	The entity is not in compliance with the requirement and should contact the issuing agency for more information

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

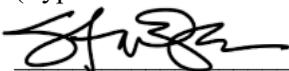
The undersigned authorized representative of the applicant certifies the following:

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

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

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

(Typed Name of Individual or Organization)



(Signature)

(Date)

(Typed Name)

(Title)



January 15, 2025

Statement of Public Purpose

To Whom It May Concern:

I, Stacy Sproat, affirm on behalf of the Waipā Foundation that our funding request will be used for a public purpose pursuant to Section 42F-102, Hawai'i Revised Statutes.

Project Holomua will strengthen Kauai's community resilience and improve access to resources that drive economic development, enhance food security, empower cultural education, and foster community connections.

Mahalo piha,

A handwritten signature in black ink, appearing to read 'Stacy Sproat', is positioned below the text 'Mahalo piha,'.

Stacy Sproat
Executive Director

Application Submittal Checklist

The following items are required for submittal of the grant application. Please verify and check off that the items have been included in the application packet.

- 1) Hawaii Compliance Express Certificate (If the Applicant is an Organization)
- 2) Declaration Statement
- 3) Verify that grant shall be used for a public purpose
- 4) Background and Summary
- 5) Service Summary and Outcomes
- 6) Budget
 - a) Budget request by source of funds ([Link](#))
 - b) Personnel salaries and wages ([Link](#))
 - c) Equipment and motor vehicles ([Link](#))
 - d) Capital project details ([Link](#))
 - e) Government contracts, grants, and grants in aid ([Link](#))
- 7) Experience and Capability
- 8) Personnel: Project Organization and Staffing



AUTHORIZED SIGNATURE

STACY SPROAT, EXECUTIVE DIRECTOR

PRINT NAME AND TITLE

1/15/25

DATE

Application for Grants

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

I. Certification – Please attach immediately after cover page 1. Hawaii

Compliance Express Certificate (If the Applicant is an Organization)

If the applicant is an organization, the applicant shall submit one (1) copy of a Hawaii Compliance Express Certificate from the Comptroller of the Department of Accounting and General Services that is dated no earlier than December 1, 2024.

See Attached.

2. Declaration Statement

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

See 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](#).

See Attached.

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;

The Waipā Foundation is a 501(c)(3) non-profit organization that manages the 1,600-acre intact ahupua‘a of Waipā in the moku of Halele‘a on Kaua‘i’s North Shore. Established in 1994, born from a grass-roots movement to protect Waipā valley from resort development, we have been steadfast in our mission - to restore Waipā’s vibrant natural systems and resources and inspire healthy, thriving communities connected to their resources.

Through a master lease with Kamehameha Schools currently through 2050, we support community and food resiliency, economic development, and ‘āina-based programming by providing facilities, infrastructure, and access to natural resources. By serving 1,000 learners annually through ‘āina-based learning, our programs cultivate a deep connection to place and love for the ‘āina, while learning, practicing, and living cultural skills and

values. Over the last 30 years, Waipā has been committed to growing a more diverse regional economy through supporting local farmers and regional food consumers.

Waipā is based-in and serves a federally designated disadvantaged community, addressing multiple socioeconomic challenges identified by the *Climate and Economic Justice Screening Tool (CEJST)*, *Council on Environmental Quality*. These include meeting the threshold criteria for low income, climate change, energy, housing, legacy pollution, and workforce development.

In 2013, we received funding from the Hawai'i State Legislature to support and finalize the construction of the Laukupu Kitchen, Poi Mill, & Hale Imu. These buildings play a vital role in supporting Waipā's initiatives towards community and food resiliency, economic development, and 'āina-based programming. Facilities include a state-certified commercial kitchen, poi mill, and hale imu as an outdoor cooking, meeting, and gathering space for our community. Laukupu continues to deliver significant benefits to our underserved communities and the broader Kaua'i population:

- Since 2017, we produced, processed, and distributed over 320,000 lbs. of poi, including 40,000 lbs. in 2024 alone.
- Since 2021, over 60,000 lbs. of fresh produce have been processed and distributed, with 11,470 lbs. in 2024.
- Since 2015, Laukupu has supported an average of 8-9 small-businesses and entrepreneurs annually. To date, Waipā's facilities have contributed to \$4.5M in earned revenue for our community partners.

2. The goals and objectives related to the request;

For the past decade, Laukupu has been a critical public resource in our community, steadily advancing food security and community resilience while delivering vital support to Kaua'i during natural disasters. To ensure its continued impact for the next 20 years, the Waipā Foundation is proud to introduce **Project Holomua**. This initiative seeks to upgrade kitchen facilities, sustain essential operational staff, and conduct a professional assessment to evaluate and optimize the facility's overall condition and functionality.

Goal: Project Holomua will strengthen Kaua'i's community resilience and improve access to resources that drive economic development, enhance food security, empower cultural education, and foster community connections.

We will accomplish our goal by executing the following objectives:

Objective 1: By the end of Year 1, we will install (1) walk-in fridge and freezer box and develop (1) Property Condition Assessment.

Objective 2: By the end of Year 1, we will provide commercial kitchen access to (8) local small-business owners, distribute (40,000) lbs. of poi and (10,000) lbs. of produce to our community, and host (500) learners and (500) community members from Kauaʻi.

As a result of executing our objectives, we will accomplish the following outcomes:

Outcome 1: An upgraded refrigeration system and a Facility Renovation Plan.

Outcome 2: Enhanced community resilience and improved access to resources.

3. The public purpose and need to be served;

The management and renovation of our Laukupu Kitchen, Poi Mill, & Hale Imu will address three critical needs of our Kauaʻi communities: *Economic Development, Community & Food Resiliency, and ʻĀina-based Programming.*

Economic Development

The Kauaʻi Comprehensive Economic Development Strategy (CEDS) Plan (2022-2026) brought together a broad spectrum of community leaders from business, government, education, nonprofits, technology, and agriculture to discuss common challenges and opportunities for making Kauaʻi County a better place. The plan serves as a roadmap and eventual framework for assessing and achieving progress towards the economic goals that the county's stakeholders have collectively outlined.¹

Project Holomua supports the following goals and strategies of the CEDS Plan:

Goal Area 1: Workforce

Strategy 1: Provide workforce with the skills they need to be gainfully employed.

Strategy 2: Assist schools in meeting college and career expectations.

Goal Area 2: Natural Resources

Strategy 1: Develop a supportive and equitable business development environment for beginning farmers and other enterprises sustainably utilizing or enhancing Kauaʻi's agriculture, water, or other natural resources.

Goal 3: Quality of Place

Strategy 1: Achieve greater food self-sufficiency.

Strategy 2: Enhance the community's ability to thrive.

Strategy 3: Promote healthy lifestyle choices for improved health outcomes and individual prosperity.

Goal 4: Economy

Strategy 1: Increase collaboration.

Strategy 2: Support economic innovation and digitization for all businesses

¹ *Kauaʻi Office of Economic Development. (2022). Comprehensive Economic Development Strategy (CEDS) 2022-2027 [Report]. Kauaʻi County. Retrieved from: https://www.kauai.gov/files/assets/public/v/1/oed/documents/revise-ver1-ceds-final-report-designed-3_15_2022dh.pdf*

Strategy 3: Develop infrastructure.

Strategy 4: Support the development of new businesses and markets for a diversity of products derived from agricultural and technological activity.

Over the last nine years of operation, these facilities have empowered our community by supporting small-business food entrepreneurs in Kaua'i's North Shore communities. Waipā currently has 8 small businesses using its commercial kitchen, along with Waipā's food team. The facility has remained near full capacity for several years. In 2024, Waipā's commercial kitchen, fully booked from 5am - 8pm, welcomed its first overnight user several days a week. Two vendors, Braddah Dave's Taro Burgers and Fresh Bite, have been users since the kitchen opened in 2015, while the other six have joined within the past five years. Since 2015, the kitchen has supported numerous small businesses generating over \$4.5 million in revenue. Additionally, we foster economic and workforce development by providing paid summer and year-round internships to high school and college-aged Kaua'i youth.

Community & Food Resiliency

Our Laukupu facilities play a critical role in supporting food production, aggregation, and distribution, ensuring our community's ability to respond to climate change-related events, natural disasters, and landslides that threaten access to vital supplies for Kaua'i's underserved populations. During the 2018 floods, Waipā supported Kaua'i farmers with grant assistance and hosted state and government leaders at its facilities, including the Hawai'i State Legislature and Office of Hawaiian Affairs. Additionally, Laukupu serves as a vital space for meetings, gatherings, and programs, fostering community connections.

The ahupua'a of Waipā offers a wealth of diverse natural resources and food system assets, including gardens and planting sites for fruits, mixed crops, greens, kalo, and other ancestral foods. To date, we remain the sole grower of fresh produce beyond kalo west of Kīlauea, serving as a vital resource of locally grown food for Kaua'i's North Shore. Laukupu fills a critical gap in our local food system with its post-harvest, cold storage, and food-processing facilities, supporting Waipā, community vendors, small-businesses, and the broader Kaua'i County.

In response to the 2018 floods, the COVID-19 pandemic, and the 2021 Hanalei Hill Landslide, Waipā introduced a self-serve honor system retail stand, ensuring daily access and affordable, locally-sourced foods. Open daily from 7am - 7pm the stand features fresh produce, savory entrees, baked goods, and staples like poi, cooked kalo, and 'ulu. All produce and healthy foods are sold at below market retail to increase equitable access and baked goods are sold at full retail. The stand generates over \$15,000 in monthly revenue, with strong demand from local residents and visitors for more produce and Waipā-prepared meals.

Established 30 years ago by the Hawaiian families on Kaua'i's North Shore, "Poi Day" was established at Waipā as a food justice project to keep poi available and affordable. Today, we distribute an average of 800 lbs. of poi weekly to kūpuna and 'ohana across Kaua'i at or below cost of the production (\$6/lb.). **Project Holomua** is essential to maintaining our role as a hub for disaster preparedness, sustaining poi day operations, and supporting the processing, storage, and distribution of locally-sourced produce for our community.

Āina-based Programming

The North Shore of Kauaʻi is geographically isolated, with tourism serving as the primary economic driver. As a result, our community has been shaped by an extractive economy driven by tourism and real estate development over the past three generations, leading to the displacement of multigenerational Native Hawaiian families, restricted access to cultural lands and resources, and prioritized land use for foreign interest. Consequently, indigenous lands and open spaces for our rural community have been rezoned for commercial and hotel development, contributing to the cultural erasure, environmental degradation, and inequitable access to ʻāina-based education opportunities.

Waipā provides equitable access to culturally significant lands and enhances the overall health and well-being of our community through cultural education grounded in native reforestation, communal stewardship, and ʻāina-based learning. Our Laukupu facilities serve as an outdoor education and gathering place for school and community groups that visit Waipā. It also provides facility-use for traditional food preparation and cooking, further enhancing community access to cultural education and hands-on learning opportunities. **Project Holomua** is essential to sustaining Waipā's educational programs.

4. Describe the target population to be served; and

Waipā's core target populations are distinct and overlapping and is as follows: 1) Geographic communities of Kīlauea to Hāʻena along Kauaʻi's North Shore; 2) Native Hawaiians, low-income, and other vulnerable populations of Hawaiʻi; and 3) A community of practice, individuals who support our mission and share a commitment to increasing their knowledge through experiential learning on the ʻāina.

Kauaʻi's North Shore spans much of the Haleleʻa district, from Kīlauea in the east to Hāʻena in the west, with a population of over 7,000 residents, plus hundreds more who drive into work from the east side. Laukupu offers access to commercial kitchen facilities for local food entrepreneurs in these communities. Waipā's poi deliveries and programming reaches all of Kauaʻi island, including Niʻihau, approximately 73,851 residents. In 2024, 36% of community groups who utilized Laukupu's facilities extended beyond Kauaʻi.

5. Describe the geographic coverage.

The core geographic coverage of the Waipā Community Kitchen, Poi Mill & Hale Imu will begin with the agricultural districts of Kīlauea and continue through the communities of Kīlauea, Kalihiwai, Anini, Princeville, Hanalei, Wainiha and Hāʻena.

Waipā is centrally located along Kauaʻi's North Shore, in the moku of Haleleʻa. Waipā is approximately 30 miles from Līhuʻe, Kauaʻi's largest town and commercial hub, and 15 miles away from Kapaʻa, its second largest population center. To the west, Waipā is linked to smaller rural communities such as Wainiha and Hāʻena which border the Nā Pali Coast, and to the east Princeville, a resort community, and Kīlauea, a quickly growing residential community. Despite its geographic isolation, Waipā provides services and programs that contribute to island-wide efforts in food security and access to ʻāina-based education.

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 of Work

Waipā's Laukupu Kitchen Manager, under the supervision of the Executive Director, will coordinate with two professional contractors to: **1)** Remove defective refrigeration equipment and install a new walk-in refrigerator and freezer-box with evaporator and condenser units; and **2)** Schedule and support the development of a Property Condition Assessment to guide future renovations and facility upgrades.

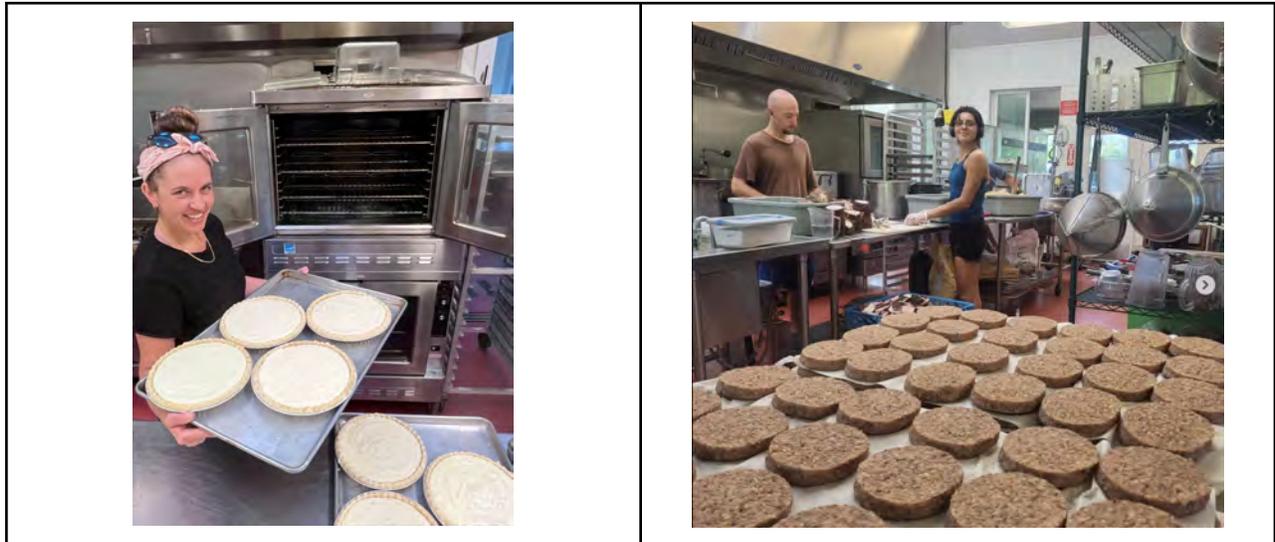
Waipā Laukupu Kitchen Manager and Waipā Community Programs Director will manage and oversee the daily operation, community users, facility maintenance, and Waipā programming facilitated at Laukupu.

Tasks & Responsibilities

The Waipā's Laukupu Kitchen Manager will oversee all aspects of the incubator kitchen operation, including but not limited to: scheduling, managing required documentation, serving as the primary point of contact for kitchen use inquiries, coordinating facility maintenance and addressing repairs, managing inventory and supplies, and securing permits and certifications required for operating a state-certified commercial kitchen.

The Waipā Community Programs Director will manage all program staff and oversee the planning, execution, and evaluation of school and group visits, meetings, training, and workshops. Responsibilities include maintaining Waipā's master calendar and reservation system for facilities and event spaces, coordinating staffing and contractor needs, ensuring timely submission of required applications, and preparing facilities for users.

Laukupu Community Kitchen-use





(Top left: For Goodness Cakes; top right Braddah Dave’s Taro Burgers; bottom left: Braddah Dave’s value-added products; bottom right: Fresh Bite - 2024 Hawai’i Green Business Program Awardee)

Weekly Poi days at Laukupu



'Āina-based programming, produce processed at Laukupu



Community events at Laukupu





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

See Attached.

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

Contractual Services

To ensure quality, we will verify both contractor's business licenses, credentials, public reviews, and evaluate their performance based on the timely execution of the proposed scope of work. The Waipā Laukupu Kitchen Manager will schedule services and serve as the primary point of contact, with the Executive Director providing oversight of equipment installation and walk-through of Property Condition Assessment.

Laukupu Kitchen, Poi Mill, & Hale Imu

Quality assurance will be managed by the Waipā Laukupu Kitchen Manager, with oversight from the Executive Director. The Kitchen Manager will continuously monitor and assess food production, distribution, and facility access, making necessary improvements based on the project outputs outlined in Objective 1. The pounds of produce and poi processed and distributed will continue to be tracked using digital scales and Waipā's NRDS database. The number of community vendors utilizing the kitchen facilities will be documented and tracked through contractual agreements and vendor paperwork. Programmatic evaluation will be conducted via electronic surveys of all community users and vendors.

The Waipā Director of Community Programs will oversee programs and group visits at Laukupu, ensuring project outputs align with Objective 1. The number of participating students and school groups will be documented through liability waiver forms and Waipā's NRDS database. Programmatic evaluation will be conducted via electronic surveys of all students and community participants, ensuring quality and making necessary improvements.

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

Project Holomua Work Plan

Month	Activity	Personnel	Outcome
July	<ul style="list-style-type: none"> • Submit production order to Contractor for walk-in refrigerator and freezer box. • Schedule walk-through for Property Condition Assessment with Contractor. • Facility and venue use for Community Access, Food Production & Distribution, Poi Day, and 'Āina-based Programming 	Waipā Laukupu Kitchen Manager, Waipā Director of Community Programs, Contractor (2)	1 & 2
August	<ul style="list-style-type: none"> • Conduct Property Condition Assessment with Contractor. • Facility and venue use for Community Access, Food Production & Distribution, Poi Day, and 'Āina-based Programming 	Executive Director, Waipā Laukupu Kitchen Manager, Waipā Director of Community Programs, Contractor	1 & 2
September	<ul style="list-style-type: none"> • Facility and venue use for Community Access, Food Production & Distribution, Poi Day, and 'Āina-based Programming 	Waipā Laukupu Kitchen Manager, Waipā Director of Community Programs	2
October	<ul style="list-style-type: none"> • Contractor to remove defective refrigeration system and install new walk-in refrigerator and freezer box. • Facility and venue use for Community Access, Food Production & Distribution, Poi Day, and 'Āina-based Programming 	Executive Director, Waipā Laukupu Kitchen Manager, Waipā Director of Community Programs, Contractor	1 & 2
November	<ul style="list-style-type: none"> • Waipā review Property 	Waipā	1 & 2

	<p>Condition Assessment from Contractor.</p> <ul style="list-style-type: none"> • Facility and venue use for Community Access, Food Production & Distribution, Poi Day, and 'Āina-based Programming 	<p>Laukupu Kitchen Manager, Waipā Director of Community Programs, Contractor</p>	
December	<ul style="list-style-type: none"> • Waipā to develop funding strategy for Facility Renovation Plan. • Facility and venue use for Community Access, Food Production & Distribution, Poi Day, and 'Āina-based Programming 	<p>Executive Director, Waipā Laukupu Kitchen Manager, Waipā Director of Community Programs</p>	2
January	<ul style="list-style-type: none"> • Waipā to identify and secure funding sources. • Facility and venue use for Community Access, Food Production & Distribution, Poi Day, and 'Āina-based Programming 	<p>Executive Director, Waipā Laukupu Kitchen Manager, Waipā Director of Community Programs</p>	2
February	<ul style="list-style-type: none"> • Waipā to identify and secure funding sources. • Facility and venue use for Community Access, Food Production & Distribution, Poi Day, and 'Āina-based Programming 	<p>Executive Director, Waipā Laukupu Kitchen Manager, Waipā Director of Community Programs</p>	2
March	<ul style="list-style-type: none"> • Waipā to identify and secure funding sources. • Facility and venue use for Community Access, Food Production & Distribution, Poi Day, and 'Āina-based Programming 	<p>Executive Director, Waipā Laukupu Kitchen Manager, Waipā Director of Community</p>	2

		Programs	
April	<ul style="list-style-type: none"> • Phase 1 of facility improvements. • Facility and venue use for Community Access, Food Production & Distribution, Poi Day, and 'Āina-based Programming 	Executive Director, Waipā Laukupu Kitchen Manager, Waipā Director of Community Programs, Contractor (TBD)	2
May	<ul style="list-style-type: none"> • Continue Phase 1 of facility improvements. • Facility and venue use for Community Access, Food Production & Distribution, Poi Day, and 'Āina-based Programming 	Executive Director, Waipā Laukupu Kitchen Manager, Waipā Director of Community Programs, Contractor (TBD)	2
June	<ul style="list-style-type: none"> • Continue Phase 1 of facility improvements. • Facility and venue use for Community Access, Food Production & Distribution, Poi Day, and 'Āina-based Programming 	Executive Director, Waipā Laukupu Kitchen Manager, Waipā Director of Community Programs, Contractor (TBD)	2

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.

Project Holomua's effectiveness and success will be measured on its ability to execute our project objectives:

Objective 1: By the end of Year 1, we will install (1) walk-in fridge and freezer box and develop (1) Property Condition Assessment.

- **Measure 1:** Timely installation of one walk-in fridge and freezer box based on proposed scope of work by Contractor. Photo documentation and receipt will be made available to the State to confirm services.
- **Measure 2:** Timely Property Condition Assessment based on proposed scope of work by Contractor. Digital copy of assessment and receipt will be provided to the State to confirm services.

Objective 2: By the end of Year 1, we will provide commercial kitchen access to (10) local small-business owners, distribute (40,000) lbs. of poi and (10,000) lbs. of produce to our community, and host (500) students and (500) community members from Kaua'i.

- **Measure 1:** Vendor and facility use application forms will be recorded, digitized, and made available to the State to confirm the number of local small-business users.
- **Measure 2:** Waipā agricultural and food distribution report will be digitized and made available to the State to confirm the number of pounds distributed to our community.
- **Measure 3:** Waipā Director of Community Programs will provide quarterly reports to the State of schools and community groups engaged at Laukupu to confirm the number of students and community members at our facility.

IV. Financial

Budget

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.
 - a. Budget request by source of funds ([Link](#))
 - b. Personnel salaries and wages ([Link](#))
 - c. Equipment and motor vehicles ([Link](#))
 - d. Capital project details ([Link](#))
 - e. Government contracts, grants, and grants in aid ([Link](#))

See Attached.

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2026.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$80,528.50	\$7,998.50	\$7,998.50	\$7,998.50	\$104,524

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2026.

Funding Source	Status
Administration for Native Americans	Unsecured
Laukupu Kitchen	Generated revenue estimated \$50,000 annually
Other grant funding	Grant prospecting based on Property Condition Assessment

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 2026 for program funding.

See Attached.

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

\$2,099,512 including building, facilities, and equipment.

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.

Waipā is a mature and high performing 'Ōiwi (Native Hawaiian) nonprofit organization. We collaborate with public and private sector partners, organizations, and community stakeholders who share our mission. Our extensive experience and organizational capacity makes us well- positioned for the success of this project:

- Over the last 30 years, Waipā has grown to 28 employees, 25 weekly volunteers, and an annual budget of \$2.3M, hosting more than 1,000 learners annually.
- Since 2008, Waipā has directed the investment of over \$20M towards the restoration of our ahupua'a and building community resilience in Kaua'i.
- Waipā produces and distributes 50,000+ lbs. of poi and fresh produce annually out of Laukupu, enhancing the health and well-being of our Kaua'i community

Waipā's Executive Director, Stacy Sproat, and Administrative Manager, Lea Weldon are 2/3 of the same team that managed the \$1.7M capital campaign and development and construction of these facilities between 2006 and 2015. Even with the departure of their longtime Director of Operations in 2021, Stacy and Lea and their expanding team have together managed the growth of Waipā and the incorporation of these facilities into every aspect of Waipā's operations.

- In 2024, Waipā's Director of Community Programs and her team hosted 50 classes and groups at our Hale Imu, utilizing it as a meeting space, workshop venue, and event location. These groups ranged from local community organizations to statewide, continental U.S., and international participants. Groups included Kīlauea School 1st and 4th grade classes, Simple Sangha Buddhist Club (monthly), Hālau Ke Ala Laua'e o Makana (weekly), Kaiser Permanente Annual Day of Service (annually), Waipā's community workday (monthly), University of the Ryukyus (Japan), University of Hawai'i Geography 493, Agricultural Leadership Foundation of Hawai'i, and many more. Full listing of classes and groups is available upon request.
- From 2022-2024, Waipā's current team managed a diverse range of programs and projects, including the programming in this request. These programs and projects along with the required administrative management were funded by a budget that increased from \$1.7M in 2022, to \$2.3M in 2024, a 35% increase. During this period, \$245,405 in equipment was purchased, put into operation, managed, and maintained at Waipā through general and operating grant funds. Equipment purchases ranged from heavy equipment and related attachments, to 4WD off-road transportation vehicles, event tents, and stream monitoring equipment. Audited financial statements for 2022 and 2023 are available upon request.
- In 2024, Waipā's Laukupu Kitchen Manager successfully managed the operations of the Laukupu Kitchen, overseeing the use and relationships of all 8 users. This included navigating months of refrigeration and freezer breakdowns, as well as overseeing \$18,000 in diagnostics and repairs for these units, along with Waipā's ice machine, stove, and oven.

Grant Management

Our grant team is led by Executive Director Stacy Sproat, who oversees project execution. Waipā's administrative manager Lea Weldon oversees all fiscal activities in-house and CW Associates serves as Waipā Foundation's CPA and financial auditor. 'Ōla'a Consulting, our Grant Manager, ensures project outputs and reporting are tracked and completed on time. Our organization utilizes Quickbooks Nonprofit as our financial management platform and ProService Hawai'i to manage payroll and HR. Our system of project and financial oversight lies with our Board of Directors who approve long term planning, annual budgets, and establish policies to ensure compliance with applicable state and federal laws.

Project Experience

Waipā possesses 10-years of experience operating and managing Laukupu's facilities. Facility operations have been funded historically through: 1) Grants from organizations including Kamehameha Schools; 2) Private donations; 3) Sales of cheesecake and other value-added and signature products produced in the kitchen; and 4) Revenue generated (\$50,000 annually) from kitchen use fees. On an annual basis, the cost of running these facilities is close to breakeven. Waipā has been closing the gap between expenses and revenue in recent years with the growth of it's signature products and rental revenue from kitchen users.

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.

The Laukupu Kitchen, Poi Mill, & Hale Imu consist of two adjoining buildings - a commercial kitchen and poi mill, and a outdoor imu - an open concrete-floor space for cooking in a modern Hawaiian imu as well as staging, meeting and eating space during programs and gatherings. These facilities encompass a total of 3,469 sf with an additional 4,000 sf of uncovered concrete parking, surrounding lanai/walkway, and a trash/propane tank enclosure. They are two of three buildings in Waipā's Community Complex. The third building is a multi-purpose indoor meeting and gathering space funded and built by Kamehameha Schools for Waipā use. All buildings in the Community Complex are ADA accessible.

The Commercial Kitchen and Poi Mill are designed to be utilized as one space or two separate spaces by different users, with one being a dedicated poi milling area. The commercial kitchen includes equipment for catering and cold storage (refrigeration and freezer), as well as producing baked products and other processed foods. The buildings have a service window in the front of the commercial kitchen and have service, delivery, woodshed, and loading dock in the back.

These facilities were a long-held dream of Waipā's founders, envisioned for over 20 years. After an additional decade of fundraising, design, permitting, and construction, they were finally completed, blessed, and opened in the fall of 2015. The Waipā Foundation

successfully raised \$1.7M to construct these buildings, with the final \$200,000 secured through a GIA capital grant in 2013. This application marks Waipā's first GIA request since that time.

Waipā's Laukupu Kitchen, Poi Mill, & Hale Imu



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.

Stacy Sproat, Executive Director & Project Oversight

Stacy has served as the Executive Director of Waipā Foundation since 2001. Stacy is part of a Native Hawaiian family of traditional and commercial mahi`ai, lawai`a and konohiki

(resource managers) from Kalihiwai, Kaua'i's North Shore who moved home from college to work with her `ohana and community. Over the last 32 years, Stacy has led the growth of the Waipā Foundation from a small entirely volunteer organization to a thriving non-profit with 20+ staff, 25+ weekly volunteers, and a \$3.6M budget in 2025, serving thousands of learners and community annually. As Executive Director, Stacy reports to Waipā's Board of Directors and with her management team leads all aspects of Waipā's work. She directly focuses on short and long term strategic and project planning, budgeting, fundraising and development of partnerships, and reporting. Stacy has the longest continuous tenure of work at Waipā and time on the land of anyone within staff, board and community, outside of her father, who was a founder of Waipā's predecessor organization, the Hawaiian Farmers of Hanalei. Therefore, Stacy is involved in high level planning and oversight of all `āina-based restoration projects, and led the permitting, capital campaign, development and construction of the facilities in this proposal. As a hands-on leader who works closely with her team, Stacy has performed nearly every job function at Waipā, some for many years. In addition to these other roles, Stacy has participated on numerous boards and committees for both nonprofits and government, and presented as a speaker at conferences and gatherings, both island and statewide. An avid gardener for almost her entire adult life, Stacy also directly manages Waipā's 2-acre Mauka Garden which is one of Waipā's learning sites and provides the majority of fresh produce for community distribution and commercial sale such as kale and lettuce.

Nicole Lucia, Waipā Laukupu Kitchen Manager

Nicole holds two Associate Degrees in Culinary Arts & Hotel Management from Santa Barbara City College and is HACCP certified through North Carolina State University. Nicole has 25 years of experience in the culinary sector, and held such titles as Chef and Director of Food Services at numerous establishments, as well as Production Manager for a California plant producing frozen vegetarian meals. Additionally, Nicole leads the development and production of Waipā's value added products including weekly menus and recipes (locally sourced ingredients from our farm), baked goods, and is responsible for packaging and labeling prepared foods and wholesale accounts, orders, and delivery. Nicole's following responsibilities are:

- Manage state-certified commercial kitchen facility compliance including interfacing with the State of Hawai'i Department of Health and all other certifying agencies.
- Manage and coordinate repair and maintenance of all kitchen facilities and equipment including troubleshooting and scheduling contractors.
- Manage scheduling, tracking of hours, required insurance and certifications, safety and certification and documentation of use for kitchen users, and serve as main point of contact for all kitchen inquiries.
- Consistently develop kitchen operations and management systems.
- Participate in manager, staff, and planning meetings.
- Ensure that necessary kitchen supplies are ordered and stocked.

Kau'i Fu, Waipā Director of Operations, Communications, & Community Programs

This position requires broad and strong knowledge of and relationships with all of Waipā's communities. Kau'i is descended from one of Hanalei's multigenerational Hawaiian

‘ohana and participated in Waipā’s programs as a middle and high school youth. She received her BA in Sociology with a minor in Hawaiian Studies from UH Hilo and moved

home to mālama her ‘ohana and serve her community. Kau`i has been with Waipā for over 10 years now and has emerged as one of it’s leading managers with her deep roots

in the local community, and broad networks and relationships within and beyond Kaua‘i’s north shore. Kau`i was part of the 2024 cohort of the First Nations Futures Program, an international program for emerging `ōiwi leaders. In addition to her work at Waipā, Kau`i is co-chair of the statewide `Ohana Wa`a, president of the Hanalei Hawaiian Civic Club, head coach of the Hanalei Canoe Club’s `ōpio paddling program, and board chair of the Namahana Education Foundation. This year, Kau`i will fulfill multiple roles at Waipā until additional qualified staff are recruited and hired to take on some of her many roles. Below are her responsibilities most relevant to this project. Kau`i manages/works with two administrative staff who help her to accomplish all of the responsibilities below and in her other lines of responsibility. Kau`i reports directly to the Executive Director.

- Scheduling, staffing, and programming for community programs, meetings, gatherings, trainings, and workshops utilizing Waipā’s facilities.
- Manage, train staff, and oversee the scheduling, staffing, programming, and documentation/evaluation for school and other group visits.
- Manage, train staff, and oversee Waipa’s master calendar including reservations for facility and event spaces
- Manage staff and contractors to ensure that appropriate applications are submitted, facilities are clean, in good condition and prepared for use by Waipā program staff and community users, and cleaned and in order post use.

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.

See Attached.

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.

Position	Salary
Executive Director	\$95,000
Administrative Manager, Programs Director	\$58,748 - \$68,640
‘Āina Operations Manager, Equipment Operator	\$38,347 - \$64,480

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.

None

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.

N/A

3. Private Educational Institutions

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

N/A

4. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 2026 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2026, but
- (b) Not received by the applicant thereafter.

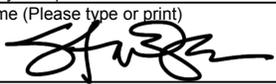
The matching funds in the grant budget reflects revenue from kitchen use, product/service sales, and programming fees. It is anticipated that in the future the Laukupu Kitchen, Poi

Mill, & Hale Imu will continue to be financially sustainable from these revenue sources, excluding major repairs and replacements, which grants and donations will be needed to support. Upon completion of the Property Condition Assessment, Waipā will begin fundraising for necessary repairs, work to establish a reserve fund for projected high-cost items, and take actionable steps forward in a Facility Renovation Plan.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2025 to June 30, 2026

Applicant: Waipā Foundation

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	24,240			8,000
2. Payroll Taxes & Assessments	4,604			1,520
3. Fringe Benefits	3,150			1,040
TOTAL PERSONNEL COST	31,994			10,560
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance				6,000
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				500
6. Supplies				3,500
7. Telecommunication				
8. Utilities				20,000
9 Dues & Fees, inspections, etc.				1,000
10 Equipment repairs & maintenance				5,000
11 Contractual (cleaning)				3,600
12.Contractual (Property Condition Assessment)	4,900			
13				
14				
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16				
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20				
TOTAL OTHER CURRENT EXPENSES	4,900			39,600
C. EQUIPMENT PURCHASES	67,630			
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	104,524			50,160
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	104,524	Stacy M. Sproat (808) 639-1815		
(b) Total Federal Funds Requested	0	Name (Please type or print) Phone		
(c) Total County Funds Requested	0			
(d) Total Private/Other Funds Requested	50,160	Signature of Authorized Official Date 1/15/25		
TOTAL BUDGET	154,684	Stacy M. Sproat, Executive Director Name and Title (Please type or print)		

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES Period: July 1, 2025 to June 30, 2026

Waipā Foundation

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Commercial walk in 2 compartment holding freezer/cooler 11'8"x8'4"	1.00	\$67,630.49	\$ 67,630.49	67630.49
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:	1		\$ 67,630.49	67,630
JUSTIFICATION/COMMENTS: Essential equipment for Laukupu Kitchen				

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

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Waipā Foundation

Contracts Total: 2,827,754

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	KEMA Stream Restoration Grant	1/8/2021-3/31/2024	KEMA	State/Kaua'i County	371,140
2	Watershed Implementation Project for the Ahupua`a of Waipā Phase II	3/20/2019-3/19/2023	State Dept. of Health	U.S. EPA	490,998
3	Assessing Nature-Based Solutions to Enhance Resiliency along Coastal Waipā	8/21/2023-8/18/2025	National Fish & Wildlife Foundation	NFWF/U.S.	268,398
4	Waipā Flood Mitigation Project	3/27/2024-completion	Hale Halawai `Ohana o Hanalei	State/Kauai County	1,252,000
5	Mai Halulu i Halaloa	12/11/2024-12/31/2027	Trust for Public Land	U.S. Forest Service	445,218
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Waipā Foundation
Board of Directors

Stacy Sproat
Executive Director

Lea Weldon
Administrative Manager
Mai Uka a i Kai Programs Director

Kaui Fu
Director of Operations, Communications, & Community Programs

Olivia Ruff
Manager of Development, Events & Cultural Foodways Program(CFP) Director

Faith Lehua Blalock
Biocultural Resource Manager

Kaipo Like
'Āina Manager(Stream) & Heavy Equipment Operator

Kari Shozuya
Garden Manager & Poi Orders

Nicole Lucia
Laukupu Kitchen Manager & Lead Chef/Baker

JoAnne Kaona
Mai Uka a i Kai Programs Assistant Manager

Danielle Loo
Manager of Products, Market, Retail, PR, Media & External Communications

Amber Chong
CFP Alaka'i & Forager/Harvester

Kirstie Daly
'Āina Operations Manager & Internship Programs Director

Marj Milbrand
Equipment Operator & 'Āina Operations Crew Level A

Chris Zauner
Equipment, 'Āina (Lo'i) & Poi Production Manager

JoAnne Kaona
Produce Harvest and Distribution Manager

Nick Ploeger
Prep Cook & Waipā Label Goods Production

Tara Palama
'Āina Based Educator - Kumu

Bobbi Akana
Administrative Assistant

Jasmynn Lloyd
CFP Jr. Alaka'i

Tai Mitchell
Master Site Planning Co-Manager
'Āina Operations Crew Level B

Rick HamYoung
Equipment Operator & 'Āina Operations Crew Level A

Lokelani Mahuiki
Poi Production Assistant Manager & 'Āina Operations Crew Level B

Marina Drummer
Harvest & Garden Crew

Emma Stauber
Community Programs Coordinator

Emma Stauber
Watershed Technician

Shain HamYoung
'Āina Operations Crew Level B

Kelsey Rogers
'Āina Based Educator - Kumu

Fran Caffisch
Invasives Species Technician

Mahie Beck
'Āina Operations Crew Level C